

# National Ski Patrol



## Central Division

**Policies and Procedures**

**2<sup>nd</sup> Edition**

# National Ski Patrol

## Central Division

### Policies and Procedures

These Policies and Procedures are supplementary to those of the National Ski Patrol System, Inc. They are intended to clarify and specify operation of the Central Division of the National Ski Patrol (NSP), where division options prevail or the National Ski Patrol has not provided policies and procedures. They are in the control of the Central Division Board of Directors and are changed and updated by direction from that Board. Any questions concerning these policies should be directed to the current Division Director of the Central Division.

No lower organizational structure of the Central Division may write or enact policies or procedures that supersede these or those of the National association.

In the understanding that people are the core asset of every organization, The Central Division of the National Ski Patrol System, Inc. (NSP) is committed to operate under these principles:

- a. Membership in the Central Division shall not be limited by race, color, religion, creed, gender or national origin.
- b. The Central Division is committed to being an organization that values diversity, equity and inclusion. These values are core to our culture, how we make decisions and how we treat each other. Our commitment is to have a membership that reflects the communities we serve.
- c. The Central Division explicitly and publicly affirms our organization as an inclusive organization.

Established by the Central Division Board of Directors  
April 9, 1999

Revised and updated by the Central Division Board of Directors  
2<sup>nd</sup> Edition  
February 28, 2021

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# Chapter 1 Central Division Board of Directors

The Central Division Board of Directors will be made up of a representative team from the Central Division management entities. Its formal structure and voting rights will be controlled by the By-laws of the Central Division.

See Appendix A for complete current version of the By-laws.

Modification of the By-laws requires an affirmative vote of 5 of the Board members at two separate meetings. *(S09 P009)*

1. The Division Board is made up of the Division Director, Region Directors, Assistant Division Directors, Legal Advisor, and Treasurer.
2. Voting members of the Board are the Region Directors. The Division Director only votes in the case of a tie.
3. Members of the Board, advisors to the Board, can submit proposals to the Board for consideration and chairs of special task teams established by the Board.
4. Two meetings of the Board will be held annually. One in the fall and one in the spring.
5. The Fall Division meeting will be held in September, on the weekend following Labor Day. *(F91-1)(F14-Motion #12)*
6. All proposals are due 21 days in advance of the meeting date or the maker must bring 20 copies to the meeting. *(S93- M5)*
7. No Division Meeting shall be scheduled so as to occur on a major religious holiday. *(F96-25)*

## Fall Meeting

This meeting is used to implement final planning for the coming season. It includes National Board member and advisor reports, selection of the Election Review Committee, upcoming season plans and event schedules, budget review and presentations by invited guests from the National level and other industry partners. This meeting is also the Division annual awards banquet.

### Locations:

**83** - Des Moines IA, **84** - Huron OH, **85** - St. Paul MN, **86** - South Bend IN, **87** - Traverse City MI, **88** - Cincinnati OH, **89** - Duluth MN, **90** - Dubuque IA, **91** - Holland MI, **92** - Louisville KY, **93** - St. Louis MO, **94** - Milwaukee WI, **95** - Houghton MI, **96** - Cleveland OH, **97** - Duluth MN, **98** - Ypsilanti MI, **99** - Boyne Highlands MI, **2000** - Oshkosh, WI, **01** - Crystal Mtn, **02** - Columbus, OH, **03** - Minneapolis, MN, **04** - St. Charles, IL, **05** - Detroit, MI, **06** NC - Wausau, WI, **07** WM - Kalamazoo, MI, **08** SC - Milwaukee, WI, **09** NM - Mackinac Island, MI, **2010** W - Bloomington, MN, **11** - Ohio Region, Covington, KY, **12** - Southern Galena, IL **13** - North Central Wausau, WI, **14** - Eastern Michigan Detroit, MI, **15** - Western Michigan, **16** - Western (swap with 2018) Bloomington, MN, **17** - Northern Michigan, Boyne Mountain **18** - South Central, **19** - Ohio, **21** - Southern, **22** - Eastern Michigan, **23** - North Central, **24** - Western Michigan, **25** - South Central, **26** - Northern Michigan, **27** - Western, **28** - Ohio, **29** - Southern *F2020*

## Spring Meeting

This meeting is intended to be strictly a business meeting. The Spring Meeting is to be held yearly in the month of April. It is typically held in the Chicago area to minimize costs and travel. This meeting may also be held in a virtual environment when approved by the Division Board. The agenda for this meeting includes year-end reports, current financial position review, budget submission and approval for the new season, and planning for the new season.

Special Board training and special board actions are usually planned for the spring meeting.

Meeting attendees, including advisors attending for the purpose of reporting, will be at the discretion of the Division Director and the Assistant Directors.

Special advisor meetings held in concurrence with the Division meeting must be requested through the responsible ADD and be approved by the Board.

**General Timing of the Fall and Spring Meetings (F14 P009)**

There will be a General Meeting held Saturday, to be continued on Sunday as needed.

Executive Order of the Division Director - Dissolved the Central Division Board of Trustees and attempt to recover funds donated to the National Ski Hall of Fame by the Trustees. (S91)

**Executive Committee**

There shall also exist a Division Executive Committee. The structure and purpose are detailed in the Division By-laws. This shall meet immediately prior to both division meetings. It will also meet as needed to achieve the purposes outlined in the by-laws.

The seasonal rotational assignment of Region Directors on this committee is as follows:  
Region Director changes are also effective at the Spring Board meeting.

Season			
2019-2020	Southern	South Central	Northern Michigan
2020-2021	South Central	Northern Michigan	Eastern Michigan
2021-2022	Eastern Michigan	North Central	Western
2022-2023	North Central	Western	Western Michigan
2023-2024	Western Michigan	Ohio	Southern
2024-2025	Ohio	Southern	South Central
Repeat 2019-2020 Cycle beginning with 2025-2026			

## Chapter 2 Qualifications and Responsibilities

### **Division Director**

#### **Qualifications**

1. Must be a registered NSP member for at least five years. Membership in an NSP registered Professional Division patrol shall constitute NSP membership.
2. Must have served one term as Region Representative or two terms as a Section Chief, or must have served as a Region, Division, or National Program Supervisor for at least two years.
3. Must be familiar with National policies and procedures as defined in the current NSP Policies and Procedures manual.
4. Must be familiar with the Division's policies and procedures, as applicable.
5. Must be registered in the Division as a Senior (Alpine, Nordic or Auxiliary) Patroller or Certified Patroller.  
(S09 P006)

Additional recommended (but not required) qualifications:

- Should have logged at least 80 days of active patrolling (excluding refreshers, tests, etc.) with one-third of these days at a ski area(s) in the Division.
- Should have experience working with management at a ski area in the Division and should have the endorsement of an area management representative in the Division.
- Should have actively participated in National level activities.

#### **Responsibilities**

1. Supports and fosters NSP mission statement.
2. Promotes NSP education programs within the Division; supports Division staff in managing the integrity of NSP training standards; and establishes an atmosphere for the exchange of skills, ideas, proposals, techniques, and informational programs between NSP members, ski areas, NSP Registration Units, and regions.
3. Maintains accurate records at the Division levels. Develops an annual budget and presents it to the Division board of directors. Prepares an annual report and presents it at the annual Division meeting.
4. Carries out policies and responsibilities as defined in the NSP Policies and Procedures manual and the Division's bylaws.
5. Establishes and maintains relationships with other organizations related to the involvement of Central Division members including, but not limited to the annual and semi annual meetings of the National Ski Patrol Board of Directors, PSIA, AASI and MSAA.

#### **After Election of a new Director**

(F06-P02)

After the election of a new Division Director, all staff, i.e. Assistant Division Directors, Program Advisors, Supervisors and general staff are required to submit a letter of resignation to the incoming Division Director. If these individuals are interested in continuing in the positions they have held, they have the option to re-apply for that position.

### **Assistant Division Directors**

Assistant Division Directors will report directly to the Division Director. The Division Director with consultation and concurrence with the Board will determine their responsibilities.

(Effective S15 P003rev2) Any Proposal, Floor Motion, or discussion that may change the management of an established Division program should be provided to the Program Supervisor for input prior to a vote if practical.

## **Region Directors**

### **Qualifications:**

(F04-005)

1. Must be a registered NSP member for at least five years.
2. Must have served as a Section Chief, Patrol Representative, or National, Division, or Region Program Supervisor/Administrator for at least two years.
3. Must be familiar with National policies and procedures as defined in the current NSP Policies and Procedures manual.
4. Must be familiar with the Region's policies and procedures, as applicable.
5. Must be registered in the Division as a Senior (Alpine, Nordic or Auxiliary) Patroller or Certified Patroller.

(S09 P006)

Additional recommended (but not required) qualifications:

- Should have logged at least 80 days of active patrolling (excluding refreshers, tests, etc.) with one-third of these days at a ski area(s) in the Region.
- Should have experience working with management at a ski area in the Region and should have the endorsement of an area management representative in the Region.
- Should have actively participated in managing National, Division or Region level activities.

### **Responsibilities:**

(F04-005)

1. Serves a term in accordance with Division By-laws.
2. Supports and fosters the NSP Mission Statement
3. Promotes and supports all NSP education programs within the Region to maintain the integrity of NSP training standards.
4. As a member of the Division Board of Directors, the Region Director is responsible for duties developed and designated by the Division Board of Directors.
5. Responsible for all aspects of the NSP programs and activities supported by the Region.
6. Promotes the financial support of the NSP and its programs.
7. Visits all areas within the Region during his or her term of office.
8. Submits an annual report to the Division Board of Directors.
9. Is responsible for communicating National and Division policies to sections and to NSP registration units (patrols), and is responsible for communicating NSP Registration unit concerns to the Division Director and/or Division Supervisors.
10. Writes articles and reports for the Division Newsletter.
11. Ensures that all sections and NSP Registration Units submit annual reports and financial reports in a timely manner.
12. Recommends individuals to the Division Program Supervisors, and in consensus with them, appoints individuals to serve as Region Program Administrators.
13. Monitors the performance and effectiveness of Region Program Administrators and recommends changes in concert with the Division Program Supervisor when appropriate.
14. Any Proposal, Floor Motion, or discussion that may change the management of an established Division program should be provided to the Program Supervisor for input prior to a vote if practical. (S15 P003rev2)



## **Section Chiefs**

### **Qualifications:**

(F04-006)

1. Must be registered NSP member in the Section as their primary registration unit.
2. Must have been a NSP patrol Representative for at least a year or registered as a NSP member for at least 5 years.
3. Must be familiar with current National, Division, Region, and, if relevant, Section policies and procedure.

Additional recommended (but not required) qualifications:

- Should have been a NSP patrol Representative for at least a year.
- Should have logged at least 45 days of active patrolling (excluding refreshers, tests, etc) with 1/3 of those days at a ski area in the section.
- Should have experience working with area management in an area within the section
- Should have actively participated in management of Region activities (attended Region meetings, helped/administered Region tests/training activities).
- Should be registered in the Division as a Senior Patroller in any discipline (S05-M11)

### **Responsibilities:**

(F04-007)

1. Serves a term in accordance with Central Division By-Laws.
2. Supports and fosters the NSP mission Statement. Promotes the NSP education programs within the Section to maintain the integrity of NSP training standards and promote efficient service delivery.
3. Cooperates with the Region Director and other NSP officers in maintaining rules, regulations, and training standards of the NSP.
4. Submits annual activity reports to the Region Director and, if necessary, financial reports to the Region Treasurer.
5. Facilitates communication to and from the Region Director, NSP unit Representative, Ski Area Patrol Representative, and NSP members, and is responsible for any other duties designated by the Region Board of Director or the Region Director.
6. Works cooperatively with NSP unit Representatives to facilitate registration, dues payment, and financial reports in a timely manner.
7. Actively participates in Region functions off-area.
8. Maintains section records as directed by the Region Director or Region policy.
9. The Section Chief is expected to perform as a mentor and coach to prospective NSP leaders within his or her section.
10. Section Chief is expected to visit each Registration Unit within his/her section annually

**Central Division Staff Job Descriptions** - See Appendix C (F13).

## 11. Chapter 3 Division Elections

Central Division elections (timing, voters, etc.) are controlled by the Central Division Policies and Procedures, and Division By-laws as the same may set forth qualifications for certain offices.

In addition, policies for behavior and the required candidate information form for a nominee for elections in Central Division are detailed on the following pages.

Selection of the Patrol Representatives, in Central Division, will be in accordance with the By-laws of the National Ski Patrol System, Inc. (S96-05)

### **DIVISION ELECTION COORDINATOR**

(F07-P002)

1. The Division Election Coordinator is appointed by the Division Director, with consensus of Division Board. (F09 P003)
2. The Division Election Coordinator is responsible for the administration of the election process for the positions of Division Director and Region Director as detailed in the Central Division Bylaws and Policies and Procedures. This election process includes (see each election for detail information):
  - a) Voter and Division communications/announcements: schedule, directions and results
  - b) Obtains identification of the electorate for elections
  - c) Preparing ballot content and utilizing the appropriate medium (electronic or paper)
  - d) All election operations:
    - a. Collect nominations, resumes and position statements for all Region and Division Director elections. All nominations shall be given a qualification review and validation within 72 hours of receipt of the nomination and the nominee shall be notified of any deficiencies within 48 hours thereafter. (F09 P003) (S11 P005)
    - b. Provide electorate with ballots, resumes and position statements. (S14 P001)
    - c. Send electorate to candidates for purpose of campaigning. or "Notify candidates of electorate". (F09 P003)
    - d. Provide Division Director with nominations, resumes and position statements for Division Director's conference with each candidate as to duties and responsibilities.
    - e. Retrieving ballots
    - f. Ballot counting and identification of the election winners
    - g. Present election results to the Election Review Committee for review and confirmation
    - h. Presentation of certified election results to the Division Director for appropriate election announcement and Division Director conference with each candidate.

### **Timing:**

#### **SECTION CHIEFS**

The elections for Section Chiefs will be staggered seasons as follows:

Sections 1 and 4	2020-2021, 2023-2024, 2026-2027, 2029-2030, etc.
Sections 2 and 5	2018-2019, 2021-2022, 2024-2025, 2027-2028, etc.
Sections 3 and 6	2019-2020, 2022-2023, 2025-2026, 2028-2029, etc.

#### **REGION DIRECTORS**

The elections for Region Directors will be staggered seasons as follows:

North Central, North Michigan, Southern	2020-2021, 2023-2024, 2026-2027, 2029-2030, etc.
East Michigan, South Central	2018-2019, 2021-2022, 2024-2025, 2027-2028, etc.
Ohio, West Michigan, Western	2019-2020, 2022-2023, 2025-2026, 2028-2029, etc.
<i>S08 P006 (removing Southwestern Region) (F09 P002 moving Western) F18 P003 Update of dates.</i>	

Region Director election schedule:

June 31	Request Division membership database from National office to determine quantity of electorate. <i>(S14 P001)</i>
September 15	DEC to provide election schedule and nomination application to Webmaster and/or RPN editor for publication. <i>(F09 P003)</i>
>>>>>>>>	Nominations to be accepted by the DEC after the publication of the election in the RPN (Rusty Parka News). <i>(F12 FM 001)</i>
November 15	DEC to send Election Announcement and reminder request to Region Directors for submittal of Registration Unit level electors' names, and email addresses * <i>(S11 P005)</i>
January 15	Region Director or Region Election Coordinator to provide DEC with list of Registration Unit level electors. * <i>(S10 P005)</i>
January 26	Last day for submission of nominations to the DEC.
February 9	Last day for nominees to submit any resumes and/or position statements to the DEC
February 15	DEC to provide available, resumes, position papers, voting instructions and Ballots to electorate. DEC also to send electorate information to approved candidates. <i>(S14 P001) (S09 P004)</i> If there is just one validated candidate, ballots shall not be sent and resumes and candidate information sheet will be posted on Division website. <i>(F13 S13-P001)</i>
March 8	Last day to return ballots webstamp will be used as cutoff date. Ballots received by March 10th will be counted. <i>(S10 P005)</i>
March 19	Last day for tabulation of ballots and validation of the results by the election Review Committee and submission of results to the Division Director. <i>(F09 P003)</i>
March 26	Last day for Division Director to contact candidates. <i>(F09 P003)</i>
March 27	DEC to make announcement of election results to electorate and post on appropriate website(s). <i>(F09 P003)</i>

\* Unless the Region has one vote per member, in which case the Region shall specify the procedures and notify the DEC of same.

