



**SOUTH CENTRAL REGION
POLICIES & PROCEDURE MANUAL
(OPERATING POLICIES)**

ADOPTED JUNE 16, 2015

PREFACE

The Preface to the Policy & Procedure Manual (Operating Policies) is to serve as a written record of initiation, changes and current status of the Operating Policies of the South Central Region. When changes are made to the Operating Policies they should be noted in this portion of the document

As of June, 2014 no copies of earlier South Central Region Policies & Procedures were available for use so this document has been developed and published to provide a framework for the ongoing governance of the South Central Region (SCR).

AMENDMENTS:

1. Amended by the Board of Governors on January 12, 2016 to add section 51.1 Introduction to Patrolling Advisor Position Description.
2. Amended by the Board of Governors on April 12, 2017 (Proposal 2016-17-04) to add section 37.13 Toboggan Instructor Continuing Education. In doing so, the existing section labeled 37.13 Toboggan Enhancement Seminar (TES) Courses, was relabeled 37.14.
3. Amended by the Board of Governors on April 11, 2018 (Proposal 2017-1-018) to add a prohibition to visual/audio recording of any NSP Evaluation in the S.C. Region to SCR P&P, General Provisional, Section 1.10, in accordance with Central Division Policy & Procedures, Chapter 6, General, paragraph 3 relating to restrictions on video or audio recording of NSP evaluations.
4. Amended by the Board of Governors on January 9, 2019 (by floor motion) to delete Section 49 - Safety Advisor position description and renumber the remaining sections.
5. Amended by the Board of Governors on January 9, 2019 (by floor motion) to delete the language "at Central Division expense" from section 10.1.
6. Amended by Proposal 2018-19-01 as amended, to retitle existing South Central Region positions in the Policy & Procedure Manual as follows: ARD Proficiency to ARD Skills; Alpine Ski Proficiency Advisor to Snow Sports School; Toboggan Advisor to Outdoor Emergency Transportation (OET) all program references to reflect the above program name changes.
7. Amended by Proposal 2018-19-01 as amended, to remove section 38, Snowboard Advisor from the South Central Region Policies & Procedures and renumber the remaining sections.
8. Amended by Proposal 2018-19-01 as amended to, within the current section 40 Senior Program Advisor, create 3 new positions entitled: Assistant Senior Program Advisor - OEC; Assistant Senior Program Advisor - OET; and Assistant Senior Program Advisor - Ski/Ride Proficiency.
9. Amended by Board Action on 01/14/2021 to incorporate under Chapter 21 a Communications Advisor, the SWEEP Editor, the WEBSITE Advisor, and a Social Media Advisor.

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

1.	GENERAL PROVISIONS	5
2.	ORGANIZATION	8
3.	REGION DIRECTOR	9
4.	ASSISTANT REGION DIRECTORS	11
5.	SECTION CHIEF	14
6.	SECTION POLICIES & PROCEDURES	15
7.	PATROL REPRESENTATIVE/DIRECTOR	16
8.	REGION STAFF GENERAL DUTIES	19
9.	TREASURER	22
10.	FINANCIAL POLICIES & PROCEDURES	24
11.	LEGAL ADVISOR	28
12.	LEGAL PROCEDURES	29
13.	REGISTRATION POLICIES & PROCEDURES	30
14.	REGION ELECTION ADVISOR	31
15.	NOMINATION & ELECTION PROCEDURES	32
16.	REGION ADMINISTRATIVE ASSISTANT	34
17.	AWARDS COMMITTEE & AWARDS ADVISOR	35
18.	AWARDS COMMITTEE POLICIES & PROCEDURES	38
19.	NSP APPOINTMENTS REVIEW COMMITTEE	43
20.	NSP APPOINTMENTS REVIEW COMMITTEE POLICIES & PROCEDURES	45
21.	COMMUNICATIONS ADVISOR.....	48
21.1	SWEEP EDITOR	50
21.2	WEBMASTER	52
21.3	SOCIAL MEDIA ADVISOR	54
22.	SWEEP, WEBSITE, & SOCIAL MEDIA RELATIONS POLICIES & PROCEDURES	56
23.	REGION WEBSITE POLICIES	58
24.	ALUMNI ADVISOR	60
25.	ALUMNI POLICIES & PROCEDURES	61
26.	REGION HISTORIAN	62
27.	REGION HISTORY POLICIES & PROCEDURES	64
28.	AVALANCHE ADVISOR	66
29.	AVALANCHE POLICIES & PROCEDURES	67
30.	MOUNTAIN TRAVEL & RESCUE ADVISOR	68
31.	MOUNTAIN TRAVEL & RESCUE POLICIES & PROCEDURES	70
32.	OUTDOOR EMERGENCY CARE ADVISOR	71
33.	OUTDOOR EMERGENCY CARE POLICIES & PROCEDURES	74
34.	MEDICAL ADVISOR	75
35.	SNOW SPORTS SCHOOL ADVISOR	76
36.	REGION OUTDOOR EMERGENCY TRANSPORTATION (OET) ADVISOR	78
37.	REGION NORDIC ADVISOR	81
38.	REGION SENIOR PROGRAM ADVISOR	83
39.	REGION ASSISTANT SENIOR PROGRAM ADVISOR OEC	86
40.	REGION ASSISTANT SENIOR PROGRAM ADVISOR SKI/RIDE	88
41.	REGION ASSISTANT SENIOR PROGRAM ADVISOR OET	90
42.	REGION SENIOR PROGRAM PROCEDURES	92
43.	CERTIFIED ADVISOR	95
44.	INSTRUCTOR DEVELOPMENT ADVISOR	97
45.	INSTRUCTOR DEVELOPMENT PROGRAM POLICIES & PROCEDURES	100
46.	WOMEN'S SEMINAR ADVISOR & PROGRAM	101
47.	YOUNG ADULT PATROLLER PROGRAM ADVISOR	102
48.	LEADERSHIP DEVELOPMENT ADVISOR	103
49.	INTRODUCTION TO PATROLLING ADVISOR	104
50.	APPENDIX A – KEY DATES	105
51.	APPENDIX B – REGION FORMS	106

1 GENERAL PROVISIONS

1.1 NOT FOR PROFIT POLICY: In keeping with the practices of all NSP units, the South Central Region shall be a not for profit organization and no Region policy shall conflict with the provisions of the NSP Federal Charter or with the Internal Revenue Service requirements for tax exempt organizations.

1.2 BYLAW AND POLICY & PROCEDURE AMENDMENTS: Must be submitted to the Region Director on a fully completed and reviewed **South Central Region Proposal Form** at least 14 days prior to any Board of Governor's Meeting where it is to be considered.

1.3 REGION FALL MEETING: The general purposes of the South Central Region Board of Governors Fall meeting are to confirm and finalize the Region budget & calendar and to approve and give direction to the programs of each Region staff member above Patrol level. Region Fall meetings are usually held after the Central Division Fall Meeting.

1.4 REGION MID-WINTER MEETING: The general purposes of the South Central Region Board of Governors Mid-Winter meeting are to review season operations to date, receive a report on the budget, respond to issues that may have come up, and make mid-season changes to the budget & calendar and provide direction to the program and administrative staff members.

1.5 REGION SPRING MEETING: The general purposes of the South Central Region Board of Governors Spring meeting are to receive year-end reports from the Region staff members and Section Chiefs, and to determine any general redirection needed in Region programs & budget based on outcome data and information from the past season's activities.

1.6 HIGHER-LEVEL POLICY: The South Central Region Policies and Procedures Manual contains the current Region operations policies. No Region operation policy can contravene a Region Bylaw. The South Central Region operates under the policies of the National Ski Patrol System, Inc. and the Central Division. No Region policy can conflict with Central Division or National (NSPS) level policies.

Current National Ski Patrol policy is published in the last updated copy of the NSP Policies and Procedures which may be found on the NSP Web Site. The latest Central Division policy and Procedures is posted on the Central Division Web Site. All other NSP publications are educational documents (e.g. The Ski Patroller's Manual, Outdoor Emergency Care, Etc.) which may or may not reflect current policies.

1.7 REGION CALENDAR: The Region maintains a Region Calendar to help coordinate Region and Patrol activities and to minimize avoidable schedule conflicts. The Calendar for the next year is first drafted at the Region Spring meeting, finalized in detail at the Region Fall meeting, and updated as necessary thereafter. The Region Calendar is posted on the Region Web Site and the Central Division Web Site, and is published in each issue of the SWEEP Newsletter.

1.8 GRIEVANCES AND APPEALS: Every Patroller in the South Central Region has the right to petition for redress of a grievance under the Code of Conduct outlined in the Policy & Procedures of the National Ski Patrol System, Inc (Chapter 6) and within the bounds identified in the Joint Statement of Understanding between the National Ski Patrol System, Inc. and the National Ski Areas Association.

1.9 EMERGENCY POWERS: In the event of an emergency due to unforeseen circumstances or an oversight in the current provisions, a Region Officer or staff member may request that the Region Director make a one-time change to a specific policy in the South Central Region Policies and Procedures provided that (1) the change will not conflict with any National Ski Patrol System, Inc. policy or any Central Division policy, (2) the change is not in conflict with stated Region Goals and Policies, (3) that the change is documented at the time of approval, and (4) a proposal to rectify any oversight will be prepared as an amendment for consideration by the Board of Governors at their next regular meeting. A circumstance is not an emergency if it occurred in a previous year or if it was recognized prior to the last meeting of the Board of Governors and remained uncorrected.

An emergency change cannot be repeated and cannot persist beyond the next meeting of the Board of Governors. The Region Director is the only Region authority who can determine if approval of any proposed emergency change is in the best interests of the National Ski Patrol, the Central Division, the South Central Region and the majority of the Region Ski Patrollers.

1.10 PROHIBITION OF VIDEO/AUDIO RECORDING OF EVALUATIONS:

There shall be no recording by any examiner or participant, by visual or audio means of any type, of any NSP evaluation held in the South Central Region.

2 ORGANIZATION

- 2.1 BOARD OF GOVERNORS:** The Board of Governors, who's members are selected and function as prescribed by the South Central Region Bylaws, acting under the authority granted by the Central Division and the National Ski Patrol System, Inc., determine the overall policies, procedures, and practices (including setting budgets and registration and program fees) that guide the operation of the South Central Region.
- 2.2 REGION DIRECTOR:** The Region Director is the ranking NSPS officer of the South Central Region.
- 2.3 REPORTING SUPERVISION:** The Region Director reports to the Division Director or the Division Officer designated by the Division Director. The Assistant Region Directors report to the Region Director. All other Region Staff, Section Chiefs and Patrol Representative/Directors report as indicated on the Region Organization Chart.
- 2.4 SECTION STAFF:** Section Chiefs may organize and appoint their own staff subject to National and Division policies for appointing and certifying program leaders, instructors, and trainers. The Section Chief consults with and considers the recommendations of Region staff about Section staff candidate qualifications and organizational skills when making Section level appointments for staff who must work closely with these staff. The Section Chief will attempt to resolve any disagreements with Region staff which may occur in the selection of acceptable Section staff, but if no workable solution can be found, the problem will be referred to the appropriate Assistant Region Director(s) for resolution.
- 2.5 REGION STAFF:** Region staff will usually be appointed in the same functional areas as at Division and National levels. Region staff positions may be created or deleted depending upon Region needs.
- 2.6 HOLDING SIMULTANEOUS REGION POSITIONS:** No Region Patroller shall concurrently hold more than one position as a Region Officer or staff member, or shall be a Patrol Officer, without the express written permission of the Region Director.
- 2.7 REGION ORGANIZATION CHART:** The current Region Organization Chart shall be published in the Fall Edition of the SWEEP and shall be posted and maintained on the Region Web Site.

3 REGION DIRECTOR

- 3.1 SELECTION:** The South Central Region Director is elected in accordance with Central Division Policies and Procedures.
- 3.2 DIVISION DUTIES:** The Region Director is charged by the Central Division Policies and Procedures with various duties and functions. The Region Director shall perform those duties and functions as provided therein.
- 3.3 APPOINTMENTS:** The Region Director shall appoint Region staff members and establish whatever committees and offices they deem necessary to assist in discharging the duties of the office. The Region Director resolves differences about the appointment of qualified Section Advisors which may be referred for resolution by an Assistant Region Director and a Section Chief.
- 3.4 REMOVALS:** The Region Director is empowered by the Central Division to remove from office any appointed Region Officer or Advisor, Section Chief or Ski Patrol Representative/Director who is not discharging the duties according to NSP standards. Removal of a Patrol Representative/Director must be discussed in detail with the responsible Section Chief. The Region Director shall send a copy of any removal order, including all information showing cause of the order, to the Central Division Director, before undertaking final action.
- 3.5 LEADERSHIP DEVELOPMENT:** As the senior executive of the Region, the Region Director has a responsibility to identify, encourage and develop a strong cadre of Patrollers for leadership roles within the Region
- 3.6 REGION GOALS AND STATUS:** The Region Director has primary responsibility for articulating the overall Region goals and objectives and for providing a year-end summary of the status of the Region's programs and finances to the Officers and Patrollers of the Region and to the Central Division.
- 3.7 EMERGENCY POWERS:** The Region Director is the sole Region authority to determine if Emergency Powers as described in paragraph 1.8 of the South Central Region Policies and Procedures should be invoked. If an emergency is declared for any of the reasons listed in paragraph 1.8, the Region Director has the authority to make the necessary one time change.

A report must be made of any use of emergency powers by the Region Director and reported to the next meeting of the South Central Region Board of Governors. Use of the Region Director's emergency powers should be very restrained. It is not the purpose of this paragraph to substitute use of emergency powers for poor planning or to subvert the intent of the South Central Region Bylaws and the South Central Region Policies and Procedures by emergency decrees.

3.8 COMMITTEE MEMBERSHIPS: The Region Director is a member of the South Central Region Awards Committee, and is a member of the South Central Region NSP Appointments Review Board if they hold a National Appointment or a Leadership Commendation Appointment.

The Region Director shall be an Ex-Officio member of all standing and special committees in the South Central Region.

4 ASSISTANT REGION DIRECTORS (ARDs)

- 4.1 QUALIFICATIONS:** Shall be a registered Patroller at a Senior level or higher, able and willing to provide administrative leadership in the operation and management of the South Central Region.
- 4.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director. Term of appointment ends upon resignation by the incumbent, removal by the Region Director, or when the Region Director leaves office unless requested to remain in office by the new incoming Region Director.
- 4.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under the South Central Region Officer's and Advisors General Duties (Section 8). Shall ensure advisor and assistant advisor positions are filled on a timely basis with qualified patrollers who aspire to attain leadership positions in the South central Region.
- 4.4 MEMBER OF REGION BOARD OF GOVERNORS:** Shall serve as a member of the Board of Governors of the South Central Region.
- 4.5 ASSISTANT REGION DIRECTORS FOR STAFF:** Assistant Region Directors for Administration, Programs, and Skills shall be in charge of and have responsibility for staff as indicated on the South Central Region Organization Chart. Each Assistant Region Director shall supervise those Region staff members so assigned, aiding each in planning, budgeting, budget management, expense approval, communication, coordination and execution of programs assigned to them and ensuring that the duties are performed according to Region, Division, and National standards.
- 4.5.1 ASSISTANT REGION DIRECTOR FOR SKILLS:** The Assistant Region Director for Skills is responsible for oversight of those programs shown on the current year South Central Region Organization Chart.
- 4.5.2 ASSISTANT REGION DIRECTOR FOR PROGRAMS:** The Assistant Region Director for Programs is responsible for the oversight and inter-program coordination of those programs shown on the current year South Central Region Organization Chart.

4.5.3 ASSISTANT REGION DIRECTOR FOR ADMINISTRATION:

The Assistant Region Director for Administration is responsible for coordination of the patrol, patroller registration program. In addition they have oversight of the functions and advisorships shown on the current year South Central Region Organization Chart.

4.5.3.1 REGISTRATION: The ARD Administration shall be the Region's central point for the distribution of Patrol annual registration instructions. Shall ensure that all Patrol Representative/Directors are aware of the NSP/CD Registration process, procedures, and deadlines for registering Patrollers and shall follow up on Patrols that have not met expected submission dates. Shall utilize the assistance of Section Chiefs and the Region Director, if necessary, in an effort to obtain 100% on time registration of all Patrols. Shall perform duties promptly, at all times as governed by National and Central Division directives, guidelines, and policies. Shall be the Region point of contact for information about Patrol/Patroller registration status and statistics.

4.5.3.2 ARCHIVE ROSTER: Shall provide a copy of the current South Central Region Patroller roster at the end of the Patrol year to the Region Historian for the Region Archives.

4.6 COMMITTEE MEMBERSHIPS: Assistant Region Directors are a member of the South Central Region Awards Committee, and the Region's NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment.

4.7 REPRESENTS REGION WHEN REQUESTED: Any Assistant Region Director may officially represent the South Central Region Director at any time and function, as requested by the Region Director.

4.8 OTHER DUTIES AS ASSIGNED: Any Assistant Region Director shall undertake any other duties or activities that the Region Director may assign from time to time.

