

DODGE RIDGE NATIONAL SKI PATROL



**Policies and Procedures
for the 2018/19 Ski Season**

1. Annual Patrol Requirements Policy:

The following requirements must be met on an annual basis:

1. Meet all NSP registration requirements.
2. Current with all member dues prior to October 31.
3. Current with all OEC cycles prior to the beginning of the ski season.
4. Current Health Care Provider CPR card and demonstration of CPR skills on an annual basis.
5. Completion of Dodge Ridge On-the-Hill Refresher (not to be counted against days required in eight (8) below even if accomplished during ski season).
6. Completion of required bump duty.
7. Ski and Toboggan check-off required date.
8. Complete a minimum of 12 or more active patrolling days or other minimum requirement as approved by the Patrol Presentative/Board of Directors. Minimum of eight (8) service must be done at Dodge Ridge. Full time students and members with 20 or more years are required to patrol a minimum of six (6) days at Dodge Ridge.

1.1 Any member failing to complete requirements 6 and 8 at the close of the ski season may be placed on probation after review by the board. See section 7, Probation Policy.

2. Uniform Policy:

Carry a fully stocked first aid pack or vest while in uniform. Carry a working radio while in uniform. (If one is not available be in the presence of a patroller with a working radio).

2.1 Proper Uniform:

Basic, Alpine, Senior, Certificated, and/or National Appointment Patroller: Red parka or vest with proper NSP back cross (black and white in color) and proper NSP circular chest patch (black and white in color). If wearing a vest the sleeve garment shall be a solid matching red, black, or white. Pants shall be black.

3. Patrol Day Requirements:

The patrol utilizes a web-based scheduling program called Volgistics. Each patroller shall log into Volgistics to sign-up for volunteer days in advance. Patrollers and Candidates are able to sign up for straight patrolling, instruction, or bump. The Patrol Representative, First Assistant Patrol Representative, and Dodge Ridge Patrol Director shall monitor the sign-up schedule for any given weekend, or Holiday, and report the number of patrollers scheduled to Dodge Ridge Management.

3.1 Sign-in Procedures:

Sign-in on the appropriate sign-in sheet prior to 7:30 am. Note on the sheet your radio number, lunch time, ticket voucher preference, and are patrolling. Leave your current Patrol Card in the patrol index box. Sign-in sheet is official register-stamped cards do not count as days. Sign-in by 7:30 am and be ready to go at 7:45 am for briefing.

If you are participating in any special event, training, testing, or other activity during the day that will preclude you from responding to normal codes, there will be a separate sign-in place for this activity (on back of sign-in sheet). Basic patrollers will sign-in in the space provided for basic patrollers and be available for service in the aid room as necessary.

3.2 Mountain Switch:

On weekends and holidays, odd sign-in numbers start upper mountain/backside, even numbers start on the lower mountain. Change sides after your scheduled lunchtime. The suggested amount of time for lunch is 30 minutes once you get into the lunch area. Bump patrollers may roam either side during the half day they are not bumping. Basic patrollers may also roam when they are not required to be in the aid room. Change lunch hour on the sign-in sheet to 11:30, 12:30, 11:45, 12:45 then recycle.

3.3 Late Arrivals and Early Departures:

The normal ski day begins at 7:45 am briefing and ends at the completion of sweep.

You may arrive after the morning briefing and/or depart prior to sweep

and that is termed a Late-In/Early-Out. No patrol day credit is given. No lunch credit or comp pass will be issued. Sign-in upon arrive on the patrol sign-in sheet on the board under "Late-In/Early-Out" section. Cross-out your name off the sign-in sheet on the board before leaving.

You must be in uniform, carry a radio that is turned on and respond to codes.

3.4 Conduct During the Day:

You are "on duty" from your AM sign-in in the morning until you return to the patrol room after sweep. During this time, you are expected to respond to codes, rendering assistance where required. Your radio should be on, and your first aid supplies in your possession. This includes the lunch period. Consuming alcoholic beverages on duty OR in uniform is not permitted.

3.5. Half-Day Credit:

Neither of the two options below provide any benefits, i.e. lunch vouchers or comp tickets. They only count for one-half day credit.

3.5.1 AM Half-Day Procedure:

This option will be available on a strictly first come, first served basis at the discretion to the Patrol Representative. When signing in, those who wish this option will "apply" at the bottom of the daily sign-in sheet. AM Half-Day Patrollers will have a radio, open the mountain and perform all the usual patrol duties. At noon, when the Half-Day service ends, the Patroller will check out, returning the radio, cross name off the sign-in sheet on the board, and have Base Patrol initial the time of departure on the sign-in sheet.