Reference: Region Director Election Bylaw 11.3

## DIVISION DIRECTOR

Division Director election is conducted every three (3) years:

Season: Season: 2018-2019, 2021-2022, 2024-2025, 2027-2028, 2030-2031, 2033-2034, etc. *(F18 P005)*

Division Director election schedule:

June 31	Request Division membership database from National office to determine quantity of electorate. <i>(S14 P001)</i>
September 15	DEC to provide election schedule and nomination application to Webmaster and/or RPN editor for publication. <i>(F09 P003)</i>
>>>>>>>>	Nominations to be accepted by the DEC after the publication of the election in the RPN (Rusty Parka News). <i>(F12 FM 001)</i>
November 15	DEC to send Election Announcement and reminder request to Region Directors for submittal of Registration Unit level electors' names, mailing address and email addresses. <i>(S11 P005)</i>

January 15	Region Director or Region Election Coordinator to provide DEC with list of Registration Unit level electors. <i>(S10 P005)</i>
January 26	Last day for submission of nominations to the DEC.
February 9	Last day for nominees to submit any resumes and/or position statements to the DEC
February 15	DEC to provide available, resumes, position papers, voting instructions and Ballots to electorate. DEC also to send electorate information to approved candidates. <i>(S14 P001)(S09 P004)</i> If there is just one validated candidate, ballots shall not be sent and resumes and candidate information sheet will be posted on Division website. <i>(F13 S13 P001)</i>
March 8	Last day to return ballots.
March 19	Last day for tabulation of ballots and validation of the results by the election Review Committee and submission of results to the Division Director. <i>(F09 P003)</i>
March 26	Last day for Division Director to contact candidates. <i>(F09 P003)</i>
March 27	DEC to make announcement of election results to electorate and post on appropriate website(s). <i>(F09 P003)</i>

Reference: Division Director Election Bylaw 11.4

## **ELECTION REVIEW COMMITTEE**

There is established a Central Division Election Review Committee consisting of three (3) Region Directors who shall be current members of the Central Division Board of Directors who shall not be up for reelection during the current election process. The Committee members shall be approved at the Fall Division meeting by consensus of the presently existing Central Division Board of Directors. *(F09 P003)*

### **Rotation of the Election Committee**

#### **Season**

2018-2019	North Central, North Michigan, Southern
2019-2020	Eastern Michigan, South Central, North Central
2020-2021	Western, Ohio, Western Michigan
2021-2022	North Central, North Michigan, Southern
2022-2023	Eastern Michigan, South Central, Northern Michigan
2023-2024	Western, Ohio, Western Michigan
2024-2025	North Central, North Michigan, Southern
2025-2026	Eastern Michigan, South Central, Southern
2026-2027	Western, Ohio, Western Michigan

*(F18 P004)*

The Election Review Committee is responsible for the review and confirmation of the election results for the Central Division Director and all other Division managed elections. The committee will review election results submitted by the DEC and confirm results back to the DEC in specified amount of time.

*(F09 P003)*

## **INSTANT RUNOFF ELECTION PROCESS**

### **Introduction**

The following procedure implements the instant runoff voting method for determining the winner in the Central Division Director election.

### **Ballot Specifications and Directions to Voters**

A voting ballot shall allow a voter to rank candidates for the Central Division Director in order of choice. All candidates are listed on the ballot. Directions provided to voters shall conform substantially to the following specifications:

Vote for candidates by indicating your first-choice candidate, your second-choice candidate and so on. Indicate your first choice by marking the number "1" beside a candidate's name, your second choice by marking the number "2" by that candidate's name, your third choice by marking the number "3," and so on, for as many choices as you wish. You are free to rank only one candidate, but ranking additional candidates cannot help defeat your first-choice candidate. Do not mark the same number beside more than one candidate. Do not skip numbers.

### **Ballot Counting**

The ballots cast shall be tabulated and the result declared by the Central Division Election Coordinator after review by the Central Division Election Review Committee using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a majority of the votes from the continuing ballots, that candidate shall be declared elected.
- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

### **Example:**

Three candidates: Smith, Jones and Marks  
60 voting cards are submitted  
Smith is ranked 1 by 25 voters  
Jones is ranked 1 by 20 voters  
Marks is ranked 1 by 15 voters

In the first round no one receives a majority, 31 votes  
Thus, Marks is eliminated and those cards that had Marks ranked 1 is reviewed for their second choice.  
Smith is ranked 2 on 10 of the of the 15 cards  
Jones is ranked 2 on 3 of the 15 cards.

Thus, Smith wins with 35 votes and Jones is second with 23 votes.

Note: Only 13 votes were counted in round two because two of the Marks cards only had first choices.

**National Ski Patrol Central Division**  
**GUIDELINES OF CONDUCT FOR CANDIDATES**  
**DIVISION OR REGION ELECTIONS**

- I. All candidates shall be held personally responsible for all actions of their chairperson, workers, committees, etc. *(F09 P003)*
- II. For each election or run-off election, any candidate seeking the election office and those acting in behalf of the candidates are permitted a maximum of three contacts with the voters including phone conversations for the purpose of campaigning.
- III. The candidates' campaign literature or other contacts shall be restricted to:
  - A. Introducing themselves
  - B. Announcing their platform and intentions
  - C. Enhancing their own qualifications
- IV. No candidate, or those acting on behalf of the candidate, shall make or publish derogatory or inflammatory statements about his/her opponent's qualifications, ability, service record, or personal life.
- V. Candidates holding a Division, Region, or Section position during the time of their candidacy shall not be permitted to do any campaigning while attending any meeting, session or any other Registration Unit activity in an official capacity or where the cost of attendance in travel or living expense is reimbursed wholly or in part by the Division, Region, Section or Registration Unit funds. Nor shall any campaigning be allowed in any communication, verbal or written, which is reimbursed by Division, Region, Section or Registration Unit funds. No Division, Region, Section or Registration Unit funds shall be used to reimburse any candidate for campaign related expenses, i.e. all campaign expenses will be paid for by the candidate. *(F09 P003) (S11 P002)*
- VI. A copy of all communications to be distributed by a candidate, or those acting in a candidate's behalf, and also an outline of any organized telephone campaign, shall be sent to the Election Coordinator and the Division Director before distribution and shall not be distributed until approved in writing. A response from the EC or DD shall be made within 72 hours of receipt of the request. *(S14 P001)*
- VII. Failure to comply with these guidelines can result in the removal of a candidate from the election. This action will be reviewed first by the Election Coordinator, then by the Division Legal Advisor, and finally by the Division Executive Committee, excluding any members who are candidates for the office in question.

# NATIONAL SKI PATROL CENTRAL DIVISION SUPERVISOR CANDIDATE INFORMATION SHEET

Supervisor Position applying for: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ FAX: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Current Registration Number: \_\_\_\_\_

Currently Registered with: \_\_\_\_\_

I am a member of other organizations such as PSIA, NORBA, etc.: include levels and years of

Service: \_\_\_\_\_

---

List NSP Offices held  
(Include years)

List NSP Awards Received  
(Include years)

What specific or special qualifications do you have for this position?

OVER

If you are awarded this position, how do you feel you would work with the other advisors and how would you communicate with them? Would you be able to travel for this position?

How important do you feel this program is for the Central Division? Why?

What new things might you want to see done with this position if you are selected?

Any other information you feel will add in the selection of the right candidate?  
(Use additional paper if so desired)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL SKI PATROL CENTRAL DIVISION  
STAFF CANDIDATE INFORMATION SHEET**

**Name**\_\_\_\_\_

**Address**\_\_\_\_\_

**Phone: H)**\_\_\_\_\_ **W)**\_\_\_\_\_ **C)**\_\_\_\_\_ **F)**\_\_\_\_\_

**Email)**\_\_\_\_\_

**I accept / reject the nomination for**\_\_\_\_\_

**Signed**\_\_\_\_\_ **Date**\_\_\_\_\_

**I am currently registered with**\_\_\_\_\_

**I have been a member of the NSP since what year:**\_\_\_\_\_

**List NSP offices held**

**List NSP Awards Received**

**NSP Achievements**

**List your priorities for action (issues you will address) if elected:**

OVER

**What specific or special qualifications do you have for the office?**

**How do you propose to obtain the opinions, views and feelings from the patrollers to guide your activities?**

**List any other pertinent information to your candidacy**

**I agree to follow the “Guidelines of Conduct for Candidates”.**

**Signed:**\_\_\_\_\_ **Date:**\_\_\_\_\_

## Chapter 4 Registration Processes

### Patrol Rep/Director

Go to [www.nsp.org](http://www.nsp.org) and select Member Sign In to log in and get to the member home page View Active Patrol Roster

- Select “Patrol Rep/Director” then “Patrol Roster”
- Enter in specific criteria to search for a specific member on the patrol or leave fields blank, select “Find” and the entire patrol will be listed.
- Export list by clicking the Excel icon on the page
- Or select member name to view patroller profile data
- For additional Help/Instruction use the following:
- [Memberrecords@nsp.org](mailto:Memberrecords@nsp.org)
- Contact Information:
- Registration Mrg., NSP
- 303-988-1111 (Ext. 2661)

### Individual route:

- PD signs on National Website
- Approves Roster of patrollers
- Each patroller signs on, pays dues, & prints Membership Card
- PD goes in and reviews populated roster
- Only those that pay can patrol
- Second Process - Whole Patrol
  - PD goes to National Website and approves roster
  - National Invoices PR/PD for whole patrol
  - Collects dues, arranges payment from patrol funds, area pays patrol dues, etc.
  - Once confirmed with National then sends note to patrollers and they update their profile

### September - February

1. Registration deadline is December 1.
2. There is a \$10/patroller late fee for fees paid after December 31.
3. Any problems are reported to appropriate RD or his/her designee.

### Other Duties

1. Give membership information to Division election coordinator as requested.
2. Respond to requests for forms/membership information as requested.
3. Report to Board of Directors at Division meeting.

When an area closes, the patrollers have two years to register with another Registration Unit. (F94-09)

Establish a Division database to provide the proficiency and training status of the division members to the line officers and the division instructors. (S95-17)

Establish a Division database of separated members and the Patrol Representative to contact about the separation. No record will be maintained by the Division regarding the specifics of the separation.  
(S95-18)

The Division Director and the Registration Coordinators will set and collect the late fee when the whole Registration Unit's registration is late. The maximum fee can be \$200.00.  
(S93-7)

The Division will collect a \$10.00 late registration fee after 12/1 until 2/1. After 2/1 it will be passed to the National Office as a late fee.  
(S92 - M3)

Note: A motion was passed that requires the registration of Candidates within 30 days of the start of an OEC course – reference missing.

Active military duty  
(AM-96-35)

- a. At the discretion of the Division Director, members shall have their National and Division dues waived if their duty in defending the United States prevents them from performing their patrolling duties during the normal patrolling season.
- b. Upon return from active military duty, the individual must take the OEC refreshers required by NSP and fulfill any other requirements to resume his or her pre-service NSP classification.

The Central Division will provide for free Division dues and lifetime membership for members with 50 or more years of continuous service with the NSP.  
(F04-001)

### **Central Division Administrative Patrol (CDAP)**

This Registration Unit will be unique to the other Registration Units of the division in that it will not have a direct area to be responsible to. The Registration Unit is the direct responsibility of the Division Director or designee. It is intended that Division Board members may register with this unit if they so wish. This is to allow them some latitude in their duty shift requirements. This does not reduce their obligation to meet annual refresher requirements, total duty hours, continuing education requirements, etc.

In addition to these basic obligations, members of this Registration Unit will be required to report their duty activities and area visitations to the Division Director annually.

Registration in this Registration Unit will also be open to past Division Directors. Also, from time to time, the Division Director may grant individual patrollers the right to register with the CDAP due to unique problems. This right requires that the patroller meet the above obligations. The initial request must be submitted to the Division Director, in writing, detailing the reasons why there is a need for this special consideration. The Division Director will review the registration right annually.

## Chapter 5 Treasury Operations

### Accounting Guidelines

(S16 P001)

The Division is a consolidation of all subunits (regions, sections, local NSP registration units (that use the Division's EIN), and any other program units) registered with the division. The division files separately under Section 501(c)(3) of the Internal Revenue Code. For this purpose, to avoid duplication of accounting records, the record keeping system should reflect the tax basis of accounting.

- The Central Division EIN is **23-7241210**. That EIN must be used in establishing any bank account for the division, region, section, local NSP registration units (that use the Division's EIN), and for other purposes required by federal or state regulations. Any bank accounts shall be titled as: **National Ski Patrol - Central Division, Registration Unit C###.** (F14 Floor Motion #10)
- It is recommended that all subunits within the division use the same chart of accounts. Adoption of the same chart of accounts will facilitate consolidation of each revenue and expense category required in filing Form 990 at year-end. Exhibit A is a chart of accounts designed to capture information requested on Form 990 as well as to anticipate most financial activities that can occur among the division and its subunits.

### Financial Reporting Guidelines

(S16 P001)

- An annual financial report ("Financial Report") is to be prepared on the tax basis of accounting as required on form 990. Exhibit B is the form of the report that all subunits (that use the Division's EIN) shall prepare. The Financial Reports along with bank statements<sup>1</sup> for Central Division are due according to the following schedule: (S11 - M10)
  - May 30<sup>th</sup> - Division Treasurer sends the RD's and Region Treasurers the Exhibit B Excel template
  - June 30<sup>th</sup> - End of fiscal year
  - June 30<sup>th</sup> - Division Treasurer sends email reminder to Region Directors and Region Treasurers who shall in turn send email reminders to each unit in the Region.
  - August 1st – Registration Unit Annual Reports and bank statements due to Region Directors and Region Treasurers
  - August 15th – Region treasurers shall (a) determine if bank statements do or do not match the Financial Report and if any do not match, shall report such findings to the Division Director and the Division Treasurer.
  - September 1st – Region Annual Reports and bank statements due to Central Division Director and Central Division Treasurer
  - September 15th - Division treasurer shall determine if the bank statements do or do not match the Financial Reports and if any do not match, shall report such findings to the Division Director.

---

<sup>1</sup> Each registration unit which is required to submit a Financial Report shall also submit to the region treasurer a copy of the bank statement(s) as of June 30<sup>th</sup> for all registration unit bank accounts using the Central Division EIN. Each region shall also submit to the Division treasurer a copy of its bank statement(s) as of June 30<sup>th</sup>.

- If a Region's financial report is not submitted to its Division Treasurer by October 15, it may result in the initiation of a Code of Conduct, as outlined below;
  - The Region Treasurer shall provide at least three documented requests for financial information from a specified patrol to the Division Treasurer between September 15 and October 15.
  - The Division Treasurer shall notify the respective Region Director and the Division Director of the missing financial data by October 22.
  - The Region Director shall contact the Respective Patrol Director to obtain the requested financial data by October 29.
  - The Division Director has the discretion to implement a Code of Conduct to the Patrol Director for the following violation per the National Policies and Procedures;
  - 6.2.1.21 Refusal to follow a direct order of a Division Director or equivalent Associate Unit Officer, unless an appeal has been filed to that order and the NSP Board of Directors accepts the appeal and stays the order. (*F20-P0002*)
- If a Region's financial report is not submitted to the Central Division Treasurer by November 1st, it will result in the loss of the Region's support funds (budget line 620). Any reconsideration for waiving or alternate penalty requires two-thirds approval of the Central Division Board. (*F20-P0001*)
- November 15<sup>th</sup> - Central Division IRS filing

## **Accounting Controls**

Annual consolidated division financial statements, audited or un-audited, will be published, in a simple form, in the winter Rusty Parka News following the fiscal year end.

Annual audits of the accounting procedures and records and the preparation of the division tax return (Form 990) will be performed by an audit committee or outside firm.

- If a material accounting irregularity is discovered, the actions to be taken will follow the guidelines set forth in NSP Policies and Procedures section 4.5.8.

## **Budgeting Guidelines**

Before the beginning of each fiscal year, a detailed budget for the division's subunits will be prepared. The Central Division Board of Directors shall approve the budget. It will provide a clear indication whether there will be sufficient funds to effectively operate the subunit or excess funds creating potential excise tax problems, allowing enough time for effective action by the appropriate leadership.

## **Administrative/Program Staff Reimbursement Policy** **Effective January 1, 2021**

- It shall be the policy of the Central Division to reimburse Division administrative and program staff, within the following guidelines, for expenses incurred while performing Central Division business. It includes the Division Director, Assistant Division Directors, Division Board members, Division

Program Supervisors/Advisors, and volunteer staff (including the Treasurer, Legal Advisor, Election Coordinator, Registration Coordinator(s), Rusty Parka News Editor(s), and Administrative Assistant).