5 SECTION CHIEF

- 5.1 QUALIFICATIONS:** Shall meet the Central Division qualification requirements, be a registered Senior Patroller, able and willing to provide administrative and operating leadership to assure a high standard of management and recognition for Section Patrollers and assist Patrol Representatives/Directors in the management of their Patrols.
- 5.2 SELECTION:** Shall be elected for a three-year term as specified in the Central Division bylaws and report to the Region Director.
- 5.3 GENERAL DUTIES:** Carries out the responsibilities listed in the Central Division Policies and Procedures for Section Chiefs. Shall meet the applicable planning, reporting, budgeting, and records requirements listed under South Central Region Officer's and Advisors General Duties (section 8). Further, shall be the central point of support for patrols in their section for award development and review prior to being submitted to the Region Awards Committee for consideration.
- 5.4 REGION BOARD OF GOVERNORS:** Shall serve as a member of the Board of Governors of the South Central Region. In the event they are unable to attend a meeting, with written notification to and approval from the Region Director, they may appoint a Proxy for that meeting.
- 5.5 REGION AWARDS AND NSP APPOINTMENTS REVIEW BOARDS:** Shall serve as a member of the Awards Board of the South Central Region. Shall be a member of the South Central Region NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment. If not a holder of a National Appointment or a Leadership Commendation Appointment, the Section Chief shall appoint a representative who holds an appointment from that section to serve in their place.
- 5.6 MAINTAINING STANDARDS AND POLICIES:** Shall cooperate with the Region Director and other NSP Officers in maintaining the policies, rules, regulations, and standards of the South Central Region, the Central Division, and the NSP.
- 5.7 SUPPORT OF PATROL REPRESENTATIVES/DIRECTORS:** Shall support the Patrol Representative/Directors in the Section, hold meetings of Patrol Representative/Directors, maintain frequent informal contacts, and send information,

bulletins, and directives to Patrol Representative/Directors to encourage good leadership and administration.

- 5.8 STANDARDS:** Shall promote uniformity and high standards among the Patrols in the Section by promoting, facilitating and helping establish/support Patrol programs to refresh, train, and test members of those Patrols to NSP standards where requested.
- 5.9 TRAINING NEEDS:** Shall work with Region staff responsible for programs to assure that requirements for courses are determined and accommodated for all Patrols in the Section.
- 5.10 APPOINTMENTS:** Is authorized to appoint Assistant Section Chiefs, subject to the approval of the Region Director/Responsible ARD as needed to meet the objectives and requirements of the Section.
- 5.11 REGION MEETINGS:** As an Officer of the South Central Region, shall attend all Board and general business meetings of the South Central Region or as outlined in section 5.4 above, may appoint a proxy.
- 5.12 Other Duties:** Shall perform other duties or functions for the Region or the Section which may be necessary or may be directed by the Region Director.
- 5.13 REMOVAL OF PATROL REPRESENTATIVE/DIRECTOR:** May initiate removal-from-office actions for any Patrol Representative/Director within the Section only as prescribed in the NSP Policies and Procedures, NSP Articles and Bylaws and the Central Division Policies and Procedures for failure to discharge the duties of the office according to NSP standards; shall discuss any proposed dismissal with Area Management and the Region Director who will, upon agreement, obtain approval from the Central Division Director before the Section Chief proceeds with that removal.
- 5.14 ANNUAL SECTION FINANCIAL SUMMARY:** Each Section Chief shall submit a Section Financial Report on a fiscal-year basis, to the Region Treasurer in accordance with instructions issued by the Central Division.
- 5.15 FREQUENT COMMUNICATIONS:** Maintains frequent year-round contacts with every Patrol Representative/Director in the Section to keep abreast of Patrol plans, activities and programs in the section. Prepares a news summary of Section and Patroller activities and accomplishments for publication in each issue of the SWEEP.

6 SECTION POLICIES AND PROCEDURES

- 6.1 REGISTRATION FEES:** Section may collect registration fees from Patrollers.
- 6.2 FUND-RAISING:** Sections may establish and operate fund-raising projects.
- 6.3 USES OF SECTION FUNDS:** Any money raised by or in the name of a Section must be expended to the general benefit of the Patrollers in the Section, such as for Section meetings, a newsletter, training, or other similar purposes. Upon termination of services to members at the Section level, any funds remaining in the Section accounts shall be turned over to the Region Treasurer in a timely manner upon request of the Region Director.
- 6.4 VACANCY IN A SECTION CHIEF POSITION** – Should a Section Chief position become vacant due to the resignation or removal of a Section Chief, the vacancy shall be filled by an appointment by the Region Director.

7 PATROL REPRESENTATIVE/DIRECTOR

- 7.1 QUALIFICATIONS:** Shall meet the qualifications and be selected as prescribed in the NSP Policies and Procedures, section 6.4.3.
- 7.2 REPORTING CHAIN:** Reports to local area management for all local policy and the operation of the local ski patrol. Reports to the Section Chief, thence to the Region Director for all NSP policies, procedures and program responsibilities.
- 7.3 REGION MEETINGS:** As an Officer of the South Central Region, is encouraged to attend general business and patrol director meetings and Awards Banquets of the South Central Region.
- 7.4 INTERMEDIARY WITH AREA MANAGEMENT:** Shall be the primary intermediary with Area Management in all business between Area Management and the Patrol, the Section, and the Region.
- 7.5 PATROL STAFF:** Shall designate Patrol staff members to support NSP programs. It is recommended that the Patrol staff positions be aligned with Region staff positions to facilitate communication and execution of NSP programs at the local level. Patrols are also encouraged to name an Awards Advisor to help ensure that all deserving Patrol members have a chance to receive recognition for achievements and service.
- 7.6 REFRESHERS:** Shall be responsible for organizing and holding Patrol annual OEC, On-the-Hill/On-the-Trail, and On-the-Snow refreshers meeting NSP standards. Refreshers for alpine ski areas served by chairlifts will include chair evacuation training meeting local area management's requirements.
- 7.7 CPR CERTIFICATION:** A current professional rescuer CPR card is required for Patroller registration. Patrol Representatives/Directors are responsible for certifying that all members registered have a current professional rescuer CPR card from the American Red Cross, the American Heart Association, or other organizations as specified in the NSP National P&P, showing course refresher completion since the last ski season.
- 7.8 PATROL AND PATROLLER REGISTRATION:** shall be familiar with and follow the current registration procedures for Patrols and Patrollers found in the most recent update of the NSP Policies and Procedures. Shall comply with any current Central Division and Region supplementary registration policies and deadlines.

7.9 PATROLLER RECORDS: Shall assist individual Patrollers with their membership records by prompt distribution of registration cards and assuring that record updates for member classification and education course completion are maintained and that upgrade data is sent to the National Office. Shall verify and, if necessary, correct each Patroller membership record in the member data base maintained by the National Office. Individual patrollers are responsible for maintaining their own personal data in the member data base. The Region strongly advises that a Patrol maintain individual Patroller history records of service, training and accomplishments for record validation, preparation of awards nominations and publicity releases.

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

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

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

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

7.13 REVIEW JOINT STATEMENT OF UNDERSTANDING: Each Patrol Director/Representative shall annually review the NSP/NSAA Joint Statement of Understanding with Area Management and ensure that all operating policies, procedures and protocols to be used during the year have been updated and approved in writing by Area Management.

7.14 REVIEW AND FOLLOW THE CENTRAL DIVISION PATROL DIRECTOR CHECK-LIST: Each Patrol Director/Representative shall annually review and follow the patrol director check list provided by Central Division.

7.15 REVIEW CHAPTER CENTRAL DIVISION P&P, CHAPTER 5: Each Patrol Representative/Director shall review Chapter 5 of the Central Division Policy & Procedures with the Patrol Treasurer to ensure that the patrol is in compliance with all requirements.

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

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

8 REGION STAFF GENERAL DUTIES

8.1 PLANS & BUDGETS: Region Staff¹ responsible for an administrative, program, or training function shall prepare a proposed program for the year's activities, and, if anticipating either using any funds or generating income, shall include a budget identifying the sources (Region treasury, fees, contributions, other) and uses of all funds. The South Central Region Budget Year runs July 1 of a year to June 30 of the following year. The program and the budget shall be presented in person or by proxy, to the Board of Governors during the Region Budget meeting. Unless more detail is required to describe some of the categories, the proposed program shall be delineated using the South Central Region Budget Request Form available on the Region web site. The Budget Request Workbook contains a summary page followed by separate pages for each program (event) within the advisorship being proposed to be funded.

8.2 DIVISION ACTIVITIES: Region Staff shall identify and recommend their participation in anticipated or scheduled Division events, such as meetings, seminars, training clinics, etc., which are expected to contribute to meeting Region objectives. The costs for participating in the Division activities will be estimated and any offsetting Division reimbursement requests will be included in the proposed budget as revenue. Region Staff projections of Division activities should be estimates based on plans, meeting information or schedules from the applicable Division Advisor.

8.3 PROGRAM AND BUDGET AUTHORITY: Upon receipt or notification of the Region approved program and budget, Region Staff shall carry out the program and follow the budget as approved by the Board of Governors. Any interim program or budget modifications require approval by the Region Director prior to execution. All program fees received from participants shall be remitted to the Region Treasurer immediately following completion of the program as received without netting (removing funds to cover) related expenses.

8.4 ANNUAL REPORTS: Region Staff supporting an approved program shall prepare an annual report comparing accomplishments versus goals and revenues/expenses versus projected budgets for the year just ended and shall recommend program changes and budgets for the ensuing year.

¹ Region Staff includes Region Officers; ARDs; Program Advisors; the Treasurer, Legal & Risk Management advisors; the Administrative Assistant, the Web Site Manager and the SWEEP Editor

The annual program summary report shall be written on the Region Program Annual Report Form available on the Region web site and submitted to their Assistant Region Director who shall prepare and distribute copies to the Region Director, the Historian, the Sweep, members of the Board of Governors and the originating staff member's file. A short summary of this report shall be given, in person or by proxy, to the Board of Governors during the Region Spring meeting.

- 8.5 ADMINISTRATIVE BUDGETS AND REPORTS:** Region Staff having staff support or Advisory responsibilities (*e.g.* Administrative Assistant, Legal Advisor, Treasurer, etc.) not involving NSP educational programs, shall submit an annual program plan and budget if funds are required to carry out the responsibilities of the office. An end of season annual report of noteworthy activities, recommendations for future actions, and expenses shall be submitted for the Spring business meeting. Reports may be given either by telephone or electronically to the supervising Assistant Region Director for presentation to the Board.
- 8.6 NON-EXPENDABLE EQUIPMENT INVENTORY:** Any Region Staff member who buys or maintains non-expendable equipment for retention and use in an South Central Region program shall annually make a record of the purchased item(s), including the custodian, date of purchase, cost or value, any limitations on the use of the equipment and storage location. Region staff shall send copies of this record to the Central Division Legal and Risk Advisor for information, and to the Region Director, Region Treasurer, Region Insurance Advisor (for insurance coverage assessment), and also sent to the Assistant Region Director overseeing that staff member.
- 8.7 REIMBURSEMENT:** Region Staff shall claim reimbursement from the Region for authorized expenses in accordance with Section 10 Financial Policies and Procedures on at least a quarterly basis. Reimbursement requests received more than 30 days after the end of any budget year, shall not be reimbursed.
- 8.8 RECORDS:** Each Region Staff Member shall maintain all records necessary for proper program administration, equipment inventory control and financial accountability, and shall turn over those records to their successor upon request.

8.9 COORDINATION AND SCHEDULES: Each Region Staff Member shall keep in close contact and communication with Division, other Region, Section and Patrol counterparts, coordinating plans and activities. All Region staff and advisors will provide calendar information and an article regarding their area of responsibility or program and where applicable program registration material to the *SWEEP* before each publication deadline: will maintain calendar and registration details with the Region Director, the Region web site, and will provide program updates to Patrol Representatives/ Directors and Region staff (Region Director and the supervising Assistant Region Director) on a timely basis.

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

8.11 COURSE COMPLETION RECORDS FOR SENIOR REQUIREMENTS OR ELECTIVES: Advisors, Officers and Program Advisors responsible for conducting or overseeing courses and clinics designated as Senior Candidate Core Requirements or Electives must assure that course completion records are filed in accordance with procedures prescribed by the Region Senior Program Advisor².

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

² South Central Region Policies and Procedures Section 40.6.2

9 TREASURER

- 9.1 QUALIFICATIONS:** Shall be a registered member of the NSP and able to be bonded; does not need to be a CPA, but must be able to maintain the books and financial records in a clear and legible manner. Desirable experience includes budgeting and maintaining financial books and records of either a non-profit or for-profit organization.
- 9.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director as the Region's senior Financial Officer and administrator of the budget.
- 9.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under South Central Region Staff Members General Duties (section 8).
- 9.4 FINANCIAL RESPONSIBILITIES:** Shall be responsible to the Region Director for all Region funds and shall maintain a proper accounting system and procedures to assure the proper receipt and disbursement of those funds. Shall invest Region funds in a manner that minimizes the risk of loss and provides appropriate income and that is consistent with the Investment Objectives and Restrictions of the Central Division.³
- 9.5 BOOKKEEPING SYSTEM:** Shall set up a bookkeeping system patterned after the Central Division bookkeeping system.
- 9.6 ACCOUNT EXPENDITURE RECORDS:** Shall maintain accounts in such a manner that expenditures in each account can be determined.
- 9.7 FUNDS RECEIPT AND EXPENDITURES:** Shall deposit all cash & checks upon receipt and shall reimburse approved expense vouchers as specified in 10.3 in a timely manner.
- 9.8 MAINTENANCE OF REGION INVENTORY RECORDS** – Shall receive and maintain the inventory record of all non-expendable equipment purchased by Region staff. Shall annually send region advisors having equipment an inventory listing asking them to conduct a physical inventory and report the presence, condition and location of the inventory.

³ Central Division Policies and Procedures, Chapter 5 Treasury Operations

9.9 ANNUAL REGION FINANCIAL REPORT: Shall prepare an annual end-of-fiscal-year statement for the Board of Governors and for use in establishing the next year's budget. The end of year statement shall include all Region funds, including those for self-financing programs. Shall prepare an annual South Central Region financial report and submit it to the Central Division Treasurer in accordance with the Central Division Treasurer's instructions and prior to the Central Division reporting deadline.

9.10 END-OF-YEAR REPORT MANAGEMENT: Shall assemble and forward to the Central Division Treasurer the financial reports of the operating units of the South Central Region In accordance with the Central Division Treasurer's instructions and prior to the Central Division reporting deadline.

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

9.12 REGION BOARD OF GOVERNORS: Shall serve on the South Central Region Board of Governors as a non-voting member and shall attend board meetings and provide a budget and financial report at each meeting.

10 FINANCIAL POLICIES & PROCEDURES

10.1 BONDING OF OFFICERS: The Region Director and the Treasurer shall be the South Central Region Officers bonded .

10.2 PROGRAM AND BUDGET AUTHORITY: The South Central Region Budget Year runs July 1 of a year to June 30 of the following year. Each Region Staff Member anticipating reimbursement from South Central Region funds shall propose a program and budget, and then follow that budget after approval by the Board of Governors. The Region Director or their designee will review all budget requests and make recommendations to the Board for an overall Annual Region budget. Mid-year or mid-season budget modifications may be approved by the Region Director. It is preferred but not required that, all additional expenditure allocations should be based on an identified new source of funds or a reduction made elsewhere in the budget. Requests for additional general funds must be approved by the Region Director and reported to the Board at its next regular meeting. Proposed budgets shall be related to program tasks, and shall identify major expense categories, such as travel, lodging, purchases, copying, telephone, and postage, when the total budget proposed exceeds \$25. Budgets shall be managed at the “bottom line” and not by expenditure category. Expenditures may not exceed a program’s budget without specific written authority from the Region Director.

10.2.1 ESTABLISHING FINANCIAL RESERVE BALANCES: The South Central Region Board of Governors shall establish and annually review financial reserve balances. Reserves shall be established for the following purposes:

10.2.1.1 OPERATING RESERVES – To provide sufficient available cash to meet the routine day-to day financial obligations of all operations in a timely manner.

10.2.1.2 OPERATING RESERVE FUND – To provide funds to address unbudgeted or unplanned expenses for repair, replacement, or unplanned program initiatives that cannot be addressed through reallocation of the operating budget or addressed through the use of funds from the Operating Reserve..

10.2.1.3 RESTRICTED RESERVE FUND - .To provide financial stability to the organization. These funds may only be made available by a 2/3rds vote of the Board of Governors, to fund or support major educational purchases, new educational programs, or to address financial needs resulting from financial emergencies.

10.3 EXPENSE VOUCHERS AND BILLS: Expense vouchers or bills for Region reimbursement may be submitted only for approved budgeted expenses. Expense claims must be supported as described in 10.11 below. Vouchers must be approved by the Region Director or the supervising Assistant Region Director. Reimbursement will be made only by check signed by either the Region Director or the Treasurer.

10.4 TRAVEL REIMBURSEMENT: Automobile travel within or outside the Region shall be reimbursed at a mileage rate approved annually by the Region Board of Governors. Travel by rental car will only be reimbursed if approved prior to vehicle rental.

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

10.6 LODGING COST REIMBURSEMENT: Individual lodging costs up to one-half the cost of a room based on double occupancy per night, may be reimbursed. Costs for lodging within the Patroller's home Section will not be reimbursed.

10.7 REIMBURSEMENT FOR MEALS: Meal expenses associated with Region travel shall be reimbursed at the amount approved by the Region Board of Governors. Costs for meals within the Patroller's home Section will not be reimbursed unless approved in advance and included as part of a program registration fee.

10.8 REIMBURSEMENT FOR ATTENDANCE AT DIVISION MEETINGS AND OTHER EVENTS: The Region Director and other Region staff who are requested by the Central Division Director to attend Central Division meetings and other events will be reimbursed in accordance with Central Division policy. Expenses incurred that exceed the amount reimbursed by the Division may be reimbursed by the Region under the guidelines provided in this section.

10.9 OTHER ADMINISTRATIVE EXPENSE REIMBURSEMENT: The Region will reimburse Region Staff for postage, telephone, copying, printing, and other authorized purchases for approved Region programs. Such expenses must be included in the approved annual program budget or approved by special authorization of the Region Director. Receipts must be furnished, originals or photocopies, with the expense voucher.