3.5.2 PM Half-Day Credit:

This option is not limited to any particular number of Patrollers. To receive PM Half-Day credit, a Patroller must be signed in, have a radio, and be performing the usual functions on the mountain by noon. When arriving, the Patroller will sign-in on the bottom of the daily sheet and the sheet on the board, note the time of arrival, have the entry initialed by Base Patrol. On the mountain, PM Patrollers will check in with Section Chiefs to note their presence and ensure they are optimally

positioned to provide coverage. PM Patrollers will serve through sweep and check out in the usual manner.

4. Bump Policy:

All Alpine Patrollers are required to sign-up and complete the number of bumps assigned for that year by the board. This number may vary from year to year depending upon the number of available Patrollers. Senior, Certificated, and National Number Alpine Patrollers are required to sign-up for a minimum of one bump slot per season. For the 2018-2019 year, the board is requiring every Alpine Patroller to sign-up for three (3) bumps. The bump schedule will be available for sign-up at the OEC Refresher and at the "On-The-Hill" Refresher. Anyone who has been a member of the NSP for 35 or more years is exempt from bump.

Basic Patrollers complete their bump assignments in the aid room as needed. A sign-in sheet will be available in the Patrol Binder to document the hours served by the Basic Patroller. Those with fewer hours are expected to serve prior to those with more time. Basic Patrollers are expected to serve a minimum of eight (8) hours per season in the aid room. Any issues with this policy shall be addressed by the Patrol Representative.

4.1 AM Bump:

Morning bumps do not open the mountain, but conduct or assist with the equipment check. A clipboard that covers all equipment located at the top of the hill should be checked and initialed (bags tied and dated do not need to be opened). Missing equipment should be communicated to base. Sleds should be pulled out, packed, and the snow cleared.

4.2 PM Bump:

The afternoon bump begins at 12:00 (noon) and continues until daily closure.

4.3 Bump Responsibility:

It is the Patroller's responsibility to ensure that their scheduled bump is covered. If the Patroller cannot cover their bump, it is the Patroller's responsibility to find a replacement. Covering another Patroller's bump does not relieve that responsibility for covering his/her own scheduled bump unless a prior trade has been arranged.

4.4 Rotating Bump:

Rotating bumps are used on weekdays on major holidays (i.e. Christmas Day) and when no one volunteers to cover a missed bump. It is the responsibility of each Patroller arriving at the top of Chair **3/4** or Chair **7/8** to check-in with the patroller on rotating bump for replacement. This ensures everyone has a minimum time on rotating bump duty. Participating in a rotating bump does not count towards any bump requirement, regardless of the time spent during any particular rotation.

4.5 Missing Bump:

As stated in 4.3, it is the responsibility of all Patrollers to complete their required bump days the prior season. If the Patroller misses his/her bump in the current season, it will be assessed during the following season until completed. No benefits until all makeup bumps are completed.

5. Alpine Candidate Procedures:

The First Assistant Patrol Representative, OET Advisor, OEC Advisory are responsible for establishing candidate requirements. **OEC and OET Instructor(s) will be responsible for implementing the parameters for each discipline.** First Assistant Patrol Representative will ensure that these requirements are met by means of a written record of training activities.

Except as provided in 5.3 below (Basic Candidates) these requirements include, by may not be limited to:

- Completion of a CPR course for Healthcare Providers.
- Four days skiing with a NSP Senior, Certified, or National Appointment Alpine Patroller which may be completed in a combination of half-days or full-days.
- Three 4-hour shifts in the first aid room of which at least two (2) are afternoon shifts.
- Complete the required ski and toboggan training days.
- Pass a written test on Dodge Ridge Policies and Procedures.
- Pass a skiing and toboggan test conducted in accordance with standards established by the First Assistant Patrol Representative.
- Complete the hill climb as defined by the First Assistant Patrol Representative.

- Attend at least one 'in the snow' OEC clinic during the season.

5.1 Candidate Sign-in:

Candidates will sign-in in the morning in accordance with section 3.1, except they will sign-in under the Candidate section of the sign-in sheet.

5.2 Candidate Free Skiing:

Candidates (while in candidate uniform) may only ski while accompanied by a Patroller (Alpine, Senior, Certified, National Number, or Dodge Paid Patroller).

5.3 Basic Candidates:

The Basic Candidate will complete all the tasks as outlined in 5 above except for the ski and toboggan training, and the skiing and toboggan test, which shall be modified by the First Assistant Patrol Representative with input from the Candidate Ski and Toboggan Instructor(s), to meet the needs of the individual Basic Candidate.