- Receipts must accompany all expenses, including meals, lodging, travel, and miscellaneous expenses. Exceptions may be allowed with approval of the supervising Assistant Division Director or the Division Director.
- Mileage reimbursement shall be provided at the rate of \$.32 per mile, not to exceed the lowest available airfare (i.e. Supersaver). *(S04-M4)* The Central Division Board and Treasurer will periodically review the mileage reimbursement to be in line with the NSP National Policy. When NSP vehicles (NSP Program vehicles) are used, then actual expenses shall be reimbursed. When personal vehicles are used attach the actual gas receipts or a MapQuest mileage itinerary. *(F09)*
- Airfares shall be reimbursed at the lowest available fare (i.e. Supersaver).
- Hotel costs shall be reimbursed at one-half the double room rate. Exceptions may be allowed with prior approval of the supervising Assistant Division Director or the Division Director.
- Meal costs shall be reimbursed up to a maximum rate of \$55 per day, with the reimbursement subject to the submission of receipts. *(S14 P004)*
- The costs of meeting registrations and related official functions shall be reimbursed at the actual cost of the event.
- Meeting costs incurred by program committee members attending Division program committee meetings (i.e. the S&T Committee) shall be reimbursed up to 50 percent of allowable costs as defined in this policy.
- Expense vouchers must be submitted within 30 days of the close of the event for which reimbursement is being requested. Vouchers submitted 90 or more days after the close of the event should be subject to reimbursement at 50 percent of allowed expenses. Exceptions may be allowed with approval of the Division Director or their delegate(s). *(S04 M3)*
- Central Division shall provide support to each Region yearly. After receipt of the years membership dues and the receipt of the past seasons' Division Registration report, the payment will be issued by the Division Treasurer. The amount budgeted and approved by the Board will be distributed based on population of the Division's Regions with a minimum payment of \$1200 per Region. *(S10 M12)*
- The Central Division shall self-insure \$1000/vehicle to cover the deductible on the division Subaru's.
- All expenses over \$100.00 are due to the approving officer 30 days after occurrence. Expenses less than \$100.00 can be accumulated to \$100.00 and then submitted.
- All non-event expenses are due to the approving officer 15 days prior to the end of the fiscal year June 30.
- Central Division will pay Outstanding Award Winners' Fall Division banquet dinner fees.

## **Program Fees**

Central Division has established program fees to help defray the cost of providing training programs. The fees collected from these programs are returned as general income and used to defray the total operating expenses of the Division. It is not to be assumed that specifically the program collecting them will use them.

Before any new programs mandated by the Board that would impact the Regions financially may be implemented, the program and its funding policy must be confirmed by at least 2/3rds of the Region Directors. *(F14 P008)*

Continued funding and support by the Central Division of any program will be contingent on the specific program submitting an income and expense report to the Division Treasurer within 30 days of completion of the program. The accounting must indicate all participants, their method of payment, and all expenses incurred by the program including any instructor expenses associated with the program. (F16 P004)

### **Patroller Assistance Fund**

The Patroller Assistance fund was established to provide financial assistance to patrollers and their families in time of need. The need must be the direct result of a patrolling activity. Administration of the Assistance Fund is under the direct control of the Central Division Executive Committee (EC) with complete reporting, financial only, to the Division Board. This is to insure privacy and confidentiality. It must be noted that these funds are to be:

1. Used specifically by the Patroller or his/her family to defray the burden related to the indicated Patrol related incident.
2. The recipient is not expected to reimburse the Division. However, that would be appropriated if or when possible.
3. It is also to be understood that if the patroller or the family does not feel, upon receipt, that the funds are needed, the funds are to be returned to the Division.

The Executive Committee is to process requests for assistance following the guidelines outlined below:

1. Requests for assistance are to be submitted, in writing, to the Division Director (DD).
2. The request must include:
  - Relationship to a specific patrolling or training function
  - Details of the incident that generated the need for assistance
  - The amount of assistance necessary
  - How the assistance is to be presented to the patroller/family in need
3. The DD is to present the request, for approval, to the reigning EC
4. The EC is to review, and report back to the DD, either approval or rejection and the dollar amount granted (if approved).
5. The DD is to draft a letter to accompany the assistance check (drafted by the Division Treasurer) and return both as directed by the requester.
6. The DD is to report back to the Board as a Whole, any financial action taken by the EC.

## **National Ski Patrol System Central Division NSP Investment Fund Policy & Procedure**

### **Mission Statement**

The purpose of the Central Division Investment Fund is to provide emergency funding and a source of income to support individual donations and any other Central Division programs/expenses by investing for the long-term in publicly held equities, investment grade bonds (Triple Grade AAA-BBBa) individually and/or Mutual Funds and Extended Traded Funds (ETF).



A Central Division Investment Committee will select an independent Financial Advisor who will construct a portfolio of investments that have a risk level comparable to Index Funds such as the Vanguard Total Market and PIMCO Total Bond Market.

Total Return of the Portfolio will be measured each year with a goal of equal to or greater than the above afore mentioned Index funds total annualized returns.

### **Strategies**

- Maintain an independent financial advisor with minimum accreditations of Certified Financial Analyst (CFA), and/or Certified Financial Planner (CFP) to invest and monitor the Division investment Fund as defined in the Mission Statement.
- Asset allocation will be 80% equities and 20% income producing.
- Restrict/exclude investing in Futures, Options, short-trades, margin trades, non-investment grade bonds and front-loaded and/or back-loaded mutual funds.
- Performance reviews of the Investment Fund will be the responsibility of the Central Division Investment Committee
- The Central Division NSP Board of Directors (BOD) will be charged with managing the investment policies and review its performance annually.

### **Implementation**

- The Central Division Directors will (CDD) will appoint an Investment Committee not of which will be less than 3 and not more than 5. The Central Division Treasurer will be a standing member of this committee.
- The Investment Committee will review the fund's performance at minimum twice per Division fiscal year and provide a written report to the BOD at its annual Fall Division meeting.
- Division Treasurer will conduct a quarterly account performance review with the independent fund advisor and provide a written report/analysis to the BOD at the annual Spring Business meeting.
- Provide an annual donation from the Division Investment Fund to the Dan Somalski Memorial Fund. The amount will be recommended each year by the BOD at the spring business meeting.
- At the conclusion of the annual Division Business meeting the investment committee will review the proposed new fiscal year operating budget for the purpose of making a recommendation to the BOD for a possible deposit of additional funds to be transferred to the Division's Investment Fund.

*(S14 P003)*

## **Exhibit A**

### **Division Financial Accounts** *(F14 P006, unused accts removed, names updated, other inactive accounts will remain, but just be hidden for current active reporting.)*

#### **INCOME:**

##### **110-Registration (Total receipts including national, division dues, etc.)**

111-Membership

112-Alumni Dues

##### **120-Donations:**

121-NSP Organizations

125-Corporations

126-Individuals

127 Dan Somalski memorial fund

*(S13 Floor Motion #10)*

129-Donations for the Promotion of Patrolling

##### **130-Fund Raising (Total sales and other income from fund-raising activities)**

##### **140-Sale of Supplies (Receipts from sale of patches, manuals, belts, etc)**

##### **150-Meetings: Income from meeting registration fees**

##### **160-Program Fees (Income from fees charged for tests, classes, insurance, etc.)**

(see current approved CD Budget for the approved charges per person) *(F10-P001)*

162-Alpine – Division pre-season clinics

163-Avalanche-w/manuals

164-Mountain Travel & Rescue

165-Certified

167-Division Sponsored Nordic SES

169-Instructor Trainer Conference

170-Division Snow Sports School Instructor's Insurance Policy

*(F10-P001)*

171-Women's Seminar

##### **180-Other Income (Interest and miscellaneous income)**

181-Special Programs

Un-categorized Income

#### **Expenses:**

##### **200-Registrations**

210-Membership

211-National Dues

212-Region Dues

##### **300-Administration (Phone, office, mail, travel expenses of NSP Registration Unit officers)**

310-Central Division Director

310.1-Central Division Director Expense for National Requirements *(F05)*

310.2- Expense for national board meeting

*(S13 Floor Motion #10)*

310.3- Expense for special meeting

*(S13 Floor Motion #10)*

315-ADD

316-ADD

317-ADD  
 318- Past Central Division Director (S13 Floor Motion #10)  
 346-Administrative Assistant  
 350-Treasurer  
 351-Registration Coordinator  
 351.1- Online registration cost (S13 Floor Motion #10)  
 355-Legal  
 356-Ski Area Liaison  
 365-Flowers and Memorials  
 375-Security bond  
 376-Tax Preparation  
 790-Rusty Parka News Editor(s) (S17 P004)  
 795-Elections Advisor (S17 P004)

**400-Forms and Supplies (NSP equipment, supplies, publications, etc)**

440-General Office  
 450-Rusty Parka News  
 470-Awards

**500-Meetings (Costs of running or hosting NSP meetings)**

510-National Meetings  
 520-Division Meetings  
 521-Fall Board of Directors Meeting  
 522-Spring Board of Directors Meeting

**600-Special Program Support and Region Funding**

620-Operating Expenses (Region Support Check)  
 630-Avalanche Event Expense (S15 P002)  
 645-Special Funding  
 646- Dan Somalski memorial scholarships (S13 Floor Motion #10)  
 649-Women's Seminar  
 650-Division OEC IT Conference and face to face (S17 P004)  
 651-Division Snow Sports School Event Expense (S15 P002)  
 662-Skills Development Event Expense (S15 P002)  
 665-Certified Event Expense (S15 P002)  
 667-Nordic SES Event Expense (S15 P002)

**700-Advisors (Supervisors' / Advisors' expenses and costs of their programs)**

705-Toboggan Advisor  
 710-Alpine Snow Sports School Advisor  
 711-PSIA Liaison  
 712-Instructional Development Supervisor  
 715-Awards Advisor  
 720-Risk Management Advisor  
 730-Avalanche Supervisor  
 735-Public Relations Advisor  
 750-OEC Supervisors (S12 Floor Motion 4)  
 750.1-OEC travel for Quality Assurance (S13 Floor Motion #10)  
 760-Mountain Travel & Rescue Supervisor

764-Skills Development Supervisor  
765-Certified Advisor  
766-Senior Advisor  
766.1-Senior Advisor travel for Quality Assurance (S13 Floor Motion #10)  
767-Patroller 101 Advisor  
769-Division Safety Team (S13 Floor Motion #10)  
775-Medical  
780-Women's Seminar (S10 M15)  
781-Alumni  
785-Nordic Ski School Advisor  
  
791-Web Master  
792-Telecommunications

**900-Other Costs (Bank charges and miscellaneous expenses)**

902-Promotion of Patrolling (Reference Line Item #129 under INCOME)  
980-Contingencies  
985-NSF Checks/Losses  
998- Check and Bank Charges  
Un-categorized Expenses

## **Exhibit B**

### **Instructions for Annual Financial Report:**

The receipts and disbursements categories in the financial report form correspond to the chart of accounts used by the division and the regions. These accounts are described in detail on Exhibit A. If your registration unit has not implemented such a structured system, the following brief descriptions may help.

### **Beginning Cash Balance**

These checking, savings and total balances must equal last year's ending balances.

### **Add Receipts**

- Registrations (Account #110's) - Total receipts including national, division dues, etc.
- Donations (Account #120's) - Attach a list of any donations exceeding \$5,000
- Fund Raising (Account #130's) - Total sales and other income from fund-raising activities
- Sales of Supplies (Account #140's) - Receipts from sale of patches, manuals, belts, etc.
- Meeting Fees (Account #150's) - Income from meeting registration fees
- Program Fees (Account #160's) - Income from fees charged for tests, classes, etc.
- Other (Account #180's) – Interest and miscellaneous income

### **Deduct Disbursements**

- Registrations (Account #200's) - Total forwarded to registration coordinator
- Administration (Account #300's) - Phone, office, mail, travel expenses of NSP officers
- Forms and Supplies (Account #400's) - NSP equipment, supplies, publications, etc.
- Meetings (Account #500's) - Costs of running or hosting NSP meetings
- Subord. Unit Supp. (Account #600's) - Funds provided to sections by regions
- Advisors (Account #700's) - Advisors' expenses and the costs of their programs
- Fund Raising (Account #800's) - Costs associated with fund-raising activities
- Other Costs (Account #900's) - Bank charges and miscellaneous expenses

### **Ending Cash Balance**

These are your final, June 30 balances and will be your beginning balances for the next fiscal year.

### **Authorization**

Indicate your office, print or type your name and address, and sign and date the form.

**Exhibit B –“Example” (Use the EXCEL format form available from Treasurer) (S16 P001 updated)**

**Annual Financial Report for the Year Ended JUNE 30, 20\_\_\_\_**

**Central Division of the National Ski Patrol System, Inc.**

\_\_\_\_\_  
(Registration Unit, Section or Region name)

**Beginning Cash Balance: July 1, 20\_\_\_\_**

Checking \_\_\_\_\_  
Savings \_\_\_\_\_  
Beginning Balance (must = prior year ending balance) \_\_\_\_\_

**Add Receipts**

Registrations \_\_\_\_\_ (account 110's)  
Donations (list any over \$5,000) \_\_\_\_\_ (account 120's)  
Fund Raising \_\_\_\_\_ (account 130's)  
Sales of Supplies \_\_\_\_\_ (account 140's)  
Meeting Fees \_\_\_\_\_ (account 150's)  
Program Fees \_\_\_\_\_ (account 160's)  
Other Income \_\_\_\_\_ (account 180's)  
Total Receipts \_\_\_\_\_  
  
Total Receipts and Beginning Balance \_\_\_\_\_

**Deduct Disbursements**

Registrations \_\_\_\_\_ (account 200's)  
Administration \_\_\_\_\_ (account 300's)  
Forms and Supplies \_\_\_\_\_ (account 400's)  
Meetings \_\_\_\_\_ (account 500's)  
Subordinate Unit Support \_\_\_\_\_ (account 600's)  
Advisor Expense \_\_\_\_\_ (account 700's)  
Fund Raising Expense \_\_\_\_\_ (account 800's)  
Other Costs \_\_\_\_\_ (account 900's)  
  
Total Disbursements \_\_\_\_\_

**Ending Cash Balance: June 30, 20\_\_\_\_**

Checking \_\_\_\_\_  
Savings \_\_\_\_\_  
Ending Balance \_\_\_\_\_

**Authorization**

The Registration Unit, Section or Region named above hereby authorizes the Central Division of the National Ski Patrol System, Inc. to include it in said Central Division's group return for federal income tax purposes for the fiscal year indicated above. Further, I hereby declare under the penalties of perjury that this authorization (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct and complete and made in good faith. Further, to the best of my knowledge and belief this Registration Unit has used Charitable Contributions only for accepted purposes and not to purchase or donate equipment for a ski area.

PR, PD, SC or RD: \_\_\_\_\_ Signed: \_\_\_\_\_  
Address: \_\_\_\_\_ Date: \_\_\_\_\_



Name: **Exhibit C Expense Voucher**

Budget

Account:

Date:

**(Use the Voucher available in EXCEL format from Treasurer or Central Division Website)**

ITEMIZED EXPENSES USING THE FOLLOWING TABLE - PLEASE ATTACH ALL RECEIPTS

[illegible]

I have incurred the above expenses in behalf of the NSP Central Division

**DO NOT WRITE BELOW FOR OFFICE USE ONLY**

**APPROVAL SIGNATURES:**

Signed:

Date \_\_\_\_\_

Title

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Director

Date

Phone #:

Treasurer
-----------

Date \_\_\_\_\_

NOTES: Expenses require receipts

\* Mileage per MapQuest or fuel receipts

ACCOUNT	TOTALS:
1000	1000
1001	1001
1002	1002
1003	1003
1004	1004
1005	1005
1006	1006
1007	1007
1008	1008
1009	1009
1010	1010
1011	1011
1012	1012
1013	1013
1014	1014
1015	1015
1016	1016
1017	1017
1018	1018
1019	1019
1020	1020
1021	1021
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1120	1120
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1122	1122
1123	1123
1124	1124
1125	1125
1126	1126
1127	1127
1128	1128
1129	1129
1130	1130
1131	1131
1132	1132
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1134	1134
1135	1135
1136	1136
1137	1137
1138	1138
1139	1139
1140	1140
1141	1141
1142	1142
1143	1143
1144	1144
1145	1145
1146	1146
1147	1147
1148	1148
1149	1149
115	

Account

Amounts

YTD  
Total

MAILING LABEL: PRINT CLEARLY

**Remit to:**

DATE
------

AMOUNT
--------

CHECK #
---------

Form Updated 9/22/09



**Exhibit D – Reconciliation Report –“Example”**  
**(Use the report available in EXCEL format from the Treasurer or Central Division Website)**

<b>Central Division Program Reconciliation Report</b>				
<b>Date:</b> 12/42/05			<b>Event:</b> S&T Event	
<b>Income</b>		Collected		
Number of Participants	Fee charged	Cash	Checks	Total
				\$ -
25	\$ 25.00	\$ 300.00	\$ 325.00	\$ 625.00
				\$ -
				\$ -
				\$ -
<b>Books and Supplies</b>				
				\$ -
5	\$ 10.00	\$ 50.00		\$ 50.00
				\$ -
				\$ -
			Total Income	\$ 675.00
<b>Expenses</b>				
Expense Description				Cost
Pizza				\$ 100.00
Rooms				\$ 200.00
PSIA examiners				\$ 300.00
Mailing				\$ 50.00
Advisor travel				\$ 150.00
10 books				\$ 100.00
			Total Expense	\$ 900.00
			Program Net	\$ (225.00)

## Chapter 6 Programs

### **General**

If a request comes from Central Division for an educational event, Central Division pays 100 percent. If the Central Division Advisor travels at the request of a Region for an educational event, because a local resource is not available, Central Division will pay transportation (per Central Division reimbursement policy) and the Region will pay room and board. *(S04-M8)*

Any Central Division Supervisor that needs to hold a special region advisor meeting or IT Conference must have a proposed agenda submitted to the Executive Committee at least six months prior to the proposed meeting date. Once the Executive Committee has approved the expenses, the agenda must be published (or posted) 90 days in advance of the meeting.

