



National Ski Patrol Central Division Certified Manual

UPDATED: 12/1/2025.

Table of Contents

Note to Certified Staff and Candidates	6
Emergency Management Note	6
NSP Certified Program Overview	7
Mission	7
History	7
Central Division Certified Program Prerequisites	7
Central Skiing and Toboggan Skills Recertification	7
Candidate Qualification Clinic	8
Clinic Objectives	8
Qualification Clinic Risk Management	8
Staffing Requirements	8
Clinic Location and Time	8
Clinic Fees	8
Clinic Elements	8
Skiing Skills	8
Tobogganing Skills	8
Emergency Management Practical	9
Emergency Management Bystander	9
Remaining Modules	9
Module 1 – Ski/Ride Module	10
Scorecard	12
Module 2 - Toboggan	12
Pre-& Post-Runs – Skiing and Tobogganing	12
Module 3 - Emergency Management Practical	13
Emergency Management Evaluation Procedures	14
Written Evaluation	14
Practical Evaluation (Scenario based)	14
Module 4 - Emergency Management Bystander	14
Bystander Evaluation (Scenario based)	14
Module 5 - Avalanche	14
Prerequisite Education	15
The Practical	15
The Interview	15
Written	15
Avalanche Practical Evaluation	16

Interview -Discussion Points	16
Module 6 - Area Operations & Risk Management	16
Interview Guidelines	16
Leadership	17
Education of Riders	17
Compliance Issues	17
Area Management and Risk Management	17
Management policies, procedures, and general daily operations	17
Existing written planning documents	18
General risk management issues	18
Demonstrate an understanding of ski industry insurance issues	18
Compliance issues	18
Resources	19
Suggested Training Activities	19
Management policies, procedures and daily operations	19
Existing written planning documents	20
General risk management issues	20
Incident investigation	20
Compliance issues	20
Module 7 - Rope Rescue & Lift Evacuation	20
Module 8 - Low Angle Rescue	22
Knot Tying and Anchoring	22
Low Angle Rescue System	22
Suggested equipment for a low angle rescue kit	23
Recommended course of study for LAR Module	23
Certified Evaluation Grading	24
Process for tabulating candidate scores and determining successful results at an Evaluation.	24
Evaluation Re-Test Criteria	25
Skiing	25
Toboggan	25
Emergency Management	25
AVALANCHE	26
Rope Rescue/LAR and Risk Management/Area Operations	26
Candidate Advocate	26
Approved Ski Areas	Error! Bookmark not defined.
Membership Categories	27

Active Member	27
Inactive Member	27
Alumni Member	27
Emeritus Member	28
Emeritus Requirements	28
Emeritus Application Process.....	28
Appeal Process	28
Emeritus Recertification Guidelines	29
Return From Emeritus to Active.....	29
Lifetime Member	29
Criteria for lifetime status	29
Process.....	29
Lifetime Committee composition	30
Lifetime Certified member comments	30
Reactivation of Lapsed Status.....	30
Election of Division Certified Supervisor	30
Eligibility	31
Nomination.....	31
Selection & Appointment.....	31
Mentor Guidelines/Process for Certified Candidates	31
Mentor Guidelines/Process Criteria	32
Shadowing Evaluator Guidelines	32
Appendix A – Area Operations Questions.....	33
Area Operations Evaluation Questionnaire	33
Appendix B – Change Management Process.....	35
Change management process at annual Certified Meeting	35
Change management process for items proposed or suggested outside of the Annual Certified Meeting.....	35
Appendix C – Ski/Ride Scorecard	36
Appendix C – Ski/Ride Scorecard - Continued	37
Appendix D – Host Area Evaluation	38
Overview	39
Certified Mission Statement	39
Request for Host Area Approval Summary	39
Certified Patroller Evaluation Host Resort Requirements	39
Summary of Evaluation Events	39
Area Operation.....	39

Lift Evacuation Management.....	40
Avalanche Written Exam	41
Avalanche Hazard Assessment and Mitigation Interview.....	41
Avalanche Beacon Search	41
Low Angle Rope Rescue ascent and descent of a toboggan.....	42
Toboggan-Handling (Alpine, Telemark, Snowboard)	42
Skiing (Alpine, Telemark, Snowboard)	43
Outdoor Emergency Care Written Exam.....	44
Outdoor Emergency Practical Evaluation.....	44
Outdoor Emergency Care Bystander Evaluation	45
Meeting Room for Evaluation	45
Thursday Night Hospitality Room	45
Friday Night Annual Meeting	45
Saturday Night Annual Awards Dinner.....	46
Facility Preferences.....	46
Lift Access.....	46
Closing Comments	46
Appendix – E Certified Program Request for Ski Area Approval Criteria Evaluation.....	47
Resort Information.....	47
Resort Owner.....	47
Staff Contacts	47
Resort Statement.....	48
Resort Facilities Checklist	49
Area Operation.....	49
Avalanche Written Exam	49
Avalanche Hazard Assessment and Mitigation Interview.....	50
Avalanche Beacon Search	50
Low Angle Rope Rescue ascent and decent of a toboggan.....	51
Toboggan-Handling (Alpine, Telemark, Snowboard)	51
Skiing (Alpine, Telemark, Snowboard)	52
Outdoor Emergency Care Written Exam.....	52
Outdoor Emergency Practical Evaluation.....	53
Outdoor Emergency Care Bystander Evaluation	53
Meeting Room for Evaluation Days	54
Thursday Night Hospitality Room	54
Friday Night Dinner and Annual Meeting.....	55

Saturday Night Dinner and Pin Ceremony	55
Lift Access.....	56
Additional Offerings.....	57
Signatures	57
Appendix – F Central Division Certified Host Resort Evaluation (staff checklist).....	58
Overview	58
Resort Statement.....	59
Area Operation.....	59
Avalanche Written Exam	60
Avalanche Hazard Assessment and Mitigation Interview	60
Avalanche Beacon Search.....	61
Low Angle Rope Rescue ascent and decent of a toboggan	61
Toboggan-Handling (Alpine, Telemark, Snowboard).....	62
Skiing (Alpine, Telemark, Snowboard).....	62
Outdoor Emergency Care Written Exam.....	63
Outdoor Emergency Practical Evaluation.....	63
Outdoor Emergency Care Bystander Evaluation.....	64
Meeting Room for Evaluation Days	64
Thursday Night Hospitality Room	65
Friday Night Dinner and Annual Meeting.....	65
Saturday Night Dinner and Pin Ceremony	66
Lift Access	66
Additional Offerings.....	67
Committee Summary Notes.....	67
Signatures	68
Eastern Michigan Region Certified Advisor	68
North Central Region Certified Advisor.....	68
Northern Michigan Region Certified Advisor	68
Ohio Region Certified Advisor	69
South Central Region Certified Advisor	69
Southern Region Certified Advisor	69
Western Michigan Region Certified Advisor.....	70
Western Region Certified Advisor	70
Central Division Certified Supervisor	70

Note to Certified Staff and Candidates

This manual is to document specific Central Division Certified Program requirements that may be in addition to any National Program requirements. It is further intended to provide information as well as to clarify program guidelines to both staff and potential candidates regarding the Central Division Certified Program.

Policies and procedures that are not outlined in other NSP documents and manuals are detailed here for the benefit of staff members participating in a Certified Candidate Qualification Clinic or a Certified Evaluation. Qualification Clinics are intended to expose the potential candidate to the Certified Program, explain the various modules of the Program and act as the screening mechanism for the acceptance of new candidates into the Certified Program.

This manual is to supplement information regarding the Certified Program that is published in the *NSP Ski Patrollers Manual* and the *NSP Policies and Procedures*. It is not meant to replace any information published in those publications.

Emergency Management Note

The Emergency Management portion of the Certified Evaluation focuses primarily on the candidate's leadership, management and decision-making skills in an emergency while using OEC skills as the means to evaluate those characteristics.

The Certified Program requires patrollers to be proactive in their approach to learning new skills as well as to round out their own 'toolbox' and experiences. It is our belief that you must venture out to find your own answers to questions and that you should use other staff members to assist and guide you. To do so will require that you possess both the drive and passion to learn and improve. It is these attributes that demonstrate the essence of a Certified Patroller. If you desire to be a part, the Certified Program is here to help you, help yourself.

NSP Certified Program Overview

Mission

Certified is a national skills development and verification program that provides a readily identifiable resource of highly motivated, skilled, and knowledgeable patrollers to better serve NSP, ski area management and the outdoor recreation community.

History

- Started in Vermont (Eastern Division) in the 1970's
- It began as a reciprocity program with the PSPA. The need existed to create a method to bring members of the Professional Ski Patrol Association into the ranks of the NSP.

Central Division Certified Program Prerequisites

- NSP membership status: Senior.
- Minimum 21 years of age.
- Registered NSP patroller for minimum of 5 years.
- Current Outdoor Emergency Care certification.
- Positions of leadership in the NSP, advisory or officer capacity and participate in the training and testing of NSP members at the patrol, region or division level.
- Substantial contributions to the sport of skiing.
- Applications due to Program Supervisor prior to January 1.
- Program fee \$25 first year, \$15 for years two and three.
- Attend a Certified Qualification Clinic and demonstrate the skiing and tobogganing skills necessary to be accepted into the program.

Central Skiing and Toboggan Skills Recertification

- All staff members are required to complete an evaluation of skiing and tobogganing skills at the Certified performance level on a certified-rated hill once every three years.
- One recertification per year is allowed with a one-year grace period to allow a staff member to raise their skills back up to Certified level.
- Recertification sessions are to be conducted by a minimum of three Certified Staff members.

Candidate Qualification Clinic

Clinic Objectives

- Provide the candidate with a realistic view of the Certified Program, the eight (8) modules in the Certified Evaluation and what is expected of the candidate.
- Ensure the screening process and program requirements are communicated consistently across the Division.
- Allow the Certified Staff to observe the candidate's current skiing and tobogganing skills to make the decision as to whether to admit the candidate into the Certified Program. You must pass this clinic to be accepted into the program.

Qualification Clinic Risk Management

The personal safety of the candidate and Certified Staff members is the top priority of any NSP clinic. The candidate will not be asked to do anything that they do not feel safe doing. If at any time during the qualification clinic any staff member or candidate feels their safety is being compromised for any reason, the specific event should be stopped and reviewed by the staff members and candidate to determine if the event should continue.

Staffing Requirements

Minimum of three Certified Staff members are required to conduct a Qualification Clinic. Three staff members allow for a tie breaking vote if necessary.

Clinic Location and Time

Qualification Clinics are to be conducted at a Certified approved ski area. Qualification Clinic locations for the next season are determined at the annual Certified Membership Meeting held in March of each year. Clinics should be held after January 1st, but before the annual evaluation in March.

