

Pacific Northwest Division National Ski Patrol



POLICIES AND PROCEDURES

2023 Edition

Revision 7/2023

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## **INTRODUCTION**

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The executive board of directors of the Pacific Northwest Division of the National Ski Patrol System, Inc. has adopted the following PNWD Policies and Procedures for managing and regulating the affairs of the PNWD.

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## **1 STRATEGIC PLAN**

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### **1.1 Mission**

The Pacific Northwest Division (PNWD) is structured to implement and administer programs for ski patrollers in the Pacific Northwest. A ski patroller's primary objective is to deliver updated, quality emergency care and rescue services to the skiing and outdoor-recreation public. The PNWD is an integral part of the National Ski Patrol System, Inc.

### **1.2 Vision**

The PNWD is an association comprised of volunteer and paid patrollers, who are dedicated to maintaining performance standards in the ski patrol environment.

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## **2 ORGANIZATION**

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Chapter 2, Organization, of the NSP Policies and Procedures is incorporated into this document in whole.

In addition, the PNWD adds the following:

### **2.1 Elections and Appointments of Officers**

#### **Division Director**

- A. Term - shall have a (3) year term, not to exceed two consecutive terms.
- B. Nominations - Any active registered member in good standing may nominate eligible candidates for the office of Division Director. The Nomination does not need to be seconded. Further, any eligible candidate can announce their own candidacy. All individuals interested in running for the Division Director position must be registered and in good standing with the PNWD prior to and at the time of being nominated.

Nominations must be accepted in writing by the individual nominee prior to any election activity, and the acceptance submitted to the Division Director or the appointed election coordinator.

#### **2.1.1.1 Qualifications**

The Division Director must have the qualifications set forth in the NSP Policies and Procedures Manual and

- A. Must be registered and in good standing as a NSP primary member with a Patrol registered within the PNW Division. Candidates must have been a registered member and in good standing of the NSP within said Division for at least five years, at the time of being nominated. Must remain a member of PNWD during term of office.
- B. Must have served in a leadership position in the PNWD, unless that leadership position was a National Board Member or National Program Supervisor.

Leadership positions are defined as:

- 1. Patrol Representative/Director for at least two years, or
- 2. Region Director for at least one term, or
- 3. Assistant Division Director for at least one term, or

4. Division Program Advisor or Supervisor for at least two years, or
5. National Board Member/Representative or National Program Supervisor for at least two years.

The following lists the minimum recommended (not mandatory) eligibility requirements for Division Director candidates:

- A. Should have served as a PNWD Region Director for at least one year.
- B. Should have served as a PNWD Patrol Director/Representative for at least one year.

#### 2.1.1.2 Election Procedures

Not less than twelve weeks (eighty-four calendar days) prior to the date of election, the Division Director shall appoint an Election Coordinator. The Election Coordinator shall:

- A. Request nominations for candidates within one week (seven days) of appointment.
- B. Receive all nominations and pronouncements of candidacy.
- C. Review and determine the qualifications of each candidate for office.
- D. Communicate as necessary with the candidates and the Division Director.

The Election Coordinator must receive nominations and announcements of candidacy not less than nine weeks (sixty-three calendar days) before the date of election. A candidate shall submit a one-page resume of the candidate's membership in NSP, which demonstrates the candidate's eligibility for office. The candidate may also submit a one-page statement of the candidate's platform. A nomination must be accompanied by written acceptance of the nomination signed by the nominee.

Not less than eight weeks (fifty-six calendar days) prior to the election date; the Election Coordinator shall submit a copy of the following items to the Division Director:

- A. A list of all persons nominated or announced for the position, together with the nomination (or announcement) of each candidate.
- B. A list of all candidates found eligible for the office.
- C. A list of all candidates found ineligible for the office, which must set forth the reason(s) for ineligibility. The Election Coordinator will inform ineligible candidates of their ineligibility and reason(s).
- D. A list of all eligible candidates shall be sent to the other eligible candidates.

Within one week (seven calendar days) after the submission of the candidates and their eligibility status by the Election Coordinator, any candidate found ineligible may appeal the finding to the Division Director. If the Division Director does not rule on the appeal within one week (seven calendar days) after its submission, the decision of the Election Coordinator shall be deemed affirmed. Within one week (seven calendar days) after the decision or affirmation of the Division Director, the candidate may appeal to the Division Executive Board. The Executive Board must make a decision within two weeks (fourteen calendar days). If the Executive Board does not rule on the appeal, the decision of the Election Coordinator shall be deemed affirmed.

Ballots for each election must list the name of each eligible candidate. Ballots shall be sent out by March 15. Ballots may be returned in person, by mail, by facsimile machine, or electronically. In order to be counted, ballots must be received by the end of the election date. The election results shall be announced within three days after the date of the election. The candidate

receiving the most votes will be deemed elected. If there is only one candidate/nominee, that nominee will be deemed elected by acclamation.

The date of the election for Division Director shall be March 31 of the election year.

#### 2.1.1.3 Resolution of Tie Elections

If the election results in a tie vote, the election results shall be determined by a drawing of the name by the Election Coordinator at the Spring Board Meeting as the first order of business.

#### 2.1.1.4 Vacancy in the office of Division Director

Vacancy in the office of Division Director shall be filled by special election in accordance with the procedure set forth above. The board of Directors shall set a date of election not less than eight (8) weeks (fifty-six (56) days) after the date the vacancy occurred. If there is a special election, the nominee's term of office is the remainder of the term. The nominee, if they so desire, may run again for the next term. The election schedule is to remain in tact.

#### 2.1.1.5 Filling of Emergent or Temporary Vacancy

In the case of an emergent or unplanned vacancy in the office of Division Director, the office will be temporarily filled by the Executive Board of Directors until the special election is completed as set forth in 2.1.1.4 above.

### **Region Directors**

#### 2.1.1.1 Qualifications

The qualifications of the Region Director are:

- A. Must be registered and in good standing as a NSP primary member with a Patrol registered within the Region and PNWD. Candidates must have been a registered member of the NSP within the PNW Division for at least five years and said Region for at least three years at the time of being nominated. Must remain a member of the Region during term of office.
- B. Must have served in a leadership office/position in the PNWD, unless the position with a National Board Member or National Program Supervisor. Leadership Patrol office positions are defined as:
  1. Patrol Director/Rep or Assistant Patrol Director/Rep. for at least one term, or
  2. Asst. Region Director for at least one term, or
  3. Division Director or Asst. Division Director for at least one term, or
  4. Region or Division Program Advisor or Supervisor for at least two years, or
  5. National Board Member or National Program Supervisor for at least two years.
- C. Must be familiar with National Policies and Procedures as defined in the current NSP Policies and Procedures manual.
- D. Must be familiar with Division and Region Policies and Procedures as applicable.

The following lists the minimum recommended (not mandatory) eligibility requirements for Region Director candidates:

- A. Should have served as an PNWD Patrol Director/Representative for at least one year.

- B. Should be currently registered as a Senior (Alpine, Patroller, or Nordic), Nordic Master or Certified Patroller.
- C. Should have logged at least forty-five days of active patrolling (excluding refreshers, test, etc.), with one-third of these at a ski area within the Region.
- D. Should have experience working with management at an area within the Region.