10.10 SELF-FINANCING PROGRAMS: It is the goal of the Region that general operating expenses of region programs be, to the extent possible, self-sustaining or self-financing in part (*e.g.*, for Avalanche, SES's, TESs, clinics, evaluations, Certified, Senior, Instructor Development, Women's, Youth, and Mountain Travel and Rescue) and that they generate revenues to offset expenditures. Except for significant one-time purchases and for materials, such as manuals, low angle rescue kits, transponders, etc. that are carried over to later seasons, program expenses should be, to the extent possible, covered by current year course fees. Fees collected from participants are to be submitted to the Region Treasurer by the responsible staff member immediately following the date of the event. Expenses are to be paid by the Region Treasurer upon submission of approved expense vouchers. Residual course fees, in excess of program expense, from a self-sustaining program may be carried over to the next year by the Region Treasurer for that specific program upon approval by the Region Board of Governors.

10.11 EXPENSE VOUCHER APPROVAL AND PROCESSING: Region staff shall submit Expense Vouchers and Mileage Worksheets for reimbursement from the South Central Region using forms specified by the Region. Expense Reimbursement Voucher must be submitted for all reimbursement requests (including Mileage). If mileage reimbursement is being requested, a completed Mileage Worksheet must be submitted with the reimbursement voucher. Expense Vouchers and Mileage Worksheets must be complete and provide all the required information, and must be supported by originals or photocopies of receipts documenting expenses. Expense Voucher claims for mileage shall be supported by an attached and properly completed Mileage Worksheet. Expense Vouchers and Mileage Worksheets for Assistant Region Directors, Treasurer, Legal Advisor, Risk Management Advisor, and Administrative Assistant shall be submitted to the Region Director for review and approval. Advisor Expense Voucher and Mileage Worksheets are to be submitted to the supervising Assistant Region Director who will validate the prior budget approval for the actual expenses claimed. When approved, the vouchers and supporting documentation must be submitted to the Region Treasurer for timely payment.

All claims for reimbursement, notwithstanding specific requirements contained in a program's guidelines, must be submitted no later than June 30 of the current financial year

to be paid. Claims made for reimbursement of expenses made after the end of the financial year shall be returned to the maker unpaid.

10.12 FINANCIAL REPORTING CALENDAR: The South Central Region financial reporting calendar is specified in the Central Division Policies and Procedures

11 LEGAL ADVISOR

11.1 QUALIFICATIONS: Shall be a registered member of NSP and an experienced, licensed practicing attorney. Must be available for immediate notification about legal matters.

11.2 APPOINTMENT AND SUPERVISOR: Shall be appointed by and report to the Region Director.

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

11.4 PRIMARY RESPONSIBILITIES: Shall advise the Region Director and the Region Board of Governors on all matters having a legal bearing on Ski Patrol activities in the South Central Region. Provides advice and counsel to the Region Director and affected South Central Region patrollers on NSP Code of Conduct matters including possible sanctions as described in the NSP P&P section 7.2.1B and other 7.2 sections. Provides legal information of general importance to ski patrolling for distribution to Patrol and Patrollers in the Region as it relates to NSP responsibilities under the Joint Statement of Understanding (JSOU).

11.5 LEGAL CONSULTATION: Shall be available to all Staff of the South Central Region for consultation on Ski Patrol matters.

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

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

12 LEGAL PROCEDURES

12.1 LEGAL ACTIONS AND RESPONSIBILITIES: In the event of any pending or actual legal action against a Patroller or Patrol, it is imperative that Patrollers and Patrol Officers be familiar with and execute the procedures in the NSP Policies and Procedures. This and other references about legal responsibilities are listed in the footnote to this section.

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

12.3 FIREARMS: It shall be strictly prohibited, and a violation of the South Central Region code of conduct, for any patroller, patroller family member or patroller guest to possess or carry a firearm on their person, concealed or otherwise, at any South Central Region sponsored or sanctioned event, including, but not limited to: Region meetings, Region banquets, OEC courses or refreshers, Senior calibrations, clinics or tests, Toboggan Enhancement Seminars, Ski Enhancement Seminars, and other education courses.

13 REGISTRATION POLICIES & PROCEDURES

13.1 REGION REGISTRATION FEE: Every Ski Patroller registering as a primary member with a South Central Region Ski Patrol shall pay an annual Region registration fee when registering with the primary Patrol. The only membership classifications that do not pay an annual registration fee to the Region are the Lifetime, Alumni Members and patrollers having 50 or more years of continuous service with the NSP. Region registration fees are paid by Region Patrollers in all other membership classifications. A Patroller registered in more than one classification is required to pay only one annual Region dues assessment. The Region annual registration fee is set by the Board of Governors prior to July 1 of each year.

13.2 REGISTRATION FEE PAYMENT: All re-registering South Central Region Ski Patrollers must pay their National, Division, Region, Section (if any) and primary Patrol registration fees to their primary Patrol and, when applicable, incremental Patrol registration fees to any secondary Patrol. Registration fees are paid to the Patroller's primary and secondary patrol when applicable. Local patrols remit registration fees to the Central Division in accordance with Division registration procedures⁴

13.3 LATE FEE: A late fee must accompany each Patroller's registration received by the Central Division Registration Coordinator after the established cutoff date.

13.4 PROCESSING OF REGISTRATION MATERIALS: Notice of annual registration deadlines and procedures will be distributed by the ARD Administration to the Patrol Representatives/Director.

14 REGION ELECTIONS ADVISOR

⁴ Central Division Policies and Procedures, Chapter 4

14.1 QUALIFICATIONS: The qualifications for the Region Elections Advisor are; 1) to be a registered member of the National Ski Patrol in the South Central Region for at least the past two years, 2) not to be a candidate for the office of Region Director or Section Chief while serving as Region Election Coordinator, 3) to be acceptable to the Central Division Elections Coordinator and 4) not be a serving line officer.

14.2 APPOINTMENT & SUPERVISION: A Region Elections Advisor shall be appointed by and report to the Assistant Region Director for Administration subject to approval by the Region Director, to assist the Division Elections Coordinator as requested in conducting the nominations and elections for the Region Director and Section Chief.

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

14.4 ELECTION SCHEDULING: The Region Elections Advisor shall advise and assist the Region Director in planning and coordinating Region calendars and activities necessary to conduct the elections for Region Director and Section Chiefs.

14.5 ELECTION DUTIES: The Region Elections Advisor shall place a notification of election in the second issue of each *SWEEP* volume (Mid-Winter issue) and on the Region website about the elections scheduled to be held during the current year. The notification shall include the deadlines prescribed in Section 15, a description of the qualifications for office, and when appropriate, the Region electorate, i.e. Patrol Representative/Director, Section Chief plus the number of additional voters allocated to each Patrol based upon the number of registered patrollers⁵. Information about qualified candidates filing for election and the results of the elections will be provided to the *SWEEP* as soon as it is available.

14.3 SUPPORT DIVISION & REGION ELECTION POLICY: The Region Elections Advisor shall assist the Division Elections Coordinator as requested in conducting the nomination process and elections within the South Central Region as provided by the Central Division Bylaws and the Central Division Policies and Procedures.

⁵ See Central Division By-Laws, 11.3

15 NOMINATION & ELECTION PROCEDURES

15.1 FOLLOWING DIVISION ELECTION POLICY: Candidate qualifications and election procedures for Region Director and Section Chiefs will be followed as specified in the Central Division Bylaws (Article XI).

15.2 ELECTION DATES: Election dates for Region Director and for Section Chief must allow the newly- elected candidate to be in office effective July 1 of the election year. South Central Region Election results must be available for announcement during the Region Awards Banquet. The deadlines for the election activities are specified in the Central Division Policies and Procedures. The following are examples only and are subject to change:

Election announcement for Section Chiefs/Region Director.by January 1

Nomination deadline for Section Chief/Region Director.....by January 26

Candidate résumés and position papers dueby February 9

Ballots, résumés, position papers mailed to electors.....by February 15

Ballots returned postmarked not later than.....March 8

Announcement of Section Chief/Region Director election results
Region Spring Meeting

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

15.4 VOTE FOR SECTION CHIEF: Voting members will be as specified in the Central Division Bylaws (Article XI, Section 11.2). Normally, they will be the Patrol Representatives/Directors who shall cast the single Patrol vote provided that he/she is not a candidate, in which case the Patrol will select a representative.

15.5 VOTE FOR REGION DIRECTOR: The voter population will be determined by the Region Board of Governors as specified in the Central Division Bylaws (Article XI, Section 11.3). This will be either one vote for each Section Chief in the region, one vote for each Patrol Representative/Director in the Region plus one additional representative for every fifty members over fifty members in the patrol; or one vote for each registered member in the region. The names and address of the voter population shall be submitted to the Central Division Elections Coordinator in accordance with the Region Director Election Schedule⁶ in each year that a Region Director election is to be held.

15.6 CANDIDATE CAMPAIGN INFORMATION: Within the limitations of its publications schedule, the SWEEP and the Region web site will keep the Region Patrollers informed about elections, candidates and election results. In addition, the South Central Region Elections Advisor will distribute candidate résumés and position papers with ballots for Section chief to designated electors. Region Director candidate contacts with the electorate are limited by the Central Division Bylaws (Article XI, Section 11.3.9). Section Chief candidates may solicit votes by personal contacts and by distributing election campaign materials to electors, with a copy to the Region Elections Advisor. No candidate for any elected office may use Patrol, Section or Region resources or their present position for advocating or promoting their own candidacy or any other candidate. Campaign expenses are not reimbursable.

⁶ Central Division P&P Chapter3

16 REGION ADMINISTRATIVE ASSISTANT

- 16.1 QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the South Central Region, willing and able to undertake the duties of Administrative Assistant.
- 16.2 APPOINTMENT & SUPERVISION:** Shall be appointed by and report to the Region Director.
- 16.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under South Central Region Staff General Duties (section 8).
- 16.4 PRIMARY RESPONSIBILITY:** Shall attend all regular and, when requested by the Region Director, special Region Board of Governors meetings, take minutes, and distribute them when and as directed by the Region Director. Shall maintain and update as required the Region Staff Directory and Region Calendar and ensure that revised copies are supplied in a timely manner to the editor of the SWEEP and Website Manager.
- 16.5 FIVE YEAR RECORD OF MINUTES:** Shall maintain on the Region web site a record of minutes and all reports filed at the Board of Governors meetings for the past five years. Copies of all Region Board minutes must be supplied to the Region Historian.
- 16.6 ARCHIVING OLD MINUTES:** Shall archive records older than five years on the Region web site.
- 16.7 ON-HAND REFERENCES:** Shall have a copy of, and be familiar with, *Robert's Rules* and a current copy of the *NSP Policies and Procedures*, *The Central Division Policies and Procedures* and the *South Central Region Bylaws and Policies and Procedures* at every Board of Governors meeting.
- 16.8 REGION POLICY UPDATES:** Shall prepare updated revisions to the South Central Region Bylaws and Policy & Procedure Manual according to motions passed at Board of Governors meetings. The format of the updates shall follow the pattern established in the Central Division Policies & Procedures Manual.

17 AWARDS COMMITTEE AND AWARDS ADVISOR

17.1 REGION AWARDS COMMITTEE & ADVISOR: There shall be an Awards Committee of the South Central Region, composed of the following voting members: a Chair (who only votes in the case of a tie), the Region Director, the Assistant Region Director(s), the Section Chiefs, the immediate past Region Director, and one primary member appointed by each Section Chief from their section. In addition, there shall be a permanent alternate member appointed by each Section Chief from their Section. The Chair shall be the Region Awards Advisor. The Awards Advisor shall administer the awards program of the South Central Region as described in Section 18, Awards Policies and Procedures. The primary responsibility of the Awards Committee shall be to judge award nominations (excluding Appointments, Distinguished Service Awards, and Meritorious Service Awards) and approve/select successful applications and Outstanding Award winners using a secret ballot. The Awards Advisor shall also be responsible for keeping the Committee members informed about Committee meeting dates, keep a true and correct record of all Committee proceedings, timely forward approved awards to Central Division, and transfer all Committee records to his/her successor.

Awards Committee members shall be guided by the following statements:

17.1.1 All awards deliberations must be kept confidential to ensure the integrity of the Awards Program.

17.1.2 Award sponsors will be kept up to date regarding the progress and outcome of their award submission.

17.1.3 All members of the Awards Committee will actively support local Awards Advisors and patrollers in developing award nominations.

17.1.4 All members of the Awards Committee will support Committee Recommendations.

17.2 AWARDS COMMITTEE MEMBER QUALIFICATIONS: It is strongly recommended that the primary and alternate members of the Committee be holders of a National or Leadership Commendation Appointment, having outstanding experience in and knowledge of the operations of the South Central Region, with demonstrated ability to make sound, unbiased judgments.

17.3 ALTERNATE AWARDS COMMITTEE MEMBERS: Alternate appointed Awards Committee Members shall substitute as needed for the Section Chief or the primary appointed Awards Committee Members in the conduct of the business of the Awards Committee.

17.4 ADVISOR QUALIFICATIONS: The Advisor/Chair shall be a registered Patroller willing and capable of leadership necessary to coordinate and administer the activities of the Committee, and having outstanding experience in and knowledge of the operation of the South Central Region, with demonstrated ability to make sound, unbiased judgments

17.5 AWARDS ADVISOR & COMMITTEE APPOINTMENT & SUPERVISION: The Awards Advisor shall be appointed by and report to the Assistant Region Director for Administration subject to approval by the Region Director.

17.6 ADVISOR GENERAL DUTIES: The Awards Advisor shall meet the applicable planning, reporting, budgeting, and records requirements listed under South Central Region Staff General Duties (section 8).

17.7 PROMOTION OF AWARDS PROGRAM: The Awards Advisor and all members of the Awards Committee shall encourage and promote the Awards program in the South Central Region but shall not personally sponsor nominations for awards. Promotion of the Awards Program shall include the conduct of at least 2 annual Awards Training programs by the Region Awards Advisor assisted by the ARD Administration and Section Chiefs from those sections, each year for patrol level Awards Advisors on opposite sides of the South Central Region.

17.8 MINIMUM REQUIREMENTS REVIEW: The Awards Advisor shall, prior to an Awards Committee Meeting, review all nominations for awards to determine whether the content is complete and whether all necessary signatures are on the form; and if there is time before the deadline, shall return to the originator any improperly prepared nominations, with directions for correction. The Awards Advisor shall promptly inform the sponsor of awards regarding the action taken on their submission.

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

17.10 AWARDS ADVISOR SERVES ON REGION NSP APPOINTMENTS

REVIEW COMMITTEE: If a holder of a National Appointment or a Leadership Commendation Appointment, the Region Awards Advisor shall be the chair of the South Central Region NSP Appointments Review Committee.

17.11 QUORUM: To establish a quorum, a majority more than 50 percent of the Awards Committee, including the chair, shall be present.

17.12 VOTING: At a duly constituted scheduled meeting, a two-thirds vote of the voting members (**but not less than 5 members** voting to approve) that are in attendance is required to approve a Region recommendation. Each candidate application must be reviewed by a quorum of the Committee. This can be done by phone, letter or meeting. If a majority is not reached, the candidate(s) receiving the least number of votes shall be dropped and another ballot taken until one nomination receives the required two-thirds majority. Any award voted on and rejected will not be considered again in the current season which ends June 30.

17.13 RESPONSIBILITY OF MEMBERSHIP: Section Representatives must attend a majority of Award Committee meetings. They must arrange with the Section Alternate to replace them as well as notify the Awards Committee Chair in advance, if they will miss a meeting. A new member will be appointed if the attendance requirements are not met.

18 AWARDS COMMITTEE POLICIES & PROCEDURES

18.1 NOMINATIONS PROCESSING: The South Central Region follows the current National Ski Patrol⁷ and Central Division⁸ Awards programs. All Patrols and Patrollers are urged to make and submit nominations for the various awards listed in this section. All award nominations are submitted on the current National form or other form/letter as described in this policy & procedure. Award nomination deadlines shall be adhered to as described in 18.7.below.. The Awards Advisor will be responsible for all documentation processing and assuring that the applications are complete and meet all administrative and documentation requirements. Forms and nomination letters that fail to meet the requirements will be returned to the originator. Award nominators are encouraged to ask questions and submit nominations well in advance of deadlines to permit time for corrections. The Awards Committee will evaluate the nominations that meet all administrative requirements and make recommendations only on the merits of the facts and information presented. **Names of Patrols and Patrollers are to be removed from the nominations of competitive awards to assure that the evaluations are based on the facts actually written in the forms and letters.**

18.2 OUTSTANDING AWARDS: The following Outstanding Award categories are Region, Division & National level awards:

Outstanding Young Adult Patroller (15-19)

Outstanding Nordic Patroller

Outstanding Alpine Patroller

Outstanding Patroller

Outstanding Administrative Patroller

Outstanding OEC Instructor

Outstanding Non-OEC Instructor

Outstanding Professional Ski Patroller

Outstanding Alpine Patrol Representative/Director

⁷ *NSP Policies and Procedures*, Chapter 12

⁸ *Central Division Policies and Procedures*, Chapter 6, AWARDS section

Outstanding Large Alpine Patrol

Outstanding Nordic Patrol Representative/Director

Outstanding Nordic Patrol

Outstanding Small Alpine Patrol

18.3 MERIT STARS: All nominations for NSP Merit Star Awards must be submitted on a current National Form along with the specified backup data.⁹

18.4 REGION AWARDS: The following Region Award nominations are submitted to the Awards Advisor or Region Director in letter form and do not require Awards Committee Action. Determination of eligibility shall be the sole responsibility of the Region Director.