Clinic Fees

Clinic fees are at the discretion of the local area and complimentary lift tickets for the candidates should not be assumed.

Clinic Elements

The initial acceptance or denial of a potential candidate into the Central Division Certified Program is based on the candidate's application, background information and staff member recommendations. The candidate is also required to personally demonstrate the skills necessary to perform the following:

Skiing Skills

As outlined in the Certified Performance Evaluation Forms – refer to forms in appendix

Tobogganing Skills

As outlined in the Certified Performance Evaluation Forms – refer to forms in appendix

The Certified Staff members are expected to select or deny a candidate based on their experienced opinion as to the candidate's reasonable chance to pass the ski and toboggan events, as well as the other modules, within a three-year window.

The potential Certified Candidate will also be asked to participate in the Certified Emergency Management components. The Emergency Management portion of the Certified Program evaluates problem management, decision-making and leadership skills as applied to the management of emergency care situations. Two types of Emergency Management practice scenarios should be demonstrated to the candidate. These practice scenarios will not be used in future Certified Evaluations but represent typical Certified Emergency Management scenarios.

Emergency Management Practical

As outlined in the Certified Performance Evaluation Forms

Emergency Management Bystander

As outlined in the Certified Performance Evaluation Forms

Remaining Modules

The remaining modules of the Certified Program shall be reviewed and discussed with the potential candidate to give a complete view of the program.

Area Operations and Risk Management

Interview format

Avalanche Management

Interview format, written and practical elements

Chair Lift Evacuation and Rope Rescue

Practical element

Low Angle Rescue

Practical element

Module 1 – Ski/Ride Module

A successful candidate in the Ski/Ride module of the Central Division Certified evaluation will demonstrate an assertive approach to their performance on the snow. The slopes used will be of the most difficult and at times, more difficult, terrain. Additionally, the type of snow will be groomed, ungroomed and moguls. If certain snow conditions, such as ungroomed, powder or ice, only exist in isolated sections of a run, the evaluators may establish an imaginary corridor that the candidate will be asked to ski/ride in. All variables will be dependent on what is available on the day of the event. If either the slopes or snow are found to be sub-standard or corrections cannot be made, the event may be cancelled for that year's evaluation. If cancelled, a "by" will be given for that year and the candidates testing will be moved to the next evaluation.

The candidate is expected to perform on black and/or high-level blue terrain, and at the minimum in the level of the Advanced Zone (Level 3 or a Level 8 to 9, depending on education materials) skier/rider. This means the candidate shall have a solid understanding and consistent execution of the 5 Fundamentals of Good Skiing/Riding.

- Control the center of mass (COM) over the base of support (BOS)
- Boarder: Controls the relationship (COM to BOS) to direct pressure along the active edge of the board.
- Tele: Control the size, duration, intensity, rate and timing of the lead change to manage fore/aft stability; lead change should be smooth and simultaneous, not sequential
- Skier: Controls pressure from ski to ski as they direct pressure to the outside ski
- Boarder: Uses torsional flex to begin rotation and to engage the new edge with progressive pressure throughout the turn
- Skier: Controls edge angles through a combination of inclination and angulation
- Boarder: Controls edge angles through flexion and extension
- Controls Rotary (turning/pivoting/steering) with leg rotation separate from a stable upper body
- Regulates the magnitude of pressure created by the ski/board snow interaction

This translates to demonstrating a correct and adjustable set of tactics to match the terrain and the snow conditions.

On groomed runs, a variety of small, medium and large radius carved, parallel turn shapes, with no or minimum drifting/skidding, to descend the run under control at a consistent speed appropriate for the conditions present at the time, traffic, snow, visibility, etc.

On ungroomed runs, the candidate descends the slope with a variable set of tactics that results in a controlled, consistent speed, in the fall line as dictated by the conditions. The

use of a large range of leg flexion and extensions should be demonstrated to manage moving the skis/board through the snow.

On steep runs, demonstration of speed control with accurate, complete, rounded, parallel turns, with a strong stable upper body, and a commitment to moving down the hill. This may include a pole swing/touch down the hill to move the COM in the direction of the next turn.

On the moguls, the skier should be facing the direction of travel; the boarder should be leading with their shoulder in the direction of travel; down the fall line. Both should demonstrate accurate short radius turns with some sliding as you approach the transition to the new turn with a pivot under a stable upper body facing down the hill.

Tele: The skier should adjust their lead change to match the type of terrain and can use a mix of tele and alpine turns. i.e. in moguls, the lead change may happen early in turn to move around the bump, and they may make a few alpine turns in moguls.

While this may not detail all the aspects of good skiing/riding, they are intended to give the candidate a clear idea of what the minimum is that the evaluators will be expecting and looking for in their performance.

To successfully complete the Skiing/Riding module, the candidate must pass all four (4) events on the evaluator's score card.

The evaluation team will consist of a lead and 2 or 4 evaluators (total of 3 or 5). It is preferred that all evaluators shall be PSIA/AASI Level 3 certified. If a full complement is not available, then experienced, level 2's working toward Level 3 can be used. All will be actively scoring each candidate. There may also be one or two "Shadow Evaluators", minimum of PSIA/AASI Level 2 certified, whose scores will only be used by the team to judge if that individual should qualify as an actual evaluator at future events. Also scoring, for reference only, will be the Advocate (who is in a location with the candidates). However, their scores may be subject to discussion due to the minimum amount of the run they may be able to observe as they are positioned with the candidates, and do not count for the overall results. Every attempt will be made to have at least one evaluator on the team that is using the same type of skiing/riding equipment (alpine skis, snowboard or tele-skis).

Once all the evaluators have scored their individual cards, the evaluation team will sit in review of the scores and through consensus decide the overall result of each candidate. Consensus is used because, as one turn does not make a run, each individual evaluator does not necessarily see the whole run.

Key training materials would be the PSIA/AASI manuals such as the technical manual, Tactics for All-Mountain Skiing and the Adult Teaching Handbook.

Scorecard

To achieve consistency across the skiing and riding evaluation platform, we will utilize the CD Sr. Scorecard with these additional comments:

Terrain

All evaluations will be held on the most difficult, groomed, mogul and ungroomed terrain, Black, available on evaluation day.

Turns

Candidates should demonstrate refined, predictable movement patterns as they direct their equipment, manage balance and control speed.

Any Turn, Anywhere, Anytime, in Any snow.

They will demonstrate an expanded range of lateral and fore/aft movements, as well as flexion, extension and rotation relative to increasing speed and forces.

See [Appendix C](#) for Scorecard

Module 2 - Toboggan

The tobogganing evaluation consists of three sections. The candidate must have a passing score in all three sections to pass this module.

The following sections make up the Certified Tobogganing Performance Evaluation.

- Unloaded toboggan skills – mogul terrain
- Loaded toboggan front operator – mogul terrain
- Loaded toboggan front operator – skills course

Only patrollers (including candidates) will ride in or operate the toboggans during Certified Clinics and Certified Evaluations. Patrollers riding in toboggans should remove their patrol pack, lay face up, with their feet downhill and not strapped in.

Patrollers operating the toboggan inside the handles are expected to remove their patrol pack to minimize the possibility of equipment snagging in the handles.

Pre-& Post-Runs – Skiing and Tobogganing

Pre-and post-runs are conducted by a staff member for both skiing and tobogganing modules for the following reasons:

- **Safety** for both the staff and candidates is considered when a staff member conducts a pre-run for either skiing or tobogganing. During the pre-run, the staff member is assessing the slope and snow conditions to determine if they meet Certified criteria. The pre-run also verifies that there are not any safety issues with which to contend. Safety issues include the actual snow conditions as well as the terrain and any obstacles present.

- The pre-run is also done to allow a staff member to **demonstrate the specific skill** being evaluated. The candidate can ski along and observe the pre-run at the discretion of the team leader.
- The pre-and post-run is also done for the purpose of **calibrating the evaluators** for the specific conditions experienced on the day of testing. The post-run is conducted by the same staff member as the pre-run to allow him/her to assess if the weather/snow conditions have remained relatively consistent for the duration of the specific module being evaluated. If the staff member conducting the post-run determines that conditions have sufficiently deteriorated or changed from the beginning of the evaluation, the team leader can confer with his/her evaluators to determine if any candidate re-evaluation is necessary.
- Certified staff used for skiing and tobogganing demonstrations must be designated by evaluation module team leader prior to heading out to the slopes.

Note: If area snow and slope conditions do not meet the Certified criteria necessary (i.e. lacking sufficient moguls), then that portion of the test will be deferred until next season's evaluation unless the evaluation is moved to a back-up site. In other words, no moguls, no evaluation or re-certification can be done.

Module 3 - Emergency Management Practical

The following is provided to candidates to better prepare them to make their Certified Emergency Management evaluation a positive experience.

Candidates are required to provide the following equipment for evaluation purposes.

- All candidates are required to provide their own first aid supplies for the evaluation. This includes enough packed supplies to perform a minimum of three (3) scenarios, without reusing triangular bandages, or roller bandages etc. (Note: If blood or other bodily fluids are to be present there will be such at the scene.)
- All candidates must supply items necessary for a fully outfitted toboggan
- Toboggan with backboard.
- Trauma pack includes blankets, leg splints, webbing, c-collars, head restraints, and any other items your area supplies.
- You must also supply your own oxygen pack for on-the-hill use. (O2 tanks do not need to be full for evaluation purposes.)

During the evaluation candidates do not always receive their own area's toboggan when they are leading a scenario. Therefore, it is important that all toboggans be outfitted as near the same as possible. Candidates should be familiar with different types of equipment and be able to adapt to using unknown equipment. They should be able to improvise should the need arise.

Remember if the equipment or technique works, then it is OK to use, but it must work and be within the guidelines of the standardized Emergency Management performance objectives as judged by your evaluators.

Emergency Management Evaluation Procedures

Written Evaluation

The OEC written evaluation will consist of 50 multiple choice questions taken directly from the most current version of the OEC test bank. The candidate must score greater than 80% to be considered passing. The test will be proctored and scored by at least 3 OEC instructors/IT's.

Practical Evaluation (Scenario based)

The practical evaluation is comprised of three scenarios. Each candidate will be required to be a leader in one scenario and helper at two others. You will be graded in all three scenarios as a pass/failure. (Your pre-qualification leader will have one available on the day of your clinic. Time permitting you will have a chance to perform or have performed for you this scenario.) All previous Certified Emergency Management Scenarios have had a degree of difficulty greater than 9. You will find information in the Emergency Management Instructor's Manual under scoring components scenario degree of difficulty.