#### 2.1.1.2 Election or Appointment Procedures

The Division directs the election or appointment of the Region Directors:

- A. Shall be elected by their Region for two-year terms.
- B. Shall be elected prior to May 1 of each election year.

This generally is based on the schedule below but could change if there is a mid-term vacancy and need for replacement.

- i. Even Years: Northwest, Oregon, and Wy'East Regions
- ii. Odd Years: Inland Empire, and Southern Idaho Regions

- C. The Division Director or the appointed Election Coordinator shall conduct the election. The Division Director shall conduct the election at the time and manner under the timelines for an election of the Division Director. See P&P sections 2.1.1.1 and 2.1.1.2.
- D. The Regions may choose to conduct the actual balloting process for themselves rather than having the Division conduct it. The Region Director and the Division Director must discuss and coordinate the election process by January 1 of the election year.
- E. The Patrol Director/Unit Representatives or other authorized representatives of each Patrol who are in good standing within the Region shall elect the Region Director. Each Patrol within the Region is entitled to one vote. Region Directors running for re-election will have a ballot to vote if a candidate who has a ballot to vote opposes them. The candidate receiving the most votes is deemed elected. If there is only one candidate/nominee, that nominee will be deemed elected by acclimation.
- F. The Division Director shall appoint a Region Director if one is not elected
- G. Vacancy in the office of Region Director  
Vacancies in the office of Region Director shall be filled by special election in accordance with the procedure set forth above, or in the case of no time for a special election, the Division Director, with the council of the Region Executive Board, should appoint someone as interim Region Director until the special election takes place. The Division Director or the appointed Election Coordinator shall set a date of election not less than eight (8) weeks (fifty-six (56) days) after the date the vacancy occurred. If there is a special election, the nominee's term of office is the remainder of the term and the nominee, if so desires, may run again for the next term. The election schedule is to remain in tack.
- H. Filling of Emergent or Temporary Vacancy  
In the case of an emergent or unplanned vacancy in the office of Region Director, the office will be temporarily filled by the Executive Board of the Region until the special election is completed as set forth in the subparagraph G above.

#### 2.1.1.3 Nomination

The nomination of the Region Director:

- A. Shall be made by self-nomination, or may be nominated by any active registered member in good standing. Nominations need not be seconded.
- B. Must be accepted in writing by the individual nominee prior to any election activity, and the acceptance submitted to the Division Director or the appointed election coordinator.
- C. A candidate shall submit a one-page resume of the candidate's membership in NSP, which demonstrates the candidate's eligibility for office. The candidate may also submit a one-page statement of the candidate's platform.

#### 2.1.1.4 Resolution of Tie Elections

The Division Director or the appointed Election Coordinator at the PNWD Spring Board Meeting shall determine the election results by drawing a name. If the tie vote is not determined prior to the PNWD Spring Meeting, the Division Director shall conduct a drawing.

## 2.2 Responsibilities

### Division Director

The responsibilities of the Division Director shall be:

- A. Direct the day-to-day operations of the PNWD in accordance with the Bylaws and Policies and Procedures of the PNWD and the NSP.
- B. Maintain communication with the NSP, the Region Directors, and the individual Patrols of the PNWD.
- C. Call and conduct the meetings of the Board of Directors and the Executive Board. Is the chair of both of these boards. For EBoard and Board descriptions, refer to Articles IV and V of the PNWD By-Laws.
- D. Appoint the non-elected Division Officers and Advisors, and fill such vacancies as may from time to time occur.
- E. Conduct and provide oversight of the election or appointment of Region Directors.
- F. Review and provide oversight of appointments of Region Advisors.
- G. Attend National Board Meetings. The Division Executive Board must approve attendance at these meetings prior to the event. If unable to attend, the Division Director may appoint a representative with the approval of the Division Executive Board.
- H. Participate in the NSP National Board committees.
- I. Work with the other Division Directors in matters concerning NSP organizational needs.

### Secretary

The Division Director appoints the Secretary and notifies the Executive Board of the PNWD about the appointment. The Secretary shall have no voting rights in any of the elections or any votes held by or in the Division for the determination of the Division policy. The Secretary shall take, keep, and distribute minutes for all Executive Board meetings and all Board meetings, and complete other duties at the discretion of the Division Director.

Minutes of meetings should be sent out within thirty calendar days after a meeting, and again with the agenda for the next meeting.



Any corrections to minutes approved by the Board at a subsequent meeting must be clearly documented in the minutes of the meeting at which they are corrected. It is not enough to write, "The minutes were approved as corrected."

The corrections should also be put into the document for the actual meeting date, so that those minutes can be published as approved.

### **Treasurer/Controller**

With the approval of the Executive Board of the PNWD, the Division Director shall appoint the Treasurer/Controller. The Treasurer/Controller shall have no voting rights for the determination of the Division policy.

#### **2.2.1.1 Treasurer/Controller Duties**

The duties of the Treasurer/Controller shall be to:

- A. Maintain the financial records of the PNWD.
- B. Receive PNWD dues and such other revenue as may be acquired by the PNWD.
- C. Unless otherwise directed by the Division Director, receive registrations from Patrols in the PNWD.
- D. Disburse the funds of the PNWD as provided in 7.3 in this document.
- E. Prepare and submit financial reports as required by the PNWD Bylaws.
- F. Uphold and utilize the PNWD reimbursement policies.
- G. Prepare and submit reports as needed; see 7.5, Reports, in this document.

### **Division Advisors and Program Supervisors**

Each Division Advisor/Supervisor shall prepare an annual report of the activities of the Advisor's/Supervisor's program. The Advisor/Supervisor must submit this report to the Executive Board no later than seven calendar days prior to the annual meeting of the Board of Directors, unless the Division Director directs otherwise. Each Division Advisor/Supervisor should prepare a budget proposal for the following fiscal year as requested by the Division Treasurer/Controller.

**Executive Board (See Article V of the PNWD Bylaws for definition of the PNWD EBoard)**  
**In addition to the duties set forth in the PNWD Bylaws, the Executive Board shall have the following duties:**

- A. Review the proposed budget for consideration at the annual Board of Directors' Meeting.
- B. Pursue the PNWD goals as stated in Article I of the Bylaws.
- C. In the event the annual meeting of the Board of Directors is held after May 31, authorize and approve ordinary and necessary expenditures as provided in PNWD Policies and Procedures.
- D. Authorize emergency expenditures of the PNWD funds not authorized by the budget.
- E. Annually approve the appointed representative to attend the National Board Meeting.

### **Assistant Division Director**

If appointed, the selection shall be with the advice and approval of the Executive Board of the PNWD. The position of the Assistant Division Director shall have no voting rights for the determination of the Division policy.