18.4.1 REGION DIRECTOR'S AWARD: An award for a South Central Patroller(s) selected by the Region Director for a special act or service performed during the term of the current Region Director. This award need not be given each year.

18.4.2 ANGEL PIN – As a NSP award, the presentation of this award shall follow the program guidelines identified in the National Policy & Procedure Manual, Chapter 12, Awards, section 12.10.02.

18.4.3 SUPER ANGEL AWARD – This award having been discontinued by the National Ski Patrol has been re-created by the South Central Region to recognize the long term support (at least 15 years) of patrol members by their spouses, significant others, and domestic partners. A recipient may be either a member or non-member of the National Ski Patrol. This award may be requested by a patrol director for one of their members spouses, significant others or domestic partner. If approved, the cost of the award shall be covered in its entirety by the local patrol.

18.5 NATIONAL LEVEL APPOINTMENTS & AWARDS: The following appointments and awards are submitted on the current National Form through the Section Chief to the Region NSP Appointments Review Committee in accordance with provisions in Section 19.

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

18.6 STANDARDS: Awards are not to be handed out indiscriminately. Standards for NSP awards in the South Central Region shall be set with consideration of A) those established by National and/or Central Division and B) Awards will be given for “what” was done and “how” it was accomplished without regard for “who” was involved; and C) in consideration of the general professional, constructive and supportive expectation of a member receiving such awards representing the NSP with the snow sliding industry and/or their fellow members (e.g. a patroller receiving an appointment).

They should have demonstrated excellent administrative and interpersonal skills and represent their program or organization with great skill and in a highly professional and positive manner.

18.7 AWARD SUBMISSION & EVALUATION PROCEDURES: The procedures for submitting and judging nominations for awards are as follows:

18.7.1 AWARD NOMINATIONS - GENERAL: Award nominations must be received by the Awards Advisor by the published deadline to meet review and processing requirements. Late submissions will be returned to the originator without action. The awards submission deadlines are established by the Region Awards Advisor to meet Division deadlines and allow time the Region Awards Advisor to process, copy, and distribute copies of all awards nominations to the Awards Review Board Members, hold the review meeting, prepare the Region recommendations and forward the recommendations to the Division.

18.7.1.1 AWARD SUBMISSIONS – The Awards Chair **must receive the original cover letter and award form at least seven (7) days prior to any Awards Committee meeting date** to be considered at a meeting. Copies of the cover letter and award form for each of the committee members **shall be provided by the Region** for the awards meeting.

18.7.2 AWARD NOMINATION FILING DEADLINES: Nominations for all awards to be acted on by the South Central Region Awards Committee **must be received by the Chair of the Awards Committee at least 7 days prior to the meeting** at which they are to be considered to allow for processing through Central Division and the National Office.

18.7.3 NOMINATION EVALUATION PROCEDURES: Procedures for evaluating and judging all award nominations shall be as follows:

18.7.3.1 All votes shall be cast by secret ballot (17.1).

18.7.3.2 Any award voted on and rejected will not be considered again that season (17.12).

18.7.3.3 The sponsor will be informed as soon as possible about the committee's decision by the awards chair (17.1.2 and 17.8).

18.7.3.4 The most current version of the National Ski Patrol Awards Manual and Central Division Awards Manual will be used as a guideline.

18.7.3.5 The Awards Committee will only consider fully completed award forms.

18.7.3.6 All discussions and actions of the Committee are considered confidential and shall not be discussed outside the meeting (17.1.1).

18.7.4 NOMINATIONS PROCESSING: The Awards Committee will evaluate nominations for other awards and take appropriate action. The Chair will forward nominations for Division and higher-level awards to the Central Division Awards Advisor.

18.7.5 AWARDS COMMITTEE MEETING DATES:

The Awards Committee shall meet at a time and place established by the Committee Chair to review award submissions and to select winners of "outstanding" nominations. The South Central Awards Committee and Appointments Review Committees have 3 standing meeting dates:

OCTOBER – 2nd Tuesday

- 1 Organizational meeting to begin the year.
- 2 Receive, Review, and take action on award submissions except for outstanding awards.
- 3 Review and revise Committee Policies & Procedures.

FEBURARY – 2nd Tuesday

1. Review old business.
2. Receive, Review, and take action on award submissions except for outstanding awards

MARCH – 2nd Tuesday

1. To review old business
2. Receive, review and take action on award submissions INCLUDING Outstanding Nominations.

OTHER MEETINGS – The Awards Chair may schedule additional meetings as deemed necessary.

18.7.6 FORWARDING OUTSTANDING WINNERS: The Awards Committee Chair will prepare and pass on to the Central Division Awards Advisor the South Central Region winners of Division and National "outstanding" awards.

18.7.7 ACCURACY AND AUTHENTICITY: The accuracy and authenticity of the nominations is the responsibility of the award preparer and sponsor where required. A nomination containing a defect or a detected inaccuracy will be returned to the sponsor without action.

18.7.8 EVALUATIONS CONFIDENTIAL: All judging and evaluations are to be strictly confidential and shall not be discussed by Awards Committee members outside of the Awards Committee meeting.

18.8 PRESENTATION OF AWARDS: All National Awards (National Appointments/Leadership Commendation Appointments and Merit Stars) must be presented at the Region Awards Banquet as a first Priority. If the National Award cannot be presented at the Region Awards Banquet, then the Region Director, at his/her discretion, shall present the National Award at a Region Sanctioned event (or an event of their choosing) within one (1) year of the award approval by the National Office.

19 NSP APPOINTMENTS REVIEW COMMITTEE

19.1 NSP APPOINTMENTS REVIEW COMMITTEE MEMBERSHIP: The voting members of the NSP Appointments Review Committee shall be the Chair (who only votes in the case of a tie), the Region Director, Assistant Region Directors, Section Chiefs, one primary member appointed from each Section, the immediate past South Central Region Director (if they are a currently active patroller), and the Region Awards Advisor **providing that each of these officers hold a National Patroller Appointment or Leadership Commendation Appointment.** In addition, there will be an alternate representative appointed by each Section Chief who is an appointment holder. **The Chair shall be the Region Awards Advisor.**

The Appointments Review Committee shall be guided by the following statements:

19.1.1 All deliberations must be kept confidential to ensure the integrity of the Awards Program.

19.1.2 Award sponsors will be kept up to date regarding the progress and outcome of their award submission.

19.1.3 All members of the Appointments Review Committee will actively support local Awards Advisors and patrollers in developing award nominations.

19.1.4 All members of the Appointments Review Committee will support Committee Recommendations

19.2 CHAIR APPOINTMENT & SUPERVISION: The NSP Appointments Review Committee Chair shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.

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

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

19.5 CHAIR & COMMITTEE MEMBERS DO NOT SPONSOR

NOMINATIONS: The Chair and other Review Committee members shall encourage and promote the National and Leadership Commendation Appointments, Distinguished Service and Meritorious Service Awards programs in the South Central Region, but shall not personally sponsor nominations.

19.6 ADMINISTRATIVE REVIEW OF NOMINATIONS: The chair shall review nominations for National Appointments, Leadership Commendation Appointments, Distinguished Service Awards, and Meritorious Service Awards to determine that the proper current nomination forms are used, that the content is complete, and that all necessary signatures are on the form. Any incomplete or improperly prepared nominations shall be returned to the originating Section with directions for correction. Incomplete or improperly prepared forms may not be acted on at a committee meeting until being corrected.

20 NSP APPOINTMENTS REVIEW POLICIES & PROCEDURES

20.1 SECTION REVIEWS: Section reviews of National Appointment, Leadership Commendation Appointment, Distinguished Service Award, and Meritorious Service Award nominations should be conducted prior to the Region Board reviews to ensure that the nomination documents are complete, the information on the nomination is valid, and that in the opinion of the reviewer(s), the nomination is merited. Review of the nominations must be done by the Section where the patroller being nominated is registered. The Section review shall be conducted by the Section Chief or by the Section Chief and another patroller holding a National Appointment or Leadership Commendation Appointment, other than the award sponsor.

20.1.1 SECTION REVIEW RECOMMENDATION DEADLINE: Section review completion dates shall be co-terminus for all sections and **shall be established as 14 days prior to the date of the Awards Committee meeting** at which the award is to be considered. Review dates shall be determined by the Region Awards Advisor prior to the Fall Region meeting and published in the *SWEEP* and in the Region calendar. The Region NSP Appointments Committee Chair must receive Section recommendations as established in section 20.3.1 below.

20.2 REGION REVIEW COMMITTEE AND CHAIR FUNCTIONS: The Chair of the NSP Appointments Review Committee presides at Committee meetings and receives all documentation for nominations for National Appointments, Leadership Commendation Appointments, Distinguished Service, and Meritorious Service Awards from the Section Chiefs.

The Committee shall review and vote on all the recommendations for National Appointment, Leadership Commendation Appointment, Distinguished Service and Meritorious Service Award nominations that are received from Sections and have been approved for consideration by the Region Awards Advisor. Voting by the Committee shall take place at a closed meeting, using secret ballots. The Chair shall vote only when necessary to break a tie vote of the Committee.

20.3 REGION NSP APPOINTMENTS REVIEW COMMITTEE MEETINGS:

The NSP Appointments Review Committee must schedule one, but may schedule more, meeting(s) during the year to consider recommendations from the Sections and to decide which nominations should be recommended by the Region to the Central Division.

The scheduled date for the meeting(s) shall be published in the Region Calendar in the Fall issue of the **SWEEP** and on the Region Website following the Fall Region Meeting. With the approval of the Region Director, additional meetings to discuss nominations and decide on Region recommendations for nomination approvals may be called and scheduled by the NSP Appointments Review Committee Chair.

20.3.1 AWARD SUBMISSIONS – The Awards Chair must receive the original cover letter and award form at least seven (7) days prior to any meeting date to be considered at a meeting. Copies of the cover letter and award form for each of the committee members **shall be provided by the Region** for the awards meeting.

20.3.2 QUORUM: A quorum shall be 2/3rds or more of the Appointments Review Committee, including the chair.

20.3.3 VOTING: At a duly constituted and scheduled meeting, a two-thirds vote of all members of the NSP Appointments Review Committee is required to approve a Region recommendation for a National Appointment, Leadership Commendation Appointment, Distinguished Service or Meritorious Service Award. Any award voted on and rejected will not be considered again that season.

20.3.4 NOMINATIONS HELD FOR REVIEW: When a National Appointment/Leadership Commendation Appointment, Distinguished Service Award, or Meritorious Service Award candidate's nomination is held for review, that application, with an explanation for withholding, must be placed on file and reviewed within one calendar year of the initial review.

20.4 AWARD SPONSORS: Only a holder of a National Appointment or a Leadership Commendation Appointment can sign as sponsor of a nomination for a National Appointment, Leadership Commendation Appointment, or a Distinguished Service Award. The Awards Advisor and all members of the Awards Committee shall encourage and promote the Awards program in the South Central Region but shall not personally sponsor nominations for awards.

20.5 PRESENTATION OF AWARDS: All National Awards (National Appointments/Leadership Commendation Appointments and Merit Stars) must be presented at the Region Awards Banquet as a first Priority. If the National Award cannot be presented at the Region Awards Banquet, then the Region Director, at his/her discretion, shall present the National Award at a Region Sanctioned event (or an event of their choosing) within one (1) year of the award approval by the National Office.

21 REGION COMMUNICATIONS ADVISOR

21.1 QUALIFICATIONS: Shall be an active member of the National Ski Patrol in the South Central Region and at a minimum an Alpine or Nordic, Patroller. Shall have experience handling internal and external business communications. Have access to and be proficient in the use of electronic communications media and be familiar with publishing communication documents for both internal and external audiences

21.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Administration, subject to the approval of the Region Director.

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

21.4 PRIMARY RESPONSIBILITY: Shall be responsible for the development and management of an overall multi-channel strategy for planning, organizing, coordinating, and timely production and update of content for internal and external region communications. This includes but is not limited to the **SWEEP**, the South Central Region **WEB SITE**, **SOCIAL MEDIA PAGES**, and other communication documents supporting region programs and initiatives. Content of all Region communications shall be guided by the provisions contained in Chapters 23 & 24 of the South Central Region Policies & Procedures.

21.5 STAFF SUPERVISION: The Communications Advisor shall lead, coordinate and challenge region staff responsible for implementation of these programs including the SWEEP Advisor, the WEB SITE Advisor, and the SOCIAL MEDIA Advisor. These positions shall be appointed by the Region Communications Advisor subject to the approval of the Assistant Region Director – Administration, and the Region Director.

21.6 SPECIFIC RESPONSIBILITIES:

21.6.1 Manage the organization's public relations (PR) team and overseeing all their activities.

21.6.2 Develop communications strategies and coordinate the interaction and incorporation of relevant materials among the various media.

21.6.3 Ensure that the Region Communications System meets the ongoing needs of the Region membership.

21.6.4 Create and coordinate release dates for Region publications, program promotion, recognition, and activities across all Region information systems.

21.6.5 Work with the Web Site Advisor to ensure that the site is secure, accessible, and up to date at all times. Further, that they have an “assistant” advisor available with access to the site to help manage it.

21.6.5 Work with Social Media Advisor to create a content calendar.

21.6.6 Work closely with the Region management team to develop timely communication of materials of system-wide interest to members.

21.6.7 Develop and implement organizational publicity strategies for Region events with the relevant program staff.

21.6.8 Track information/schedule/promotion coordination across all Region communication platforms to ensure consistent and current information.

21.6.9 Coordinate the annual program plan and budget development for the Communications staff team.

21.6.10 Provide an “End of Season” annual report to the Region Board indicating what specific activities were proposed in the Communications budget and what actually happened during the year.

21.6.11 OTHER DUTIES: Shall perform other duties as directed by the Assistant Region Director – Administration.

21.1 REGION SWEEP ADVISOR

21.1.1 QUALIFICATIONS: Shall be a registered member of the National Ski Patrol System, Inc. and member of a South Central Region patrol. Shall have sufficient knowledge and experience to manage and maintain the South Central Region SWEEP news paper.

21.1.2 APPOINTMENT & SUPERVISION: Shall be appointed by the Region Communications Advisor subject to approval by Assistant Region Director for Administration and the Region Director. They shall report to the Assistant Region Director for Administration.

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

21.1.4 PRIMARY RESPONSIBILITY: Shall be responsible for planning, organizing, printing, and distribution of **SWEEP**, the South Central Region news publication.

21.1.5 STAFF COORDINATION: The Sweep Advisor shall work as a member of the Region Communications Team. They shall timely share and receive information with the Social Media and WEB Advisors to ensure that all information presented is consistent across Region communication channels

21.1.6 SPECIFIC RESPONSIBILITIES:

21.1.6.1 DEADLINES: Shall establish deadlines for the receipt of material and publication of the **SWEEP** newsletter and seek approval of those deadlines from the Board of Governors. The deadlines will be published in the **SWEEP** and in the Region Calendar, and on the South Central Region website. Thereafter, the **SWEEP** Editor shall make a best effort to meet those deadlines.

21.1.6.2 GATHERING NEWS: Shall solicit information, articles, photographs, and other material for inclusion in **SWEEP** with the assistance of the Region Director, Assistant Region Directors, Section Chief's, Region Advisors, and local patrols.

21.1.6.3 EDITORIAL AUTHORITY: Shall screen, select, reject, edit, and rewrite contributed material to best address the needs of the South Central Region. Unresolved

issues shall be referred to the Assistant Region Director – Administration and then to the Region Director.

21.1.6.4 ATTENDANCE AT REGION EVENTS: Should attend and document as many Region events as possible and practical practical in coordination with other members of the Region Communications Team..

21.1.6.5 OTHER DUTIES: Shall publish the latest versions of the Region calendar and the Region Organization Chart in the ***SWEEP*** and supply them to the Region web site. Shall provide copies of all issues of SWEEP to the Region Website and Historian and perform other public relations duties as directed by the Communications Advisor.

21.2 REGION WEBMASTER

21.2.1 QUALIFICATIONS: Shall be a registered member of the National Ski Patrol System, Inc. Shall have sufficient knowledge and experience to manage and maintain the South Central Region web site.

21.2.2 APPOINTMENT & SUPERVISION: Shall be appointed by the Region Communications Advisor subject to approval by Assistant Region Director for Administration and the Region Director. They shall report to the Assistant Region Director for Administration.

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

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

21.2.5 STAFF COORDINATION: The Sweep Advisor shall work as a member of the Region Communications Team. They shall timely share and receive information with the Social Media and WEB Advisors to ensure that all information presented is consistent across Region communication channels.

21.2.6 SPECIFIC RESPONSIBILITIES:

21.2.6.1 GATHERING CONTENT: Shall work closely with Section Chiefs, Patrol Representatives/Directors, and South Central Region Staff Members including the ***SWEEP*** editor to solicit and maintain timely, relevant content of the South Central Region web site

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

21.2.6.3 SECURITY: Shall work with the facility hosting the South Central Region web site to assure the security and integrity of the site.

21.2.6.4 ATTENDANCE AT REGION EVENTS: Should attend and document as many Region events as possible and practical in coordination with other members of the Region Communications Team.

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

21.3 REGION SOCIAL MEDIA ADVISOR

21.3.1 QUALIFICATIONS: Shall be an active member of the National Ski Patrol in the South Central Region and at a minimum an Alpine or Nordic, Patroller. Advisor shall have significant experience managing social media programs and communications; have access to and be proficient in the use of electronic communications social media platforms; and be familiar with social media communication formats and applications for both internal and external audiences. The Social Media Advisor should be self-motivated, can work independently, as well as work cooperatively as part of the Communications Team.