Module 4 - Emergency Management Bystander

Bystander Evaluation (Scenario based)

The bystander portion will evaluate your ability to direct untrained bystanders to perform emergency care. This scenario may be a hands-off scenario for you, in other words you are not able, for some reason, to get to or be at the scenario yourself. You may be in the scenario as an injured party. You will need all your Emergency Management skills, both as a provider and leader, to be able to complete this portion of the test.

Each candidate group will have an advocate assigned according to Emergency Management guidelines to maintain scene and evaluation consistency.

Module 5 - Avalanche

This manual is intended to provide the Central Division Certified candidates with information concerning the Avalanche evaluation. The information is intended to help the candidate understand the process and help to provide for a fair and effective evaluation. The Avalanche evaluation in Central Division is a general basic level review of avalanche theory. It is not an in-depth assessment of the topic. The candidate should be able to demonstrate a basic understanding of theory, safe travel, and rescue techniques. The evaluator will assess the candidate from the point of view of having them as part of their group in avalanche terrain.

Even though the module is divided into three sections for clarity, it should be noted that the candidate must pass the interview and written as one part and the practical as another.

The passes only carry for the three-year life, like the other modules of the Certified program.

Prerequisite Education

Each candidate shall complete the NSP Avalanche Safety and Rescue (ASR) course or an equivalent course prior to taking the avalanche module. Any other course of higher stature generated by the NSP or other institution is acceptable with the concurrence of the Divisional Avalanche Supervisor. For more information contact your Regional or Divisional Avalanche advisor for course information

The Practical

In this section of the evaluation, the candidates are to demonstrate their ability to effectively locate two (2) buried avalanche transceivers in as close to real scenario as possible. The candidate is allotted 5 minutes to find the buried transceivers.

The Interview

The interview allows the evaluator an opportunity to measure the candidate's knowledge of avalanche theory and the practical application of that knowledge, performance in avalanche areas, and search and rescue as it applies to avalanche incidents.

The manual provides some general discussion questions and key points to evaluate the candidates' understanding of the topic. These are not all inclusive and the evaluator will also work from his or her own personal knowledge of the topic to assess the candidate's performance.

Written

The 25 question, written evaluation has been constructed from the National Avalanche Test Bank of questions and answers. The maker has selected all questions from *Snow Sense*; *ABC's of Avalanche* and general transceiver user manuals. You must get at least 20 correct to pass.

Recommended course of study for Avalanche Module

Complete, and/or re-take for review, the NSP Avalanche Level 1 (Basic) course

Reading (available through the NSP) *Snow Sense*, Fredston, J and Fesler, D, 1999, 5th ed., Anchorage, AK: Alaska Mountain Safety Center, Inc. *Backcountry Avalanche Safety*, Daffern, T., 2009, 3rd ed., Seattle, WA: Rocky Mountain Books *The ABC of Avalanche Safety*, LaChapelle, E.R., 1985, 2nd ed., Seattle, WA: The Mountaineers Books *Staying Alive in Avalanche Terrain*, Bruce Tremper, 2008, 2nd ed., Seattle, WA: The Mountaineers Books *Avalanche Mitigation-Certified Study Guide*, Dale Mihuta, 2014, 1st ed., Contact Current Certified Advisor

Avalanche Practical Evaluation

- Start the candidates at a common point at the top of the run.
- Equip the candidates with a transceiver and probe. Note: They can use their own transceiver. Do not send two candidates out to search for the same buried unit at the same time.
- Give the candidate a logical scenario based on the selected run and burial selected. Include path description, flow, last seen point, number of missing, number with transceivers, etc.
- Clock starts when they depart and they have 5 minutes to find both transceivers.

Note: The candidate should not dig up the units until all have finished.

Interview -Discussion Points

- Pre-back country trip.
- List of five pieces of avalanche rescue equipment.
- Who is the best source for rescue?
- When you are about to cross an avalanche path, what should you do in preparation?
- Before crossing a dangerous, avalanche prone, slope a backcountry traveler should?
- If you are caught in an avalanche, what are you going to do?
- What do you do if you are a witness to an avalanche?
- Number routes in descending order of safety, with safest first.

Module 6 - Area Operations & Risk Management

The information in this section will serve as a guide during the Area Operations & Risk Management Interview portion of the Certified Exam.

This overview describes what is expected from the candidate and what is likely to be covered during each portion of the interview process. The depth and level of detail will depend on the candidate's initial answer and the discretion of the interview team.

The setting is a job interview for the Patrol Director (Representative) position at the ski area at which the test is taking place. All the questions are based on the Interview Guidelines below.

Interview Guidelines

The Patrol Management interview will be conducted indoors and possibly outdoors at the base of the mountain (area to be determined at evaluation). The interview will be conducted and scored by a minimum of three Certified Staff evaluators on Thursday and the overflow on Friday afternoon, if needed.

Candidates are expected to be able to demonstrate knowledge of the following topics:

Leadership

- Candidate must bring an “NSP resume” detailing NSP leadership positions held.
- The role of the Patrol Director/Patrol Representative. Including: personnel, equipment, training, area coverage, communication, etc.
- NSP programs

Education of Riders

- Your Responsibility Code
- SMART STYLE
- ATML

Compliance Issues

- ADA
- OSHA (MSDS & BBP)
- HIPPA
- ANSI
- CRITICAL INCIDENTS
- “Red Flag” Incidents
- Investigation Kits and Procedures
- Incident Report Procedures
- CISD

Area Management and Risk Management

- NSAA and MSAA
- Current issues facing the NSP and NSAA (Young Adult Patrollers, Terrain Parks, helmets, etc.)
- Area Management
- Interdepartmental Relations
- Risk Management Issues
- Snowmobile or other machine transport training and operations
- Manuals and Planning Documentation (P&P, evacuation, MCI, Incident Reports, Employee Injury, etc.)

Concluding Objectives

Management policies, procedures, and general daily operations

- Explain local area plans, policies and procedures for

- Slopes and trails (closures, signage and hazard marking)
- Over the snow vehicle operations
- Snowmaking
- Lift operations (codes, design criteria, components, power sources)
- Interface with area operations/departments/management

Existing written planning documents

- Explain local area management planning process, written plans, implementation and risk management issues for
- Search and rescue
- Avalanche
- Mass Casualty
- Emergency vehicle access
- Operations guidelines (EMS, fire, security, alcohol/drug, lift maintenance)

General risk management issues

- Demonstrate a global understanding of ski industry risk management issues
- Define the term risk management, giving examples of pre-and post-loss goals
- Discuss how trail design and maintenance can minimize the risks presented to skiers (cite examples from actual ski areas)
- Describe the types of safety and risk management training available to various ski area departments

Demonstrate an understanding of ski industry insurance issues

- List the ski area's insurance carriers and the type of lift inspections the area has
- List the different types of insurance losses that your ski area may incur with the public and employees. Types of losses may include non-skiing exposures to risk (e.g. slipping, sliding and falling), day care exposures, instructional exposures, workers compensation (employee safety) exposures
- Discuss budgeting considerations of running a ski area and their implication to risk management

Incident Investigation

- Explain what constitutes "red flag" incidents
- Describe an incident investigation kit and document what goes into a "red flag"
- Discuss different types of liability releases and when each is used

Compliance issues

- List laws governing skier/snowboarder behavior at local area and in county and state

- Discuss compliance issues for local ski area management
- Americans with Disabilities Act (ADA)
- Impact on areas to provide equal opportunity,
- Occupational Safety and Health Act (OSHA)
- Basic record keeping knowledge; forms 200, 101
- Hazardous materials communication program
- Injury and illness prevention program (IIPP)
- Blood borne pathogen regulation (29 CFR 1910.1030)
- Medical waste management act
- United States Forest Service (ski areas on USFS land)
- Provisions contained within the term: special use permit
- Winter operating plan
- Monitoring reports
- Understanding the regulatory organizations in which ski areas operate
- State and local regulations affecting ski area operations
- Lift construction and evacuation – ANSI B-77 and ASTM
- Risk management issues

Resources

- Local area policies and procedures, i.e. patrol, grooming, snow making, lift operations and evacuation
- ANSI B.77 Codes
- Your Responsibility Code, National Ski Areas Association
- Current NSP and NSAA catalogs for videos and publications
- The Ski Patroller's Manual, National Ski Patrol

Suggested Training Activities

Management policies, procedures and daily operations

Prepare an overview of local ski area's operational policies. If appropriate, participate in a group discussion involving the review and comparison of various area programs.

- Slopes and trails
- Over the snow vehicle operations
- Snowmaking
- Lift operations

- Interface with area operations/departments/management

Existing written planning documents

- Obtain copies of appropriate local area written documents to review for interview or questioning process.

General risk management issues

- Review the ski area insurance coverage and types of inspections. Discuss the different types of insurance losses a ski area may incur with the public and with employees. Include non-skiing exposures to risk, such as slip/slide and falls, day care, instructional, food/beverage (i.e. liquor liability), property loss, workers compensation, (employee safety)
- Identify management's planning and budgeting considerations for running a ski area and their implication to risk management
- Review types of safety and risk management training which should be made available to various ski area departments. Be prepared to discuss the educational objectives for each training program

Incident investigation

- List in detail all the emergency response plans from your local area. (Have examples from actual ski areas and from your local area when possible.) Develop and explain how to implement an emergency response plan
- Catalog the items in a local incident investigation kit. Obtain examples of documentation that go into a "red flag" incident report (accident investigation procedure) and be prepared to explain what constitutes a "red flag" incident, the different types of releases and when used

Compliance issues

Obtain documentation and learn about the provisions in local, county, state and federal laws governing skiers and snowboarders

- o Be prepared to discuss compliance issues related to lift evacuation, ADA, OSHA, U.S. Forest Service, etc.
- o Discuss the latest HIPPA regulations protecting patient privacy and how they may impact a ski patrol.

See [Appendix A](#) for a list of recommended questions.

Module 7 - Rope Rescue & Lift Evacuation

In this module the candidate is expected to show their advanced knowledge in chair evacuation procedures and a thorough knowledge of the equipment used to evacuate chair lifts. The candidate is required to bring his/her own chair evacuation equipment and properly demonstrate its use.

The typical evaluation is done at a chair lift and starts out with the candidate demonstrating and reviewing the chronological events that led up to an actual chair evacuation. No one is lowered from the chair in this evaluation. After explaining the key events leading up to an actual evacuation of a chair lift, the candidate then demonstrates the use of his/her

equipment including throwing the lead line over the haul cable and demonstrating the correct belay position and how they will communicate with the public in the chair.