There shall be no recording, by visual or audio means of any type, of any NSP Evaluation, unless prior approval has been obtained from the Event Coordinator for the Evaluation. If approval is given, the recording shall be conducted only from locations designated by the Event Coordinator and may be used only for purposes authorized by the Event Coordinator. If the Event Coordinator believes that recordings are occurring that would disrupt the Event, the Event Coordinator has authority to stop the Event and either cancel or reschedule it. *(S09P012)*

Alumni that are current in instructors are allowed to continue to instruct in that area if they maintain their qualifications. *(F17Floormotion)*

### **Avalanche**

The Central Division Avalanche Level 2 Course will be held every other season. The Central Division Avalanche Level 2 Course will be held every other year or every year with a minimum of ten (10) participants. *(F01-12)*

The division avalanche patch course will be held every other season *(S96-06)*. The avalanche patch course will be held every other year or every year with 10-participants. *(S87A-8)*

### **Instructor Development**

Youth Protection Training is a prerequisite component of the Instructor Development Course in the Central Division. The course completion certificate is required to be given to the IOR to be given credit prior to completing the ID course.

### **Mountain Travel and Rescue**

The basic program will consist of a two-day course. The first part being a classroom session, followed by a one-day field session, applying the skills taught in the classroom. The course may include an optional overnight activity.

### **OEC**

The OEC/Education IT Conference Guidelines:

*(9F-02, M4)*

- The Central Division will hold an OEC/Education IT Conference every other year (or more often based on need). The first year shall be 2003. A tentative agenda shall be published or posted on the Division Web Site 90 days in advance of the conference.

- Central Division will reimburse expenses for one participant from each Region at the Division OEC/ED IT Conference according to Division reimbursement policy. Region Directors shall select participants and submit vouchers for reimbursements to the appropriate program supervisor. The Division will reimburse Regions for their approved participants.
- The expectation is that the final observation and sign off for a new OEC instructor be by an OEC IT from an outside patrol. Any exceptions to that must be approved by a candidates mentor in discussion with the ROA and the RD  
(S17 – Floor motion)

## **PATROLLER 101**

(F12-001)

This program identifies seven modules that provide instruction in the fundamental skills needed to perform patrolling duties. This course should be supplemented by area specific training in policy, procedures, practices and equipment. There is no time limit on the sessions, but a class should be opened and closed within the same season if possible. Patroller 101 will be conducted following the process described in the National PnP Section 6.

### **BASIC TEACHING MODULES:**

- Risk Management
- Adapting to the Outdoor Environment
- Toboggan Handling
- Scene Management/Incident Command System
- Rope and Belay Skills
- The National Ski Patrol, Ski Area Management and the Role of the Volunteer Patroller
- Guest Services

## **Senior Program**

All Region Senior tests will be conducted following the process described in the Central Division Senior Manual. This manual was created by the Central Division Staff and approved by the Central Division Board. The manual will be used to drive consistency throughout the Central Division. The Senior Manual will be maintained by the Central Division Senior Supervisor. The Senior Supervisor will create or append forms (with concurrence of involved Supervisors) as necessary to administer the program.  
(F04-005) (S11- M3)

Senior Candidates must receive the recommendation of PD/PR before participation in Senior OEC (Senior Emergency Management -SEM) or Senior Ski/Snowboard evaluations.  
(S09-003)

Senior Candidates can cross a Region boundary to take the Senior evaluations with the approval of both Region Directors or their delegates.  
(S93-05)

## **Snow School Sports**

Those who complete/pass their level 1, 2 or 3 PSIA test have the opportunity to be awarded monies in the amount of:

Level 1: \$50.00

Level 2: \$100.00

Level 3: \$300.00

The applicant must complete the following steps in order to be eligible for the award. This award is given only if he candidate passes the level as noted above.

1. Applicant must join the Central Division Snowsports School prior to Dec. 1st of the season the candidate will take the certification test.
2. Applicant must fill out the Certification Award application prior to taking the certification exam and submit to the Central Division Snowsports Director.
3. Upon passing the certification, a copy of the certificate and expense report will submitted to the Central Division Snowsports Director with the appropriate award. This will then be forwarded on to the Assistant Division Director for final approval. The candidate must have the approval of their Patrol Representative as well. *(F17 Floor Motion)*

## **AWARDS**

The Central Division follows the National Awards Program except with the additions and exceptions as noted below. *(F99-01)*

The Central Division added detailed presentation protocols where the National protocols were not explicit. *(F06-P06)*

### **Appointments: National and Leadership Accommodation Guidelines**

1. The nomination of a member for an appointment must occur without the nominee's knowledge- this must be done without the Nominee's knowledge from the moment it is written-up until the moment of presentation to that nominee.
2. Upon approval from the National Awards Advisor, the national office sends the appointment credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
3. All appointments must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

### **Distinguished Service Award Guidelines**

- 1 The nomination of a member for a DSA must occur without the nominee's knowledge- this must be done without the Nominee's knowledge from the moment it is written-up until the moment of presentation to that nominee.
- 2 Upon approval from the National Awards Advisor, the national office sends the award credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
- 3 All DSA's must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

### **Meritorious Service Award Guidelines**

- 1 The nomination of a member for an MSA must occur without the Nominee's knowledge from the moment it is written-up until the moment of presentation to that nominee.

- 2 Upon approval from the National Awards Advisor, the national office sends the award credentials to the Division Director, Region Director, and/or awards advisor as designated on the nomination form by the Central Division Awards Advisor, also copying the Central Division Awards Advisor.
- 3 All MSAs must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

### **Merit Stars Guidelines**

- 1 Upon approval from the National Awards Advisor, the national office sends the award credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
- 2 All awards must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

### **Patroller's Cross Guidelines**

- 1 Upon approval from the National Awards Advisor, the national office sends the award credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
- 2 All awards must be presented at a special occasion by the highest NSP officer in attendance, this means a Region Director or higher or a designee of the Region Director or Division Director

### **Central Division Outstandings Guidelines**

- 1 Upon final tally of the Central Division awards judges, the Central Division Awards Advisor will send to the Division Director, Assistant Division Directors, all Region Directors and Region Awards Advisors a list of all Central Division Outstanding winners. This will be completed by July 1.
- 2 The Region Director, or his/her designate, will contact each winner, and their PR, by post, e-mail or direct contact to announce their accomplishment and invite each winner to attend the Central Division fall meeting and banquet to be presented with their award.
- 3 Region Directors will make every effort for Central Division Award participants to attend the banquet and will notify the Central Division Awards Advisor of all attendees by July 15. On July 15th, the Awards Advisor will follow up with a posted letter to each recipient confirming their award.
- 4 All Central Division Awards will be presented at the Fall Awards Banquet. Any award unable to be presented at the banquet will be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

### **National Outstandings Guidelines**

- 1 Once National judging is complete, the National Awards coordinator sends results of all National Outstanding winners to each Division Awards Advisor.
- 2 The Central Division will not announce National Awards until the fall Awards Banquet. Any award unable to be presented at the banquet will be presented at a special occasion by the highest NSP officer in attendance- for Central Division, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

## **National Certificate of Appreciation Guidelines**

- 1 National Policy allows each Division the discretion as to how to notify winners and present National or Division Certificates of Appreciation.
- 2 Upon approval from the National Awards Advisor, the national office sends the Certificates of Appreciation to the appropriate designated individual according to each division's custom.
- 3 All Division or National Certificates of Appreciation must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

## **Special Occasion Programs and Order of Presentation**

As detailed above, all awards from local to National significance must be presented at a special occasion by the highest NSP officer in attendance. The Division Director or Region Director will decide the appropriate venue for presentations.

Awards are usually presented in the order of National significance, that is local awards are usually presented first, then Section, then Region, then Division, and lastly National awards. The order of presentation from local through National awards will be left to the discretion of the Division Director and Region Director.

## **Typical registration unit, region, and division awards presentation.**

### **Registration Unit:**

- Local Awards are first on the agenda and presented by the Patrol Representative or designee
- Awards from Division or above are presented by the highest ranking NSP officer in attendance or the Region Director's designee.

### **Region:**

- Local awards can be presented by any designee of the Region Director
- Region Awards should be presented by the Region Director or his designee
- Division and National Awards must be presented by Division Director or highest ranking Central Division Board Member in attendance.

### **Division:**

- Local Awards can be presented by any designee of the Region Director
- Region Awards can be presented by the Region Director
- Division and National Awards must be presented by Division Director or highest ranking Central Division Board Member in attendance.
- National Awards must be presented by the highest ranking National officer or the Division Director in attendance.

## **Outstanding Nordic Patrol Director/Representative**

The award for the Outstanding Nordic Patrol Director/Representative is a Central Division Award. This award is issued each year to the Outstanding Nordic Patrol Representative selected from among those nominations sent by the Region Director to the Central Division Director and approved by the Central Division Awards Review Committee. This award is in addition to the overall Outstanding Patrol Representative award due to the distinct differences between Alpine and Nordic Registration Units.

(S05-001)

### **Division Director's Program Award**

The Division Director's Program Award is a Central Division Award presented each year to recognize unsung heroes in the Central Division. Each program supervisor in Central Division is invited to nominate one special person (staff member or instructor) to be recognized who exemplified that program during the past ski season.

### **Central Division Outstanding Instructor Trainer Award**

The Central Division Outstanding Instructor Trainer Award is a Central Division award. It is issued each year to an Instructor Trainer selected by the Central Division Director and Assistant Directors from nominations sent to Central Division by Central Division Program Supervisors.

### **Central Division Outstanding Supervisor Award**

The Central Division Outstanding Supervisor is a Central Division Award presented to the Program Supervisor who during the past season has excelled in his or her program as determined by the Central Division Director and Assistant Directors.

### **Central Division Director's Award**

The Division Director's Award is an award to be given yearly at the Central Division Director's discretion to members of the Central Division who have performed exceptional service to the Central Division.

### **Central Division Purple Star Award**

The Central Division Purple Star recognizes a Member classified as a Host (Mountain or Bike) who had direct involvement in recognizing and/or saving a human life.

### **Central Division Certified Lifetime Member Award**

A special category of membership limited to individuals who have been fully certified for a minimum of twelve (12) years may be eligible to attain Lifetime status. Lifetime Certified status is seen as a great honor bestowed on individuals who, over many years, have proven their skills and abilities at the certified level as well as their contribution to the certified program at all levels. In addition to the nominee's commitment to the certified program it is important that the nominee has shown they have contributed in the significant way the NSP skill development of the general patroller at the local, section and region level

### **Central Division Last Run Award**

The Central Division Last Run Award is presented to the family or patrol of an active patroller or member in good standing that has passed in recognition of the service to the NSP.

### **Central Division Patroller Achievement Award**

The Patroller Achievement Award is meant to recognize members who have gone above and beyond for many years, but who have not had the opportunity or desire to assume Patrol, Section or Region leadership positions, and because of that are not currently eligible for a National Appointment or Leadership Commendation Appointment. Holders of NSP Appointment Awards are not eligible for this award. However, receipt of this award does not make a person ineligible for an NSP Appointment Award in the future. If a person is only a year or two away from nomination for an NSP Appointment Award, please do not nominate them for the Central Division Patroller Achievement Award.

## **Central Division Lifetime Achievement Award**

(F07-P008)

The Central Division Lifetime Achievement Award is to be presented yearly at the Central Division Director's discretion to member(s) of the Central Division whose dedication and service over a long period of time personifies the fundamental purpose of the Central Division and the National Ski Patrol.

## **Bravo Award**

The BRAVO Award is for the Best Record of Activity in a Volunteer Organization. This award is an annual recognition to the patroller with the most hours of on-hill and patrol room duty, at each ski area. At the discretion of the Section Chief, the award can be given at the section level also.

The award consists of a BRAVO Award Certificate to be presented at an appropriate time as determined by the Patrol Representative or Section Chief. Requests for the certificates can be made through the Region Awards Advisor who should have the certificates in inventory. If the Section presents this award, a letter of nomination should be sent to the Section Chief, including the name, the Registration Unit, and the total hours of duty.

## **Sage Award**

The SAGE Award is a Special Award for Great Efforts and is presented to the oldest (in age) active patroller in the Registration Unit, Section, Region and Division. This award is to recognize and acknowledge the dedication of the recipient and act as an inspiration and example for others to follow.

- The qualifications for this award is that the nominee has at least three years of continuous active service in any classification and is currently active in actual "on hill" patrol duty and is the oldest (age wise) in that particular Registration Unit, Section, Region, or Division.
- Each recipient is then nominated for the Section level. The winner at Section shall be submitted to the Region and the Region winner to Division. Should any one of the levels not give this award, the nominee may be nominated to the next highest level.
- This award can only be received once by an individual and is retained until someone else is nominated who is older or if the individual no longer meets the qualifications.
- The minimum age for this award is 50 years old.
- The nomination should include the nominee's name, birth date, classification and Registration Unit.

## **HISTORICAL CENTRAL DIVISION AWARDS**

Through out the National Ski Patrol, Outstanding Awards of every type are often presented in the memory of a dedicated patroller who made significant contributions to the patrol, section, region or division where they belonged. The National Outstandings are named for past national chairmen, but there is no hard and fast rule as to how others are dedicated. Through the transition of several different Central Division Awards Advisors, Central Division lost track of the Memorials and drifted away from dedicating our Outstanding Awards when they were presented. In the process of going through some old files, the original certificates were found and the following are part of the tribute to the individuals for whom the awards are named.

### **THOMAS A. SNYDER MEMORIAL AWARD OUTSTANDING PATROLLER**

Thomas A. Snyder started with the NSP in 1944 and soon became active in organizing new Registration Units in Michigan. Tom served as Section Chief, Asst. Region Director and Region Director in the



Northern Michigan Region. Tom, who was known as "Mr. Ski Patrol" for his work in fledgling many new Registration Units, received National Appointment # 1890 in the 1950's and was the National Outstanding Patroller in 1964.

Tom was appointed Assistant Division Director in 1965 in charge of liaison and continued his duties until 1968 when, in his early 50's, a second heart attack claimed his life.

The Central Division is proud to have had Thomas A. Snyder as one of its finest patrollers.

### **FREDERICK E. DUESBERRY MEMORIAL OUTSTANDING SKI PATROL**

Frederick E. Duesberry, considered one of most influential men in bringing the National Ski Patrol to Michigan and the Central United States, was an early ski enthusiast who saw the need for rescue and first aid services. Fred became a member of a then unaffiliated ski patrol and soon after affiliation with the NSP, he used his organizational talents to bring higher standards to Central Division. Many of the features, which are now routinely accepted, were introduced and developed during his leadership.

Fred Duesberry initiated First Aid and On-hill testing and training procedures along with specific patrol room and rescue needs. As a fund raising effort, Fred and his fellow ski patrol pioneers gave toboggan rides to willing contributors.

Fred was a former Region Director of the Eastern Michigan Region, had been a Division Advisor and had received National Appointment #1878. The National Ski Patrol lost one of its finest organizers as the result of an automobile accident late in 1964.

### **ERIC & CHRIS GREEN MEMORIAL AWARD OUTSTANDING STUDENT PATROLLER**

The award for the Outstanding Student Patroller is to honor the memory of Eric and Chris Green, two brothers who at the time of their tragic death were members in the Ohio Region of the Central Division.

Eric, age 21, and Chris, age 18, died as the result of drowning while running white water rapids near their home in Berea, Ohio, on March 13, 1966. Both were dedicated patrollers having been brought up in a ski patrol environment.

Eric, while at Michigan Tech University, was instrumental in setting up a college course, for credit in patrol activities. The first aid, skiing, tobogganing, lift evacuation, etc., for which Eric collaborated in writing the material and, as a certified first aid instructor, also taught.

Eric and Chris Green were the sons of William A. and Betty Green, both active patrollers in the NSP. Bill was the Ohio Region's first Region Director and also served as Division Mountaineering Advisor.

Out of love and respect for the boys and their parents, the Ohio Region developed the Green Memorial, an annual ski patrol proficiency competition. This event promotes good fellowship and excellence in patrol skills by bringing together participants from many various Registration Units.

This Memorial Award and the Memorial Competition perpetuates the natures and the spirit of Eric and Chris who so loved and enjoyed the patrol.

**NATIONAL SKI PATROL  
CENTRAL DIVISION  
CRITICAL CARE RECOGNITION**

**For assessment and care using OEC training and skills that recognizes and treats a patient with a very high potential for life threatening injuries and illnesses.**

This would be presented to a patroller or patroller team whose heroic care does not quite meet the life saving requirements for a Purple Merit Star or Blue Merit Star.