### **Region Director**

The responsibilities of a Region Director shall be:

- A. Support and foster the NSP and PNWD mission statements. Promote NSP education programs within the Division and Regions and maintain the integrity of NSP training standards.
- B. Administer the Region according to the Bylaws and Policies and Procedures of the Region, PNWD, and NSP.
- C. Coordinate Region activities and promote uniformity with respect to NSP policies throughout the Region.
- D. Appoint individuals to serve as Region program administrators/advisors in compliance with the current Region, PNWD, and NSP P&P.
- E. Set dates for Region meetings.
- F. Set agendas for Region meetings; coordinate and manage the meetings.
- G. Approve and finalize all Region training and testing/evaluation dates.
- H. Develop with the Region Treasurer an annual budget and present it to the Region Board for approval at the Fall Region meeting.
- I. Work with the Awards Advisor on Region Awards.
- J. Make sure the Webmaster posts all Region information on the Region Website, if applicable.
- K. Facilitate and promote the delivery of approved NSP education programs.
- L. Ensure availability and quality of approved NSP programs.
- M. Promote and enhance leadership opportunities for the members of the Region.
- N. Maintain Region records and ensure their accuracy.
- O. Perform duties delegated by the Division Board of Directors.
- P. Visit all areas within the Region during the Director's term of office.
- Q. Function as the NSP and PNWD liaison between members, Patrol Directors/Representatives, ski area Patrol Directors, and area managers within the Region boundaries.
- R. Communicate National and Division Policies to sections and NSP registration units.
- S. Communicate NSP registration unit concerns to the Division Director and/or Division Supervisors.
- T. Ensure that all sections and NSP registration units submit annual reports and financial reports to the Region's Treasurer and Division Controller for IRS reporting in a timely manner.

- U. Submit an annual report to the Division Board of Directors prior to the annual meeting. This report should include plans and objectives for the following year.
- V. Communicate Patrol registration concerns to the Division Director and/or Division Registrar.
- W. Write articles and reports for the Division newsletter.
- X. Promote the financial support of the NSP and its programs.
- Y. Attend the annual PNWD Executive Board Meetings and the Board of Directors' Meetings.

### **Patrol Directors/Unit Representatives**

The Patrol Directors shall have the responsibilities set forth in the Policies and Procedures of the Region, PNWD, and NSP.

Also, as members of the PNWD Board, they shall attend the annual Board of Directors' Meetings.

## **3 ADMINISTRATIVE PROCEDURES**

Chapter 3, Administrative Procedures, of the NSP Policies and Procedures is incorporated into this document in whole.

In addition, the PNWD adds the following:

### **3.1 Meetings**

#### **Annual Meeting of the PNWD Board of Directors**

The purpose of the annual meeting shall be to:

- A. Establish and clarify PNWD Policies and Procedures. Approve amendments to the PNWD Policies and Procedures
- B. Develop plans for the ensuing year.
- C. Establish the budget for the fiscal year.
- D. Consider any other business brought properly before the meeting.

The Board shall discuss the budget proposed by the Executive Board at the general meeting and shall make the fiscal budget determination. The Division Director may impose such time limits for proposals as they deem appropriate.

#### **3.1.1.1 Quorum**

A majority (excess of 50%) of Officers of the PNWD Board of Directors in good standing with the PNWD and NSP shall constitute a quorum for conducting any business. Officers may be present in person or by proxy. See Bylaws, Article IV, Board of Directors, Quorum.

Except as may be otherwise restricted by the articles of incorporation or bylaws, members of the board of directors or any committee designated by the board of directors may participate in a meeting of such board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

A Patrol Director may not vote or grant a proxy if their Patrol is not registered with the NSP or the

PNWD for the current season, or if the Patrol is not currently active.

### 3.1.1.2 Votes

Each Officer of the PNWD Board of Directors in good standing with the NSP and PNWD shall have only one vote. All proxies shall be in writing, signed by the eligible voting member, and received by the Division Secretary prior to the meeting being called to order. Proxies may be given to any member in good standing. No individual may carry more than one proxy. A majority of votes will decide any question. Proxies shall expire following the meeting for which they were issued.

### 3.1.1.3 Rules of Conduct at Board Meetings

All PNWD meetings shall be conducted using the current edition of Robert's Rules of Order as a guideline. Board meetings are open to all registered members of the PNWD. The Division Director may, at their discretion, allow registered members to participate in any discussion.

Only the Officers, or their designated proxies, may vote on questions presented for decision.

The Division Director shall chair all meetings, except that the Director may designate an Officer to preside in the Director's absence.

The Division Director shall notify each Board member in writing (mail, electronic, or facsimile) stating the place, date, and hour of each meeting not less than twenty calendar days prior to the date of the meeting, except that notice of the annual Board meeting shall be delivered or mailed (mail, electronic, facsimile, or Nor'wester) not less than forty-five calendar days prior to the date of the annual meeting. A Board member may waive notice, and such waiver shall be noted in the minutes of the meeting at which the waiver was made. Attendance of a Board 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.

No action may be taken, nor can any vote be deemed effective, unless a quorum is established. See section 4.5 of the Bylaws.

### **Executive Board Meetings**

The Executive Board shall meet twice a year: on the last Saturday in April and immediately prior to the annual meeting of the Board of Directors, and otherwise as necessary. Meetings, with the exception of the April meeting and the annual meeting, may be held telephonically or through the use of computer conference/meeting systems, provided the Division Director reduces the action to writing and reports to the Board of Directors. Action may be taken without a meeting provided a majority of the Executive Board consents in writing to the action.

Each member of the Executive Board shall have one vote. Written proxies may be granted to a member of the Board of Directors, but no Executive Board or proxy holder may carry more than one proxy.

A majority of the Executive Board must be present in person to constitute a quorum for conducting any business. A majority of those present in person or by proxy may decide any question. The Division Director, or a majority of the Executive Board, shall have authority to call meetings as provided in this section.

Except as may be otherwise restricted by the articles of incorporation or bylaws, members of the board of directors or any committee designated by the board of directors may participate in a meeting of such board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence

in person at a meeting.

The person or persons who call a meeting shall give to each Executive Board member notice of the place, date, and hour of the meeting not less than seven or more than thirty calendar days prior to the date of the meeting. Notice may be written (mail, electronic, or facsimile) or oral, but an oral notice must be reduced to writing and endorsed upon the minutes of the meeting. An

Executive Board member may waive notice, and such waiver shall be noted in the minutes of the meeting. Attendance of an Executive Board 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.

### **Region Meetings**

Region meetings may be held from time to time, and at such places, as the Region Director may determine. The Region Director or chairman of such meetings shall send a written (mail, electronic, or facsimile) report of the meeting to the Division Director.

### **3.2 Division Contracts**

The PNWD Legal Advisor is required to promptly review any contractual agreement greater than \$5,000 in total monetary value before any such contract agreement is executed by the PNWD under the following criteria, considerations and procedures:

1. The criteria for any PNWD contractual agreement containing any value totaling greater than \$1,000 shall include any combination of the following but shall not be limited to:
  - a. Lump sum pricing
  - b. Not-to-exceed pricing
  - c. Time and materials pricing
  - d. Time and expenses pricing
  - e. Unitized pricing
  - f. Minimum pricing of any kind
  - g. Liquidated damages
  - h. Agreement termination terms and conditions
  - i. Indemnification terms and conditions
  - j. Limitation of liability terms and conditions
  - k. Any contract agreement pricing structure and/or combination of any pricing structures and/or risks totaling greater than \$1,000 valuation.