Candidates must be prepared to discuss any and/or all these topics during the demonstration of their chair evacuation equipment:

- Proper care and storage of equipment
- Inspection and replacement of equipment
- Location and deployment of equipment
- The concept of friction
- Planning and budget considerations
- Evacuation protocols, when/how/who determines an evacuation
- Who can stop evacuation, who can restart a lift and when
- Special considerations -water, cliff faces, terrified skiers
- What is a Lift Evacuation Plan (LEP)
- Medical emergencies
- Use of outside personnel and when would you set up a training session
- Ropes and knots
- Lift switches, safety lockouts and how they work
- Adaptive skiers and adaptive equipment considerations

Like all the other modules, it is critical that the Certified Patroller have all the specific skills in each module, but we are also looking for a patroller that has overall management skills and broad view of how to conduct a safe evacuation and interact with ski area management. Be confident in your knowledge and ability. Hesitation and being unsure of your answers will not instill confidence in your Certified evaluators.

Don't confuse the tactical and strategic parts of chair evacuations!

One of the reasons for patroller confusion in learning the complete and accurate picture for conducting a flawless chair evacuation is that they confuse the technical and strategic aspects of the process.

Strategic parts of the evacuation involve the management aspect of the scenario. You are expected to act as the person in charge of an evacuation. Think like a leader -know what to do when and how best to deploy your resources.

Tactical portion of a chair evacuation is to understand the various technical aspects of the picture. How to tie knots, knowing what the correct position is for the primary belayer, remembering to use a backup knot, working within an evacuation team, remembering to lock out the electrical supply and knowing what a carabineer is, are all tactical parts of the scenario.

Knowing how to tie a knot doesn't make you a great leader. You may have great leadership skills, but if you are weak in the tactical skills necessary to conduct a safe evacuation, you will not do well in this module either.

We are looking for a patroller who can confidently lead an entire evacuation process in their sleep and tie a knot without thinking!

Candidates should always treat rescue equipment and lines with respect.

Module 8 - Low Angle Rescue

- 1 Knots, anchors, and proper set up and use
- 2 Using a 3:1 mechanical advantage to raise a litter safely
- 3 Using a belay setup to lower a litter safely

This evaluation will be set up in a real-life scenario and will be limited to a 20-minute time limit. If the evaluators do not see the required knots tied during the scenario, they may ask the candidate to tie them separately. This will not count against their time.

Knot Tying and Anchoring

The candidate will demonstrate the ability to tie the following knots.

- Figure 8 Follow-through
- Figure 8 on a bight
- Prussic Loop
- Double Fisherman's
- Water Knot or Ring Bend
- Hasty Seat

The certified candidate will demonstrate the ability to construct a variety of anchors and anchoring systems.

- Knotless Anchor
- Single Anchor
- Two-point Equalized Anchor
- Three-point Equalized Anchor

Low Angle Rescue System

The certified candidate will define LAR and describe when a LAR will be appropriate. The candidate will construct a Low Angle Rescue System with a 3:1 Mechanical Advantage. The candidate will demonstrate the use of this system for raising a rescue toboggan. This system will include:

- Appropriately selected anchor(s) w/sling and locking carabineer. This can also be a

multiple anchor system that is equalized.

- Rope secured to litter or rescue sled with webbing, carabineers and Figure 8 knot.
- Rope run to provide a 3:1 mechanical advantage for raising.
- Prussik Loops attached properly to ensure system backup.
- Slings on litter for two rescuers
- Hasty seat on candidate

The certified candidate will also be able to set up and explain a simple lowering system using a basic belay system. The candidate should demonstrate the ability to perform the skills without a lot of hesitation, floundering or making mistakes. If a mistake is made, it is acceptable to correct it in a timely manner that does not compromise safety or operational status of the system.

Candidates should always treat rescue equipment and lines with respect.

Suggested equipment for a low angle rescue kit

- 150 feet of 11 mm static line
- 100 feet of 1-inch tubular webbing to make 2 – 20' and 4 – 15' lengths
- Locking carabineers -10
- Harnesses – 2 sets, make sure it can fit over ski boots
- Pulleys – 2 (preferably 1-1/2" to 2" in diameter)
- Belay device – (Figure 8 or ATC)
- Safeties, 5mm line – 41' (cut to 6 – 5-1/2' and 1 – 8')
- Rope Bag (to put all your stuff in)
- Small mesh bags – 2 (to store carabineers etc. and tubing)

Recommended course of study for LAR Module

- Complete, and/or re-take for review, the NSP Mountain Travel and Rescue 1 course (MTR1)
- Reading
 - *Mountain Travel & Rescue: National Ski Patrol's Manual for Mountain Rescue*
 - Available from Mountaineers Books
 - Technical Rescue Field Operations Guide by *Tom Pendley*
 - On Rope by *Bruce Smith*

Certified Evaluation Grading

This section will outline the evaluation method/criteria used in each module of the Certified Program Evaluation. **Note to team leaders:** In addition to the passing criteria outlined for a specific module, the entire evaluation team must be satisfied and agree with the final consolidated score given to the candidate. Have a passing score as a leader and pass at least one of the two helper stations to achieve an overall pass for EM practical.

Module	Grading Criteria	Passing Criteria
Skiing	On hill evaluation. +/-/	Simple majority + or =
Tobogganing	On hill evaluation. +/-/	Simple majority + or =
Emergency Management-Practical	Scenario based +/-/	* Simple majority + or =
Emergency Management-Bystander	Scenario based +/-/	Simple majority + or =
Emergency Management-Essay	50 questions	80% or greater
Avalanche-Practical	Field work to find 2 buried transceivers	5 minutes and below is passing
Avalanche-Interview	Staff interview with candidate	Pass/fail by staff evaluator
Avalanche-Written	25 question written evaluation	20 or more correct to pass
Area Operations Interview	Staff interview with candidate	Simple majority + or =
Rope Rescue & Lift Evacuation	On hill evaluation and interview	Simple majority + or =
Low Angle Rescue	On hill evaluation and interview	Simple majority + or =

Process for tabulating candidate scores and determining successful results at an Evaluation.

To ensure a consistent grading criterion is applied across all modules, the following process will be followed by all team leaders:

- At the completion of a module, the Team Leader must fill out a Candidate Scoring Summary Matrix for all candidates evaluated at that event.
- The Team Leader holds a group discussion with all evaluators where they collectively review and approve the candidate's scores on the Scoring Summary Matrix.
- A single score (pass/fail) is then agreed to by the evaluation group for each candidate and indicated on the Scoring Summary Matrix.

- All evaluators either initial or sign the Scoring Summary Matrix.
- The Division Supervisor reviews and approves the Scoring Summary Matrix.
- In the event of any scoring controversy, the Leadership Team will review the details of the controversy and arrive at a decision.

The Scoring Summary Matrix can be found in the Appendix.

Evaluation Re-Test Criteria

The policy of the Central Division Certified Program is that the Certified Program is a three-year commitment for the candidate. Re-evaluating a candidate's performance **is not considered routine** at an annual evaluation, and candidates should not expect it.

Candidates are encouraged to complete as many components as possible each year with the possibility of completing all program requirements in three years or less. Any candidate in the program may request a one-year extension by written request to the program supervisor noting details of the specific reason. Such requests should be submitted at least two weeks in advance of the evaluation, except in situations where a recent injury prevents earlier submission.

Ultimate responsibility to determine if a retest is necessary rests with the Division Certified Supervisor. Depending upon the component and the status of the candidate in the program, the candidate may petition the advocate or event leader for a re-test. The advocate, if available, will then confer with the event leader and the Certified Supervisor to determine if the candidate will be afforded a retest.

Other areas of the evaluation and intangibles are at the discretion of the Division Supervisor and the Assistant Supervisors to decide on. Retests may be warranted upon discovery of a candidate's learning/physical disability that may have affected the evaluation of their performance.

Details below will outline by component or program event, the policy and exceptions of where and when re-tests may be granted.

Skiing

Re-tests are not allowed as the event is ski-along and two runs of each segment are graded.

Toboggan

Re-tests can be called at the discretion of the event leader or because of a petition from the advocate on behalf of the candidate. Reasons for retest must be due to some unusual or unforeseen event happening that did not allow the staff to adequately evaluate the candidate's performance when requested on their first attempt.

Emergency Management

Practical and Bystander – Re-tests are not permitted if the candidate is in their first or second year of the program. Otherwise, the Emergency Management event leader must

confer with the Division Supervisor before a decision is made to grant a retest. Emergency Management Practical, retests are only granted if 2 out of 3 testers have failed the candidate as the lead, the candidate passed both helper sections and the advocate believes the candidate received an unfair scenario due to either the helpers or patient participation.

AVALANCHE

Re-tests on the avalanche field exercise will be at the discretion of the field evaluation team leader in consultation with the field evaluation team, the avalanche module leader and the Division Certified Supervisor. Only one re-test per candidate may be granted. Candidates cannot request a re-test. Factors that may be taken into consideration for allowing a re-test are:

- An elapsed time, not greater than 5 minutes, 15 seconds.
- The candidate has demonstrated a basically correct search technique.
- The candidate performed some minor, correctable errors in their attempt.

The candidate will be advised by the field team leader as to what to “watch for” (their minor error) in the re-test, if one is granted.

Rope Rescue/LAR and Risk Management/Area Operations

Retests are not allowed.

Candidate Advocate

This section will briefly outline the roles and responsibilities of the candidate advocate.

Candidate advocates are used at Certified evaluations during the Skiing, Tobogganing and Emergency Management modules.

The certified advocate’s primary role is to ensure equal and consistent evaluation criteria are applied to all candidates and act as the liaison between the candidate and the evaluation team.

Their expanded role includes:

- Answer any questions the candidates may have,
- Provide experienced, sage and measured advice to the candidates,
- Act as their number one cheerleader,
- Exhibit a cheerful, upbeat and positive attitude,
- Help keep a ‘team’ attitude amongst the candidates and avoid bad karma from developing between candidates,
- Be yet another ‘experienced’ eye during the evaluation to observe all risk management protocols,

- Ensure consistent evaluation criteria is applied to all candidates,
- Keep an eye on the physical and emotional condition of the candidates throughout the evaluation and
- Tell as many bad jokes as you can, you have a captive audience!

Attitude is everything!

An advocate with a positive attitude will help ensure the candidates are in their best frame of mind and able to give their best effort. Remember when you were a candidate - evaluations can be stressful!

Evaluation

The location of the annual test is expected to be held at a ski area in Central Division and rotate among the Regions. Locations will be determined during the previous year's annual event by a majority wins vote of active Certified Staff Members. Certified Qualifications and Recertification Exams are held at multiple agreed upon hills across the Division. Locations for Certified Qualifications and Recertification's do not require annual voting. It is the expectation of Active Certified Staff Members present at any Certified Event to make sure the integrity of the program is being upheld from all angles year to year. When integrity is in question, the event or relevant portions of the event based on the concern should be cancelled for the current year and discussed at the annual meeting.