21.3.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Communications Advisor, subject to the approval of the Assistant Region Director for Administration, and the Region Director.

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

21.3.4 PRIMARY RESPONSIBILITY: Shall be responsible for the ongoing development, maintenance and update of South Central Region social media sites. Content of all Region communications shall be guided by the provisions contained in Chapters 23 & 24 of the South Central Region Policies & Procedures.

21.3.5 STAFF COORDINATION: The Social Media Advisor shall work as a member of the Region Communications Team. They shall timely share and receive information with the SWEEP and WEB Advisors to ensure that all information presented is consistent across Region communication channels

21.3.6 SPECIFIC RESPONSIBILITIES:

21.3.6.1 Manage both the social media strategic direction and support to Region Officers and Program Advisors with the goal of actively engaging members and external audiences across Facebook, Instagram, Twitter, Pinterest and other social media platforms.

21.3.6.2 Maintain and update all Region social media sites for region program activities and outcomes on a timely ongoing basis.

21.3.6.3 Manage the coordination of all social media aspects of Region program communications (both prior to and following the program execution. Ensure that the Region Social Media meets the ongoing needs of the Region membership.

21.3.6.4 Provide ongoing and year-end reports to the Communications Advisor on social media programming and media access by users.

21.3.6.5 OTHER DUTIES: Shall publish the latest versions of the Region calendar and the Region Organization Chart on Region social media sites. Shall perform other public relations duties as directed by the Communications Advisor.

22 SWEEP, WEBSITE, & SOCIAL MEDIA RELATIONS **POLICIES & PROCEDURES**

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

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

22.3 ANNUAL BUDGET & PROGRAM REPORTS: Each year during the Fall meeting of the Board of Governors, the *SWEEP* Editor, the Webmaster, and Social Media Advisor shall submit for approval a budget for the next season. Also, they shall present a report to the Spring Board of Governor's meeting comparing actual to planned activities for the previous season and a financial report detailing actual expenses versus budgeted expenses.

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

22.5 REGION CALENDAR: The Region Calendar will be published in the first *SWEEP* issue of each season, usually the October issue, and will be posted on the Region Web site. Changes to the Region Calendar will be published in the *SWEEP* and posted on the Region Web site as they occur. Section Chiefs, Patrol Representatives/Directors, and Region Staff shall be responsible for notifying the *SWEEP* Editor of their event dates and changes thereto. Authorized Region Staff members may also update the Region calendar on the Region Web site. Those wishing to update the Region calendar on the Region web site should contact the *SWEEP* Editor to obtain update permission and to receive an appropriate password.

22.6 PUBLICATION DATES: *SWEEP* shall be published four times each fiscal year.

Issue # 1 published very soon after the Region Fall Meeting. Shall include the region

calendar for the coming season and the region organization chart, both as of the date of the Fall region meeting.

- Issue #2 published about January 15 after Region ski areas have opened and will emphasize event changes and records that have occurred since the first issue. This issue will also contain information about the Region Awards Banquet.
- Issue #3 published about February 28 will contain detailed information about the Region Awards Banquet, including a Registration Form for the Banquet and other related programs and activity news.
- Issue #4 may be published in late May after the awards banquet with information about the Region award winners and end of season reports, and topics of general interest about the upcoming season and fall Region Board of Governors meeting. If this issue is not published information that would have been included in the May issue should be included in the Fall issue.

22.7 SWEEP DISTRIBUTION: The *SWEEP* shall be distributed both by mail and electronically from the Region Web site. When a new issue has been mailed to members and posted on the Region Web site, the *SWEEP* Editor shall send an email to each South Central Region registered patroller and alumni member, Central Division officers and advisors, certain NSP Staff and board members from the South Central Region notifying them that the latest issue of the *SWEEP* is available for viewing and/or downloading. The Board may, based on patroller response to the mailed *SWEEP* copies, in the future reduce the number of printed copies that are mailed to only those who so choose to receive a physical copy of the newsletter.

23 REGION WEB POLICIES

23.1 INTRODUCTION: South Central Region maintains an Internet site @<http://www.nsp-southcentral.org/>. The purpose of the site is to provide a Web-based communication medium for news, South Central Region organization information, the location of ski areas in the South Central Region, a calendar of Region events, NSP membership information, links to other sites, *SWEEP* publications, Board of Governors meeting minutes, program descriptions, by-laws and P&P, and other information as deemed appropriate from time to time by the Region Board of Governors.

The purpose of this policy is to provide guidance on the usage of the site and for the security/privacy of the information recorded thereon. Use of the site includes viewing the site's content, linking to other sites and responding to requests for information that may be posted from time to time.

All material submitted for publication on the site is subject to review and approval by the Region webmaster, and if accepted, becomes the property of the South Central Region NSP. Information displayed on the site is subject to the copyright provisions contained on the site.

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

23.2 LINKS TO OTHER NSP SITES:

The Central Division Internet site will accept and post links to other NSP sites in accordance with the following hierarchy:

- The National Ski Patrol
- The Central Division NSP
- Other Central Division Regions and, upon request, Regions in other Divisions, where the Division does not have its own Internet site.
- Registration Units in the South Central Region

23.3 LINKS TO NON-NSP SITES: The South Central Region Internet site will accept and post, at no cost to the requestor and at no obligation to the South Central Region, links subject to the following:

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

23.4 PRIVACY: The South Central Region Internet site contains personal, private information regarding South Central Region NSP members and staff. The South Central Region NSP has obligations under data protection laws as an organization and as individuals to respect the privacy rights of others. This means that personal information about South Central Region patrollers must be held with the appropriate confidentiality and not used for purposes (outside of law), which the provider did not anticipate. Users of this site are required to be aware of these data protection laws and obligations and follow them.

23.5 SOCIAL MEDIA PRESENCE: All other social media of the South Central Region shall be held to the same standards as listed above.

24 ALUMNI ADVISOR

24.1 QUALIFICATIONS: Shall be a member of the National Ski Patrol from the South Central Region, willing and able to undertake the duties of Alumni Advisor. They may be an alumni member of the NSPS.

24.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Administration subject to approval by the Region Director.

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

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

24.5 KNOWLEDGE ABOUT ALUMNI POLICIES: Shall keep informed about National and Central Division Alumni Association policies and provide information and advice about the Alumni Association to the Region staff and members as requested.

24.6 ALUMNI MEMBER LIST: Shall develop an South Central Region list of NSP Alumni Association members, addresses and telephone numbers.

24.7 INFORMATION FOR ALUMNI: For those requesting it, shall develop procedures to keep Alumni Association members informed about Ski Patrol activities and other alumni within the Region through subscriptions to *SWEEP*, articles in *SWEEP* and special mailings about events.

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

25 ALUMNI POLICIES & PROCEDURES

25.1 ALUMNI REGISTRATION: The Region encourages Patrollers retiring from active service to register with the NSP Alumni Association. Registration and fees are paid directly to the National Association. Activities with the NSP by Alumni Association members are determined by National policies.

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

25.3 ALUMNI INSTRUCTORS: Alumni who wish to stay involved in NSP programs, such as OEC, Ski and Toboggan, Mountain Travel & Rescue, etc., must maintain their credentials.

25.4 REGION ALUMNI ACTIVITIES: The Region Alumni may meet or conduct alumni activities. The liaison between Alumni Association Members and the Region is through the Region Alumni Advisor.

26 REGION HISTORIAN

26.1 QUALIFICATIONS: Shall be a member of the National Ski Patrol in the South Central Region, willing and able to undertake the duties of Region Historian.

26.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Administration subject to approval by the Region Director.

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

26.4 ANNUAL PLAN & BUDGET: Shall prepare a proposed activity plan and a budget for estimated administrative and storage expenses for the year and submit an end-of-year activity report and a financial report on the standard Region Budget form.

26.5 ARCHIVES: Shall maintain a historical record for the South Central Region consisting of an annual file of:

- a. Copy of each issue of *SWEEP*.
- b. Copy of Board of Governors' minutes and Spring end of year reports from Officers and Advisors.
- c. Copy of the Region Organization Charts at beginning and end of year.
- d. List of Awards and Recipients at Spring Awards Banquet
- e. List of Patrollers receiving Senior Badge, Basic and Advanced Ski Mountain Travel and Rescue and Avalanche Cards and Numbers.
- f. List and copy of Awards received by South Central Region Patrollers and Patrols from Division and National Levels.
- g. A copy of Patroller Roster for the Region for the year obtained from the Region Registration Coordinator.
- h. Selected memorabilia, programs for Region events, etc. and selected collections of historical interest, Patrol patches, selected posters, photographs, etc.

26.6 RECORD HOLDINGS REVIEW: Shall consolidate and cull the historical record as necessary to keep the most important items within the record volume authorized by the

Region Board of Governors. The advisor must submit a listing of materials to be culled to the Board of Governors for approval prior to destruction or discarding of the material.

26.7 HISTORICAL ARTICLES: Shall prepare at least one item of historical interest each year for publication in *SWEEP*. Shall solicit additions to the Region Historical Collection by items in *SWEEP* and direct written and telephones requests to Patrols and Region Staff. Shall assist persons making or undertaking historical research using the collection. Contacts with other individuals and institutions interested in Patrol history are encouraged.

27 REGION HISTORY POLICIES & PROCEDURES

27.1 REGION PROGRAM: The Region History Program is not associated with a National or Division program. All policies originate at the Region Level. Consequently, the goals and accomplishments will depend primarily on the initiative, determination and energy of the Advisor and the support given by Patrollers across the Region.

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

27.3 USE OF REGION HISTORY RECORDS: Items from the collection will be available for inspection to any Region Patrol or Patroller. If any item is borrowed, it must be signed out and returned by the agreed date.

28 AVALANCHE ADVISOR

- 28.1 QUALIFICATIONS:** Shall be a registered Patroller and a currently certified active Advanced Avalanche Instructor, be or be willing to become an Advanced Avalanche Instructor Trainer, be willing and able to provide the administrative and instructional leadership needed for the continued development of the NSP Avalanche education program in the South Central Region.
- 28.2 APPOINTMENT & SUPERVISION:** Shall be appointed by and report to the Assistant Region Director for Programs subject to approval by the Region Director.
- 28.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under South Central Region Staff General Duties (section 8).
- 28.4 SPECIFIC DUTIES:** (1) Shall serve on the Central Division Avalanche Committee. (2) Shall liaise with the Central Division Avalanche Advisor
- 28.5 INSTRUCTOR STANDARDS:** Shall maintain a uniform and high level of avalanche instruction with a NSP training quality assurance program.
- 28.6 ANNUAL BASIC COURSE:** Shall offer and conduct at least one Basic Avalanche course each season.
- 28.7 INSTRUCTOR TRAINING:** As required to meet Region training needs, shall organize and lead, or coordinate with other NSP Instructor Development programs to recruit and train Avalanche Instructors as specified in NSP P&P and the NSP Avalanche Instructor's Manual. Shall conduct continuing education training seminars for avalanche instructors as specified in NSP P&P, and shall maintain appropriate training and teaching records for all certified Avalanche Instructors.
- 28.8 COURSE RECORDS:** Shall complete and send Avalanche Course Completion Records to NSP National Office and retain a copy for purposes of effective Avalanche Program administration, and assure that the Division Avalanche Advisor receives a copy of current year Region Avalanche Program Records.
- 28.9 COURSE FEES:** Shall collect fees for Avalanche courses in accordance with South Central Region policy and submit them promptly to the Region Treasurer.
- 28.10 ASSISTANT ADVISOR:** Shall select and appoint, with the approval of the Region Director or supervising Assistant Region Director, an assistant who shall help administer the Avalanche program and endeavor to learn and prepare to take over the

Advisorship: if possible, that assistant shall be from a Section distant from the Avalanche Advisor and may be a Section Avalanche Advisor.

29 AVALANCHE POLICIES & PROCEDURES

29.1 SELF-SUPPORTING BUDGET: The Avalanche Program in the South Central Region shall, to the extent possible, be partly self-supporting, that is, course fees charged participants will, as well as can be estimated in advance, support the cost of the courses, without exceeding those costs beyond a nominal level.

29.2 NON-NSP STUDENTS: The Basic Avalanche course shall be open to non-members of NSP.

29.3 CONDUCT OF AVALANCHE COURSES: Avalanche courses shall be conducted in accordance with National Ski Patrol and Central Division policy and procedures.

30 MOUNTAIN TRAVEL & RESCUE (MTR) ADVISOR

- 30.1 QUALIFICATIONS:** Shall be a registered Patroller, an active, currently certified MTR Instructor, be or be willing to become a MTR Instructor Trainer, and be willing and able to provide the administrative and instructional leadership needed for continued development of the MTR program in the South Central Region.
- 30.2 APPOINTMENT & SUPERVISION:** Shall be appointed by and report to the Assistant Region Director for Programs subject to the approval of the Region Director.
- 30.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under South Central Region Staff General Duties (section 8).
- 30.4 SPECIFIC DUTIES:** Shall serve on the Division MTR Committee.
- 30.5 INSTRUCTION STANDARDS:** Shall maintain a uniform and high level of MTR instruction with a NSP training quality assurance program.
- 30.6 ANNUAL MTR COURSES:** Shall offer and conduct at least one Basic MTR and one Advanced MTR course each season.
- 30.7 INSTRUCTOR TRAINING:** As required to meet Region training needs, shall organize and lead, or coordinate with other NSP Instructor Development programs to recruit and train MTR Instructors as specified in NSP P&P and the NSP MTR Instructor's Manual. Shall conduct continuing education training seminars for certified instructors and shall maintain appropriate training and teaching records for all certified MTR Instructors.
- 30.8 COURSE RECORDS:** Shall complete and send MTR Course Completion Records to NSP National Office and retain a copy for purposes of effective MTR Program administration. Annually sends the Division MTR Advisor a copy of current year Region MTR Program Records.
- 30.9 COURSE FEES & EXPENSES:** Shall collect fees for MTR courses in accordance with South Central Region policy and submit them promptly to the Region Treasurer.
- 30.10 ASSISTANT ADVISOR:** Shall select and appoint, subject to the approval of the Region Director or Assistant Region Director for Programs, an assistant who shall help administer the MTR program and endeavor to learn and prepare to take over the

Advisorship. If possible, that assistant shall be from a Section distant from the Mountain Travel and Rescue Advisor and may be a Section Mountain Travel and Rescue Advisor.

31 MOUNTAIN TRAVEL & RESCUE (MTR) ADVISOR **POLICIES & PROCEDURES**

31.1 SELF SUPPORTING BUDGET: The Mountain Travel and Rescue Program in the South Central Region shall, to the extent possible, be partly self-supporting, that is, course fees charged participants, as well as can be estimated in advance, will support the cost of the courses, without exceeding those costs beyond a nominal level.

31.2 NON-NSP MEMBER COURSE STUDENTS: The Basic MTR course shall be open to non-members of NSP. The Advanced MTR course shall be open to non-members of NSP who have taken the Basic MTR course and who have all other course requirements except NSP membership.

31.3 COURSE SCHEDULING: The field session of the Basic MTR course should be held either in the Fall or early Winter with the aim of having cold weather and the hope of having snow on the ground. However, the absence of either will not be cause for cancellation or invalidation of the session or course. The field session of the Advanced MTR course shall be held only when there is sufficient snow on the ground to assure proper training. If snow is insufficient, the field session shall be deferred to a later date that season, transferred to another snow site outside the Region, or canceled.

31.3 CONDUCT OF MOUNTAIN TRAVEL & RESCUE (MTR) COURSES: Mountain Travel & Rescue courses⁹ shall be conducted in accordance with National Ski Patrol and Central Division policy and procedures.

32 OUTDOOR EMERGENCY CARE (OEC) ADVISOR

⁹ *Central Division Policies and Procedures*, Chapter 6, Mountain Travel and Rescue

32.1 QUALIFICATIONS: Shall be a registered Patroller and an OEC Instructor Trainer (OEC IT) or an OEC Instructor pursuing OEC IT certification, who is willing to make a commitment to maintain a high level of OEC instruction and evaluation at all Patroller levels in the South Central Region. If not a Senior or Certified Patroller, must have successfully completed the Senior Outdoor Emergency Care (SOEC) evaluation. Must have at least one year's experience as an Assistant OEC Advisor, OEC IOR, or similar position at the Patrol or Section level and must have demonstrated good administrative and organizational skills.

32.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Skills, subject to the approval of the Region Director and the Central Division OEC Supervisor.

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

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

32.5 SECTION OEC ADVISOR: May recommend to the respective Section Chiefs, qualified Patrollers to serve as Section OEC Advisors and support all OEC activities in each Section if determined to be needed. It is highly recommended that, Patrollers recommended as Section OEC Advisor candidates shall be certified OEC ITs.

32.6 OEC INSTRUCTOR TRAINERS (IT): Shall maintain an adequate corps of OEC Instructor Trainers (ITs) to insure that Quality Assurance Program guidelines are met by

identifying and developing qualified candidates for the position of OEC IT from among experienced OEC instructors in the Region. Development of potential candidate OEC ITs should include observing and performing shadow QA functions and instructor observations with another OEC IT assigned to mentor the OEC IT candidate. Upon successful completion of the mentoring program, the OEC Administrator will recommend the IT candidate for IT appointment by the Division Supervisor. Actual appointments to the position of OEC IT are made by the Division OEC Supervisor. Within each Section, the target ratio is a minimum of one IT for every ten OEC instructors.

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

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

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

32.10 OEC REFRESHERS: Shall be responsible for the administration of the annual OEC refreshers in the Region in accordance with NSP and OEC standards and guidelines. Shall ensure that the OEC refresher calendar is available on the Region web site or before the *SWEEP* September issue publication deadline and that refreshers are scheduled enough in advance for common mail notification of Patrollers.