If any of the above contractual agreement value criteria and/or any other value identified in the contract agreement that is a stated financial value obligation and/or contractual agreement risks on behalf of PNWD is greater than \$1,000, then such contract agreement shall be required to be promptly reviewed by the PNWD Legal Advisor before such contract agreement is executed by any member of the PNWD. Further, upon the PNWD Legal Advisor completing such review, the PNWD Legal Advisor shall issue an advisory to the PNWD Director of the qualified and quantified risks of such contract agreement, and applicable recommendation(s) for the following:

1. All materially applicable risks associated with the contract agreement
2. Contract negotiation strategies to address the material risks identified
3. Recommendation whether or not to execute the contract agreement in its then current draft
4. If such PNWD Legal Advisor recommendation is to not execute the contract agreement in its then current draft, the PNWD Legal Advisor shall specify the recommended terms and conditions changes necessary for the PNWD Legal Advisor to subsequently recommend contract agreement execution by the applicable PNWD member.

The PNWD Director shall have the sole authority to grant any PNWD member the authority to execute a contract agreement on behalf of the PNWD. Upon the PNWD Director granting such contract agreement execution authority, such authorization shall contain a stated level of authority value (LOA) and contract agreement scope (Scope). Such LOA and related Scope shall be granted

by the PNWD Director solely in writing, and such LOA granted shall be in reasonable alignment with the applicable Scope. If the PNWD Director has not provided any PNWD member a LOA and related Scope in writing, then PNWD members do not have the authority to execute any contract agreement on behalf of the PNWD.

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## **4 PROGRAMS**

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Chapter 4, Programs, of the NSP Policies and Procedures is incorporated in this document in whole.

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## **5 MEMBER GUIDELINES AND POLICIES**

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Chapter 5, Member Guidelines and Policies, of the NSP Policies and Procedures is incorporated in this document in whole.

In addition, the PNWD adds the following:

### **5.9 Affiliate Organizations**

Affiliate Organizations are organizations who have a contractual agreement with the NSP for the ability to conduct NSP Educational programs such as OEC. These organizations are assigned to an NSP geographical division, and the division director of the geographical division must sign the contractual agreement.

The PNWD has such agreements with the following organizations as of summer 2018. Pacific Alpine Institute (PAI), Mt Washington Ski Patrol, and the First Aid Ski Patrol group; all located in British Columbia, Canada. Note: PAI is the organization that provides OEC education to many groups in British Columbia including the Whistler/Blackcomb ski patrol.

Each Affiliate Organization pays an annual contract fee (currently \$400) to the NSP. This fee is passed on to the assigned Division (PNWD).

Members of the Affiliate organization register with the NSP as Associates annually. The Division (PNWD) will receive \$10 per NSP Associate member assigned to the PNWD Affiliate units. These monies are collected by the NSP and passed on to the PNWD.

PNWD will use these funds for the expenses incurred to maintain the affiliate program. Funds will be kept in a separate budget category, similar to the OEC Enrollment Fund.

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## **6 CODE OF CONDUCT**

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Chapter 6, Code of Conduct, of the NSP Policies and Procedures is incorporated in this document in whole.



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## **7 FINANCE AND TAXATION**

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Chapter 7, Finance and Taxation, of the NSP Policies and Procedures is incorporated into this document in whole.

In addition, the PNWD adds the following:

### **7.1 Fiscal Year**

The current fiscal year is June 1 through May 31.

### **7.2 Membership**

#### **Dues**

If the annual meeting is held before June 1, the dues shall be set for the next fiscal year. If the annual meeting is held after May 31, the dues shall be set for the current fiscal year. If no vote is taken on dues at the annual meeting, the dues shall be the same as the dues for the fiscal year prior to the fiscal year for which the dues are to be set.

Each Patrol Director/Unit Representative shall submit the NSP dues, PNWD dues, and Patrol registration in accordance with the registration instructions and as directed by the Division Director and the NSP and PNWD Policies and Procedures. Currently National dues are collected by the national level. Division and Region dues are collected by the local patrol and sent to the Division per PNWD Registration policies and instructions.

### **7.3 Disbursal of Funds**

The funds of the PNWD shall be disbursed as set forth in the annual budget. All checks and other withdrawals must be authorized by the Division Director and signed by the Division Director or the Division Treasurer/Controller. The Board of Directors must approve expenditures in excess of the annual budget, or the Executive Board must approve them, as provided in Article 5.1 of the Bylaws.

If the annual meeting is held after May 31, the Executive Board shall have the authority to approve the expenditure of Division funds for ordinary and necessary expenses usually incurred between May 31 and the date of the annual meeting. Such expenditures are not subject to ratification by the Board of Directors, and shall be approved as part of the annual budget. All requests for reimbursement must have documentation in the form of receipts for all expenses.

Any time an event generates funds or incurs expenses for the PNWD, the funds and a preliminary accounting of those funds and expenses must be submitted within thirty calendar days of the event.

All checks written for reimbursement of expenses will be void after (90) ninety days. After ninety days, Executive Board approval will be necessary to release funds and to issue a new check.

In no event shall any of the assets of the PNWD inure to the benefit of any private individual or any for-profit organization.

#### 7.4 Expense Reimbursement Policy

This reimbursement policy covers any and all requests for reimbursement from the PNWD funds, in accordance with the annual PNWD Budget, including but not limited to the Division Administrative Staff and Division Advisors.

A PNWD Expense Reimbursement Voucher must be filled out and submitted for reimbursement of incurred expenses.

The following information is to be used when filling out a PNWD Expense Request Voucher for reimbursement of incurred expenses.

- A. Please send expense reimbursement vouchers to the Controller for review and payment. If you are using another Advisor's budget, get advance permission from that Advisor and send the expense voucher to them for signature before sending on to the Controller.
- B. Detailed receipts **MUST** accompany **all** expenses, including but not limited to meals, lodging, travel, and miscellaneous expenses.
- C. Reimbursements are not paid by PNWD for travel when the event is held at the individual's home ski area. Exceptions to this are possible if there is some extenuating circumstance and the Division Director has timely approved the request.
- D. Air Travel requires prior approval from the Division Director and will be reimbursed at the least expensive airfare available. . It is permissible to fly without prior approval, but the reimbursement must be at the lower of: the mileage rate or the actual airfare. Transportation to and from the airport in this case is not reimbursable. In most cases, prior approval from the division director must be received for reimbursements for airfare and car rental.
- E. In the case of car rentals, reimbursement will be based on the lowest-priced intermediate-size car. It is suggested that patrollers use a rental company similar to Costco Travel when possible. Car rental and airfare need prior approval form the divisiondirector.
- F. PNWD will pay for expenses for direct-route round-trip travel. If you are sharing travel expenses, submit the name/s of the person/s with whom you are sharing expenses. Expenses can only be turned in to one organization – Division, Region or Patrol, and cannot be duplicated by any party. Patrollers with multiple budgets for their program will generally be reimbursed at the patrol level first, region second, and division last, but can depend on the event and the persons position. The division director will make the final determination if there is any question.
- G. If you drive to an event, PNWD will pay:
  - a. Car: thirty-five cents (.35) a mile.
  - b. RV: forty-five cents (.45) a mile if staying in an RV park with lower rates than a hotel/motel.
  - c. Rental car: receipt gasoline expenses.
  - d. NSP-sponsored automobile: receipt gasoline expenses.