Membership Categories

Active Member

Any member who has completed all the required certified modules within the three-calendar year period. To maintain membership each member must re-certify in Toboggan Handling and Skiing every three years. In addition, a staff member must attend an annual evaluation within each three-year period to remain active. Any active member may request a one-year extension by written request to the program supervisor noting details of the specific reason. Such requests must be submitted at least two weeks before the evaluation, except when a recent injury makes this timeframe unattainable.

Inactive Member

Member in good standing whose request for a leave of absence has been approved by the Program Supervisor and has concurrence by the leadership team. Inactive members have no voting rights and cannot participate in meetings or events.

Alumni Member

Any Certified Patroller who no longer meets all the requirements of an Active Member. Alumni members have no voting rights but may continue to participate in meetings or events in an advisory capacity. Alumni Members may also serve as an examiner in any Certified discipline in which he/she is currently qualified (except Ski & Toboggan) at the discretion of the Program Supervisor and the chairperson overseeing that discipline.

Emeritus Member

Certified Emeritus is a bridge designation within the Central Division Certified Program, designed for current, active, certified staff members, in good standing, that can no longer perform the physical requirements due to age, injury, or illness, but still have the knowledge and desire to participate within the Certified Program. Once this status is acquired, these individuals will no longer evaluate skiing/snowboarding or toboggan or participate in staff recertifications. They will remain as evaluators in the other modules and maintain their voting rights within the program.

Emeritus Requirements

- 9 years since completing the requirements for the certified program, active status throughout.
- Active within the certified program, consistently participating in region and division events.
- Unable to complete the physical requirements of ski/snowboard or toboggan modules.

Emeritus Application Process

The applicant will apply to the Division Certified Supervisor (DCS) via written communication. A letter of recommendation (LOR) from the applicant's Region Certified Advisor, or Region Director, will be required. This is for administration purposes. All necessary action will be taken to protect the confidentiality of the applicant, the applicant's information, and the final decision.

Once the completed documentation is received, a committee will decide to approve or deny the request based on the LOR received, and the recent participation within the certified program. The committee shall be at least 3 Active Certified Members who are currently serving as the DCS or as Region Certified Advisor who did not submit the LOR for the applicant.

If the application for Emeritus is approved, the applicant will be moved into Emeritus status upon the end of their 3-year recertification cycle. Once status is changed, they will no longer be eligible to evaluate for skiing or toboggan modules of the certified evaluation or participate as a staff member for recertifications. If needed, they may participate as staff for qualifications if there is alternate staff available for skill demonstration purposes.

They will retain their staff voting rights and maintain their evaluator status for all non-ski/ride and toboggan modules based upon their knowledge base and skill sets.

If the application for Emeritus is declined, the applicant needs to continue to recert per the current standard to remain active with voting rights or transition to alumni

The certified number received upon completion of the required modules will remain in place to the named individual indefinitely, regardless of status with the certified program or NSP.

Appeal Process

If the applicant believes there was a decision made upon their behalf that they do not agree with, the applicant may appeal this decision.

Under the Appeal, a written notification that clearly describes the concerns, will be sent to the Acting Division Director. During this appeal process, the Division Director will appoint an ADD to be the appeals leader and that person will appoint 2 certified members, in good standing to the team. The applicant will nominate 2 certified members, in good standing to the team.

This team will deliberate to come to a fair decision. This decision by appeal is a final decision and will be upheld. Applicants can reapply next year if reason for request has significantly changed to qualify as an appropriate new request.

Emeritus Recertification Guidelines

To align with the current certified staff recertification process, every 3rd year, the acting DCS will audit all emeritus status certified patrollers. If they fail to continue to participate within the certified program as defined in “requirements”, or they have shown actions not conducive with the spirit of the program, this status can be withdrawn, and they will then be moved to certified alumni status.

Return From Emeritus to Active

If a person in emeritus status wishes to return to active, they must successfully pass the recert and successfully complete any new modules that have been introduced since they originally joined the program.

Lifetime Member

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. These members are no longer asked to prove their ski and toboggan skills but are valued for their experience and depth of knowledge in Ski Patrolling and therefore may serve as a valuable resource to the Certified Program.

Criteria for lifetime status

- 1) Certified for twelve years
- 2) Demonstrated Active membership: Attended and participated to a great extent in the annual exams/meetings and/or pre-course, introduction to Certified programs, Certified patrollers schools, etc. 3) Nominated for Lifetime status by another Certified member 4) Valid reason for change of status to Lifetime 5) Approved by Lifetime Committee (or Staff vote at annual meeting).

Process

- 1) Nomination is submitted in writing on the appropriate form to the Program supervisor on or before January 1st. 2) Program supervisor removes the name of the nominee and forwards nomination to the Lifetime Committee.
- 3) Lifetime Committee members individually score the Nomination using the attached score sheet and return them to the Program supervisor.
- 4) The Program supervisor compiles the scores. The applicant must have an

average of 80 points to be awarded Lifetime status.

Lifetime Committee composition

A Minimum of three Lifetime members appointed by the Program supervisor. If three lifetime members are not available, then the Program supervisor will select a member(s) at large to fill the committee.

Lifetime Certified member comments

A Lifetime Certified member must maintain membership in the National Ski Patrol A Lifetime Certified member has the rights and privileges of other Active members A Lifetime Certified member may serve as an examiner in any Certified discipline in which he/she is currently qualified with the approval of the chairperson overseeing the discipline and the Certified Program Supervisor Lifetime members do not need to recertify their ski and toboggan skills Lifetime members who do not recertify ski and toboggan may not serve as Certified Ski and Toboggan Examiners

Reactivation of Lapsed Status

A Certified Patroller who has failed to maintain active status due to a failure to maintain registration with the National Ski Patrol or by failure to recertify every three years or any other cause may apply for Reinstatement of Active Status by complying with the following procedure:

- Submit application for Reinstatement of Active Status to the Division Supervisor:
 - Proof of current registration with the NSP
 - Date of last recertification
 - Proof of current OEC and CPR credentials. d) A statement as to the reason active status has not been maintained
- Applicants shall attend a Certified Test and pass the skiing and Toboggan re-certification test.
- The applicant shall pass the test for any modules of the Certified test that have been added to the program since the date of the last recertification. (I.e.: Avalanche Module, Low Angle Rescue Module, etc.)

It is the intent that this procedure would be utilized only once per member as a method to re-establish active status as a Certified Patroller. It is not intended to be used as a substitute for the need to recertify on the three (3) year schedule.

Election of Division Certified Supervisor

This section establishes the policy and procedures for the selection and election of any new Central Division Certified Supervisor. While the Certified staff may recommend a candidate in collaboration with the Division Director, the ultimate decision rests with the Division Supervisor as defined in the Division Policies and Procedures.

Eligibility

Certified alpine patrollers who have:

- Served as an Assistant Certified Supervisor is eligible to be considered for position of Program Supervisor. One of the primary reasons for creating the role of Assistant Supervisor is to put staff members in a position to be mentored to take over the role of Program Supervisor.
- Served a minimum of two years as a Module Team Lead in Certified Evaluations are eligible.
- Significant experience in the Region and Division levels is also eligible for consideration.
- Eligible staff members who want to be considered for the role of Certified Program Supervisor are encouraged to first serve as an Assistant Supervisor.

Nomination

- Eligible staff members wanting to serve as the next Supervisor are asked to contact one of the Certified Program Leadership Team. The Leadership team consists of the Program Supervisor, the two Assistant Supervisors, Skills Development Supervisor and Assistant Division Director.
- The current Certified Supervisor shall, by February 1st, make known to the current Division Director and/or Approved Division Director candidates:
 - Name
 - Contact information
 - Home Area
 - Experience and qualifications

The Division Director, in coordination with any Approved Division Director candidates if an election is due, shall by February 15th make known to the current Certified Program Supervisor all those candidates that shall be acceptable as a candidate for the supervisor position.

Selection & Appointment

Certified Staff may recommend qualified Certified Staff member(s) for consideration as the next Division Certified Supervisor. The final selection and appointment of the Supervisor shall be made by the Central Division Director under the direction of the Central Division Policies and Procedures. The appointed Certified Supervisor will assume full responsibility for the Central Division Certified Program effective July 1.

Mentor Guidelines/Process for Certified Candidates

To better prepare candidates for the Certified Evaluation, each candidate will have a Staff member assigned to them as their official mentor.

Mentor Guidelines/Process Criteria

- Ideally, the mentor-candidate relationship should be established prior to the candidate attending a Certified Qualification Clinic.
- When a potential candidate expresses interest in the program and fills out a Certified Application form, a mentor should be identified at that time and designated on the Certified Application form. If no mentor is designated, the Certified Leadership Team will assign a mentor to the Candidate.
- A mentor should be from the same Region as the Candidate. This will allow the mentor more opportunities to be able to meet/ski with the candidate.
- Primary responsibilities of the mentor are to be an information source for the candidate and help them prepare (mentally and physically) for the Certified Evaluation.
- While the mentor gives the candidate access to a local staff member to help them with the program, the Certified candidate is still expected to be proactive in their approach to learning the new skills required of a Certified Patroller.

Shadowing Evaluator Guidelines

New staff members are required to act in a shadow evaluator roll prior to being an evaluator for any given module. During this shadow process, the staff members will learn from their evaluation group the evaluation process and the determining factors between success and failure. This is a dynamic process and can be repeated if necessary. If considered appropriate by the evaluation team, the shadow may be asked to return for another year as a shadow evaluator. This will be determined by the evaluation team and the program supervisor.

Appendix A – Area Operations Questions

Questions below are used in the Area Operations and Risk Management module interview session with the candidate. These questions can be used to start the general dialog. Other questions not found on this questionnaire can also be asked of the candidate.

Area Operations Evaluation Questionnaire

- What is the NSAA?
 - What is their Primary Objective
 - How will it affect ski areas?
- What is the Skier Responsibility Code?
 - a. Name them?
 - b. What is the Skier Responsibility Code for Skiers with Disabilities?
- What does ANSI stand for?
- What does ANSI B.77 Regulate
- What does ADA stand for? a. How does it affect the ski industry?
- What is OSHA
 - What do they regulate and how does that impact daily operations at a ski area?
- What sorts of Risk Management issues are important to the Ski Patrol?
 - How would you manage your patrollers training?
 - Should Risk Management issues be considered in crafting your patrol's local procedure manual? If so, how?
- What are the basic different types of toboggans used?
 - Describe advantages and/or disadvantages these toboggans may have?
- How is snow made?
 - How does temperature & humidity affect snowmaking?
 - How does snowmaking impact the Ski Patrol?
 - What is Snow Max and why do some areas use it?
 - What type of skier concerns should the Ski Patrol be aware of when snow is being made at the area?
- What do you believe are the safety issues associated with snowmaking and other ski area equipment that are located on the slopes?
 - What are the safety issues of high-pressure air and water lines and electrical boxes?
- How can the Ski Patrol aid in grooming activities?