6. Inactive Policy:

Patrollers may petition the Patrol Representative requesting a change to inactive status with board approval for one year at a time if:

- Current with NSP dues.
- Current with all OEC cycles.

This petition must be submitted during the current ski season. At which time their volunteer season pass will be surrendered.

6.1 Return to Active Duty:

A Patroller wishing to return to active status after two or more consecutive years of inactive status must:

- Satisfy the OEC Advisor that he/she understands the patrol's OEC protocols and equipment use requirements.
- Must be current with OEC cycles.
- Attend and complete the "On-The-Hill" program.
- Successfully complete the Policy and Procedures Test.
- Successfully complete a skiing and toboggan skills evaluation.

7. Probation Policy:

Patrollers failing to meet requirements 6 and 8 section 1, in a ski season, are placed on probation. Written notification is sent to all Patrollers placed on probationary status. If a Patroller is placed on probation with the Patrol, the Patroller is given their next active patrol season to change status. A Patroller remaining on probationary status at the completing of the second year is subject to dismissal from the Patrol by a majority vote of the board.

8. Transfer Policy:

Transfers from another patrol require:

1. Letter of recommendation from transfer's Patrol Representative.
2. Proof of current NSP registration.
3. Satisfy the OEC Advisor that transferee understands the patrol's OEC protocols and equipment use requirements.
4. Attend and complete the "On-The-Hill" program.
5. Successfully complete the Policy and Procedures Test.
6. Successfully complete a skiing and toboggan skills evaluation.
7. Patrol with a Senior Alpine Patroller for at least two weeks until it is determined they can patrol on their own.

9. Visiting Patroller Policy:

Patrollers visiting from another area may wear NSP insignia, but must ski in the company of a Dodge Ridge NSP Patroller.

10. Succession:

The Patrol Representative is in charge of daily operations for NSP Patrollers. All issues should be brought to him/her for resolution. If the Patrol Representative is not present, then Board Members shall fill in according to the Dodge Ridge By-Laws in the order:

1. First Assistant Patrol Representative
2. Second Assistant Patrol Representative
3. First Past Patrol Representative
4. Secretary
5. Treasurer

6. Membership Representatives

11. Committees:

The board may form committees to meet specific needs.

11.1 Scholarship:

Scholarship Committee will administer the scholarship fund budget, as annually allocated by the board. The committee shall have five (5) members. Four (4) members are selected each year by Member Representatives. Each member of the Scholarship Committee shall serve a two year term, running concurrently with the term of the selecting Member Representative. The fifth Scholarship Committee member shall be the First Past Patrol Representative. The Chairperson of the Scholarship Committee shall be elected by the members of the committee from its members.

11.2 Patrol Awards:

11.2.1 Award Procedures:

1. All members are eligible for patrol awards.
2. Patrol Representative will select the format for selecting nominees at the beginning of the season with approval of the board.

11.2.2 Award Category:

1. Bob Mech Memorial Award:
 - For enthusiasm, dedication, and outstanding contribution to the Dodge Ridge National Ski Patrol during the last year.
2. Jim Crow Award:
 - For long-term dedication to the Dodge Ridge National Ski Patrol or the skiing public at Dodge Ridge (given to a member of 10+ years).
3. Bob Ross Award:
 - For friendship and congeniality to members of the Dodge Ridge National Ski Patrol and Dodge Ridge Ski Patrol and Dodge Ridge staff during the last season.
4. Jack Ross Award:
 - For outstanding performance in first aid during the past ski season at Dodge Ridge.

5. Jere Woodhead Outstanding Alpine Patroller Award:
 - For outstanding leadership and activity on behalf of the Dodge Ridge National Ski Patrol throughout the year.
6. Marla Ward Outstanding Paid Patroller Award:
 - For outstanding leadership and activity on behalf of the Dodge Ridge Paid Patrol throughout the year.
7. Don Jacop Outstanding Candidate Award:
 - For performance, enthusiasm, leadership, and skill in the Candidate Training Program.
8. Mary Ross Outstanding Basic Patroller Award:
 - For outstanding leadership, and activity by a Basic Patroller on behalf of Dodge Ridge National Ski Patrol throughout the season.
9. Leroy Giovannoni Patrol Representative Award:
 - For outstanding service and commitment to the Dodge Ridge National Ski Patrol given out at the discretion of the Patrol Representative.

11.2.3 Awards Advisor:

The Awards Advisor will monitor the election process and eligibility of each nominee.