- H. PNWD will pay the cost of meals in a 24-hour period up to and not exceeding \$45.00 a day for meals. Alcoholic beverages are not a reimbursable expense. Please remember that a detailed receipt must accompany all expenses in order to obtain reimbursement. Exception: When attending a PNWD convention or other NSP event, convention/event meals will be reimbursed at posted convention/event rates, with receipts.
- H. When attending an NSP or PNWD-sponsored meeting/event, the lodging expense allowed is based on one-half the double occupancy room rate. Often this is not possible, and exceptions can be allowed with prior approval of the Division Director. When submitting for reimbursement, include the names of persons sharing the expense. Convention room expenses will be based/paid on the convention rate when staying at the hotel reserved by the Convention Committee.
- I. Advances for expenses will not exceed one-half the expected total expense. An advance can be obtained by sending a copy of the receipt for airfare or transportation before the event. Advances are discouraged because of the complexity and high margin of error involved in the bookkeeping process.
- J. Expense Reimbursement Vouchers should be submitted within (30) thirty days after the event, or within one week of the end of the PNWD fiscal year, whichever period is shorter.
- K. All reimbursements must have the approval of the Program Advisor and the Division Director prior to reimbursement.

All checks written for reimbursement of expenses will be void after (6) six months. After ninety days, the Division Director or Controller can approve the release of funds and issue a new check. Notification will be made to all members of the Executive Board. At the Division Directors discretion, they may submit the situation to the Executive Board for discussion and for E- Board approval before issuing the replacement check.

### **7.5 Reports**

The Division Treasurer/Controller shall prepare an annual income statement and balance sheet of the financial affairs of the PNWD covering each fiscal year and submit them to the Board of Directors in accordance with the PNWD policy. In addition, the Division Treasurer/Controller shall prepare and submit such other reports as may be requested by the Division Director, Executive Board, or Board of Directors. The Division Treasurer/Controller shall cause such reports as may be necessary to be made to NSP and the Internal Revenue Service.

Also, the convention chairperson shall prepare and submit a preliminary report of the convention finances within thirty calendar days upon conclusion of the meeting and a final report within ninety calendar days. The final report shall include a detailed accounting of income and expenses and shall be submitted to the Division Treasurer with a copy to the Convention Liaison/Coordinator. The Division Convention Liaison/Coordinator shall make a summary report to the Division Director and the Division Treasurer/Controller.

### **7.6 Patrol and Region Accounting**

As per NSP P&P - All Regions and Patrols within the PNWD, unless expressly omitted, utilize the PNWD Tax ID number. The Division Director and Division Treasurer maintain the current list.

Each Patrol Director/Unit Representative shall provide an accounting of the Patrol's receipts and disbursements for the fiscal year to the Region Treasurer/Controller within thirty calendar days of the PNWD fiscal year end.

Within sixty calendar days of the end of the PNWD fiscal year, the Region Treasurer/Controller shall submit the Region's compiled reports to the Division Treasurer/Controller.

If the Patrol Director/Unit Representative fails to provide an accounting of the Patrol's receipts and disbursements for the fiscal year to its Region, the Patrol risks both losing its 501 (c) (3) status through the Pacific Northwest Division, and membership with the National Ski Patrol.

If a Patrol terminates its ski patrol activities for any reason, the Patrol Director/Unit Representative shall provide an accounting of the Patrol's finances to the Division Treasurer/Controller within sixty calendar days of cessation of its ski patrol activities. If the Bylaws of the Patrol fail to provide for transfer of its net assets to another Patrol or to an organization or organizations operated exclusively for charitable, educational, religious, or scientific purposes; and shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code, the net assets shall be transferred to the PNWD within seventy-five calendar days of cessation of the patrol's operations.

In no event shall any of the assets of any Patrol or Region inure to the benefit of any private individual or any for-profit organization.

Funds or assets generated by and/or accounted for under the tax ID number of the PNWD may not be transferred to or used to inure to the benefit of any private individual or any for-profit organization. Furthermore, no such funds or assets in amounts over \$2,000.00 per organization, per year, may be transferred to any other non-profit organizations, without prior express and written permission of the Division Executive Board.

The Division Director and the Board of Directors shall each have the authority to review the financial records of a Patrol in accordance with NSP and PNWD policy.

## **7.7 Audit and Inspection**

A committee will audit the Division records and submit its report to the Division Director within sixty calendar days of the annual meeting at which the committee was appointed. The Division Treasurer/Controller shall cooperate with the audit committee.

The Division Director and the Board of Directors shall each have the authority to review the financial records of a Region or Patrol in accordance with the NSP and PNWD policy.

If an audit of the PNWD or any of its Regions or Patrols results in the levy of a governmental payment, fines, or penalties due to the negligence of a Region or Patrol, the negligent party shall be responsible for said payment.

Any unit of the PNWD which violates the PNWD or IRS policies regarding 501 (c) (3) status, risks the 501 (c) (3) status of the entire division. Therefore, if such action is found and not appropriately resolved the unit risks both losing its 501 (c) (3) status and use of the Pacific Northwest Division tax ID number, and individual members may be subject to disciplinary procedures under the NSP Code of Conduct.

## 7.8 Tax-Exempt Status

The PNWD, the Regions (see PNWD Bylaws Article III) and ski patrols (see 3.1) comprising it, and the NSP are tax-exempt organizations under Sec. 501 (c) (3) and other provisions of the Internal Revenue Service Code. The PNWD shall not become a private foundation as defined in the Internal Revenue Service Code. The PNWD and its subunits are subject to the following limitations or restrictions:

- A. No part of the net earnings of, or contributions to, the PNWD or any part thereof (Division, Regions or Patrols) will inure to the benefit of any private individual or for-profit organization.
- B. No substantial part of the activities of the PNWD shall be the carrying on of propaganda or otherwise attempting to influence legislation. The PNWD shall not participate in or intervene in, in any way, political campaigns on behalf of any candidate for public office.
- C. The PNWD shall not engage in any of the prohibited transactions set forth in section 503 of the Internal Revenue Code as such exists on the date of the adoption of these Bylaws, or as such are contained in any successor or similar provision of the Internal Revenue Code.
- D. Upon termination for any reason of the entity and/or functions of the PNWD, funds and property belonging to the Division shall be transferred to the NSP. If the NSP does not then meet the requirements of the Internal Revenue Code Section 501 (c) (3), the net assets of the PNWD shall be transferred 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 (or the corresponding provision of any future federal internal revenue law), as the Board of Directors shall determine. Any such assets not so disposed shall be disposed by the Superior Court or trial court of general jurisdiction in which the principle office of the PNWD is then located, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for the above-named purposes.

The NSP shall be authorized to include the PNWD in its group exemption letter presented to the Internal Revenue Service of the United States annually. This authorization to the NSP shall be automatically renewed annually and NSP shall provide written notification to the Division Director. In addition, the NSP shall be authorized to file, annually, a group information return, as required by Section 6033 of the Internal Revenue Code (or the corresponding provision of any future internal revenue law), for the NSP and the PNWD; the PNWD Division Director, or his or her designee, shall annually file with the NSP such information as is required under Section 6033 and the regulations there under.

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## 8 INSURANCE AND RISK MANAGEMENT POLICIES

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Chapter 8, Insurance and Risk Management Policies, of the NSP Policies and Procedures is incorporated into this document in whole.

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## **9 REGISTRATION**

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Chapter 9, Registration, of the NSP Policies and Procedures is incorporated into this document in whole.