- What are our duties if we decide to go to groom while the area is in use?
- What are some of the safety issues surrounding chairlift use?
 - What are some of the items you and your patrollers should look for when riding a chairlift?
 - Name the safety mechanisms of a chairlift.
 - What is a Pony motor and why does it have a gas/diesel motor?
- What do you think you can do to help our patrol raise its reputation with the riding public? (Snowboards)
- How do you intend to handle contacts from news media, attorneys, other employees, etc about critical incidents?
 - How will you train your patrollers for such questions?
- What sort of things have you observed that may represent safety concerns in your ski area?
- What is the ski area safety act in your state? (i.e. Michigan Ski Area Safety Act of 1962?)
 - What are some of the things it governs?
- Please define the term Risk Management.
 - Please give examples of your pre-and post-loss goals for the patrol.
- What is a critical incident?
 - What is the proper response in your current area to a Red Flag incident?
 - What would you change if you could?
- Regarding patrolling procedures and risk management, what pre-written plans and documents does your patrol need?
 - How would you implement and maintain these plans?
- Why must some ski areas comply with U.S. Forest Service Regulations?

Appendix B – Change Management Process

The changes requested to the Central Division Certified Manual must be reviewed by the Central Division Certified Leadership Team. During this review, the line ADD will determine whether B.O.D. action is required prior to implementing any change. This decision will be based on the depth and impact of that change as well as the potential impact on any other Division or National programs or policies.

Certified Leadership Team members include Division Certified Supervisor, Assistant Certified Supervisors, Skills Development Supervisor and Assistant Division Director.

Change management process at annual Certified Meeting

- Introduce item to discuss at annual meeting and hold discussion.
- If item is deemed worthy of continued attention the Division Supervisor will appoint a sub-committee and chairman to research the proposal and develop a formal response.
- Formal responses will be communicated to staff via email for their input and approval/disapproval.
- Voting on proposed items will be conducted via email with majority approval required to put an item into the manual. Every effort will be made to group proposals together in emails to staff and to minimize administrative tasks.

Change management process for items proposed or suggested outside of the Annual Certified Meeting

- Items proposed for consideration must be communicated to the Division Supervisor.
- Division Supervisor will then review the proposal with the Leadership Team to decide if a formal review process is warranted.
- If a formal review is warranted, the Division Supervisor will then appoint a sub-committee and chairman to research the proposal and develop a formal response.
- Formal responses will be communicated to staff via email for their input and approval/disapproval.
- Voting on proposed items will be conducted via email with majority approval required to put item into the manual. Every effort will be made to group proposals together in emails to staff and to minimize administrative tasks.

Appendix C – Ski/Ride Scorecard

Central Division Certified Performance Evaluation Alpine Skiing, Telemark Skiing, Riding (rev. 2019)

Candidate: _____

Location: _____

Evaluators: _____

Date: _____

Terrain: Slope selection will be most difficult terrain based on evaluation day conditions and appropriate to skills

Turns: Candidates should demonstrate refined, predictable movement patterns as they direct their equipment,

Any turn, Anywhere, Anytime, in Any snow: Candidates will demonstrate an expanded range of lateral and

Candidates personal style will be considered, as long as it does not detract from good skiing/riding fundamentals.

Risk Management: Evaluators and candidates will communicate any concerns regarding risk management. Strict

Scoring: (-) Does Not Meet Objectives (=) Meets Objectives (+) Exceeds Objectives

	Equipment		
	Alpine	Telemark	Riding
Candidates will demonstrate the fundamentals of good on snow performance applicable to equipment being used.			
Principles common to all terrain			
1a. Control the relationship of the Center of Mass to the Base of Support to direct pressure along of the length of the skis	X	X	
1b. Control the fore/aft relationship of the Center of Mass to the Base of Support to manage pressure along the active edge of the length of the board			X
2. Regulate the amount of pressure created through the ski-board/snow interaction with flexion and extension movements	X	X	X
3. Control Edge angles through a combination of Inclination and Angulation	X	X	
4. Control Rotary (turning/pivoting/steering) with Leg rotation separate from a stable upper body	X		X
5. Control Pressure from ski to ski as they direct pressure to the outside ski	X		
6. Control the lateral relationship of the Center of Mass to the Base of Support to manage pressure from ski to ski		X	
7. Control the turning of the skis with rotation of the feet and legs in conjunction with discipline in the upper body		X	
8. Control the size, duration , intensity rate and timing of the lead change to manage fore/aft stability		X	
9. Control edge angles through flexion, extension and inclination			X
10. Use torsional flex to begin rotation and to engage the new edge with progressive pressure throughout the turn			X

Appendix C – Ski/Ride Scorecard - Continued

Candidate:

Terrain specific principles for Groomed Slope Skiing / Riding	Alp	Tele	Ride	
11. Connected and rounded turn shapes of varying sizes	X	X	X	
12. Consistent speed and control	X	X	X	
13. Pole touch if used, will compliment the turn in timing and direction of travel	X	X		
14. Parallel turns with simultaneous foot tipping/steering (skidding & carving acceptable), both feet remain in contact with the snow	X			
15. Parallel turns with simultaneous lead change (skidding & carving acceptable), both feet remain in contact with the snow		X		
16. Utilize “tele turns” with lead change for a majority of the run, as appropriate		X		
17. Confident switch riding ability.			X	
Groomed Slope Performance: PASS OR FAIL (P) (F)				

Terrain specific principles for Steep Slope Skiing / Riding

11. Rounded and connected short radius turns for a controlled fall line descent	X	X	X	
12. Pole touch if used, will compliment the turn in timing and direction of travel	X	X		
13. Parallel turns with simultaneous foot tipping/steering (skidding & carving acceptable), both feet remain in contact with the snow	X			
14. Parallel turns with simultaneous lead change (skidding & carving acceptable), both feet remain in contact with the snow		X		
15. Utilize “tele turns” with lead change for a majority of the run, as appropriate		X		
Steep Slope Performance: PASS OR FAIL (P) (F)				

Terrain specific principles for Mogul Slope Skiing / Riding

11. Connected turns for a controlled fall line descent	X	X	X	
12. Pole touch/plant that aides in stabilization and timing	X	X		
13. Parallel turns with simultaneous foot tipping/steering, both feet remain in contact with the snow	X			
Mogul Slope Performance: PASS OR FAIL				

Terrain specific principles for Ungroomed Slope Skiing / Riding

11. Connected turns for a controlled fall line descent	X	X	X	
12. Pole touch/plant that aides in stabilization and timing	X	X		
13. Parallel turns with simultaneous foot tipping/steering, both feet remain in contact with the snow	X			
Ungroomed Slope Performance: PASS OR FAIL				

**TO BE SUCCESSFUL CANDIDATE MUST PASS ON ALL FOUR
(Groomed, Steep, Mogul and Ungroomed)
FINAL SCORE FOR ALPINE SKILLS EVALUATION: PASS or FAIL (P) (F)**

Appendix D – Host Area Evaluation



***NATIONAL SKI
PATROL CENTRAL
DIVISION

CERTIFIED
PROGRAM
EVALUATION
HOST AREA
OVERVIEW***



Overview

This Request for Host Area Approval is provided as an opportunity for a Snowsports Resort to host the annual National Ski Patrol – Central Division - Certified Program Evaluation. The evaluation is held annually at resorts located in the Central Division of the National Ski Patrol.

Certified Mission Statement

Certified is a national skills development and verification program that provides a readily identifiable resource of highly motivated, skilled, and knowledgeable patrollers to better serve NSP, ski area management and the outdoor recreation community.

Request for Host Area Approval Summary

It is the goal of the Central Division Certified Program to offer the program event to as many qualified hills as possible. Hosting the Certified program exposes the Resort to NSP Representatives and Leaders from Minnesota, Michigan, Wisconsin, Illinois, Iowa, Missouri, Indiana, and Ohio. Patrollers conduct themselves as professionals representing the National Ski Patrol and your Resort to both your employees and guests on and off the hill. This event is typically attended by 100 – 150 people that utilize local lodging, restaurants, convenience stores, etc. helping to boost the local economy.

Certified Patroller Evaluation Host Resort Requirements

The Certified Patroller requirements dictate the standards required by a resort to qualify as host for the Certified evaluation event. This document covers the requirements for conducting each of the individual modules as well as hosting the annual meeting and recognition ceremonies.

The goal of the Certified Staff is to provide the Resort with an event that will generate interest but not create any hindrances for the Resorts Guest's or Staff. It is also our goal to provide a positive experience for all parties.

After the Resort Request for Host Area Approval is submitted, the Certified Program Staff will evaluate the criteria provided and determine if the Resort meets the requirements for hosting the event. If the Resort meets the minimum requirements, the Request for Host Area Approval will be submitted for consideration. Resort selections will be voted on at the Certified Programs Annual Meeting. Resorts will be notified two years prior to their awarded event.

Summary of Evaluation Events

To achieve Certified status, an applicant must complete 11 individual events. For a Resort to be successful in its Request for Host Area Approval, it must be able to provide facilities for each of the events below.

Area Operation

The Area Operations & Risk Management Interview portion of the Certified Exam is a job interview for the Patrol Director (Representative) position at the ski area at which the test is

taking place. The Patrol Management interview will be conducted indoors and possibly outdoors at the base of the mountain (area to be determined at evaluation). The interview will be conducted and scored by a minimum of three Certified Staff Evaluators on Thursday with overflow on Friday afternoon, if needed.

Candidates are expected to be able to demonstrate knowledge of the following topics. These are only examples and not an all-inclusive list:

- NSP Leadership
- The role of the Patrol Director
 - Personnel, equipment, training, area coverage, communication, etc.
- NSP programs EDUCATION OF RIDERS
- Your Responsibility Code
- SMART STYLE
- ADA, OSHA (SDS & BBP), HIPPA, ANSI, and Critical Incidents, Investigation Kits and Incident Report Procedures
- CISM Area Management and Risk Management NSAA and MSAA
- Interdepartmental Relations
- Snowmobile or other machine transport training and operations
- Manuals and Planning Documentation (P&P, evacuation, MCI, Incident Reports, Employee Injury, etc.)
- Search and rescue
- Avalanche
- Mass Casualty
- Additional subjects not listed

This oral exam requires an area with tables for two groups of approximately 4 to 10 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is usually low.