Shall work with Section OEC Advisors and Patrol Representative/Directors or Local OEC Instructors of Record (IOR) to ensure that at least one OEC refresher shall be scheduled in each Section every year and that these refreshers are planned and rehearsed. Shall

ensure that all OEC Refreshers are administered by qualified OEC instructors assisted as necessary by patrollers or those with an expertise that will ensure that the OEC educational objectives for that year are met. The Region OEC Administrator shall attend or arrange for an OEC Instructor Trainer from another patrol or section to attend each OEC refresher held in the South Central Region and to complete the required national OEC Refresher QA forms.

32.11 SENIOR OUTDOOR EMERGENCY CARE EVALUATION: Shall support the OEC Module of the Senior Program through a working relationship with the Senior Program Advisor and the Assistant Senior Program Advisor-OEC.

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

32.13 OEC REFRESHER STUDY GUIDE DISTRIBUTION OVERSIGHT: Shall confirm with local OEC Advisors if South Central Region Patrollers have received the Annual OEC Refresher Study Guide within a reasonable time after the issue was published by the National Ski Patrol. If the study guide has not been received, the Region Administrator shall inform the Central Division OEC Supervisor well ahead of the first OEC refresher of the year.

32.14 DIVISION & NATIONAL PROJECTS: Shall actively participate in division and national projects as assigned such as completion of new scenarios for the national test bank, and senior manual development and enhancement. Shall maintain effective communications between division/national and region ITs and advisors.

33.1 NO UNIQUE REGION POLICIES: All policies and procedures regarding OEC training refreshers, evaluations, and quality assurance are documented in the OEC Instructor's Manual, the *NSP Ski Patroller's Manual*, 14th edition, Chapter 18 Senior Program, the Instructor Development Manuals, and the OEC update bulletins published by the National Office. The annual OEC refresher study guide is included in the summer issue of the *Ski Patrol Magazine*. No modifications or changes may be made to the policies as presented in the above documents.

34 MEDICAL ADVISOR

34.1 QUALIFICATIONS: Shall be a registered member of NSP and a physician, MD or DO, licensed to practice in Wisconsin.

34.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Programs subject to the approval of the Region Director.

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

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

34.5 SECTION & PATROL MEDICAL ADVISORS: Shall encourage each Patrol Representative/Director and Section Chief to obtain and appoint a Medical Advisor.

35 SNOW SPORTS SCHOOL ADVISOR

- 35.1 QUALIFICATIONS:** May be a registered Senior Alpine or Certified Patroller and must be a member in good standing of NSP-C Ski School and who is at a minimum PSIA/AASI Level II certified, (Level III certified preferred), and is willing to provide the leadership necessary for the continuous development of the skiing and snowboarding program in the South Central Region.
- 35.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Assistant Region Director for Skills, subject to the approval of the Region Director.
- 35.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under South Central Region Staff General Duties (Section 8)
- 35.4 ASSISTANT:** Shall select and appoint, subject to the approval of the Assistant Region Director for Skills, an Assistant Snow Sports School Advisor who may be a registered Senior Alpine or Certified Patroller and must be a member in good standing of NSP-C Ski School and who is at a minimum PSIA/AASI Level II certified who shall help administer the Region Ski Proficiency program. The Assistant shall, if possible, be from a section distant from the Region Ski Proficiency Advisor and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief.
- 35.5 TRAINING UNIFORMITY:** Shall be responsible for promoting the Region NSP-C Ski School and the use of PSIA/AASI teaching and instruction standards and methodology throughout the Region Instructor Cadre and throughout Region Ski/Ride training programs.
- 35.6 MAINTAIN SENIOR SKI/RIDE EVALUATORS Roster:** Shall support the Senior Ski/Ride program through a working relationship with the Senior Program Advisor and Assistant Senior Program Advisor- Ski/Ride. Shall identify potential Senior Ski/Ride Evaluators and recommend selection for Division Senior Ski/Ride Evaluator Certification Clinics. Shall maintain a roster of credentialed Senior Ski/Ride Evaluators to coordinate with the Region Senior Program Advisor's roster.
- 35.7 SKI/RIDE INSTRUCTOR RECORDS:** Shall identify and mentor patrollers to become ski/ride instructors and earn PSIA/AASI credentials. Shall ensure that all members of the region Snowsports School are members of NSP C Snowsports School.

Shall maintain a roster of current instructors and insure that the Region records are in agreement with the Division records.

35.8 *SKI/SNOWBOARD ENHANCEMENT SEMINAR (SES) COURSES:*

Shall coordinate all SES courses in the South Central Region and register course records of patrollers who successfully complete the courses in the Region with NSP Member Information Service Team (MIST). Maintains records of patrollers who instruct the SES courses in the Region NSP-C Ski School data base and Region Senior Evaluator data.

36 REGION OUTDOOR EMERGENCY TRANSPORTATION
(OET) ADVISOR 37-1

36.1 QUALIFICATIONS: Shall be a registered Alpine Senior or Certified Patroller and an active Senior Evaluation Toboggan Instructor, an active Toboggan IT and shall fulfill all responsibilities and meet all minimum qualifications set forth in the NSP Outdoor Emergency Transportation Program.

36.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Skills subject to the approval of the Region Director.

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

36.4 ASSISTANT: Shall select and appoint, subject to the approval of the Assistant Region Director for Skills, an Assistant Region OET Advisor who shall help administer the OET instructor development program. The Assistant shall, if possible, be from a section distant from the Region OET Advisor and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief.

36.5 TRAINING UNIFORMITY: Shall be responsible for establishing uniform training proficiency standards in the Region for all Toboggan training programs.

36.6 MAINTAIN SENIOR TOBOGGAN EVALUATOR Roster: Shall support the Senior Toboggan program through a working relationship with the Senior Program Advisor and the Assistant Senior Program Advisor-Toboggan. Shall identify potential Senior Toboggan Evaluators and recommend selection for Division Senior Toboggan Evaluator Certification Clinics. Shall maintain a roster of credentialed Senior Toboggan Evaluators to coordinate with the Region Senior Program Advisor's roster.

36.7 REGION TOBOGGAN INSTRUCTOR TRAINER CADRE: Establish the number of active Instructor Trainers (IT's) needed to operate an effective Region training staff during the coming seasons. Identify, mentor, and designate IT candidates to attend Division Clinics to earn Division IT certification. Maintain a data base of service activity records for each Region Instructor Trainer and insure that the Region records are in agreement with the Division records.

Using these records and other information, shall project the number of Instructor Trainers expected to be active for the coming seasons and work to recruit and train enough Instructor Trainers each year to assure that the numbers required will be met.

36.8 TOBOGGAN INSTRUCTOR TRAINER RESPONSIBILITIES AND

DUTIES: Instructor Trainers should have several years of experience as a trainer. Instructor Trainers are expected to participate in Region events including: TES, TTW, Senior Evaluations, local test and OET Refreshers. Instructor Trainers will maintain an activity training log and shall file it annually at the end of the season with the Region and Division Toboggan Advisor to demonstrate active participation in Region events. Toboggan Instructor Trainers are expected to provide QA for local patrol OET refreshers.

36.9 REGION TOBOGGAN INSTRUCTOR TRAINER PROCESS:

Region Toboggan Advisor receives candidate recommendation for Instructor Trainer consideration from Instructor Trainer Cadre members. The Region Toboggan Advisor assigns a Region Instructor Trainer to mentor the Instructor Trainer Candidate until all skill levels have been met. The Instructor Trainer mentor shall, If possible, be from a section distant or different patrol from the Instructor Trainer Candidate. Proficiency in movement analysis, communication skills, scoring skills, teaching skills (should be able to teach Toboggan trainers how to teach) knowledge of learning style skills, class organization skills and risk management and safety awareness skills must be demonstrated. Upon satisfactory completion of the mentoring process, the Region Toboggan Advisor will recommend the IT candidate to attend a Division Toboggan IT Clinic to receive their certification. Instructor Trainers are appointed on a demand basis. If the current IT staff is sufficient to satisfy the local and regional needs, no new Instructor Trainers should be appointed.

36.10 TOBOGGAN INSTRUCTOR CONTINUING EDUCATION:

Provide NSP required continuing education for South Central Region toboggan instructors through the use of 2 Region sponsored Toboggan Trainers Workshops (TTW) conducted by Region staff. There should be no cost to instructors that attend a Region sponsored event. A fee equal to the cost of mileage for Region staff teaching at a TTW held exclusively for an area's toboggan instructors shall be assessed to that patrol. The Region will be responsible to bill the area and reimburse instructors submitting mileage claims for the event.

36.11 TOBOGGAN ENHANCEMENT SEMINAR (TES) COURSES:

Shall coordinate all TES courses in the South Central Region and register course records of patrollers who successfully complete the courses in the Region with NSP Member Information Service Team (MIST) and maintain records of patrollers who instruct the TES

courses in the Region Toboggan Instructor data base and Region Senior Toboggan Evaluator data base.

37 REGION NORDIC ADVISOR

37.1 QUALIFICATIONS: Shall be a registered active Senior Nordic Patroller at a minimum and shall fulfill all responsibilities and meet all minimum qualifications set forth in the *NSP Nordic Program*.

37.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Programs subject to the approval of the Region Director.

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

37.4 SPECIFIC DUTIES:

37.4.1 Maintain certification as an NSP Nordic instructor and evaluator by attending the Division Nordic enhancement seminar periodically.

37.4.2 Select dates for Nordic training courses, clinics and evaluations and arrange for appropriate venues.

37.4.3 Announce events in local patrol, region and division publications.

37.4.4 Prepare and submit an annual projected budget for the region Nordic program to the Region.

37.4.5 Coordinate Nordic training with MTR co-requisite course offerings.

37.4.6 Ensure that candidates are taking or have successfully completed OEC training.

37.4.7 Maintain communication with Nordic patrols and area trail managers.

37.4.8 Update status of successful candidates.

37.4.9 Prepare reports of training and testing activities and submit to appropriate NSP region, division and national offices.

37.5 ASSISTANT: Shall select and appoint, subject to the approval of the Assistant Region Director for Programs, an Assistant Region Nordic Advisor who shall help administer the instructor development program. The Assistant shall, if possible, be from a section distant from the Region Nordic Advisor and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief.

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

38 REGION SENIOR PROGRAM ADVISOR

38.1 QUALIFICATIONS: Shall be an active member of the National Ski Patrol in the South Central Region as an Alpine Senior, Nordic Senior, or Alpine Certified Patroller. Shall have access to and be proficient in the use of electronic record-keeping systems and willing to keep records of the Region's senior candidates and to provide timely information for advisors conducting senior evaluations and elective courses.

38.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Skills, subject to the approval of the Region Director.

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

38.5 ASSISTANTS: Shall select and appoint, subject to the approval of the Assistant Region Director for Skills, three Assistant Region Senior Program Advisors, one each for OEC, OET and Ski/Ride who shall help administer the Senior Evaluator/Evaluation development program. The Assistants shall, if possible, be from a section distant from the Region Senior Program Advisor and may have a Patrol or Section position other than Patrol Director/Representative or Section Chief.

38.6 PRIMARY RESPONSIBILITIES AND DUTIES: Shall be responsible for coordinating the planning, execution and reporting of the South Central Region OEC, Aid Room Module, and Ski and Toboggan Senior Evaluations in accordance with guidance set by the Division Senior Supervisor. Such Senior Evaluation shall be held in the Region at least once annually, and always in accordance with the current Division Senior Program manual, NSP guidelines, standards and requirements.

Evaluation(s) must be registered with NSP. The ***SWEEP*** Editor must be advised of the date and location of the evaluation and all related events in time for publication in the Fall edition of the SWEEP, and posting on the Region Calendar and the Region web site. Shall maintain all records necessary to plan and conduct these evaluations.

Shall, within 14 days following any Senior Evaluation, confirm with the Instructor of record that a Course Completion Record was completed and submitted to NSP, including a listing of all candidates and evaluators who participated in the evaluation, and indicating which candidates completed, passed or failed the evaluation.

The Region Senior Program Advisor shall receive one copy of the **Course Completion Record** and ensure a copy was forwarded to: NSP, the appropriate Central Division Senior Program Supervisor, Region Historian, and the Assistant Region Director for Skills.

Shall provide an article to the **SWEEP** Editor following each evaluation for inclusion in the next edition of **SWEEP**. The article should contain an account of the evaluation (OEC/Aid Room Module, Ski Ride, and OET) and list all successful candidates, participating evaluators, and identify any candidates who completed all requirements for promotion to Senior.

Establishes and maintains a progress record of the completion of core evaluation and elective courses for each current Senior Candidate. Notifies the Awards Advisor when a Candidate has completed all Senior requirements to ensure program completion recognition of Senior Candidates at the Spring Region Banquet.

The purpose of the Region record is to standardize, simplify the evaluation application, and record keeping procedures, and to ensure that Senior Candidates receive prompt and accurate credit for completing their Senior requirements.

Region Senior Candidate records are not maintained for patrollers after they achieve their Senior classification.

38.6.1 EVALUATOR DISQUALIFICATIONS: Unless there is a shortage of available Senior Evaluators to evaluate candidates at a Senior Evaluation as determined by the Region Senior Program Advisor, the Senior Program Advisor and the Assistant Senior Program Advisor(s) associated with the evaluation (OEC, Ski/Ride, OET) will not serve as evaluators. Section Chiefs and Patrol Representatives/Directors will not evaluate candidate patrollers from their section or home area respectively unless so requested by the Region Senior Program Advisor because of a critical shortage of senior evaluators.

38.7 SENIOR EVALUATOR PERFORMANCE RECOMMENDATIONS:

38.7.1 Shall annually provide the ARD-Skills with a list of Senior Evaluator Candidates who have demonstrated adequate OET and/or ski/ride skills recommending attendance at the Division ASDW to be credentialed as Senior Evaluators.

This list shall be based on the recommendation of the Assistant Senior Program Advisor-OET, Assistant Senior Advisor-Ski/Ride, Region OET Advisor and Region Snowsports School Advisor, of Senior OET and Ski/Ride Evaluators who, based on past performance and PSIA/AASI certifications should be re-appointed for the upcoming season.

38.7.2 The Region OEC Advisor and Assistant Senior Program Advisor-OEC shall recommend to the Senior Program Advisor a list of Senior OEC Evaluators based on past performance and current Senior OEC Evaluator certification. The Senior program Advisor shall invite Senior OEC Evaluator Candidates who have demonstrated adequate skills while shadowing Senior OEC Evaluators, received Senior OEC Evaluation certification, and approved by the Senior Program Advisor to the Region Senior OEC Evaluation Team for demonstrating their scoring skills. Inactive evaluators must have met the applicable requirements of 43.6.3 to be reinstated on the evaluator appointment list.

38.8 RECRUITING OEC, SKI/RIDE, and OET SENIOR

EVALUATORS: Shall recruit, with the assistance of the Region OEC, OET, and Snowsports School Advisors, Instructor Trainers, and Patrol Directors eligible Senior Evaluators from all patrols in the South Central Region.

39 ASSISTANT REGION SENIOR PROGRAM ADVISOR-OEC

39.1 QUALIFICATIONS: Shall be an active member of the National Ski Patrol in the South Central Region as a Senior, Alpine Senior, Nordic Senior, or Alpine Certified Patroller. Is a trained Senior OEC Evaluator. Shall have access to and be proficient in the use of electronic record-keeping systems and willing to keep records of the Region's Senior OEC candidates and to provide timely information for advisors conducting senior evaluations and elective courses.

39.2 APPOINTMENT AND SUPERVISION: Shall be selected, appointed and supervised by the Region Senior Advisor, subject to approval of the Assistant Region Director Skills.

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

39.4 PRIMARY RESPONSIBILITIES AND DUTIES: Shall be responsible for coordinating the planning, execution and reporting of South Central Region OEC Senior Evaluations/Senior Aid Room Module in accordance with guidance set by the Senior Program Advisor. Such Senior Evaluation shall be held in the Region at least once annually, or as determined by the Senior Program Advisor, and always in accordance with the Division Senior Program Manual, NSP guidelines, standards and requirements.

Evaluation(s) must be registered with NSP. The *SWEEP* Editor must be advised of the date and location of the evaluation and related events for publication in the Fall edition of the *SWEEP*, and posting on the Region Calendar and the Region web site. Shall maintain all records necessary to plan and conduct these evaluations.

Establishes and maintains a progress record of the completion of OEC evaluations. Region Senior Candidate records are not maintained for patrollers after they achieve their Senior classification.

39.5 EVALUATOR DISQUALIFICATIONS: Unless there is a shortage of available Senior Evaluators to evaluate candidates at a Senior Evaluation as determined by the Region Senior Program Advisor, The Senior Program Advisor and the Assistant Region Senior Program Advisor-OEC will not evaluate Senior OEC candidates.

Section Chiefs and Patrol Representatives/Directors will not evaluate candidate patrollers from their section or home area respectively unless so requested by the Region Senior Program Advisor because of a critical shortage of Senior Evaluators.

39.6 EVALUATION COURSE COMPLETION RECORD AND

INSTRUCTOR ACTIVITY RECORDS: Within 14 days following the Senior OEC/Aid Room Module Evaluation, shall confirm with the Instructor of record that course completion records were completed and submitted to NSP, including a listing of all candidates and evaluators who participated in the evaluation, indicating which candidates completed, passed or failed the evaluation. One copy of the Course Completion Record shall be sent to the Region Senior Program Advisor who shall ensure a copy is forwarded to: NSP, the Central Division Senior Program Supervisor, Region Historian, and the Assistant Region Director for Skills.