In addition, the PNWD adds the following:

### **9.1 Division Administrative Patrol**

Members who are actively participating at the Division level as a member of the Division Staff may request to register with the Division Administrative Patrol. The Division Director at their own discretion may allow these individuals to register with the Division Administrative Patrol.

Past Division Directors may register with the Division Administrative Patrol with the understanding that they must maintain all requirements of the NSP for their current classification. The past Division Director has no vote.

The Division Director for special circumstances and at their discretion may elect to allow other individuals to register with the Division Administrative Patrol.

### **9.2 Active Duty Military**

The National level of the organization, upon request by the individual member, will waive the National-level dues during the time when the individual is deployed and therefore is unable to actively patrol. Requests shall be sent to the Division Director, and must be approved annually.

The PNWD, upon request by the individual (or their Patrol Director if the individual member is unavailable due to deployment), will waive the Division-level dues during the time when the individual is deployed and therefore is unable to actively patrol. Requests shall be sent to the Division Director, and must be completed before the patrol director/patrol representative approves their patrol for the season.

Each region should make their own policy regarding any regional annual dues for deployed active duty military.

### **9.3 Lifetime Membership in the NSP**

Having Lifetime membership in the NSP does not automatically give an individual Lifetime membership at the Division or Region levels.

#### **A. Purchased Lifetime Membership**

Members with purchased NSP Lifetime membership are still required to pay Division and Region dues annually unless they request and are granted Lifetime membership at that specific level of the organization.

#### **B. Earned (50 yr.) Lifetime Membership**

NSP members who hold an earned 50-year NSP Lifetime membership will automatically be given PNWD Lifetime membership at no cost, effective 2018. These individuals will not need to pay the annual Division dues.

NSP members who hold an earned 50-year NSP Lifetime membership will automatically be given Region Lifetime membership at no cost, per resolution of the Region Directors of PNWD effective 2018. These individuals will not need to pay the annual Region dues.

The NSP reporting and processing system at the national office will automatically recognize when a member (alumni and active) is in their 50<sup>th</sup> year so the member:

- A. Will be issued Earned Lifetime Membership and a lifetime packet (plaque, card, and pin).
  - 1. The Alumni packets will be mailed directly to the individual.
  - 2. The active member packets will be mailed to either their Region Director or Patrol Representative/Patrol Director, for appropriate presentation.
- B. Will not need to pay NSP dues going into their 51<sup>st</sup> year

### **Division Lifetime Membership**

PNWD members who hold Purchased NSP Lifetime membership may request to purchase PNWD Lifetime membership. If approved, the PNWD Lifetime membership fee will be equal to 50% of the current rate of the National Lifetime membership.

Any request for PNWD Lifetime membership:

- A. Must be written to the Division Director.
- B. The Division Director will verify that the individual in fact has National Lifetime membership status.
- C. The Division Director has the authority, at their sole discretion, to grant or deny the PNWD Division Lifetime membership status to the individual.
- D. The Division Director will advise the individual in writing of the decision.
- E. Copies of this decision will also be sent to the following for record keeping:
  - 1. Division Secretary
  - 2. Division Registrar
  - 3. Region Director
  - 4. Patrol Representative/Director

Each region should make their own policy regarding annual Region dues for NSP and PNWD Division Lifetime members.

### **Associates - Mountain Hosts, Bike Hosts, and other Associates**

Effective 7/1/2019 the NSP has changed its policy and is no longer automatically sending \$10 from each registration of Associate members to the divisions. The divisions will need to have division and, as necessary, region dues set as a separate charge to be collected and distributed to the division.

For NSP opt-in divisions this means that the division will set the rates and the national level will bill, collect and distribute these local dues back to the division.

For NSP opt-out divisions this means that these fees will be the responsibility of the division to determine a process for collection. Within PNWD this collection will be done at the local patrol level and submitted as per registrar instructions.

## **9.4 Membership/Registration on Multiple Patrols**

Registration on multiple Patrols and the need to pay dues appropriately at all levels of the organization.

### **Dues Schedule**

#### Dues Obligations and Payments

##### 9.4.1.1 Registration on Two/Multiple Patrols in Two/Multiple Different Divisions

Dues are paid to each group once.

- A. Payment through Primary Patrol
  - 1. National dues
  - 2. Division dues
  - 3. Region dues
  - 4. Patrol dues (if applicable)
- B. Payment through Secondary Patrol
  - 1. Division dues
  - 2. Region dues
  - 3. Patrol dues (if applicable)

##### 9.4.1.2 Registration on Two/Multiple Patrols in Same Division

- A. Payment through Primary Patrol
  - 1. National dues
  - 2. Division dues
  - 3. Region dues
  - 4. Patrol dues (if applicable)
- B. Payment through Secondary Patrol
  - 1. Region dues (if different Regions)
  - 2. Patrol dues (if applicable)

## **9.5 Late Registration Fees**

The PNWD has established a per member late registration fee. The PNWD Registrar must receive the registrations for returning or transferring members no later than January 1 to avoid this fee. This is in addition to the late registration fee charged by the national office. Patrollers who transfer after January 1 will not be charged the division late fee.

Upon division director approval, PNWD will pay the first year of national alumni dues for any PNWD20+ year active members, who is transitioning to an alumni membership. These members must have been with the PNWD for 20+ consecutive years.

Patrol Directors/Patrol Representatives are expected to ensure that all of their patrol's members are fully registered with the NSP and the Division. This would include the need to



monitor the reports for those listed as SN (suspended) for non-payment of dues. Individuals are not actually members unless their dues are fully paid.

Similar to above, those added to rosters and listed as 'WEB', meaning that they have created an NSP account and been added to a patrol/unit roster but have not yet paid any dues at the national level, are not yet really NSP members. Patrol Directors/Patrol Representatives are expected to monitor and follow up with these members.

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## **10 COMMUNICATIONS**

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Chapter 10, Communications, of the NSP Policies and Procedures is incorporated into this document in whole.

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## **11 SKI AND OUTDOOR RECREATION COMMUNITY RELATIONS**

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Chapter 11, Ski and Outdoor Recreation Community Relations, of the NSP Policies and Procedures is incorporated into this document in whole.

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## **12 AWARDS PROGRAM**

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Chapter 12, Awards Program, of the NSP Policies and Procedures is incorporated in this document in whole. Only the most current downloaded nominations forms shall be used.

In addition, the PNWD adds the following:

### **12.1 The Use of the NSP Member Profile**

It is required that for any Appointment, DSA, MSA, Outstanding or Merit Star Award nominations, a current copy of the nominee's NSP member profile be attached to the nomination packet. The profile shall be used to verify data and statements made in the nomination for their accuracy and conformance with the nomination instructions. The Division Awards Advisor shall remove the profile as appropriate when it is sent either to Division evaluators for scoring or to the NSP Awards Coordinator in the national office for judging in the National Outstanding Award process.

### **12.2 Gold Merit Winners**

A winner of a National Outstanding Award (Gold Merit Star), either an individual or a Patrol, may not reapply for an Outstanding Award in the same discipline for the following four seasons; however, he or she may be nominated, at the Division level, for any other discipline. If that Patrol or individual is a winner of a Division Outstanding Award, he or she will not be nominated for or submitted to the following year's NSP Outstanding Award competition. The PNWD winners shall be engraved upon the perpetual trophy plaque and a suitable personal award shall be presented.