Lift Evacuation Management

In this module the Candidate is expected to show their advanced knowledge in chair evacuation procedures and a thorough knowledge of the equipment used to evacuate chair lifts. The Candidate is required to bring his/her own chair evacuation equipment and properly demonstrate its use. The typical evaluation is done at a chair lift and starts out with the Candidate demonstrating and reviewing the chronological events that led up to an actual chair evacuation. To mitigate risk to the Resort and Patrollers, no one is lowered from the chair in this evaluation. After explaining the key events leading up to an actual evacuation of a chair lift, the Candidate then demonstrates the use of his/her equipment including throwing the lead line over the haul cable and demonstrating the correct belay position and how they will communicate with the public in the chair. Candidates must be prepared to discuss any and/or all these topics during their demonstration of chair evacuation.

This evaluation will require one area lift that is not in operation with the energy source/s isolated and locked out. The lift isolation and lockout will be coordinated with Area Management according to their local protocol.

The evaluation will take place above the loading area where the cable is at a reasonable height to allow the Candidate the ability to effectively demonstrate their skillset. The evaluation group will be in an area that shall not impede public slopes/runs. The evaluation group will include 8-12 participants per group and typically has two groups. This exam is administered on Thursday when guest attendance is usually low, and it is likely there will be a lift out of service as part of normal operations.

Avalanche Written Exam

The Avalanche evaluation in Central Division is a general basic level review of avalanche theory. It is not an in-depth assessment of the topic. The Candidate should be able to demonstrate a basic understanding in theory, safe travel, and rescue techniques. The Evaluator will assess the Candidate from the point of view of having them as part of their group in avalanche terrain.

The 25 question, written evaluation has been constructed from the National Avalanche Test Bank of questions and answers. The maker has selected all questions from the Snow Sense; ABC's of Avalanche and general transceiver user manuals. Candidate must get at least 20 correct to pass.

This written exam requires an area with tables for approximately 4 to 15 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is usually low.

Avalanche Hazard Assessment and Mitigation Interview

This interview allows the Evaluator an opportunity to measure the Candidate's knowledge of avalanche theory and the practical Request for Host Area Approval of that knowledge, performance in avalanche areas, and search and rescue as it applies to avalanche incidents. The manual provides some general discussion questions and key points to evaluate the Candidates understanding of the topic. These are not all inclusive and the Evaluator will also work from his or her own personal knowledge of the topic to assess the Candidate's performance.

This oral exam requires an area with tables for two groups of approximately 4 to 6 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is usually low.

Avalanche Beacon Search

Candidates are required to demonstrate their ability to effectively locate two (2) buried avalanche transceivers in as close to real scenario as possible. The Candidate is allotted 5 minutes to find the buried transceivers.

- Candidates will start at a common point at the top of the slope.
- Station Manager will give the Candidate a logical scenario based on the selected run and burial selected. Scenario description will include path description, flow, last seen point, number of missing, number with transceivers, etc.
- Clock starts when they depart and they have 5 minutes to find both transceivers.

This event will require an area of the Resort with slope conditions appropriate for the requirements of this event. The Station Manager will select an area of the Resort that will not impede the normal flow of Guest traffic or add areas of hazard or increased risk to Guests, Area Employees or Participants. The length of the area to be used will be approximately 500 feet.

Low Angle Rope Rescue ascent and descent of a toboggan

This event evaluates a Candidates ability to quickly and effectively set up and use a 3:1 mechanical advantage rope rescue device to raise and/or lower a toboggan safely, on the snow, down the slope. This evaluation will be set up in a real-life scenario and will be limited to 20 minutes. As part of this evaluation, the Candidate will also demonstrate the ability to tie various rescue knots.

Candidates or the Certified program will provide all necessary items to conduct a low angle rescue.

This event will require an area of the Resort with slope conditions appropriate for the requirements of this event. The Station Manager will select an area of the Resort that will not impede the normal flow of Guest traffic or add areas of hazard or increased risk to Guests, Area Employees or Participants. This area is typically off public runs e.g. in a wooded area not accessible by the public. The length of the area to be used will be approximately 200 feet.

Toboggan-Handling (Alpine, Telemark, Snowboard)

The toboggan operation evaluation consists of three sections. The Candidate must have a passing score in all three sections to pass this module. The following sections make up the Certified Toboggan operation Performance Evaluation.

- Unloaded toboggan skills – mogul terrain
- Loaded toboggan front operator – mogul terrain
- Loaded toboggan front operator – skills course mogul terrain

Only patrollers and event participants will ride in the toboggans and only Patrollers will operate the toboggans during Certified Evaluations. Patrollers riding in toboggans shall remove their patrol pack, lay face up, with their feet downhill and not be strapped in. Patrollers operating the toboggan inside the handles shall remove their patrol pack to minimize the possibility of equipment snagging the handles of the toboggan. Patrollers also have the option to operate the toboggan outside of the handles (typically moguled terrain). Both requirements are included in the event to mitigate risk to Participants and Resort Guests.

Toboggan pre-and-post runs are conducted by a Certified Staff member. These runs are conducted to mitigate risk to all participants which include the following criteria.

- Safety for Staff, Candidates and Guests is evaluated when a staff member conducts a pre-run for toboggan operation. During the pre-run, the staff member assesses the slope, snow conditions and potential obstacles.
- Verification there are no safety issues in the toboggan course.
 - snow conditions
 - terrain
 - obstacles
- Certified Staff member will demonstrate the specific skill being evaluated. The Candidate skis along to observe the pre-run. This run will set an example for the Candidate regarding the expectations for the exam as well as a demonstration of a safe, risk mitigating slope decent.
- Calibrating the Evaluators for the specific conditions experienced on the day of testing.

The Lead Evaluator and his/her team, including the local Patrol Representative and Resort Management, if they wish to join, will ski various runs at the Resort on Thursday of the event. During that time, they will evaluate the various terrain options at the Resort. The Evaluator group, local Patrol Representative and Resort Management will discuss the terrain evaluation considering minimum terrain requirements and areas that may cause interference with guests. The Team will make appropriate slope selections for this event. The event is held on Friday to reduce congestion with weekend attendance. The Evaluation group shall place signage in strategic areas alerting Resort guests of the evaluation taking place including areas to use caution.

Toboggans will need to move from the bottom of the hill after a run back to the top of the slope. The staff are trained to lap load and use carriers to haul toboggans up the lifts. We also understand the local Resort may have other means of transporting toboggans e.g. snowmobile, ATV's, etc. If the Resort has a preference, it should be noted in the Request for Host Area Approval comments.

Skiing (Alpine, Telemark, Snowboard)

A successful Candidate in the Ski/Ride module of the Certified evaluation will demonstrate an assertive approach to their performance on the snow. The slopes used will be of the most difficult and at times, more difficult, terrain. Additionally, the type of snow will be groomed, ungroomed and moguls. The Candidate is expected to perform on black and/or high-level blue terrain

The skiing evaluation is typically made up of two groups on the hill at any given time. The groups will range in sizes of approximately 6 to 12 Patrollers. The Lead Evaluator and his/her team shall manage the groups in a manner that is respectful of the Resorts Guests and its Employees. As part of our commitment to providing the best service to the Resort, Patrollers will respond to witnessed incidents as necessary until a local Resort Patroller arrives at scene.

The Lead Evaluator and his/her team, including the local Patrol Representative and Resort Management, if they wish to join, will ski various runs at the Resort on Thursday of the event. During that time, they will evaluate the various terrains at the Resort. The Evaluator group, local Patrol Representative and Resort Management will discuss the terrain evaluation considering minimum terrain requirements and areas that may interference guests. The Team will make appropriate slope selections for this event. The event is held on Friday to reduce congestion with weekend attendance.

Outdoor Emergency Care Written Exam

The Outdoor Emergency Care (OEC) written evaluation consists of 50 multiple choice questions taken directly from the most current version of the OEC test bank. The Candidate must score greater than 80% to pass the exam. The exam is proctored and scored by a minimum of 3 OEC instructors/Instructor Trainers.

This written exam will require an area with tables of approximately 5 to 15 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday morning when guest attendance is usually low.

Outdoor Emergency Practical Evaluation

The practical evaluation is comprised of three scenarios. The scenarios vary with regards to the situation, area of incident, injuries and severity. Each Candidate will be required to lead one scenario and help with two others. Candidates are graded in all three scenarios as a pass/failure.

Candidates provide their own supplies for the evaluation. This includes enough packed supplies to perform a minimum of three (3) scenarios, without reusing triangular bandages, or roller bandages etc. Candidates must supply items necessary for a fully outfitted toboggan, e.g. backboard, trauma pack including blankets, leg splints, webbing, c-collars, head restraints, and any other items their area supplies. Candidates must supply their own oxygen pack for use on the hill. Note: oxygen tanks are not necessarily full for evaluation purposes.

During the evaluation Candidates do not always receive their own area's toboggan when they are leading a scenario. Candidates shall be familiar with different types of equipment and be able to adapt to using unknown equipment. They shall be able to improvise should the need arise. If equipment or techniques work, Candidates are allowed to use but it must work and be within the guidelines of the standardized Outdoor Emergency Care performance objectives as judged by the Evaluators.

This evaluation will require 3 to 6 separate areas of the Resort. The Outdoor Emergency Care Station Leader will evaluate Resort on Thursday and/or Friday to determine where each evaluation station will be staged. Each station will take up an area of 600 – 1000 sq. ft. The OEC Leader will choose areas that will be out of slope traffic and areas that will not create obstacles or hazards for Guests, Area Employees or Participants.

Outdoor Emergency Care Bystander Evaluation

The outdoor emergency care bystander event evaluates the Candidate's ability to direct untrained bystanders in performing emergency care. The scenario is a hands-off scenario, in which the Candidate cannot get to or be at the scenario. The Candidate may be;

- In the scenario as an injured party
- In a stalled chair unable to reach the injured guest
- On the phone with a bystander and unable to get to the scene
- On a radio call with Resort Staff and unable to get to the scene
- Etc.

The Candidates will be required to use all their Outdoor Emergency Care skills, both as a provider and leader to be successful in this event.

This evaluation may require 3 to 6 separate areas of the Resort. The Outdoor Emergency Care Station Leader will evaluate Resort on Thursday and/or Friday to determine where each evaluation station will be staged. Each station may require an area of 600 – 1000 sq. ft. The OEC Leader will choose areas that will be out of slope traffic and areas that will not create obstacles or hazards for Guests, Area Employees or Participants.

Meeting Room for Evaluation

On Thursday, Friday and Saturday of the weekend event, the Certified program will need a room large enough to host approximately 150 attendees. This room will be used throughout all three days of the event. The room will need to be available from 7:00 am through the duration of the day's events ending at approximately 4:00 pm.