A. The Critical Care Recognition may be presented regardless of where the lifesaving act was performed, provided the emergency care was accomplished under the sole direction and sole responsibility of patroller(s). Patrollers who are under the direction of another group (e.g., search and rescue, American Red Cross, military) do not qualify for a Critical Care Recognition, nor do individuals who perform the life saving act while on duty in the course of their normal occupations or medical commitments (e.g., ambulance crew, firefighter, medical personnel, etc.) unless that occupation is ski patrolling.

B. The Critical Care Recognition for a patroller requires that that patroller's nomination has a letter of recommendation describing the incident, but does not necessarily require medical documentation

C. The Critical Care Recognition for a patrolling team requires that each team member's nomination has its own letter of recommendation describing the incident, but does not necessarily require medical documentation.

*(S08-002)*

## CHAPTER 7 RISK MANAGEMENT

In order to manage risk exposure and potential liability associated with certain programs and events offered by the Central Division and/or its Regions, the Division, in keeping with the National policy regarding such, has adopted a form entitled “NSP Central Division Release and Registration (Instructions)”. This document shall be complied with and used for all programs offered by the Central Division and/or its Regions. This Release and the Instructions are also offered to Patrol Representatives for the use of their Registration Units, but, in keeping with the NSP Policies and Procedures, wherein it is stated that “[a] patrol, once established at a given ski area, is under the supervision of the ski area management and must abide by the policies and procedures established by that management.”, any release or procedures used at the Patrol level should be presented to area management for approval.

Each participant (and if a minor, the minor’s legal guardian), including instructors, class members, event participants, mock “patients” and candidates must sign the Release as a prerequisite to participation.

The Instructor of Record shall;

- (a) for a registration unit level event, promptly provide the signed Release Forms, along with a copy of the class roster, to the Patrol Representative of the Registration Unit (who it is recommended then promptly provides such Release Forms to Area Management for its records retention);
- (b) for a Region level event, promptly provide the signed Release Forms, along with a copy of the class roster, to the Region Legal Advisor (and if none exists to the Division Legal Advisor); and
- (c) for a Division level event, promptly provide the signed Release Forms, along with a copy of the class roster, to the Division Legal Advisor.

The legal advisors shall maintain the signed Release Forms, in hard copy and electronic copy, for a period of seven (7) years from the concluding date of the program or event.

In the event of an injury during a program or event, the instructor of record shall provide a copy of the ski area’s accident report form to the Division Legal Advisor within five (5) days of the injury or of learning of the injury. If a copy of the accident report form cannot be obtained, the instructor of record shall advise the Division Legal Advisor of the injured person’s name, address and NSP registration number, and the date of injury. This applies to injuries to instructors as well as class members and candidates.

The release form and instructions follow on the next two (2) pages.

(S15 Floor Motion form revision)

## **NSP Central Division Release and Registration**

*All releases must be current with the event release provided on the NSP National website, whether electronic or paper versions.*

### **CHAPTER 8 COMMUNICATIONS**

The Central Division shall establish a Division Web Site. (S98-01)

#### **Electronic Signatures (F11-001)**

A signature in the following format will be accepted as an electronic signature in lieu of a handwritten signature on any document requiring a signature of the submitting person.

/s/ Minnie A. Dole

#### **Central Division WEB Policies (S00-01)**

##### **Introduction**

Central Division maintains an Internet site @<http://www.nsp.org/divisions/central/>. The purpose of the site is to provide a Web-based communication medium for news, Central Division organization information, the location of ski areas in the Central Division, a calendar of Central division events, NSP membership information, links to other sites, and other information as deemed appropriate from time to time by the Central Division Board of Directors.

The purpose of this policy is to provide guidance on the usage of the site and for the security/privacy of the information recorded thereon.

Use of the site includes viewing the site's content, sending and receiving electronic mail (email), linking to other sites and responding to requests for information that may be posted from time to time. All material submitted for publication on the site is subject to review and approval by the Central Division Board of Directors, and if accepted, becomes the property of the Central Division NSP. Information displayed on the site is subject to the copyright provisions contained on the site.

All patrollers' home addresses will be listed only on password protected portions of the website to maintain personal safety. (S13 Floor Motion #8)

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

#### **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 site @NSP.org
- Other NSP Divisions

- Central Division NSP Regions and, upon request, Regions in other Divisions, where the Division does not have its own Internet site.
- Upon request, Registration Units in the Central Division and other Divisions.

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

The Central Division Internet site will accept and post at no cost to the requestor and at no obligation to the Central Division NSP 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” (as listed on the NSP Internet site (NSP.org/catalog/officialsupplier/) to the NSP must also establish a link to the NSP @nsp.org.
- Other vendors must show the disclaimer shown on the Central Division Internet site home page on their site. Also, they must link directly to their site from the Central Division.

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

The Central Division Internet site is equipped to send and receive e-mail as per the instruction posted on the site and in accordance with the following guidelines:

- The designated recipient will respond to incoming mail in a timely manner.
- Outgoing mail from the site is subject to the following:
- Messages should be for NSP business only. Other subject matter will not be accepted for e-mail distribution.
- Any mail sent to a list of recipients must contain instructions for removing a recipient’s name for the list. In other words, if the recipient so requests, a message must be sent to and accepted by the sender with the words “Please Remove My Name From the List” in the subject line. The result will be that no future emails will be sent to that recipient from the sender.
- Individuals are prohibited from using the Central Division Internet site to access and distribute inappropriate and/or illegal material electronically, i.e. pornographic items, sexually explicit images, non-NSP business, personal jokes and stories, chain letters and any other unethical or illegal matter.

### **Privacy**

The Central Division Internet site contains personal, private information regarding Central Division NSP members and staff. The Central Division 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 Central Division 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.

## **REVISIONS**

Central Division Policies and Procedures – Second Edition **DRAFT**

Replaces Manual Dated Rev 9/30/18

**Appendix A - Central Division By-laws**  
**By-Laws of the**  
**Central Division of the**  
**National Ski Patrol System, Inc.**  
**Adopted 1972 (estm'd)**

**SEPTEMBER 1998**

**PREAMBLE AND PURPOSE**

The Central Division of the National Ski Patrol System, Inc. (NSP) shall operate pursuant to and in accordance with the provisions of the NSP Congressional Charter, the Certificates of Incorporation and by-laws of the NSP, the NSP Officers Handbook and the provisions of these by-laws.

The Central Division of the National Ski Patrol System, Inc. (NSP), in addition to the purposes set forth in The NSP Officers Handbook, is established to fulfill the following goals:

- a. Serve the skiing public and the area management to promote skiing and ski accident prevention by providing and promoting education for member Ski Patrollers and the general skiing public in emergency care, rescue and safety in accordance with standards set up by the NSP.
- b. To promote the formation of local ski Registration Units throughout the Central Division;
- c. To assure that all ski patrollers meet or exceed the minimum skill levels established by NSP and the Central Division;
- d. To solicit, receive and disburse contributions of money, services and property for the purpose of achieving these goals and objectives; and
- e. To engage in other similar activities authorized by the National Ski Patrol System, Inc., and deemed desirable by the Central Division Board of Directors.

**ARTICLE I - BOARD OF DIRECTORS**

In pursuance of the desires and needs as expressed in the preamble and in order that the Division business may be run in a democratic and amiable manner, insofar as possible without abdication of duties, authority and power posed by the Division Director, there is hereby established in the Central Division of the National Ski Patrol body which shall be known as the National Ski Patrol Board of Directors of the Central Division. The short title of the group will be "Board of Directors". The membership of the Board of Directors shall be composed of all Region Directors and the Division Director of the Central Division. Each of the Region Directors shall have one vote.

1.1 The Board of Directors shall attend:

1. The Central Division Annual Meeting to be held each year on a date prior to the Annual Meeting of the National Ski Patrol Board of Directors, but on a date not in excess of ninety days prior to such National Ski Patrol Board of Directors Annual Meeting.
2. Such other meetings as may be deemed necessary by the Division Director.

1.2 The Board of Directors shall meet to:

1. Discuss the general business of the National Ski Patrol System, inc. and the Central Division.
2. Hear and discuss reports of the Division Director, Division Advisors and others
3. Consider proposals affecting the administration and operation of the Central Division of the National Ski Patrol and the System as a whole, which shall be voted upon by the Board of Directors, majority ruling (except as herein otherwise provided).

1.3 Quorum:

1. Any meeting of the Board of Directors shall have a quorum upon the presence of over half the voting membership of the Board.

1.4 Proxy:

1. A Region Director, by written notice to the Director, may appoint another individual (preferably his/her Assistant Region Director) as his/her proxy, but he/she may not assign such proxy to another Region.
- 1.5 Non-voting Members:
  1. The Assistant Division Directors, Division Treasurer, and the Division Legal Advisor shall have a seat on the Board of Directors, but shall not have a vote.
- 1.6 Chair:
  1. The Division Director shall act as Chairman of the Board of Directors. The Division Director shall not vote except to break a tie vote.

## **ARTICLE II DIVISION DIRECTOR AUTHORITY**

The Division Director shall have the duties set forth in the NSP Officers Handbook and other provisions of these Bylaws and shall:

- 2.1 Direct the day-day operations of the Central Division;
- 2.2 Maintain communications with the National Ski Patrol System, Inc., the Region Directors, and the individual Registration Units of the Central Division;
- 2.3 Call and conduct the meetings of the Board of Directors and Executive Committee;
- 2.4 Appoint the non-elected officers and advisors of the Central Division Staff, and fill such vacancies as may from time to time occur.

## **ARTICLE III - ASSISTANT DIVISION DIRECTOR AUTHORITY**

Whenever possible, Assistant Division Directors shall sit on all meetings of the Board of Directors, but Assistant Division Directors shall have no voting powers on matters properly before the Board of Directors for consideration and vote.

## **ARTICLE IV - MEETING CLOSURE**

Whenever possible, the meetings of the Board of Directors shall be "open" so that all in attendance at any particular meeting may sit in to observe the business of such meetings. However, when it is necessary to have a "closed session", the Chairman of the Board of Directors shall so declare the session closed and only those who are members of the Board of Directors, the Assistant Division Director, the Division Treasurer, the Division Legal Advisor, and any others specifically invited by the Chairman, may remain in attendance.



## **ARTICLE V - EXECUTIVE COMMITTEE**

### **5.1 Establishment and Authority**

An Executive Committee of the Board of Directors is hereby established. In addition to the specific duties set forth in Section 5.3 of these Bylaws, the Executive Committee is empowered to take action when, in the judgment of the Division Director or a majority of the Executive Committee, a situation exists which cannot await a meeting of the Board of Directors without resulting detriment or loss of opportunity to the Central Division. At each meeting of the Board of Directors, the Executive Committee shall submit a report of all action taken since the last meeting of the Board of Directors. With the exception of the authorization of expenses under Section 5.3.2, all actions of the Executive Committee shall be subject to ratification by the Board of Directors at the following meeting of the Board.

### **5.2 Membership**

The Executive Committee shall consist of the following members, all of whom must be in good standing with the Central Division:

1. The current Division Director, who shall be its chair.
2. The current Division Treasurer and Legal Advisor. (F09 P009)
3. All current Assistant Division Directors. (F09 P009)
4. Three Region Directors who shall each serve one two-year term and change on alternate years. Rotational assignments shall be prescribed in the Division Policies and Procedures. The change will be effective at the Spring Division meeting or 2002.

### **5.3 Duties**

In addition to the duties set forth in Section 5.1, the Executive Committee shall have the following duties:

1. To pursue the Central Division goals as stated in Article I of Bylaws;
2. To authorize emergency expenditures of Central Division funds authorized by the budget (not to exceed a limit set by the Board of Directors);
3. To make any arrangement necessary and proper to accomplish these duties.
4. Make decisions immediate and necessary to the operation and administration of the Central Division;
5. Make recommendations to the Board of Directors for subsequent decisions.

### **5.4 Meetings**

1. The Executive Committee shall meet at least twice a year immediately prior to the bi-annual meetings of the Board of Directors, and otherwise as necessary. Meetings may be held telephonically, provided the Division Director reduces the action to writing and reported to the Board. Action may be taken without a meeting provided a majority of the Executive Committee consents in writing to the action.
2. Each member of the Executive Committee shall have one vote except the Division Director who shall vote only to break a tie. A majority of the Executive Committee shall constitute a quorum for conducting any business. A majority of those present in person may decide any question. The Division Director, or a majority of the Executive Committee, shall have authority to call meetings as provided in this section.
3. The person or persons who call a meeting shall give to each Executive Committee member notice of the place, date and hour of the meeting not less than seven (7) days prior to the date of the meeting. Notice may be written or oral, but an oral notice must be reduced to writing and endorsed upon the minutes of the meeting. An Executive Committee member may waive notice, and such waiver shall be noted in the minutes of the meeting. Attendance of an Executive Committee member constitutes a waiver of notice of the meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of business because the notice did not comply with this section.

## **ARTICLE VI - Legal Advisor**

The Division Legal Advisor, whenever possible, shall attend all Board of Directors meetings and Executive Committee meetings. His/Her duties shall be that of official parliamentarian at such meetings. He/She shall also be available for

answering questions and problems of a legal nature and in general to carry out the duties as set forth in National Ski Patrol manuals or as elsewhere set forth in National Ski Patrol minutes, edits, resolutions, etc. The Division Legal Advisor is appointed by the Division Director and serves at his/her pleasure.

## **ARTICLE VII - Meeting Order**

The parliamentary procedure at all Division meetings of the Board of Directors, the Executive Committee or any sub-divisional meetings (Region, Section and Registration Unit levels) shall be governed by Robert's Rules of Order.

## **ARTICLE VIII - By Law Changes**

- 8.1 The Board of Directors shall have power to make, alter, amend and repeal these by-laws by affirmative vote of 5 of the Board Members of the entire Board of Directors at any regular or special meeting of the Board of Directors. (S09 P009)
- 8.2 By-law changes must be proposed, in writing, at a regular business meeting of the Board of Directors for consideration (first reading). If accepted for consideration, voted on, and if passed, the proposal is tabled to the next meeting of the Board of Directors, where the proposed by-law change is brought up for approval or disapproval (second reading).

## **ARTICLE IX - Division Dissolves**

Upon termination of the functions of the Central Division for any reason whatever, all funds or other property belonging to this Division, after payment of the debts and obligations of the Division, shall be transferred and paid over to the Board of Directors of the National organization known as the National Ski Patrol System, Inc., if it is then an organization meeting the requirements of Internal Revenue Code Section 501(C)(3), or if the National organization does not then meet such requirements, to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code) as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE X - Fiscal Year**

- 10.1 The fiscal year of the Central Division of the National Ski Patrol System, Inc. shall be the same as and run concurrently with the fiscal year of the National organization of the National Ski Patrol System, Inc.
- 10.2 The Central Division Board of Directors shall set financial dues for its membership which shall take into consideration the financial requirements of the Central Division.

## **ARTICLE XI - Selection of Division Leaders**

### **11.1 Selection of Patrol Representative**

Patrol Representatives in the Central Division are selected in accordance with the NSP Policies and Procedures. (F07-P002)

### **11.2 Selection of Section Chief**

1. Qualifications for candidates for the position of Section Chief shall be those outlined for Section Chiefs in the Central Division Policies and Procedures Manual. Candidates meeting these qualifications shall be considered validated candidates. (F04-007)

2. Candidates for the position can be self-nominated, nominated by another active NSP member of the Section, nominated by a Region nomination Board or nominated by the Region Director.
3. Nominations for the position shall be submitted to the Region Director or his/her designee.
4. The candidates shall be notified within 72 hours, of receipt of application, of their qualification, as validated by the Region Director or his/her designee, and shall submit, upon acceptance of the nomination, a written resume of their personal, professional and ski patrol qualifications and a position statement. Arbitration of any disputes over qualification shall be managed by the Division Director or his/her designee.  
**In the event that there is only one validated candidate, ¶ 5 and 6 shall be inapplicable and that validated candidate shall be declared the winner by the Region Director or his/her designee and ballots shall not be sent out.**  
*(F13-S13 P001)*
5. Voting members for the position of Section Chief will be either the Patrol Representatives, provided that he/she is not a candidate, in which case, the Registration Unit will select a representative, or all the registered members of the Section. The option of voter population will be determined by the Region Board of Directors. Whichever population is used, the election outcome will be determined by a simple majority of the votes cast. If a tie occurs it will be broken by the Region Director.
6. Optional method 6A or 6B can be used for the election of the Section Chief.
  - A. The Region Director shall call and chair a special interviewing and voting meeting to select the Section Chief from the qualified candidates. Members of this meeting will be the Region Director, Assistant Region Director in charge of line (if it applies), the current Section Chief, all current Patrol Representative or their representative from the involved Section, and all candidates for the position.  
 With announcement of the meeting, the Region Director will distribute to all non-candidate members of the meeting, copies of all the resumes and position statements.  
 At the meeting all candidates will be interviewed privately, one at a time, by the non-candidate members of the meeting, as to their experience, qualifications and future plans. At the conclusion of all interviews, a secret vote will be held and by a simple majority vote of the voting members the new Section Chief shall be elected.
  - B. Upon receipt of all candidate information, the Region Director or his/her designee, will mail to all voting members the candidates resumes, position statements and a ballot of candidates, listed in alphabetical order, with instructions as to a return due date.
7. Timing of this election shall be before June 1 to insure the new Section Chief shall be in place effective July 1 of that year.
8. Candidates cannot use their current position, or its' resources to aid in the campaigning for the position of Section Chief.
9. Section Chiefs shall serve three-year terms with a maximum of two consecutive terms. However, a Section Chief serving a second consecutive term may petition the Region Board of Directors for an exception to be a candidate for such office for a third consecutive term and such Board may grant such exception upon a finding of good cause by a simple majority of the members of such Board.  
*(TC090630 P001)*
10. Selection of Section Chiefs shall be staggered as outlined in the Central Division Policies and Procedures Manual.  
*(F05-001)*
11. Vacancies in the position of Section Chief, due to death, resignation, disqualification or lack of nominees, shall be filled by appointment by the Region Director until a special election can be held to fill the remaining term or until the next regularly scheduled election for selection of the Section Chief for that section, at the Region Director's option. In such a situation, neither the term of appointment nor the remaining term shall be considered to be a "consecutive term" as used in ¶ 9 above. The appointee must meet the Qualifications as set forth in Chapter 2 of the Central Division Policies and Procedures.  
*(F08-P001)*
12. Results of these selections shall be reported to the Division Election Coordinator, appointed by the Division Director, before June 1st of that year.
13. Non-performance or malfeasance of duties can result in removal from office as detailed in the National Ski Patrol's Code of Conduct, in accordance with the process described there in.