### **12.3 Eligibility for NSP Awards**

- NSP Traditional members in good standing are eligible for NSP awards and recognitions.

- Notwithstanding the foregoing, as per NSP policy any Candidate, Physician Partner, Alumni Member, is not eligible for all NSP awards. Individuals in these groups if they hold a current OEC card, may be eligible for Purple, Blue, Yellow, or Green merit stars for medical situations/events.
- NSP Associate Members (Non-Traditional members) – as per NSP Policy are not eligible for any NSP awards. i.e. all Associate members including Mountain Hosts and Bike Hosts. Associates are eligible for recognition within the PNWD. Fully registered PNWD/NSP Candidates, Physician Partners, and Alumni members may be recognized within the Pacific NW Division for special accomplishments as appropriate.
- PNWD may within PNWD also recognize NSP & PNWD registered Mountain Hosts and Bike Hosts for special accomplishments as appropriate.
- One must be a registered member of the PNWD in order to be recognized in any of the Outstanding Award categories within the PNWD.

#### **12.4 Division-Specific Awards**

- A. Bed Pan
- B. Division Director's Outstanding Administrator
- C. Division Director's Distinguished Service Award
- D. Division Certificates of Appreciation for any purpose
- E. Division Director's Crystal Snowflake Award

##### **12.4.2 Angel Pin**

As per the NSP P&P NSP Angel Pins may be awarded upon approval of the Division Director or designate to nonmembers. Such requests shall be written up with the details of the individuals contributions to the NSP and sent to the Division Director for approval

## Program Appendices

The appendices of the NSP Policies and Procedures are incorporated in this document in whole. In addition, the Pacific Northwest Division adds the following as appendices:

### **For All Educational Programs**

#### **Participation in Courses and Course Credit**

Every instructor teaching a program must be certain that their students have the prerequisites and basic skills necessary to participate in their course. If an individual does not possess the certifications or skills necessary to participate with the class, the instructor must exercise one of the following options:

1. Take the student out of the class; or
2. Take the student out of the class and assign an instructor to work with them at a skill level at which they can safely participate.

In either of these cases, the Instructor should notify the program IT, Region, and/or Division Program Supervisor so that they can address any issues with the Patrol Director involved. If a student was not properly certified before participation in a course, they will not be given course credit.

#### 4.8.5.3 Course IOR Responsibilities

##### K. Completion Records

The Instructors of Record for courses will work with their course IT to get all course records completed and submitted within two weeks of the end of the course.

The NSP educational course registration and reporting system utilizes the course 'end date' entered by the IOR as the 'course completion/certification date' which is then entered onto an individual's profile. IOR's should make sure that their entered 'end date' is the actual 'course date/end date' before marking the course for closure in the system. i.e. if a course is conducted and concluded say October 10th the 'end date' in the system should reflect the October 10<sup>th</sup> date, not a later date caused by needing to leave the course open for additional enrollments by students who failed to enroll prior to the course.

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## **Appendix A INSTRUCTOR PROGRAMS**

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Instructor applications:

- One must have taken the prerequisite courses (i.e., Avalanche 1 & 2) prior to submitting an instructor application.
- One must have taken the Instructor Development course prior to submitting an instructor application.
- The application should be signed by the individual's Patrol Director or another authorized member who is recommending the individual to enter the instructor mentoring program.

- The application should have one or two instructor suggestions for potential mentors. This helps the Region or Division Program Administrator who makes the mentor assignment, since this individual very often does not know the instructor candidate.
- The applicant should attach with the instructor application a copy of their NSP member profile, which will show documentation of their prerequisite course completion.
- The application is submitted to the Region Administrator for the program of interest, or as directed by the Region.

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## **Appendix B QUALITY MANAGEMENT SYSTEMS**

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## **Appendix C LEADERSHIP PROGRAMS**

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## **Appendix D OUTDOOR EMERGENCY CARE**

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**OEC Course** - Prerequisite to taking an OEC course within PNWD is a minimum age of 15 years at the beginning of the course.

### **PNWD OEC Fund**

The PNWD has established (in mid 1990's) an OEC Course Fee as allowed per NSP policy. This fee is \$10.00 per student enrolled for any OEC course - Full, Challenge, or Modified Challenge - held within the PNWD. These fees are to be submitted to the Division Treasurer within two weeks of the end of the course along with a copy of the course completion record/course roster showing the names and outcomes (pass, incomplete, fail) of all enrolled students. A copy of the report should also be sent to the Division OEC supervisor. There is a PNWD OEC Fee submittal form (on the division website) which instructors should use to help with this payment process.

These funds will be kept separate from the PNWD general fund. They are to be used for OEC Instructor Trainer training programs at the discretion of the Division OEC Supervisor and approval of the Division Director.

The Division OEC Supervisor may, upon request and at their discretion after communication with the Division Director, utilize these funds to support Instructor Trainer or instructor Continuing Education sessions at the Region level.

### **OEC Enhancement Seminars**

- These seminars are meant for enhancing one's skills after completion of the program's basic certification course/program.
- Enhancement Seminars are not to be used as basic training or introductory training programs. Individuals who have not completed the basic course for the program should not be enrolled or participate in an Enhancement Seminar, and will not be given Enhancement Seminar credit.

- Enhancement Seminars are designed and intended to be one-day (full-day) programs. To qualify as senior program electives, the seminars must be full-day programs. This is the reason why the OEC Enhancement program, which is 3 ½ hours in length, requires the completion of two seminars to equal or earn one senior elective credit.

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## **Appendix E TRANSPORTATION PROGRAM**

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### **Toboggan Enhancement Seminar (TES)**

- These seminars are meant for enhancing one's toboggan handling skills after completion of the program's basic certification course/program.
- Enhancement Seminars are not to be used as basic training or introductory training programs.  
Individuals who have not completed the basic course for the program should not be enrolled or participate in an Enhancement Seminar, and will not be given Enhancement Seminar credit.
- Enhancement Seminars are designed and intended to be one-day (full-day) programs. To qualify as senior program electives, the seminars must be full-day programs.

It is the policy of the PNWD that all participants in the TES program conducted within the PNW Division will be "toboggan certified," or otherwise authorized to run toboggans at their home area, prior to participation in a TES program.

The only exception to this will be in the case of an individual who is enrolled in a toboggan training program at their home area and for whom the Patrol Director submits a written authorization that the individual is close to being toboggan certified. The Patrol Director has the responsibility to decide if they want to give this authorization.

Every instructor teaching a program must be certain that their students have the prerequisites and basic skills necessary to participate in their course. If an individual does not possess the certifications or skills necessary to participate with the class, the instructor must exercise one of the following options:

1. Take the student out of the class; or
2. Take the student out of the class and assign an instructor to work with them at a skill level at which they can safely participate.

In either of these cases, the Instructor should notify the program IT, Region, and/or Division Program Supervisor so that they can address any issues with the Patrol Director involved. If a student was not toboggan certified before participation in a TES course, they will not be given TES course credit.

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## **Appendix F NORDIC PROGRAM**

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### **Nordic Enhancement Seminar**

- These seminars are meant for enhancing one's skills after completion of the program's basic certification course/program.