39.7 SENIOR EVALUATOR PERFORMANCE RECOMMENDATIONS:

With the recommendation of the Region OEC Advisor, shall annually recommend to the Senior Program Advisor a list of Senior OEC Evaluators based on past performance and current Senior OEC Evaluator certification. Shall invite Senior OEC Evaluator candidates who have demonstrated adequate skills while shadowing Senior OEC Evaluators, received Senior OEC Evaluator certification, and have been approved by the Senior Program Advisor, to the Region Senior OEC Evaluation Team for demonstrating their scoring skills. Inactive evaluators must have met the applicable requirements of 43.6.3 to be reinstated on the evaluator appointment list.

39.8 RECRUITING OEC SENIOR EVALUATORS:

Shall solicit eligible Senior Evaluators from all patrols in the South Central Region, with the assistance of the Region OEC Advisor, OEC Instructor Trainers and Patrol Directors.

40 ASSISTANT REGION SENIOR PROGRAM ADVISOR-SKI/RIDE

40.1 QUALIFICATIONS: Shall be an active member of the National Ski Patrol in the South Central Region as a Alpine Senior or Alpine Certified Patroller. Is a Division Certified Senior Ski/Ride Evaluator. Shall have access to and be proficient in the use of electronic record-keeping systems and willing to keep records of the Region's Senior OEC candidates and to provide timely information for advisors conducting senior evaluations and elective courses.

40.2 APPOINTMENT AND SUPERVISION: Shall be selected, appointed, and supervised by the Senior Program Advisor, subject to approval by the Assistant Region Director Skills.

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

40.4 PRIMARY RESPONSIBILITIES AND DUTIES: Shall be responsible for coordinating the planning, execution and reporting of South Central Region Ski/Ride Senior Evaluations in accordance with guidance set by the Senior Program Advisor. The evaluation shall be held in the Region at least once annually. The evaluation shall be held in accordance with the Central Division Senior Program Manual, and NSP Senior Program guidelines, standards and requirements.

Evaluation(s) must be registered with the NSP. The *SWEEP* Editor must be advised of the date and location of the event for publication in the Fall edition of the *SWEEP* Region Calendar, and for posting on the Region web site. Shall maintain all records necessary to plan and conduct these evaluations.

Establishes and maintains a progress record of the completion of Ski/Ride evaluations. Region Senior Candidate records are not maintained for patrollers after they achieve their Senior classification.

40.5 EVALUATOR DISQUALIFICATIONS: Unless there is a shortage of available Senior Evaluators to evaluate candidates at a Senior Evaluation as determined by the Region Senior Program Advisor, The Senior Program Advisor and the Assistant Region Program Advisor Ski/Ride will not evaluate Senior Ski/Ride candidates.

Section Chiefs and Patrol Representatives/Directors will not evaluate candidate patrollers from their section or home area respectively unless so requested by the Region Senior Program Advisor because of a critical shortage of senior evaluators.

40.6 EVALUATION COURSE COMPLETION RECORD AND INSTRUCTOR

ACTIVITY RECORDS: Within 14 days following the Senior Ski/Ride Evaluation, shall confirm with the Instructor of record that course completion records were completed and submitted to NSP, including a listing of all candidates and evaluators who participated in the evaluation, indicating which candidates completed, passed or failed the evaluation. One copy of the Course Completion Record shall be send to the Region Senior Program Advisor who shall ensure a copy was forwarded to: the NSP, the Central Division Senior Program Supervisor, , Region Historian, and the Assistant Region Director for Skills.

40.7 SENIOR EVALUATOR PERFORMANCE RECOMMENDATIONS:

No later than November 1, and with the recommendation of the Region Snowsports School Advisor, shall recommend to the Senior Program Advisor a list of Senior Ski/Ride Evaluators based on past performance and current Senior Ski/Ride Evaluator certification. Shall invite Senior Ski/Ride Evaluator candidates who have demonstrated adequate skills while shadowing Senior Ski/Ride Evaluators, received Senior Ski/Ride Evaluator certification, and approved by the Senior Program Advisor to the Region Senior Ski/Ride Evaluation Team for demonstrating their scoring skills. Inactive patrollers must have met the applicable requirements of 43.6.3 to be reinstated on the evaluator appointment list.

40.8 RECRUITING SKI/RIDE SENIOR EVALUATORS:

Shall solicit eligible Senior Evaluators from all patrols in the South Central Region, with the assistance of the Region Snowsports School Advisor, Ski/Ride Instructor Trainers, and Patrol Directors.

41 ASSISTANT REGION SENIOR PROGRAM ADVISOR-OET

41.1 QUALIFICATIONS: Shall be an active member of the National Ski Patrol in the South Central Region as a Alpine Senior or Alpine Certified Patroller. Is a Division Certified Senior OET Evaluator. Is appointed by the Region Director and supervised by the Senior Program Advisor. Shall have access to and be proficient in the use of electronic record-keeping systems and willing to keep records of the Region's Senior OEC candidates and to provide timely information for advisors conducting senior evaluations and elective courses.

41.2 APPOINTMENT AND SUPERVISION: Shall be selected, appointed, and supervised by the Region Senior Advisor, subject to approval by the Assistant Region Director Skills.

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

41.4 PRIMARY RESPONSIBILITIES AND DUTIES: Shall be responsible for coordinating the planning, execution, and reporting of South Central Region OET Senior Evaluations in accordance with guidance set by the Senior Program Advisor. Such Senior Evaluation shall be held in the Region at least once annually, or as determined by the Senior Program Advisor, and always in accordance with the Division Senior Program Manual, NSP guidelines, standards and requirements.

The evaluation(s) must be registered with the NSP . The *SWEEP* Editor must be advised of the date and location of the event for publication in the Fall edition of the *SWEEP*, Region Calendar and for posting on the Region web site. Shall maintain all records necessary to plan and conduct these evaluations.

Establishes and maintains a progress record of the completion of OET evaluations. Region Senior Candidate records are not maintained for patrollers after they achieve their Senior classification.

41.5 EVALUATOR DISQUALIFICATIONS: Unless there is a shortage of available Senior Evaluators to evaluate candidates at a Senior Evaluation as determined by the Region Senior Program Advisor, The Senior Program Advisor will not evaluate Senior OET candidates. Section Chiefs and Patrol Representatives/Directors will not evaluate candidate patrollers from their section or home area respectively unless so requested by the Region Senior Program Advisor because of a critical shortage of senior evaluators.

41.6 EVALUATION COURSE COMPLETION RECORD AND

INSTRUCTOR ACTIVITY RECORDS: Within 14 days following the Senior OET Evaluation, shall confirm with the Instructor of record that course completion records were completed and submitted to NSP, including a listing of all candidates and evaluators who participated in the evaluation, indicating which candidates completed, passed or failed the evaluation. One copy of the Course Completion Record shall be sent to the Region Senior Program Advisor who shall ensure a copy was forwarded to: the NSP, the Central Division Senior Program Supervisor, Region Historian, and the Assistant Region Director for Skills.

An article containing an account of the Ski and Toboggan Senior Evaluation, listing all candidates who successfully completed the evaluation and the participating evaluators, should be sent to the *SWEEP* Editor To be included in the next issue of *SWEEP* following the evaluation.;Put the *SWEEP* Article in the Senior Advisor PD.

41.7 SENIOR EVALUATOR PERFORMANCE RECOMMENDATIONS:

With the recommendation of the Region OET Advisor shall annually recommend to the Senior Program Advisor a list of Senior OET Evaluators based on past performance and current Senior OET Evaluator certification. Shall invite Senior OET Evaluator candidates who have demonstrated adequate skills while shadowing Senior OET Evaluators, received Senior OET Evaluator certification, and have been approved by the Senior Program Advisor to the Region Senior OET Evaluation Team for demonstrating their scoring skills. Inactive evaluators must have met the applicable requirements of 43.6.3 to be reinstated on the evaluator appointment list.

41.8 RECRUITING OET SENIOR EVALUATORS: Shall solicit, eligible Senior Evaluators from all patrols in the South Central Region, with the assistance of the Region OET Advisor, OET Instructor Trainers and Patrol Directors.

42 REGION SENIOR PROGRAM PROCEDURES

42.1 REGION SENIOR PROGRAMS: The Senior Program shall be administered in accordance with NSP Policies and Procedures using procedures in the Central Division Senior Program Manual (current edition) and supplemented by the South Central Region Policies and Procedures. The Senior Program is conducted under the overall supervision of the Assistant Region Director for Skills with all records maintained by the Region Senior Program Advisor

42.2 SENIOR CANDIDATE APPLICATION: A patroller can become a Senior Candidate by submitting a **Senior Candidate Application Form** (available in the Fall SWEEP edition or on the Region Website) approved by their Patrol Representative/Director, to the Region Senior Program Advisor. The application **form along with the Senior Application Fee must be submitted with the Senior Evaluation Form (see 41.3).**

The application will remain valid until the candidate either becomes a senior or withdraws from the Senior Program. A patroller can re-enter the Senior Program by submitting a new application.

42.3 SENIOR EVALUATION APPLICATIONS: To participate in a Senior Evaluation (Outdoor Emergency Care, Aid Room Module, and Ski/Ride & Toboggan), a Senior Candidate must submit a completed South Central Region **Senior Evaluation Registration Form** (available in the Fall SWEEP edition and on the Region Website) and the associated evaluation fee(s) to the Region Senior Program Advisor in accordance with the schedule of fees as determined by the Region Board of Governors at the beginning of the season for each evaluation event. **Completed Senior Evaluation Registration forms must be received by the Senior Program Advisor prior** to the Senior Clinic for the evaluation(s) in which the candidate wishes to participate. **An application is considered incomplete if the form is not signed by the Patrol Representative/Director or if it is not accompanied by the required evaluation registration fee.** A **Senior Evaluation Registration Form** is valid only for the evaluation or evaluations applied for. Should a candidate not pass an evaluation, the candidate must reapply by submitting a new South Central Region **Senior Evaluation Registration Form** and fee for any subsequent evaluation.

42.4 SENIOR CANDIDATE RECORDS ADMINISTRATION: The Senior Program Advisor will establish an individual senior candidate record upon receipt of a completed Senior Candidate Application Form and fee . This record will be maintained until the candidate either completes the senior requirements or withdraws from the program.

Evaluation and Elective Course Completion Records and Senior Candidate Skills Sign Off forms will be used to update individual Senior Candidate Records. These forms are available on the Region Website.

42.4.1 ACTIVE SENIOR CANDIDATE LISTS: The Senior Program Advisor shall forward a list of active Senior Candidates to each of the three Assistant Senior program Advisors at least 25 days prior to a Senior Evaluation for which that Advisor is responsible.

42.4.2 LIST OF SENIOR CANDIDATE REQUIREMENT COMPLETIONS: The Senior Program Advisor shall forward a list of Senior Candidates who have completed their core and elective requirements during the current season to the Region Awards Advisor within 2 weeks of completion of the evaluation. The Region Awards Advisor shall prepare the Region Senior Certificates for presentation at the Region Banquet.

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

42.4.4 NOTIFICATION TO NATIONAL OFFICE OF SENIOR

CLASSIFICATION UPGRADE: When all requirements have been completed by a Senior Candidate, it is the responsibility of the Candidate's Patrol Representative/Director to certify Senior Program completion by sending the completed Senior Candidate Application Form to the National Office for the upgrade of the patroller's official record.

42.5 SENIOR CANDIDATE QUALIFICATION LOG: Each Senior Candidate is responsible for maintaining their own personal **Senior Candidate Qualification Log** with instructor signatures and dates for each completed Senior requirement. Upon completion of all of the Senior program components, this log is presented to the Senior Candidate's Patrol Representative/Director who is responsible for submitting the completed Senior Application Form to the National office.

42.6 Senior Program Evaluators

42.6.1 Duties: Senior Evaluators evaluate Senior Candidates at Senior Ski/Ride and OET, OEC-MSP Evaluations and OEC-Aid Room MSP, and participate in local area ski/ride and OET, and OEC training activities.

42.6.2 APPOINTMENT: Only NSP members who meet the training prerequisites and service requirements shall be considered for Senior Evaluator appointments. Each year/season new appointments and reinstatements are made as recommended by the Assistant Senior Program Advisors and approved by the Region Senior Program Advisor.

42.6.3 PREREQUISITES: To become a Senior Evaluator, a patroller must be a Senior or a Certified Patroller, must demonstrate ability and willingness to actively participate in home area training activities. They must have observed at least one Senior Evaluation and have demonstrated their scoring skills commensurate with Senior Evaluators in the discipline in which they will evaluate, and must be approved by the Senior Program Advisor.

42.6.3.1 Senior OET Evaluators must be current NSP OET Instructors and obtain Division Senior OET Evaluator certification by attending a Division Senior OET Evaluator Clinic.

42.6.3.2 Senior Ski/Ride Evaluators must have a PSIA/AASI level 2 or 3 certification or have completed an Accredited Senior Evaluator (ASE) Clinic and obtained Division certification as a Senior Ski/Ride Evaluator by attending a Division Senior Ski/Ride Evaluator Clinic.

42.6.3.3 Senior OEC Evaluators must be current NSP OEC Instructors and must obtain certification as a Senior OEC Evaluator by attending a Region Senior OEC Evaluator Clinic.

42.6.4 SERVICE REQUIREMENTS: To maintain Senior Evaluator status, a Patroller must be current Senior Patroller in accordance with National Ski Patrol policies. They must recertify their Division credential by attending a Discipline specific Division or Region calibration Clinic at least once every three years and must participate in a Ski/Ride, OET, or OEC Senior Evaluation as a Senior Evaluator at least once every two years. They must continue to be active in training activities at the home area. Exceptions to these service requirements are made for the current Line Officers (Region Director, Section Chief(s), the Assistant Region Directors, Region OEC Administrator, Region Ski School Advisor, Region OET Advisor and the Region Senior Program Advisor).

43 CERTIFIED ADVISOR

- 43.1 QUALIFICATIONS:** Shall be an active member of the National Ski Patrol in the South Central Region as a Certified Patroller and shall be willing and able to perform the duties of Region Certified Patrol Advisor.
- 43.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Assistant Region Director for Skills with the approval of the Region Director.
- 43.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under South Central Region Staff Officer's General Duties (section 8).
- 43.4 PROMOTION OF CERTIFIED PROGRAM:** Shall promote the Division Certified Patroller program and be available to consult and advise Region Patrollers interested in becoming Certified Patrollers.
- 43.5 SOUTH CENTRAL REGION EVENTS:** Responsible to be the Instructor of Record for South Central Region administered events, including the annual South Central Region Certified Qualification Clinic and any South Central Region Recertification events held at Cascade Mountain, a Division approved testing site. This event is also a showcase event for South Central Region potential candidates.
- 43.6 ACTIVE PARTICIPATION:** Advisor shall actively participate in the Annual Certified Division Test, and promote active participation of all South Central Region Certified Staff at the Annual Test and throughout the South Central Region as part of Region Ski and OET programs.
- 43.7 SOUTH CENTRAL REGION STAFF:** Advisor shall have active communication with the South Central Region Staff, and encourage them to act as a resource to the South Central Region patrols.
- 43.8 SOUTH CENTRAL REGION HOST:** Responsible to help promote South Central at the Certified Annual Meeting as one of the testing venues based on site qualifications for the Division Certified Evaluation.
- 43.9 INFORMATION SOURCE FOR REGION:** Shall advise Region Officers and Advisors on matters relating to the Certified Program.

43.10 DIVISION PROGRAM: The Certified Program is a National Program administered by the Central Division, therefore the South Central Region will administer it as such and never operate independently of the National Manual or the Certified Central Division Policies and Procedures for the Certified program.

43.11 DIVISION COMMUNICATION: Advisor shall actively participate and represent South Central in all communication required with Central Division Certified Advisor.

43.12 ASSISTANT ADVISOR: In conjunction with Assistant Region Director, Skills, the Advisor shall name an Assistant Advisor to carry out all duties described above.

44 INSTRUCTOR DEVELOPMENT (ID) ADVISOR

44.1 QUALIFICATIONS: May be a registered Senior or Certified Patroller and an Instructor Development Instructor Trainer (ID IT) or an Instructor Development Instructor pursuing ID IT certification, who is willing to make a commitment to maintain a high level of ID instruction, mentoring and evaluation at all Patroller levels in the South Central Region. Must have at least one year's experience as an ID Advisor, ID IOR, or similar position at the Patrol or Section level and must have demonstrated good administrative and organizational skills.

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

44.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under South Central Region Staff Officer's General Duties (section 8).

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

44.5 SECTION ID ADVISORS: Shall recommend to the respective Section Chiefs, qualified Patrollers to serve as Section ID Advisors and who will supervise all ID activities in each Section if determined to be needed for the given year. It is highly recommended that Patrollers recommended as Section ID Advisor candidates shall be certified ID ITs or ID Instructors.

44.6 ID INSTRUCTOR TRAINERS (IT's): Shall maintain an adequate cadre of ID ITs to insure that Quality Assurance Program guidelines for ID are met by identifying and developing qualified candidates for the position of ID IT from among experienced ID

instructors in the Region. Development of potential candidate ID ITs should include the candidate observing and teaching at ID classes while an assigned ID IT mentors and observes them. Upon successful completion of the mentoring program, the Region ID Advisor will recommend the IT candidate for IT appointment by the Division Supervisor. Actual appointments to the position of ID IT are made by the Division ID Supervisor. Within each Section, the target ratio is a minimum of one ID IT for every ten ID instructors.

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

44.8 ID INSTRUCTOR TRAINING (IT): Shall coordinate ID IT's within the region to complete ID Training throughout the region and to promote effective mentoring program to support NSP educational programs.