### 11.3 Selection of Region Director

1. Qualifications for candidates for the position of Region Director shall be those outlined for Region Directors in the Central Division Policies and Procedures Manual. Candidates meeting these qualifications will be considered validated candidates.  
*(F04-005)*
2. Selection of the Region Director shall be by election. The Division Election Coordinator who will be appointed by the Division Director shall administer the election, unless the Region selects the "one member, one vote" method of election.  
*(S10-P006)*

3. Candidates for the position of Region Director may be self-nominated or nominated by another active NSP member of the region.
4. Nominations for the position shall be submitted to the Division Election Coordinator.
5. The candidates shall be notified within 72 hours, of receipt of application, of their qualification, as validated by the Division Election Coordinator, and shall submit, upon acceptance of the nomination, a written resume of their personal, professional and ski patrol qualifications and a position statement. The Division Director shall manage arbitration of any disputes over qualification.

**In the event that there is only one validated candidate, ¶¶ 6, 7 and 8 shall be inapplicable and that validated candidate shall be declared the winner by the DEC after confirmation by the Election Review Committee and ballots shall not be sent out.** (F13-S13 P001)

6. Resume and position statements will be distributed with the ballots by the Division Election Coordinator.
7. Guidelines for the timing of the elections for Region Directors shall be as set forth in the Central Division Policy and Procedures Manual (F07-P002)
8. Number of votes:
  - A. The option of voter population will be determined by the Region Board of Directors and reported to the Division Election Coordinator in accordance of the Central Division Policies & Procedures, Chapter 3. Votes for the election of the Region Director shall consist of either.
    1. One vote for each Section Chief in the region, one vote for each Patrol Representative (of a Registration Unit as defined in the National Ski Patrol's Patrol Officers Handbook section 8.2.1) in the region. (F09 P004)

In addition, based on the Registration Unit roster as recorded by the Division Registration Coordinator, as of June 30th of the previous year, a Registration Unit will select one additional representative for every fifty members over fifty members on this roster, up to a maximum of three representatives, for the purposes of voting for the Region Director.

Number of Votes per Registration Unit:

<u>Registered Patrollers</u>	<u>Voters</u>
2 to 50	Patrol Representative (PR)
51 to 100	PR + 1 representative
101 to 150	PR + 2 representatives
151+	PR + 3 representatives

Each representative must be an active member of that Registration Unit with two or more years of service in the region. The names and addresses of these representatives shall be made known to the Division Election Coordinator per schedule in the Central Division P&P Chapter 3 in which the Region Director is to be elected. Compliance shall be the responsibility of the Region Election Coordinator, or the Region Director if no Region Election Coordinator is appointed. (S10-P006)

**No one individual, regardless of positions held can vote more than one ballot. If an individual is entitled to multiple votes due to positions held, a qualified designee(s) must be assigned to cast the additional vote(s) and this designee(s) must be reported to the DEC.**

(F13 S13 P001)

OR

2. One vote for each of the registered members of the Region. If the one patroller one vote option is selected, the entire cost and operation of the election will be borne by the Region. The process and timing for the election must be pre-approved in writing by the Central Division Election Coordinator. The process will be monitored and certified by the Division Election Coordinator. Deletion (S10-P006) (S05-002)
- B. One vote will be cast for each candidate if any candidate has a vote by way of his/her current position
- C. The successful candidate will be the one candidate that receives a simple majority of the votes cast.
- D. If the election should result in tie, the Division Director will decide the outcome by drawing lots.
9. Candidates for the office of Region Director may make three campaign contacts with the electorate with copies to the Division Election Coordinator.
10. Candidates cannot use their current position, or its' resources to aid in the campaigning for the position of Region Director.

11. Region Directors shall serve three-year terms with a maximum of two consecutive terms. However, a Region Director serving a second consecutive term may petition the Region Board of Directors for an exception to be a candidate for such office for a third consecutive term and such Board may grant such exception upon a finding of good cause by a simple majority of the members of such Board.  
(TC090630 P001)
12. Selection of Region Directors shall be staggered as outlined in the Central Division Policies and Procedures Manual. (F05-001) There shall be one year added to the Western RD's 2007-2010 term to facilitate the new election cycle pursuant to F09 P002 – A such that the next Western RD election is in 2011. This is a one-time addition to that existing term only and shall not otherwise affect the current terms and term limits as set forth in § 11.3, ¶ 11 of this Article.  
(F09 P002)
13. Vacancies in the position of Region Director due to death, resignation, disqualification, or lack of nominees shall be filled by appointment by the Division Director until a special election can be held to fill the remaining term or until the next regularly scheduled election for that Region, at the Division Director's option. In such a situation, neither the term of appointment nor the remaining term shall be considered to be a "consecutive term" as used in ¶ 11 above. The appointee must meet the Qualifications as set forth in Chapter 2 of the Central Division Policies and Procedures.  
(F08-P001)
14. Non-performance or malfeasance of duties can result in removal from office as detailed in the National Ski Patrol's Code of Conduct, in accordance with the process described there in.

#### 11.4 Selection of Division Director

Selection of the Division Director is by an election conducted by the Central Division Election Coordinator and in accordance with the Central Division Policies and Procedures the results of which are reviewed and confirmed by the Central Division Election Review Committee.

1. Qualifications for candidates for the position of Division Director shall be those outlined in the Central Division Policies and Procedures Manual. Candidates meeting these qualifications will be considered validated candidates.  
(F04-005)
2. The Central Division Director shall serve three-year terms with a maximum of two consecutive terms. However, a Division Director serving a second consecutive term may petition the Division Board of Directors for an exception to be a candidate for such office for a third consecutive term and such Board may grant such exception upon a finding of good cause by a simple majority of the members of such Board. (TC090630 P001)
3. Eligible candidates for the position of Division Director may be nominated by any active member of the Central Division or may be self nominated.
4. The qualifications for serving as the Central Division Director are set forth in Chapter 2 of the Central Division Policies and Procedures manual.
5. In the event that there is only one validated candidate, ¶¶ 6, 7 and 8 shall be inapplicable and that validated candidate shall be declared the winner by the DEC after confirmation by the Election Review Committee and ballots shall not be sent out.  
(F13-S13 P001)
6. The Central Division Elections Coordinator shall review the qualifications of each nominee to determine whether the nominee possess the necessary qualifications to serve as the Central Division Director. A nominee whose candidacy has been rejected by the decision of the Division Election Coordinator because of lack of the required qualifications may have that decision reviewed by the Central Division Election Review Committee whose decision shall be final.  
**In the event that there is only one validated candidate, ¶¶ 7-10 shall be inapplicable and that validated candidate shall be declared the winner by the DEC after confirmation by the Election Review Committee and ballots shall not be sent out.**  
(F13 S13 P001)
7. The announcement of the election results for the Central Division Director shall be made in accordance of the Central Division Policies & Procedures, Chapter 3.  
(F07-P002) (F09 P004)
8. Resume and position statements, if provided, will be distributed with the ballots by the Division Election Coordinator.  
(F07-P002)
9. Candidates for the office of Division Director may make three campaign contacts with the electorate with copies to the Division Election Coordinator.  
(F07-P002)
10. Candidates cannot use their current position, or its' resources to aid in the campaigning for the position of Division Director.  
(F07-P002)
11. Number of votes:

The votes for the election of the Division Director shall consist of the following.

- A. One vote for each elected Region Director and Section Chief, one vote for each Patrol Representative (of a Registration Unit as defined in the National Ski Patrol's Patrol Officers Handbook section 8.2.1) in the division.
- B. In addition, based on the Registration Unit roster as recorded by the Division Registration Coordinator, as of June 30th of the previous year, a Registration Unit will select one additional representative for every fifty members over fifty members on this roster, up to a maximum of three representatives, for the purposes of voting for the Division Director.
- C. Number of Votes per Registration Unit:

<u>Registered Patrollers</u>	<u>Voters</u>
2 to 50	Patrol Representative (PR)
51 to 100	PR + 1 representative
101 to 150	PR + 2 representatives
151+	PR + 3 representatives

- D. Each representative must be an active member of that Registration Unit with two or more years of service in the division. The names and addresses of these representatives shall be made known to the Division Election Coordinator, per the election schedule found in the current Policies and Procedures of the Central Division, of each year in which the Division Director is to be elected. Compliance shall be the responsibility of the Region Election Coordinator, or the Region Director if no Region Election Coordinator is appointed. *(S11 P001)*

**No one individual, regardless of positions held can vote more than one ballot. If an individual is entitled to multiple votes due to positions held, a qualified designee (s) must be assigned to cast the additional vote(s) and this designee(s) must be reported to the DEC.**

*(F13 S13 P001)*

- E. No one individual, regardless of positions held can vote more than one ballot. If an individual is entitled to multiple votes due to positions held, a qualified designee (s) must be assigned to cast the additional vote(s) and this designee(s) must be reported to the DEC. *(F13-S13 P001)*
- F. The candidate receiving the highest number of votes per an instant run-off vote process as detailed in Chapter 3 of the Central Division Policies and Procedures shall be declared the elected Central Division Director.
- G. The ballots cast shall be tabulated and the result declared by the Central Division Election Coordinator after review and confirmation by the Central Division Election Review Committee.

- 12. Vacancies in the position of Central Division Director due to death, resignation, disqualification, or lack of nominees shall be filled by the affirmative vote of a majority of the members of the Central Division Board of Directors. The elected Division Director will fill the vacancy for the unexpired term of his/her predecessor. Candidates for this election shall come from one of the existing Assistant Division Directors, one of the existing or former Region Directors or former Division Directors and must meet the Qualifications as set forth in Chapter 2 of the Central Division Policies and Procedures. In such a situation, the unexpired term shall not be considered to be a "consecutive term" as used in ¶ 1 above. The Central Division Elections Coordinator will review each of these candidate's qualifications and present those that meet the requirements to the Central Division Board of Directors for an affirmative vote. In the event that there are no qualifying candidates, an open election will be conducted pursuant to paragraphs 3, 4, 5, 7, 8, 9 and 10 of Section 11.4 of the Central Division Policies and Procedure Manual. *(F08-P001)*

- 13. Non-performance or malfeasance of duties can result in removal from office as detailed in the National Ski Patrol's Code of Conduct, in accordance with the process described there in.

- 14. No one individual, regardless of positions held can vote more than one ballot. If an individual is entitled to multiple votes due to positions held, a qualified designee(s) must be assigned to cast the additional vote(s) and this designee(s) must be reported to the DEC.

## Appendix B

### Procedure for Suspension or Revocation of NSP Membership

*Established S09 P013 4/09*

NSP Policies and Procedures provide that conduct of a member that is believed to be a violation of the NSP Code of Conduct is to be reported to the line officer immediately superior to the member. Such line officer is to perform an expeditious investigation of the reported conduct. Such Policies and Procedures also require that where the contemplated sanctions include suspension or revocation of the NSP membership certain procedures be followed. This procedure is in accordance with the NSP Policies and Procedures.

#### **Notice:**

The Line Officer shall give written notice to the affected member of the accusation at least 10 days before any sanction is imposed (and before any meeting called at the discretion of the line officer for the purpose of hearing the accusation and response). The notice shall include:

1. A statement of the reported conduct and the related provisions of the NSP Code of Conduct,
2. copies of any supporting documents or materials,
3. the range of possible sanctions contemplated by the officer, and
4. an invitation to responding in writing, within 5 days of the date of notice if possible.

#### **Temporary Suspension:**

If the conduct appears to be a serious violation of the NSP Code of Conduct, the line officer may, after consultation with his or her direct superior line officer, temporarily suspend the membership of the member in question, pending review of the conduct. Unless earlier terminated, the temporary suspension will expire 10 days after imposition. A temporary suspension may be extended for a reasonable period if personally approved by the division director or national chair.

#### **Finding and Recommendation to Division Director**

If the line officer finds the member in violation of the NSP Code of Conduct, the line officer may recommend to the division director that the membership status of the member be revoked or suspended. In any such recommendations the line officer shall make a written report of his or her findings and recommendations, and shall forward them, along with supporting and responding documents, to the division director.

#### **Investigation and Sanctions by Division Director**

The division director (or a committee established by the division) will conduct any additional investigation deemed necessary by the division director or committee. If a committee is established, the committee shall make its findings and recommendations in writing to the division director. If the division director finds the member in violation of the NSP Code of Conduct, the division director is authorized to impose any of the sanctions listed in the NSP code of Conduct, including, but not limited to, suspension of NSP membership for a defined period, not to exceed one year, or revocation of NSP membership.

The division director shall set forth in writing his or her findings, conclusions, and the sanction, if any, imposed. Information concerning the member's right to appeal the officer's decision shall accompany the imposition of any sanction.





# Appendix C

## Central Division Staff Job Descriptions

Established F2013, S13-P003  
RevS16 P004  
RevF18 P002

All positions will report as designated by the Central Division board.

### **Administrative Assistant**

#### **Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration of the Central Division Policy and Procedures, Bylaws and dissemination of the Central Division Board meeting proceedings

#### **Qualifications:**

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Basic use of Microsoft Excel, Word, PowerPoint, online resources such as Google drive, and generation/editing of Adobe pdf documents.
- Understanding of document management and retention.
- Held past patrol, section, region, or division leadership position

#### **Duties and Responsibilities:**

- Attend Fall and Spring Board of Directors and Executive meetings
- Provides timely transcription and distribution of all meeting minutes
- Communicates to board meeting attendees in advance for key information and provides access to all necessary materials online, including a document summary of annual program reports.
- Prepare agenda for meetings per needs of division leadership.
- Maintains division Action Item listing and distributes before each meeting for follow-up.
- Updates the Central Division Policies & Procedures and Bylaws after approval by the board
- Updates and distributes the Central Division Staff Directory and Organization Chart on the division website – on a timely basis.
- Performs other duties as may be assigned by the DD from time to time
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Support document management for the division by maintaining online records for division management, and others as requested.
- Once meeting minutes are finalized and approved by board, forward minutes and all relevant meeting documents in pdf format to webmaster.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

### **Alumni Advisor**

*The **Division Alumni Advisor** is appointed or elected according to division policy and reports directly to the division director or designate. The Division Alumni Advisor also collaborates with, and reports indirectly to, the National Alumni Advisor.*

*The **Division Alumni Advisor** is responsible for coordinating and maintaining the Alumni Program within the division. Each Division Alumni Advisor is a member of the National Advisory Committee that reviews the Alumni Program and counsels the national chair and board of directors regarding relevant issues and needs. These meetings may result in recommendations to the national board of directors for changes in national standards or policies.*

**Division Alumni Advisors** should work with Region Directors to establish a Region Alumni Advisor, if not already in place, to carry out the responsibilities within the region.

The main job of these Alumni Advisors is primarily a Public Relations effort, working to promote and recruit NSP ski patrollers to consider becoming Alumni patrollers. This responsibility extends down to the Patrol level, for it should be every Division or Region Advisor's goal to ultimately have a Patrol Alumni Advisor (or two) in each ski patrol. Use of the Division's newsletters, recruiting brochures, etc. are also to be used when found effective.