- Enhancement Seminars are not to be used as basic training or introductory training programs.
- Individuals who have not completed the basic course for the program should not be enrolled or participate in an Enhancement Seminar, and will not be given Enhancement Seminar credit.
- Enhancement Seminars are designed and intended to be one-day (full-day) programs. To qualify as senior program electives, the seminars must be full-day programs.

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## **Appendix G SKILLS DEVELOPMENT PROGRAMS**

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### **i. INTRO TO SKI PATROLLING**

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#### 4.7.2 Introduction to Ski Patrolling

This NSP course includes multiple modules. When it is used within PNWD all modules will be included/conducted in the course.

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### **ii. SENIOR PROGRAM**

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Per PNWD Policy, a senior candidate may only take the final evaluation for any/each module once per season. The only exception to this would be in an extreme situation where the Division Director has given approval for a second evaluation.

Any travel for training or evaluation to another region within PNWD must have prior approval of the Division Director, the Division Senior Program Advisor, the Division Program Supervisor, the two Region Directors, and the two Region Program Administrators. Likewise, any desired travel to another division must have prior approval from the Division Director.

In order to be an evaluator in any of the NSP Senior program modules within PNWD the individual must meet the following requirements. 1) A current certified NSP instructor in that discipline, 2) Have successfully completed the senior program module for that discipline, 3) Have successfully completed the NSP Senior T/E course, and 4) Have completed any calibration event/session required for that discipline for the seasons senior final.

To qualify as senior program elective; courses, programs or seminars must be full-day programs.

Reclassification to Senior: Members who have completed all of their senior program requirements will be done by the Division Senior Program Advisor, upon review of records and coordination with the Region Senior Program Advisors and/or Patrol PD/PR, and when necessary the Division Director.

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### **iii. CERTIFIED PROGRAM**

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## **Appendix H AVALANCHE PROGRAM**

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### **Avalanche Enhancement Seminar**

- These seminars are meant for enhancing one's skills after completion of the program's basic certification course/program.
- Enhancement Seminars are not to be used as basic training or introductory training programs.
- Individuals who have not completed the basic course for the program should not be enrolled or participate in an Enhancement Seminar, and will not be given Enhancement Seminar credit.
- Enhancement Seminars are designed and intended to be one-day (full-day) programs. To qualify as senior program electives, the seminars must be full-day programs.

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## **Appendix I MOUNTAIN TRAVEL AND RESCUE PROGRAM**

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The PNWD requires its members to take Avalanche 1, Modules 1, 2 and 3, prior to entering/participating in an MTR 2 course.

### **MTR Enhancement Seminar**

- These seminars are meant for enhancing one's skills after completion of the program's basic certification course/program.
- Enhancement Seminars are not to be used as basic training or introductory training programs.
- Individuals who have not completed the basic course for the program should not be enrolled or participate in an Enhancement Seminar, and will not be given Enhancement Seminar credit.
- Enhancement Seminars are designed and intended to be one-day (full-day) programs. To qualify as senior program electives, the seminars must be a full-day programs.

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## **Appendix J WOMEN'S PROGRAM**

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## **Appendix K YOUNG ADULT PROGRAM**

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YAP program is for 15 – 17 year olds. Upon reaching 18 years of age these youth should be converted to the appropriate adult patroller classification.

Prerequisite to taking any educational program within PNWD is a minimum age of 15 years at the beginning of the course.

Patrols must be aware of and adhere to any local resort/area, county, and state requirements related to the participation of youth in activities such as those typically done by ski patrollers. These include but are not limited to items such as: minimum age to treat or work with patients or



injured guests, minimum age to be a candidate or patroller (18 or 21 in most of the PNWD areas), minimum age to sign documents such as incident report forms (legal documents), laws/regulations related to the number of hours per day or week, and/or evening shifts, etc..., adult supervision, and child safety initiatives, which may include background checks.

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## **Appendix L TELECOMMUNICATIONS PROGRAM**

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## **Appendix M DIVISION CONVENTION**

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### **Convention Planning Guide**

There are eight copies of an eighty-plus-page Convention Planning Guide with sections on the rotating schedule, suggested preplanning, timeline, finance, comparative statistics, committee responsibilities, miscellaneous information, and samples of past program schedules and activities. These guides are given to the current and immediate future Convention Chairs, the hosting Region Directors, the Division Director, and the Liaison. These planning guides must be returned to the Liaison by December 15 of the convention year.

### **Liaison**

The PNWD Convention Liaison is appointed by the current in-office Division Director. If a new Division Director is elected before the convention, the new Division Director has the option of reappointing the current Liaison or appointing someone different.

The Convention Liaison may work simultaneously with three or four Region Convention Committees at a time. They are: the Region hosting the prior year's convention, the Region hosting the current year's convention, and the Region or Regions hosting future conventions (two to three years out).

### **Rotation**

The rotation schedule is set to the following order by Region name: Inland Empire, Oregon, Northwest, Southern Idaho, and Wy'East). This rotation is not absolute due to unforeseen circumstances.

### **Date**

The second weekend in August is the traditional time and is adhered to unless there is prior approval by the Executive Board.

### **Site Selection**

The host Region presents site options to the Liaison and Division Director for approval.

Note: Only the Division Director is authorized to sign contracts for the PNWD.

### **Purpose**

The primary purpose of the convention is to conduct the PNWD Annual Board Meeting.

The convention also gives Division Advisors an opportunity to meet with their respective Region and Patrol Advisors, to encourage new Patrol leadership to become familiar with the business of the Division, and to provide an educational exchange of information for all interested patrollers.

The convention is also the venue for the presentation of special awards to individuals.

**Responsibilities of the Host Region**

The Region Director of the Region scheduled to host an upcoming convention may appoint a site selection committee approximately two to three years prior to the convention date. Also, they should recruit volunteers to make up the Convention Committee. The Region Director and Convention Liaison oversee all committee functions.

**Miscellaneous**

All other information regarding costs, seed money, financial record keeping, guest speaker, vendors, publicity, post-convention reporting, etc., is written in the Convention Planning Guide.

**Profit Sharing**

The conventions are not meant to be fundraisers. However due to donations, raffles, auctions, and other factors conventions sometimes do result in a profit. The hosting Region/Patrol is eligible to receive 25% of the profit to a maximum of \$2,000.00 no later than March 1 provided all records and materials are returned by the deadline. To be eligible for the profit, the hosting Regions must turn in all records to the Liaison and the Division Controller within 120 calendar days or no later than December 15 of the same year. All money (including seed money) must be turned in to the Division Controller within 120 calendar days or no later than December 15 of the same year. Profit will be determined by subtraction of seed money, hotel expenses, guest expenses, and other general convention expenses.

Once the Liaison verifies that all required items have been submitted and/or returned, the Liaison will notify the Controller so the refund check may be sent to the hosting Region. If several hosting Patrols participate, the Region Director will determine the percentage of profit each may be eligible to receive, and will handle any distribution within the Region.

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**Appendix N SKI FLIGHT**

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Ski Flight is not a sponsored event of the PNWD or NSP. The PNWD and the NSP have no contractual or agency relationship to Ski Flight.

Ski Flight is a trip that has been offered since 1965 and coordinated by individuals for ski patrollers and their friends to travel to other countries for educational opportunities with ski patrols and patrollers from the country visited. Educational exchanges on various ski-patrol-related topics are included in the itinerary.

The PNWD has for a number of years received a donation from the sponsors of this event.