44.9 ID INSTRUCTOR RECORDS: Shall provide oversight for the maintenance of current and accurate records for the activities of all ID instructors within their Sections of the South Central Region. Shall insure that the Region's ID Instructor records at the National office are kept up-to-date in a timely manner. Shall coordinate with areas and/or sections for the annual review and submission of instructor recertification and IT appointments for the upcoming year, meeting all division deadlines. Shall annually (by June 30) provide a current record of South Central Region ID Instructors/ID ITs to the Region Historian.

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

Reports for ID courses shall be compiled by the local Section ID Advisor and/or the Course Instructor of Record and submitted to the Region ID Advisor and Region Historian within ten days of course completion.

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

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

45 INSTRUCTOR DEVELOPMENT (ID) POLICIES & PROCEDURES

45.1 NO UNIQUE REGION POLICIES: All policies and procedures controlling ID training and quality assurance are documented in *NSP Policies and Procedures, Appendix A, Section B, the ID Instructor's Manual*, and the *NSP Ski Patroller's Manual*, 14th edition. No modifications or changes may be made to the policies as presented in the above documents.

46 WOMAN'S SEMINAR ADVISOR & PROGRAM

46.1 QUALIFICATIONS: May be a registered Senior or Certified Patroller and a currently certified active OET Instructor/instructor trainer,

46.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Programs with the approval of the Region Director.

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

46.4 SPECIFIC DUTIES: (1) Shall serve on the Central Division Women's Clinic Committee. (2) Shall liaise with the Central Division Women's Clinic Advisor

46.8 COURSE RECORDS: Shall complete and and retain completion records for purposes of effective Program administration, and assure that the Division Woman's Seminar Advisor receives a copy of current year Region Woman's Program Records.

46.9 PROGRAM FEES: Shall collect fees for the Women's Seminar programs in accordance with South Central Region policy and submit them to the Region Treasurer.

46.10 ASSISTANT ADVISOR: Shall select and appoint, with the approval of the Region Director or supervising Assistant Region Director, an assistant who shall help administer the Woman's Seminar program and endeavor to learn and prepare to take over the Advisorship. If possible, that assistant shall be from a Section distant from the Woman's Seminar Advisor and may be a Section and/or a Patrol Advisor.

47 YOUNG PATROLLER PROGRAM ADVISOR

47.1 QUALIFICATIONS: Shall be a registered Alpine Patroller or Senior and be willing and able to provide the administrative and instructional leadership needed for the continued development of the NSP Young Patroller program in the South Central Region.

47.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Programs with the approval of the Region Director.

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

47.4 SPECIFIC DUTIES: Shall plan, coordinate and implement programing and communications with young patrollers in the South Central Region. Shall organize and lead at least one annual seminar for young patrollers each season.

47.5 INSTRUCTOR STANDARDS: Shall maintain a uniform and high level of NSP training.

47.8 COURSE RECORDS: Shall complete and retain a copy of program completion information for purposes of effective Young Adult Patroller Program administration, and assure that the Division Young Patroller Advisor receives a copy of current year Region Young Patroller Program Records.

47.9 COURSE FEES: Shall collect fees for Young Adult Patroller courses in accordance with South Central Region policy and submit them to the Region Treasurer.

47.10 ASSISTANT ADVISOR: May select and appoint, with the approval of the Region Director or supervising Assistant Region Director, an assistant who shall help administer the Young Patroller program and endeavor to learn and prepare to take over the Advisorship: if possible, that assistant shall be from a Section distant from the Young Patroller Advisor.

48 LEADERSHIP DEVELOPMENT ADVISOR

48.1 QUALIFICATIONS: Shall be a registered active Patroller/Senior Patroller, Is appointed by the Region Director or by the Region Director's designee and supervised by the Assistant Region Director for Administration.

48.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Administration with the approval of the Region Director.

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

48.4 SPECIFIC DUTIES: Develop, deliver and support leadership development within the region staff and local patrols. Conduct leadership seminars for new patrol officers and advisors including orientation to Region/Division operating Polices & Procedures. Serves as a resource for ongoing patrol officers and advisors.

48.5 ASSISTANT ADVISOR: Shall select and appoint, with the approval of the Region Director or supervising Assistant Region Director, an assistant who shall help administer the Leadership Development Program and endeavor to learn and prepare to take over the Advisorship. If possible, that assistant shall be from a Section distant from the Leadership Development Advisor and may be a Section Advisor

49 INTRODUCTION TO PATROLLING ADVISOR

49.1 QUALIFICATIONS: Shall be a registered Alpine Patroller or Senior Alpine Patroller, with at least 2 full seasons of experience conducting candidate training using the Introduction to Patrolling (Patroller 101) Program. Be willing and able to provide the administrative and instructional leadership needed for the continued development of the NSP Introduction to Patrolling program in the South Central Region.

49.2 APPOINTMENT & SUPERVISION: Shall be appointed by and report to the Assistant Region Director for Programs with the approval of the Region Director.

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

49.4 SPECIFIC DUTIES: Shall plan, coordinate, provide programming, support to, and communications with Patroller 101 Instructors of Record in the South Central Region. Shall promote the Patroller 101 program throughout the Region and assist patrols with program implementation, presentation, and recordkeeping. The Advisor shall conduct one or more fall clinics with local patrol training advisors to ensure programming consistency reviewing program content, presentation resources, and registration & reporting requirements.

49.5 INSTRUCTOR STANDARDS: Shall maintain a uniform and high level of NSP candidate alpine training in the South Central Region.

49.6 COURSE RECORDS: Shall receive and retain a copy of program completion information for each program conducted in the Region for purposes of effective Patroller 101 administration, and assure that the Central Division Patroller 101 Advisor receives a copy of current year Region Patroller 101 program records.

49.7 ASSISTANT ADVISOR: May select and appoint, with the approval of the Region Director and supervising Assistant Region Director, an assistant who shall help administer the Patroller 101 program and endeavor to learn and prepare to take over the Advisorship: if possible, that assistant shall be from a Section distant from the Patroller 101 Advisor.

Appendix A – Key Dates

Date	Event/Deadline
July 1	Start of fiscal year. Newly elected officers term begins
July 1	Region Treasurer sends “end of year” templates to patrol Treasurers
Aug 1	Patrol end-of-year financial reports due to Region Director & Region Treasurer
Sept 1	Region end-of-year financial report due to Division Treasurer
Mid - Sept.	Region Advisor’s and Officer’s amendments to proposed plan and budgets due to ARD’s/RD
Mid - Sept.	Fall Region Board Meeting.
Sept. 30	Fall <i>SWEEP</i> deadline
Sept/Oct/Nov	OEC, CPR and On-Hill Refreshers
2 nd Tuesday in October	Awards Committee meets to review procedures, and consider all awards other than Outstanding awards.
Dec 1	Patrol registration deadline
Dec 1	Winter <i>SWEEP</i> deadline
Jan/Feb	Region STW’s, SES’s, TES’s
Jan	Region Certified Pre-qualification clinic
Feb	Section Chief and Region Director Elections as per Region P&P
2 nd Tuesday in February	Awards Committee considers all awards, other than Outstanding awards.
End Feb/Early March	Region Senior OEC, S&T, & Division Certified Tests
2 nd Tuesday in March	Awards Committee considers all Outstanding Awards
March 1	Spring <i>SWEEP</i> deadline
May	Region Spring Meeting and Awards Banquet
June 1	Summer <i>SWEEP</i> deadline
June 1	Region advisor and officer’s proposed plan and budget due to ARDs and RD
Mid - June	Region Board Meeting Advisor and officer’s proposed plans and budgets presented to Board for approval.
June 30	End of fiscal year

APPENDIX B - REGION FORMS

<u>Description</u>	<u>Page</u>
1. Senior Candidate Application Form	101
2. Senior Evaluation Application Form	102
3. Region Program Participation Form	103
4. Women’s Seminar Application Form	104
5. Instructor Application & Monitoring Form	105
6. Board Action Proposal Form	106
7. S.C. Region Expense Voucher	107
8. S.C. Region Mileage Log Form	108
9. S.C. Region Budget Summary Form	109
10. S.C. Region Program Budget Form	110

APPENDIX 1 Region Senior Application Form - See the South Central Region website for the current form.

APPENDIX 1 Senior Evaluation Registration Form - See the South Central Region website for the current form.

APPENDIX 3 S.C. Region Program Participation Application Form - See the South Central Region website for the current form.

APPENDIX 4 Women's Seminar Application Form - See the South Central Region website for the current form.

APPENDIX 5 Instructor Application & Monitoring Form – See the South Central Region website for the current form.

APPENDIX 6 – SOUTH CENTRAL REGION BOARD ACTION PROPOSAL FORM

SOUTH CENTRAL REGION PROPOSAL FORM (Revised 12/08/14)	PROPOSAL NUMBER - ASSIGNED BY REGION DIRECTOR
	COMMITTEE ASSIGNED - ASSIGNED BY REGION DIRECTOR
<p>The proposal maker(s) submit this proposal for consideration by the South Central Region Board of Governors in accordance with the Region's Policies & Procedures. This proposal has been researched, is submitted in final wording with all applicable boxes completed and information provided. I (we) have contacted and discussed this proposal with the appropriate Regional Program Director or other Region staff prior to submitting the proposal to the Board of Governors. I (we) have indicated how I (we) believe this proposal will impact the budget, both long and short-term. I (we) understand that incomplete proposal forms will be returned to the maker(s) without being brought to the floor.</p>	
PROPOSED BY	POSITION
DATE	
<p>I (we) have consulted the following people in drafting this proposal: <input type="checkbox"/> Staff Comments Attached</p> <p> <input type="checkbox"/> Reigon Director <input type="checkbox"/> Region Staff <input type="checkbox"/> Region Program Advisor <input type="checkbox"/> Other: </p>	
<p>The following references are relevant to this proposal:</p> <p> <input type="checkbox"/> Region ByLaws: <input type="checkbox"/> Region Budget <input type="checkbox"/> Region Policies & Procedures </p>	
<p>I (we) anticipate the following expenses, and have attached budget details and an explanation (as necessary)</p> <p> <input type="checkbox"/> Short-Term (this fiscal year) <input type="checkbox"/> Long-Term (ongoing expenses future years) </p> <p style="margin-left: 40px;"> Amount: Annual Amount: </p>	
<p>The Region Director <input type="checkbox"/> Agrees with this proposal expense estimate, OR <input type="checkbox"/> Anticipates the following expenses:</p> <p> <input type="checkbox"/> Short-Term (this fiscal year): <input type="checkbox"/> Long-Term (ongoing expenses future years) </p>	
<p>Proposal Text: (attach additional pages as necessary, for bylaw, P&P, or other amendments of existing provisions, show changes with added words underlined, and deleted words with a line through them):</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	
<p>Proposal Explanation & Justification (attach additional pages as necessary):</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	
<p>Committee Revision of Proposal (if any):</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	
<p>Committee Action: <input type="checkbox"/> Accepted as Drafted <input type="checkbox"/> Accepted as Revised <input type="checkbox"/> Rejected <input type="checkbox"/> Withdrawn </p>	
<p>Committee Chairman Explanation & Votes:</p> <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>	
<p>Final Board Action: <input type="checkbox"/> Adopted as Reported <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated </p>	
<p>Vote on Final Consideration (if vote count taken): FOR <input type="checkbox"/> AGAINST <input type="checkbox"/> Abstain <input type="checkbox"/> </p>	

APPENDIX 9 South Central Region Budget Summary Form

**SOUTH CENTRAL REGION
2015 - 16 BUDGET SUMMARY FORM**

A. CONTACT INFORMATION

A1 ADVISORSHIP		CONTACT INFO	A3 PHONE:	
A2 PREPARED BY			A4 EMAIL	

B. BUDGET SUMMARY

B1 INCOME

	DESCRIPTION	TOTAL INCOME	BY SOURCE
1	PROGRAM REGISTRATION FEE	\$0.00	
2	EVENT PARTICIPATION FEE	\$0.00	
3	DONATIONS	\$0.00	
4	FUND RAISING	\$0.00	
5	SALE OF SUPPLIES/BOOKS/ETC	\$0.00	
6		0	\$0.00
7		0	\$0.00
TOTAL INCOME			\$0.00

B2 EXPENSES

1	TRANSPORTATION	\$0.00
2	ROOM EXPENSE	\$0.00
3	FOOD	\$0.00
4	FORMS & SUPPLIES	\$0.00
5	MEETING EXPENSE	\$0.00
6	EQUIPMENT	\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
		\$0.00

NET INCOME/DEFICIT (TOTAL INCOME LESS TOTAL EXPENSE)	\$0.00
---	---------------

C. PROGRAM REVENUE SOURCES - ALL PROGRAMS

	DESCRIPTION	FEE BASIS	EST. NO. OF PARTICIPANTS	TOTAL FEES
		SELECT FROM DROP DOWN		
1	PROGRAM REGISTRATION FEE	\$0.00	0	\$0.00
2	EVENT PARTICIPATION FEE	\$0.00	0	\$0.00
3	SALE OF SUPPLIES/BOOKS/ETC	\$0.00	0	\$0.00
4		\$0.00	0	\$0.00
5		\$0.00	0	\$0.00

D. PROGRAM DATES & LOCATIONS

	LOCATION	DATE	START TIME	EST. END TIME
1		0 01/00/00	12:00 AM	12:00 AM
2		0 01/00/00	12:00 AM	12:00 AM
3		0 01/00/00	12:00 AM	12:00 AM
4		0 01/00/00	12:00 AM	12:00 AM
5		0 01/00/00	12:00 AM	12:00 AM
6		0 01/00/00	12:00 AM	12:00 AM
7		0 01/00/00	12:00 AM	12:00 AM
8		0 01/00/00	12:00 AM	12:00 AM
9		0 01/00/00	12:00 AM	12:00 AM
10		0 01/00/00	12:00 AM	12:00 AM

APPENDIX 10 South Central Region Program Budget Form

SOUTH CENTRAL REGION - 2015 - 16 BUDGET FORM PROGRAM 1

CONTACT INFORMATION

ADVISORSHIP	0	CONTACT INFO	PHONE	-
PREPARED BY	0		EMAIL	0

PROGRAM 1 TITLE

PROGRAM 1 BUDGET

INCOME	DESCRIPTION	AMOUNT	
1	PROGRAM REGISTRATION FEE	\$0.00	
2	EVENT PARTICIPATION FEE	\$0.00	
3	DONATIONS	\$0.00	
4	FUND RAISING	\$0.00	
5	SALE OF SUPPLIES/BOOKS/ETC	\$0.00	
6	0	\$0.00	
7	0	\$0.00	
TOTAL INCOME			\$0.00

EXPENSES	DESCRIPTION	AMOUNT	
1	TRANSPORTATION	\$0.00	
2	ROOM EXPENSE	\$0.00	
3	FOOD	\$0.00	
4	FORMS & SUPPLIES	\$0.00	
5	MEETING EXPENSE	\$0.00	
6	EQUIPMENT	\$0.00	
7	0	\$0.00	
8	0	\$0.00	
9	0	\$0.00	
			\$0.00

NET INCOME/DEFICIT (TOTAL INCOME LESS TOTAL EXPENSE) \$0.00

C. PROGRAM REVENUE		PER PERSON, EVENT, ETC?	AMOUNT	EST. NO. OF PARTICIPANTS	TOTAL FEES
	DESCRIPTION				
1	PROGRAM REGISTRATION FEE	0	\$0.00		\$0.00
2	EVENT PARTICIPATION FEE	0	\$0.00		\$0.00
3	SALE OF SUPPLIES/BOOKS/ETC	0	\$0.00		\$0.00
4	0	0	\$0.00		\$0.00
5	0	0	\$0.00		\$0.00

D. PROGRAM 1 EVENTS INFORMATION			START TIME	EST. END TIME
	LOCATION	DATE		
1				
2				
3				
4				
5				
6				

CONTACT PERSON FOR EACH OF THE TIMES THIS PROGRAM WILL BE CONDUCTED AS LISTED IN D ABOVE

	NAME	PHONE	EMAIL ADDRESS
EVENT 1			
EVENT 2			
EVENT 3			
EVENT 4			
EVENT 5			
EVENT 6			

SOUTH CENTRAL REGION - REGION DIRECTORS

KEN DENSOW	DELAFIELD SKI PATROL	1964 - 1967
		1967 - 1970
ROBERT KLUWIN		1970 - 1972
VICTOR WEILER	ALPINE VALLEY SKI PATROL	1972 – 1975
ROD CHILDS	ALPINE VALLEY SKI PATROL	1975 – 1978
GARY PETERSON		1978 - 1978
GARY KLEMIK	LITTLE SWISS VALLEY SKI PATROL	1978 – 1981
WILLIAM HUNLEY	ALPINE VALLEY SKI PATROL	1981 – 1984
GORDON DRAKE	DEVIL’S HEAD SKI PATROL	1984 - 1987
RONALD PLUMER	DEVIL’S HEAD SKI PATROL	1987 – 1996
ROBERT MOE	CASCADE MOUNTAIN SKI PATROL	1996 – 1998
THOMAS RABAGLIA	CASCADE MOUNTAIN SKI PATROL	1998 - 2005
DICK DOWDELL	CRYSTAL RIDGE SKI PATROL	2005 – 2010
TONY ORTEGA	ALPINE VALLEY SKI PATROL	2010 – 2012
JOSEPH RILEY	CASCADE MOUNTAIN SKI PATROL	2012 - 2014
RONALD PLUMER	U.S. SKI PATROL	2014 - 2016
STEVEN PALIDINI	NORDIC MOUNTAIN SKI PATROL	2016 - PRESENT