The other aspect of the Division and Region Advisors job is to keep aware of opportunities for Alumni Members to get-together to socialize with other Members and/or with patrollers, and to "pitch in" and help the home patrol to make such social events meaningful for everybody. It is preferable, but not a requirement, that any Alumni Advisor be an Alumni Member.

In a NSP Division, these Advisors should (if possible) make a verbal recruiting presentation at any Annual meetings, and at any other such opportunities. Members of the Division's Alumni staff (including Regional, Sectional, and on a Patrol level) should always be alert for opportunities to promote NSP Alumni membership.

Based on one's availability, and the ability to travel about the Division, any Alumni Advisor would be visiting patrols (as much as possible with the financial and logistical support by the Division). Via personal chats with individuals and presentations to the patrols, any Advisor should be promoting the personal satisfactions and benefits of joining the Alumni Program. Use of the Division's newsletters, recruiting brochures, etc. are also to be used when found effective.

Since Alumni membership is always changing, the Division Advisor, and his/her staff of the Regional, Sectional and Patrol Alumni representatives need to be frequently reviewed, and any "gaps" in the various positions should be promptly filled.

Divisional and Regional advisors will be backed up on a National level by the efforts of the National Alumni Advisory staff, both the National Alumni Advisor, and the National Advisory Alumni Committee (NAAC), which is composed of the Division Alumni Advisors.

The NAAC may be called upon to meet periodically either via telephone conference, or Face-to Face, to discuss and resolve issues of mutual interest pertaining to the NSP Alumni Program.

## **Avalanche Program Supervisor**

### **Purpose:**

Promote the values, goals, and mission of the NSP and Central Division Avalanche program.

### **Qualifications:**

- Central Division Alpine Senior, Nordic Senior or Certified Patroller in good standing

- Ability to communicate across Central Division via appropriate electronic media
- Ability to plan, organize and oversee complex events such as out of Division avalanche courses
- Member of Central Division NSP-C Snow Sports School
- Held past patrol, section, region or division leadership positions
- Current Avalanche IT

**Duties and Responsibilities:**

- Promote Central Division avalanche program
- Establish short and long term avalanche program goals
- Support development and growth of Region avalanche programs
- QA Region avalanche programs and submits yearly QA summary report
- Prepare articles for RPN, the division newsletter
- Update Central Division avalanche web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Communicate with National avalanche program administrator
- Maintain Central Division avalanche equipment

**Awards Advisor**

**Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Awards Program and to recognize and honor Central Division members and patrols for their loyalty and accomplishments within the framework of the NSP Award program's guidelines.

**Qualifications:**

- Central Division NSP member in good standing
- Holds a National Appointment
- Is experienced with the NSP awards program
- Held past patrol, section, region, or division leadership position

**Duties and Responsibilities:**

- Sends such reports, bulletins, letters and manuals as are necessary for the operation and clarification of the Division awards program to the DD, ADDs, RDs and Region Awards Advisors
- Reviews for approval award submissions sent by all Central Division regions, and rejects or forwards said submissions on to the National Awards Coordinator for final approval
  - Maintains a log of all requests and disposition
  - Rejects and returns rationale to RAA any submission that does not meet approval requirements
  - Coordinates an awards and certificate inventory for annual report
  - Appoints the Central Division Outstanding Awards Review Committee on an annual basis
  - Coordinates the distribution of outstanding award submissions to the appropriate region judges
- Designs, coordinates and implements new awards protocols and awards as needed
  - Within Central Division
  - Within the framework of the NSP Awards Committee

- Coordinates fall awards banquet presentation
  - Prepares program notes/script for DD, ADDs, and host RD
  - Coordinates with National Office delivery of National certificates and trophies
  - Prepares all Central Division Certificates of Appreciation
  - Orders all Central Division plaques and trophies
- Coordinates and distributes the Central Division Awards Manual and Medical Advisor Awards Manual to the division medical advisor and region medical advisors
- Prepare articles for RPN, the division newsletter
- Update Central Division Awards web information
- Prepares a biennial report for the Central Division spring and fall board meetings
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

### **Bike Patrol Supervisor**

#### **Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Mountain Bike Program. Also support the Region Mountain Bike advisors, Central Division Bike Patrol Representatives, and Central Division Mountain Bike patrollers

#### **Qualifications:**

- Central Division NSP member in good standing
- Held past patrol, section, region or division leadership position
- Active member of a NSP Bike Patrol
- Ability to communicate across the Division via appropriate electronic media
- Recommended but not required:
  - Senior or Certified Patroller
  - PMBIA Instructor

#### **Duties and Responsibilities:**

- Monitor and support the Central Division Mountain Bike program
- Maintain communication with Mountain Bike Region Advisors and Mountain Bike PR/PDs
- Maintain communication with National Mountain Bike Program Director
- Prepare articles for RPN, the division newsletter
- Attend Fall Division meeting
- Maintain Bike Patrol information on Central Division web site
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

### **Certified Program Supervisor**

#### **Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Certified Program

#### **Qualifications:**

- Central Division Certified Patroller in good standing
- Committed to the values and mission of the NSP and the Central Division

- Ability to communicate across the Division with the appropriate electronic media and has strong written and verbal communication skills
- Organized with solid administrative capabilities, able to complete needed paperwork in accordance with established deadlines
- Demonstrated history of leadership, has held patrol, section or region leadership position
- Has held lead evaluator, modular leader or assistant program supervisor position
- Recommended but not required
  - Instructor or IT in related field (Skiing, Toboggan, OEC, etc)

**Duties and Responsibilities:**

- Support Central Division Certified Program
- Serves as resource for Patrol, Region , Division and National Certified program
- Works with National office and National Certified Program Supervisor
- Establish personal program goals and objectives and works with Region Certified administrators to establish Region goals and objectives
- Maintains communication with members
- Submits award nominations at Division level
- Follows Division policy about financial procedures and end of year reports
- Submits RPN articles two times per year
- Gather, develop and disseminate information to Certified staff members, supporters, and Division leadership regarding the mission, programs, and services provided through the Certified program to the Central Division membership
- Build and promote relationships between staff members and the NSP leadership at every level through proactive communications including articles, website, e-mails and personal contacts
- Administer and review the Certified Manual to ensure timely updates as required to support the needs and structure of the administration of the Certified Program
- Collect and review applications for acceptance of new candidates to the Certified Program
- Manage, mentor and track the progress of the Certified Candidates who have been accepted into the Certified program
- Manage, mentor and track the refresher cycle of the Certified Staff members to ensure compliance with National and Division standard
- Ensure the organization and consistent administration of Certified qualification clinics throughout Central Division
- Plan, organize, promote and administer the annual Certified evaluation
- Plan, organize, promote and administer the annual Certified awards banquet
- Plan, organize, promote and administer the annual Certified business meeting
- Ensure the timely and accurate reporting of financial and administrative data to the Central Division staff and leadership
- Ensure the application and administration of a consistent set of standards and quality controls to the Certified Program
- Serve as a resource to National, Division and Region leadership and staff as they perform assumed responsibilities
- Update Central Division Certified web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **Elections Coordinator (DEC Division Elections Coordinator)**

### **Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division in the administration and coordination of the Central Division Elections of the division director and region directors.

### **Qualifications:**

- Central Division NSP member in good standing
- Recommended but not required: Alpine Senior, Senior or Certified Patroller
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

### **Duties and Responsibilities:**

- Administration of the election process for the positions of Division Director and Region Director as detailed in the Central Division Bylaws and Policies and Procedures.
- The Division Election Coordinator (DEC) is appointed by the Division Director, with consensus of Division Board. *(F09 P003)*
- The election process includes
  - Voter and Division communications/announcements: schedule, directions and results
  - Obtains identification of the electorate for elections
  - Preparing ballot content and utilizing the appropriate medium (electronic or paper)
  - All election operations:
    - Collect nominations, resumes and position statements for all Region and Division Director elections. All nominations shall be given a qualification review and validation within 72 hours of receipt of the nomination and the nominee shall be notified of any deficiencies within 48 hours thereafter. *(F09 P003) (S11 P005)*
    - Sending out ballot with resumes and position statements to electorate. *(F09 P003)*
    - Send electorate to candidates for purpose of campaigning. or "Notify candidates of electorate". *(F09 P003)*
    - Provide Division Director with nominations, resumes and position statements for Division Director's conference with each candidate as to duties and responsibilities.
    - Retrieving ballots
    - Ballot counting and identification of the election winners
    - Present election results to the Election Review Committee for review and confirmation
    - Presentation of certified election results to the Division Director for appropriate election announcement and Division Director conference with each candidate.
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **Instructor Development Supervisor**

### **Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Instructor Development Program

**Qualifications:**

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- Is committed to the values and mission of the NSP and the Central Division
- Has the ability to communicate across the Division via appropriate electronic media and has strong written communication skills
- Is organized and able to complete needed paperwork in accordance with established deadlines
- Has a working knowledge of National Instructor Development program
- Has held past patrol, section, region or division leadership position
- An involved instructor in this discipline for at least five years
- Instructor trainer (IT) in this discipline
- An ideal candidate is someone who has had experience in the teaching field

**Duties and Responsibilities:**

- Check to see that there are an adequate number of classes regularly scheduled throughout the division
- Yearly update of instructors and IT's
- Certify new instructors and IT's
- Travel within the Division to see that the delivery of the classes is adequate and similar; provide support to anyone (patrol, section, region) who needs support
- Interact with other Divisions and National Instructor Development personnel, provide new directives and updates to our Division from national
- Help with the revisions of the course as they occur at the National level
- Check that courses are completed and the paperwork is filed at National and Division levels
- Prepare articles for RPN, the division newsletter
- Update Central Division Instructor Development web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

**Introduction to Ski Patrolling (Patroller 101) Supervisor**

**Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Introduction to Ski Patrolling (Patroller 101) Program.

**Qualifications:**

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- Ability to communicate across the division.
- Organized and able to maintain needed paperwork.
- Familiar with the various modules of the Introduction to Ski Patrolling program
- Good understanding of patrol relation with area management operations and with the national office.

**Duties and Responsibilities:**

- Promote the Introduction to Ski Patrolling program within the division.
- Serve as a resource to the regions and patrol. Provide guidance to those wishing to establish an Introduction to Ski Patrolling. Support those programs already in place.
- Work with the national office to assure Introduction to Ski Patrolling courses are properly registered and course completion paperwork is submitted.

- Supports the Division and Region Central Division Fall meeting. Attend and present topics as requested/needed. Attend PD's breakfast to provide additional program support.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Prepare and submit end of year report. Include current season activities and goals for next season
- Prepare articles for RPN, the division newsletter
- Update Central Division web information
- Communicate with regions and PDs as needed regarding programs
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Maintain open communication channel with Skills Development Supervisor and Assistant Division Director

## **Legal and Risk Advisor**

### **Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division by providing legal and risk management guidance to the Central Division staff.

### **Qualifications:**

- Central Division NSP member in good standing
- Is an attorney licensed to practice in one or more state(s) in the Central Division
- Is active in the practice of law.
- Is familiar with NSP articles of incorporation, national charter, and bylaws, as well as the division bylaws and policies and procedures.
- Is familiar with National Bylaws, strategic plan, policies and procedures, governance, and implementation of NSP education programs
- Is familiar with the NSP-NSAA Joint Statement of Understanding
- Is familiar with parliamentary law as set forth in Roberts Rules of Order, including in particular, the conduct of general board meetings and minutes
- Is willing to provide advice and other legal services to the NSP Central Division
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

### **Duties and Responsibilities:**

- Provide legal guidance to the division director and Central Division board of directors
- Attend fall and spring board of directors and executive meetings
- Participates actively on the national legal committee
- Aid in bonding the Central Division director, treasurer and registration advisor
- Prepare articles for RPN, the division newsletter
- Reviews Central Division web information prior to launch of each new season
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Is familiar with and assists with the implementation of Chapter 8 of the NSP P&Ps, "Insurance and Risk Management Policies."
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **Medical Advisor**

### **Purpose:**



Promote the values, goals and mission of the National Ski Patrol and the Central Division and to support the Outdoor Emergency Care Program.

**Qualifications:**

- MD or DO
- OEC Instructor
- Familiar with various segments of OEC curriculum (SEM, Skills sign off, refresher modules, etc.)
- Ability to communicate across the division via appropriate electronic media
- Held past Patrol, Section, Region, or Division leadership position
- Central Division NSP member in good standing
- Recommended but not required
  - Alpine Senior, Senior or Certified Patroller

**Duties and Responsibilities:**

- Serve as member of Nation Medical Committee
- Communicate with Division OEC leadership and Regions in Central Division as needed
- Serve as QA for various OEC programs
- Consultant to Awards Advisor
- Consultant to Region ROA's concerning OEC issues
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **Mountain Travel and Rescue Supervisor**

**Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Mountain Travel and Rescue Program

**Qualifications:**

- Central Division Alpine Senior, Nordic Senior or Certified Patroller in good standing
- Ability to communicate across the Division via appropriate electronic media
- Organized and able to complete needed paperwork in accordance with established deadlines
- Demonstrates ability to adapt equipment use to need (Snowshoes, Nordic Skis, Telemark Skis, etc)
- MTR IT
- Held past Patrol, Section, Region or Division leadership role
- Current member of the NSP-C Snow Sports School
- Recommended but not required
  - PSIA Central member
  - PSIA Nordic level 1, 2 or 3 Instructor

**Duties and Responsibilities:**

- Promote and communicate with Region MTR Advisors
- Establish short and long term Central Division MTR program goals
- Assist Region MTR advisors in establishing short and long term goals for the Region MTR programs
- QA Region MTR programs and submits yearly QA summary report
- Prepare articles for RPN, the division newsletter

- Update Central Division MTR web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Present topics as requested at the fall Division meetings
- Communicates with National and Divisional MTR Advisors

## **Meeting Coordinator**

### **Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division in the administration and coordination of the Central Division meetings

### **Qualifications:**

- Central Division NSP member in good standing
- Recommended but not required: Alpine Senior, Senior or Certified Patroller
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

### **Duties and Responsibilities:**

- Attend Fall and Spring Board of Directors and Executive meetings
- Division annual Spring meeting
  - Secure meeting location
  - Secure lodging for participants
  - Send out meeting announcements
- Division annual Fall meeting
  - Send out meeting announcements to Division officers
  - Coordinate Division requirements with Region meeting committee
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **MSAA Liaison**

### **Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division with proper and effective coordination and cooperation with the MSAA (Midwest Ski Areas Association)

### **Qualifications:**

- Central Division NSP member in good standing
- Recommended but not required: Alpine Senior, Senior or Certified Patroller
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

### **Duties and Responsibilities:**

- Attend MSAA annual conferences and coordinate NSP training as may be requested
- Coordinate attendance of other key Central Division patrollers at the MSAA conferences
- Division annual Fall meeting
  - Send out meeting announcements to Division officers
  - Coordinate Division requirements with Region meeting committee

- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **Nordic Program Supervisor**

### **Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Nordic Program. Also support the Region Nordic advisors, Central Division Nordic Patrol Representatives, and Central Division Nordic patrollers

### **Qualifications:**

- Nordic Senior Patroller or Nordic Master Patroller
- Held past patrol, section, region or division leadership position
- Central Division NSP member in good standing
- Recommended but not required
  - Nordic Instructor
  - PSIA Nordic Instructor (Level 1, 2 or 3)
  - MTR Instructor
  - Member Central Division NSP-C Snow Sports School

### **Duties and Responsibilities:**

- Monitor and support the Central Division Nordic program
- Administer at least one Division Nordic SES annually
- Assist Region Nordic SES programs
- Approve and monitor Nordic Instructors and Nordic Its
- Maintain communication with Nordic Region Advisors and Nordic PR/PDs
- Maintain communication with National Nordic Program Director
- Prepare articles for RPN, the division newsletter
- Attend Fall Division meeting
- Maintain Nordic information on Central Division web site
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **OEC Program Supervisors**

(S04-004)

### **Purpose:**

Implement and maintain the OEC Program within the Division according to national goals, objectives, policies, and procedures as established by the NSP Board of Directors, and by working closely with the national OEC Program director.

### **Qualifications:**

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- Must have a commitment and the capability to implement and deliver the OEC Program to members.
- Demonstrates technical expertise and broad experience in all phases of the OEC Program's knowledge and skills performance.
- Demonstrates a proven administrative track record including written and communication skills.

- Is an OEC instructor trainer (IT) or qualified to be one.
- Will be technically proficient with electronic means used by the NSP to fulfill their duties

#### **Duties and Responsibilities:**

- Promotes the OEC Program in cooperation with division officers, instructor trainers, and instructors
- Develops performance-driven instructional staff.
- Facilitates ongoing continuing education, refreshers, and use of training aids.
- Identifies and provides solutions to issues and problems that could negatively affect the QEC program or its delivery to the membership.
- Participates actively on the national OEC committee
  - Assists in the development of OEC's national program content.
  - Provides member input on OEC programs.
  - Evaluates how well the existing OEC Program is meeting member needs.
  - Attends committee meetings as scheduled.
- Communicates with the national office, division supervisors and line officers, instructor trainers and instructors, and others.
  - Creates mutual understanding of OEC objectives and performance standards.
  - In collaboration with the division director and national OEC Program director, develops and reviews an annual Planning and Feedback Tool.
- Establishes and distributes training schedules of courses in collaboration with division and region staff to meet the needs of instructors and members.
- Administers a quality management program to ensure the consistency and quality of instruction, content of the program and materials, competency of trainees or members, and overall effectiveness of the courses within the division and submits yearly QA summary report
- Maintains integrity and standards of the OEC Program
- Trains, appoints, mentors, and supervises Instructor trainers in the division.
- Provides instructor recertification programs, with the assistance of the instructor trainers.
- Performs all record keeping and reporting requirements in a timely fashion and in the proper format
- Prepare articles for RPN, the division newsletter
- Update Central Division OEC web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

#### **PSIA Liaison**

##### **Purpose:**

Acts as communication liaison between the NSP CD members and the PSIA (Professional Ski Instructors Association). Promotes the PSIA within the NSP CD, and supports the role and development of the NSP-C Snowsports School with its membership.

##### **Qualifications:**

- Central Division Alpine Senior or Certified Patroller in good standing
- Certified and active member of PSIA (Level III recommended)
- Active member of the NSP-C Snow Sports School
- Prior leadership and training experience in: patrol, section, region, and/or division leadership position
- Excellent Understanding of the Central Division organization and patrols

**Duties and Responsibilities:**

- Attend PSIA conferences and Training events.
- Participate in the NSP Division STWs where feasible; support the staff of the NSP-C Snowsports School.
- Write Rusty Parka News article each edition.
- Provide direct member communication/response for any related PSIA issues.
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

**Public Relations Advisor****Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division and the emergency care/educational work of its members as they serve the recreational and snowsports industry and consumer public.

**Qualifications:**

- Central Division NSP member in good standing
- Committed to the values and mission of the NSP.
- Strong written and verbal communication skills.
- Demonstrated ability in data collection, surveys, and analysis of materials to make recommendations and presentations.
- Solid computer and presentation preparation skills.
- Recommended but not required: Alpine Senior, Senior or Certified Patroller

**Duties and Responsibilities:**

- Design and disseminate information to our members, stakeholders and the recreational community about our values, our mission, our programs, and our service to the recreational/snowsports industry.
- Build and promote relationships between our members and the leadership at every level through proactive communications via articles, website, e-mails, and personal contact.
- Gather information through surveys and other avenues from our members to determine their needs and interest and enhance our planning.
- Gather information through surveys and other avenues from our multiple stakeholders from resort owners to paying public to determine their needs and interest to determine how we can best provide them with the safety and emergency care that we provide.
- Promote the value of membership within our organization to build and retain our membership.
- Assist local patrols in communication of value of our membership and activities to their resort owners and leaders.
- Develop best practice recruitment materials which support the recruitment programs of the local patrols.
- Publish and disseminate materials within the community about our service and work through articles, displays at stakeholder's conferences, and personal contact.
- Serve as a resource to Division and Region leadership and staff as they perform their assigned responsibilities.
- Assist the Division and Region leadership in the development of their strategic plans by providing information, data, and communication.
- Work closely with Division/Region Staff to assist them in communication in a clear and consistent manner including development of presentations.

- Shall serve as the Team Leader for (Shall be a member of) the Public Relations Team made up of the Public Relations Advisor from each Region
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

### **Registration Coordinator**

#### **Purpose:**

The Central Division Registration Coordinator is responsible for the complete Membership Registration of all members of the Central Division NSP membership.

#### **Qualifications:**

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position
- Website Data base processing
- Excel Spreadsheets data keeping
- ACH collections/disbursements banking processing
- Capable of being bonded

#### **Duties and Responsibilities:**

- Process each patrol registration submission through the NSP Website.
- Collect stated amount of dues from each patrol using Automated Clearing House (ACH).
- Make dues payments to National, Division, and Region.
- Work with Patrol to rectify any errors made in their registration process.
- Coordinate any errors in the membership registration with National.
- Provide membership and financial data to Central Division Treasurer.
- To work with the National Office Staff on changes to improve the registration process and efficiency.
- Provide reports and data to the Central Division BOD prior to Spring and Fall meetings
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

### **Rusty Parka News Editor**

#### **Purpose:**

Publish and distribute the Rusty Parka News, the Central Division's chief communication tool, three times annually: Fall, Winter and Summer. In addition the editor solicits stories, features and photos from Division staff and patrollers throughout the Central Division. The editor also works with the National office to assist promotion of NSP sponsors via the Rusty Parka News.

#### **Qualifications:**

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position
- Experience editing manuscripts or articles for spelling, grammar and content

- Experience using publication software

**Duties and Responsibilities:**

- Oversee and coordinate publication and distribution of Rusty Parka News three times annually
- Solicit articles, features and photos from Division board members, staff and patrollers for publication in the Rusty Parka News
- Enforce necessary submission due dates to assure meeting of publication due dates listed below
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

**Program Operating Procedures:**

Publication Due Dates: June 21, October 15, January 21

**Safety Team Supervisor** (under construction)

**Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division

**Qualifications:**

- Central Division NSP member in good standing
- .....
- Held past patrol, section, region, or division leadership position
- Excellent Understanding of the Central Division organization and patrols

**Duties and Responsibilities:**

- .....
- Establish personal program goals and objectives and works with Regions advisors to establish Region Safety program goals and objectives
- Communicates and works with the National office and National program supervisor
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

**Senior Program Supervisor**

**Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Senior Program

**Reports to:** Skills Development Supervisor and ADD

**Qualifications:**

- Central Division Alpine Senior or Certified Patroller in good standing
- Is committed to the values and mission of the NSP and the Central Division
- Has the ability to communicate across the Division with appropriate electronic media and has strong written and verbal skills
- Is organized and able to complete needed paperwork in accordance with established deadlines
- Has working knowledge of national education programs
- Has held past patrol, section or region leadership position
- Toboggan Instructor

- OEC Instructor
- PSIA level I, minimum
- Current member of PSIA-C
- Instructor trainer in related discipline
- Held past region leadership position

**Duties and Responsibilities:**

- Promote and support the Senior Program
- Establish personal program goals and objectives and works with Regions advisors to establish Region Senior program goals and objectives
- Communicates and works with the National office and National program supervisor
- Submits award information at Division level
- Maintain the Central Division Senior Manual. Any changes to the manual must be in a written proposal to be voted on by the board in the spring or fall meetings. With those changes, updating the manual on the website as well as with the region directors and supervisors.
- Provides Quality Assurance of alpine evaluations in every region and submits yearly QA summary report
- Organize and facilitate the Accredited Senior Evaluator (ASE) Exam
- Participate in the Division Alpine Skills Development Workshops
- Prepare articles for every RPN, the division newsletter
- Update Central Division Senior Program web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Present topics as requested for the fall meetings
- Support the Division and Region Administration

**Program Operating Procedures:**

- March 15 deadline for Senior Proposal changes for Spring Board Meeting
- Follow deadlines for RPN Articles
- August 15 deadline for Senior Proposal changes for Fall Board Meeting
- Prepare presentation if needed for the Spring or Fall Board Meetings as needed
- September contact Region Directors for Senior Alpine Venues and Advisors
- June through November plan for presentation at the Division ASDW
- July through September contact Region Directors and request feedback on ASE Exam and candidates to host exam site
- September contact Region Directors for Senior Alpine Venues and Advisors
- December assign QA attendees for the Region alpine evaluations
- December through February coordinate ASE Exam
- Following each alpine Evaluation, QA reports are to be forwarded to RD and Region Administrator
- March 15 consolidate all the region QA reports for the Spring Board Meeting presentation and send to Division Administrator Assistant
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget request by March 15, including any proposed changes to this job description.

**Skills Development Supervisor**

**Purpose:**



Promote the values, goals and mission of the National Ski Patrol and the Central Division and to support the division supervisors of the Senior Program, Certified Program, Introduction to ski Patrolling program, Women's Seminar, and Auxiliary Program. Organizes and oversees the Central Division Alpine Skills Development Workshop (ASDW).

**Qualifications:**

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- Ability to effectively communicate across the division via appropriate electronic media
- Organized and able to maintain needed paperwork
- Familiar with the various programs under the Skills Development umbrella
- Good knowledge of national education programs and resources
- Must have active PSIA Level II or III Certification.
- Experience in event coordination and/or project management
- Technically knowledgeable for administration of Skills website and registration processing.
- Experience in leadership, able to develop team dynamics for Skills Team and Division Instructors as well as in communicating with board members and region advisors

**Duties and Responsibilities:**

- Promote the various Skills Development Programs
- Support the Division and Region administration of programs
- Serve as a resource to the Division and Regions in program organization
- Serve as a team leader for the Skills Group (Senior/Snowsports/OET programs) in developing program content and message for the annual ASDW events and provide ongoing support to those programs.
- Coordinate the ASDW events including but not limited to: site negotiations and meeting arrangements, assignment of Division Instructors, registration, logistics, lodging and meals, morning presentations to group, general program content in line with chosen theme.
- Planning and coordination of presentation materials for skill team to board of directors each fall.
- Work with the national office to assure Division Skills Development programs are current with the NSP educational programs
- Prepare articles for RPN, the division newsletter
- Administer system responsibilities to maintain the CD Skills Development web site for the Skills Team, including functions required to support registration for the two ASDW events and other smaller events as needed.
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis; review and approve expenses for all ASDW event staff in line with budget and P&P.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

## **Snow Sports School Supervisor**

**Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Snow Sports School

**Qualifications:**

- Central Division Alpine Senior or Certified Patroller in good standing
- Level III Certified member of PSIA
- Toboggan Instructor
- Toboggan IT recommended but not required

**Duties and Responsibilities:**

- Encourage NSP member's advancement through PSIA Certification levels
- Manages registration of membership, including collecting membership application, collecting and processing payments through to Insurance agency and handles binding individual members with Insurance
- Manages registration of Snow Sports School through PSIA
- Manages schools membership into NSP
- Helps establish Skiing/Riding performance standards for Division Senior manual. Contributes content in Alpine skiing/riding sections of the Central Division Senior manual and score cards. Makes formal suggestions to the Senior Supervisor if proposals to change the manual are needed
- Provides Regions with staffing for STW's and SES's if needed
- Provides technical support for Q/A on movement details
- Provides standardized teaching platform for skiing/riding through PSIA/AASI
- Management, care, and scheduling of the Short Ski program [(9) pair of Rossignol short skis].
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Prepare articles for RPN, the division newsletter
- Update Central Division Snow Sports School web information
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Coordinates the PSIA level award as noted in the Snow Sports School Section on page 33 (F17)

## **Social Media**

### **Purpose:**

- Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration of the Central Division Policy and Procedures, Bylaws and dissemination of the Central Division Board meeting proceedings

### **Qualifications:**

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Basic knowledge of Facebook, Twitter, YouTube
- Held past patrol, section, region, or division leadership position

### **Duties and Responsibilities:**

- Attend Fall Division meeting
- Provides weekly Tip of the Week on the Facebook page: Central Division National Ski Patrol ([www.facebook.com/skinsp](http://www.facebook.com/skinsp))
- Post regular pictures of events, people, awards on Facebook
- Post on several social media platforms Facebook, Twitter, YouTube
- Performs other duties as may be assigned by the DD from time to time
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Submit year-end report and budget by March 15, including any proposed changes to this job description

## **Toboggan Supervisor**

**Purpose:**

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Toboggan program.

**Qualifications:**

- Central Division Alpine Senior or Certified Patroller in good standing
- Shall be a member of PSIA and NSP-C at a Level II or higher and in good standing
- Shall be an active Toboggan Instructor Trainer (IT) in good standing

**Duties and Responsibilities:**

- Implement and maintain the Toboggan/Transportation program within Central Division
- Promote NSP Toboggan/Transportation programs in cooperation with Central Division officers, staff, ITs and Instructors
- Serve on National Toboggan/Transportation Committee
- Communicate with National office, National Toboggan/Transportation Director, Central Division Region Toboggan Supervisors, Central Division officers and program supervisors, ITs and Instructors
- Maintain Central Division Toboggan Instructor and Toboggan IT rosters
  - Updated Rosters returned to National by November 1
- Appoints, train, mentors and supervises Toboggan Instructor Trainers
- Works with ITs to provide instructor recertification programs
- Prepare articles for RPN, the division newsletter
- Update Central Division Toboggan web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

**Treasurer****Purpose:**

Treasurer of the Central Division NSP (**NSPCD**) will maintain financial control, record keeping, required report production and provide financial guidance to the Board of Directors

**Qualifications:**

- Central Division NSP member in good standing
- Held past patrol, region or division leadership position (s)
- Capable of being bonded
- Familiar with
  - Internal Revenue (**IRS**) Section 501(c) (3)
  - Basic Accounting procedures
  - Advance use of Microsoft Excel, Word, PowerPoint, Intuit Quicken, Adobe Reader
  - Basic investment tools

**Duties and Responsibilities:**

- Consolidate year-end NSPCD financial reports and submit to the Division Treasurer on a timely basis
- Consolidate fiscal year-end Region financials and file IRS form 990 on or before November 15.
- Administer the Division income and expenditures using Quicken for both recording and disbursements through the Division's checking account.

- Attend and provide detailed financial and investment reports for the Spring and Fall Board meeting
- Oversee the Division investments and endeavor to recommend the investments so as to maximize their returns per the Division's Investment Policy and Procedures defined in Chapter 5.
- Lead each fiscal year's budgeting process at the Spring Executive and Board of Directors meetings
- Process and reimburse NSPCD approved staff and supervisor expense vouchers in a timely manner as specified in NSPCD P&P Chapter 5
- Hire a CPA to do an audit of the Financial Status after each Division Director Election, and appoint a Financial Review Committee to review financial records in the non-election year.
- Conduct an audit of region financial records after the elections of a new Region Director.
- Approve all Division dues being collected from each patrol and disbursed to National, Regions and Division using Automated Clear House (ACH) at the Division Bank. Collections will be administered by the Division Registrar.
- Conduct a follow-up on checks not cashed 90 days or more from the date of issue.
- Prepare and execute financial bonds for the division director, registration coordinator and treasurer yearly
- Appoint an assistant (with the Division Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when required.
- Submit appropriate articles to the Division newsletter.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

### **Telecommunications Advisor** (under construction)

#### **Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division with proper and effective use of telecommunications

#### **Qualifications:**

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

#### **Duties and Responsibilities:**

- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

#### **Program Operating Procedures:**

- Due Dates....

### **Webmaster**

#### **Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division by developing, promoting and managing the Central Division website

#### **Qualifications:**

- Central Division NSP member in good standing
- Ability to effectively communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position
- Good understanding of HTML, Java Script, PHP, CSS, and MySQL,
- Understanding of web scripting or software coding.
- Understanding Content Management Systems
- Understanding of Graphic packages such as Photoshop
- Good Understanding of the Central Division Organization
- Good Understanding of e-commerce payment systems
- Webserver management knowledge

**Duties and Responsibilities:**

- Update Program pages as requested
- Manage/develop registration pages linked with Paypal
- Update home page news as needed
- Refresh newsletters as available
- Graphic changes as needed
- Work with NSP on news or website update needs
- Work with CD regions on news or website update needs
- Disseminates changes to the Division calendar with Region Directors and/or webmasters
- Update meeting area of the website for each Division meeting
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

**Women's Seminar Advisor**

**Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Women's Seminars

**Qualifications:**

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- Current OEC or Toboggan Instructor
- Current OEC or Toboggan Instructor Trainer (IT)

**Duties and Responsibilities:**

- Administer the annual Central Division Women's Seminar
- Assist Regions in implementing Region women's clinics
- Annually evaluate and modify program based on staff and participant feedback and suggestions
- Promote the teaching, sharing, and learning of ski patrol techniques by women instructors for women participants
- Provide positive female patrol role models to other women in order to develop leaders in the Central Division
- Prepare articles for RPN, the division newsletter
- Update Central Division Women's Seminar web information
- Prepare annual budget information for submission to Division Treasurer prior to Spring Division board meeting
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis

- Submit year-end report and budget by March 15, including any proposed changes to this job description.

**YAP (Young Adult Patroller) Advisor** (S17 P002)

**Purpose:**

Promote the values, goals, and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Young Adult Patroller program.

**Reports to:** ADD

**Qualifications:**

- Central Division Alpine Senior, Master, Senior, or Certified Patroller in good standing
- Held past patrol, section, region or division leadership positions
- Current instructor in any discipline

**Duties and Responsibilities:**

- Promote Central Division YAP program
- Establish short and long term program goals
- Support development of Region YAP programs
- QA Region YAP programs and submits yearly QA summary report
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Communicate with the National YAP advisor
- Annually evaluate and recommend modifications for program based on staff and participant feedback and suggestions