Thursday Night Hospitality Room

On Thursday nights of the weekend event, the Certified program enjoys providing a hospitality room to our participants with pizza or similar eats preferably purchased from the local Resort. This room should be large enough to host approximately 50 attendees.

Friday Night Annual Meeting

On Friday night of the weekend event, the Certified program holds its annual meeting. This annual meeting includes a meal for the participants. The event will need a facility that can hold approximately 150 attendees. This event is not required to be at the Resort if facilities are not available. The event Staff will look to the Resort for recommendations regarding local facilities that have the capability to host this event.

The Certified program's goal is to support the local Resort. If the Resort has the facilities available, it is our preference to purchase the meal from the Resort

Facility Preferences

- Tables for approximately 150 attendees
- Meal provided by Resort or Caterer recommended by the Resort
- Public address system that adequately covers the facility

- Projector-Screen or video monitor large enough to be seen by the attendees
- Restroom facilities appropriate for the event

Saturday Night Annual Awards Dinner

On Saturday night of the weekend event, the Certified program holds its annual awards dinner. This annual meeting includes a meal for the participants. The event will need a facility that can hold approximately 150 attendees. This event is not required to be at the Resort if facilities are not available. The event Staff will look to the Resort for recommendations regarding local facilities that have the capability to host this event.

The Certified program's goal is to support the local Resort. If the Resort has the facilities available, it is our preference to purchase the meal from the Resort

Facility Preferences

- Tables for approximately 150 attendees
- Cash bar and bartenders
- Meal provided by Resort or Caterer recommended by the Resort
- Public address system that adequately covers the facility
- Projector-Screen or video monitor large enough to be seen by the attendees
- Restroom facilities appropriate for the event

Lift Access

The Certified program is a National Ski Patrol training program that brings new leadership to the organization. The successful Candidates will return to their respective local areas and provide services to their Resort that are unmatched throughout our organization. Along with the services they provide, it is also their responsibility to support and encourage others to continue growing in our organization. The Certified program is a partnership with our Resorts providing you with the best services available from the National Ski Patrol.

Closing Comments

All NSP sanctioned events include the use of an approved NSP release form by all participants. An example of the release form is included in this package.

It is our goal to maintain an amenable partnership with our Resorts. It is our intention during this event to support the Host Resort by encouraging our folks to use services provided by the Resort.

As you can imagine, attending this event comes at a cost to our Patrollers. The Patrollers attending this event have purchased equipment, traveled to training, purchased lodging, food, gas, etc. for multiple years. To encourage Patrollers to continue their training journey, we do try and look for areas we can reduce costs. Historically Resorts compensate lift tickets for this event to the Evaluators, Candidates and Volunteers that make this event possible. Lift access is something that can be negotiated if your resort is selected for one of our Evaluation events.

Appendix – E Certified Program Request for Ski Area Approval

Criteria Evaluation

Resort Information

Resort Name: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Resort Owner

Name: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Phone Number: E-mail Address: _____

Staff Contacts

Ski Patrol Representative: _____

Phone Number: _____ E-mail Address: _____

Resort Manager: _____

Phone Number: _____ E-mail Address: _____

Event Planning Contact: _____

Phone Number: _____ E-mail Address: _____

Lodging Contact: _____

Phone Number: _____ E-mail Address: _____

Restaurant Contact: _____

Phone Number: _____ E-mail Address: _____

Lift Operations Contact: _____

Phone Number: _____ E-mail Address: _____

Snow Making Contact: _____

Phone Number: _____ E-mail Address: _____

Resort Statement

Please provide a general description of the host resort and local amenities available for the Annual Certified Evaluation:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Resort Facilities Checklist

Area Operation

- ☐ Area with tables for two groups of approximately 4 to 10 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is low.

Please provide a description of the area/s and if possible, facility maps indicating the location:

Avalanche Written Exam

- ☐ Area with tables for approximately 4 to 15 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is low.

Please provide a description of the area/s and facility maps indicating the location:

Avalanche Hazard Assessment and Mitigation Interview

- ☐ Area with tables for two groups of approximately 4 to 6 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is low.

Please provide a description of the area/s and facility maps indicating the location:

Avalanche Beacon Search

- ☐ Area of the Resort with slope conditions appropriate for the requirements of this event. The length of the area to be used will be approximately 500 feet and shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff.

Please provide a description of the suggested area/s and facility maps indicating the location:

Low Angle Rope Rescue ascent and decent of a toboggan

- ☐ Area of the Resort with slope conditions appropriate for the requirements of this event. The length of the area to be used will be approximately 200 feet and shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff.

Please provide a description of the suggested area/s and facility maps indicating the location:

Toboggan-Handling (Alpine, Telemark, Snowboard)

- ☐ Area of the Resort with slope conditions appropriate for the requirements of this event. After receiving the Request for Ski Area Approval, the area will be visited by Certified Staff to determine if the Resort meets the requirements of the program. The area recommendation shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff.
- ☐ Preference for moving toboggans up hill
 - ☐ Carrier
 - ☐ Lap load
 - ☐ Resort provided transport

Please provide a description of the suggested areas and facility maps indicating the location and any comments regarding toboggan transport uphill:

Skiing (Alpine, Telemark, Snowboard)

- ☐ Areas of the Resort with slope conditions appropriate for the requirements of this event. After receiving the Request for Ski Area Approval, the area will be visited by Certified Staff to determine if the Resort meets the requirements of the program. The area recommendation shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff.

Please provide a description of the suggested area/s and facility maps:

Outdoor Emergency Care Written Exam

- ☐ Area with tables approximately 5 to 15 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered in the morning when guest attendance is low.

Please provide a description of the suggested area/s and facility maps indicating the location:

Outdoor Emergency Practical Evaluation

- ☐ 3 to 6 separate areas of the Resort on the snow in proximity of each other that minimizes distance, lift rides and motorized equipment access to each area. Each station area of 600 – 1000 square and in areas that will be out of slope traffic and will not create obstacles or hazards for Guests, Area Employees or Participants.

Please provide a description of the suggested area/s and facility maps indicating the locations:

Outdoor Emergency Care Bystander Evaluation

- ☐ 3 to 6 separate areas of the Resort on the snow in proximity of each other that minimizes distance, lift rides and motorized equipment access to each area. Each station area of 600 – 1000 sq. ft. and in areas that will be out of slope traffic and will not create obstacles or hazards for Guests, Area Employees or Participants.

Please provide a description of the suggested area/s and facility maps indicating the locations:

Meeting Room for Evaluation Days

- ☐ Thursday, Friday and Saturday meeting rooms are large enough to hold approximately 150 attendees. This room will be used throughout all three days of the event. Available from 7:00 am through the duration of the day's events ending at approximately 4:00 pm.

Please provide a description of the suggested area/s and facility maps indicating the location. Also include food and drink menu options and if the Resort can provide:

Thursday Night Hospitality Room

- ☐ Room large enough to host approximately 50 attendees and sources for providing simple food and drink.

Please provide a description of the suggested area/s and facility maps indicating the location. Also include food and drink menu options and if the Resort can provide:

Friday Night Dinner and Annual Meeting

- ☐ Tables for approximately 150 attendees
- ☐ Meal available by Resort or Caterer recommended by the Resort
- ☐ Public address system that adequately covers the facility
- ☐ Projector-Screen or video monitor large enough to be seen by the attendees
- ☐ Restroom facilities appropriate for the event

Please provide a description of the suggested area/s and facility maps indicating the location. Also include food and drink menu options and if the Resort can provide:

Saturday Night Dinner and Pin Ceremony

- ☐ Tables for approximately 150 attendees
- ☐ Cash bar and bar tenders
- ☐ Meal provided by Resort or Caterer recommended by the Resort
- ☐ Public address system that adequately covers the facility
- ☐ Projector-Screen or video monitor large enough to be seen by the attendees
- ☐ Restroom facilities appropriate for the event

Please provide a description of the suggested area/s and facility maps indicating the location. Also include food and drink menu options and if the Resort can provide:

Lift Access

The Certified program is a National Ski Patrol training program that brings new leadership to the organization. The successful Candidates will return to their respective local areas and provide services to their Resort that are unmatched throughout our organization. Along with the services they provide, it is also their responsibility to support and encourage others to continue growing in our organization. The Certified program is a partnership with our Resorts providing you with the best services available from the National Ski Patrol.

It is our goal to maintain an amenable partnership with our Resorts. It is our intention during this event to support the Host Resort by encouraging our folks to use services provided by the Resort.

As you can imagine, attending this event comes at a cost to our Patrollers. The Patrollers attending this event have purchased equipment, traveled to training, purchased lodging, food, gas, etc. for multiple years. To encourage Patrollers to continue their training journey, we do try and look for areas where we can reduce costs. Historically Resorts compensate lift tickets for this event to the Evaluators, Candidates and Volunteers that make this event possible. Lift access is something that can be negotiated if your resort is selected for one of our Evaluation events.

Please provide a proposal as part of this Request for Ski Area Approval for Lift Tickets, Lodging, Meals, Catering, and anything else you are willing to include or discount in your package.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Additional Offerings

Please provide a list of any additional offers the Resort can provide that may assist in our decision to award the event to your Resort.

Signatures

I certify that the information submitted in this Request for Ski Area Approval is true and correct to the best of my knowledge. I further understand that any false statements may result in dismissal of this Request for Ski Area Approval.

Resort Representative: Print Name: _____

Signature: _____

Date: _____

Patrol Representative: Print Name: _____

Signature: _____

Date: _____

Appendix – F Central Division Certified Host Resort Evaluation (staff checklist)

Overview

Certified is a national skills development and verification program that provides a readily identifiable resource of highly motivated, skilled, and knowledgeable patrollers to better serve NSP, ski area management and the outdoor recreation community.

This Request for Host Area Approval is provided as an opportunity for a Snowsports Resort to host the annual National Ski Patrol – Central Division - Certified Program Evaluation. The evaluation is held annually at a resort located in the Central Division of the National Ski Patrol.

The National Ski Patrol Certified Program is a national education and skill verification program that provides a readily identifiable resource of highly motivated, skilled, and knowledgeable patrollers to better serve the NSP, ski area management, and the outdoor recreation community.

This document is provided as a guideline for the Certified Division Resort Request for Host Area Approval Review Committee to use as a tool for evaluating and selecting Resorts that are interested in hosting the annual Certified Program Evaluation.

The committee will be made up of the Central Division Certified Supervisor, Assistant Division Certified Supervisor and the 8 Certified Region Advisors.

After receiving the Request for Host Area Approval, the committee will review the document. If the committee through consensus determine the Resort has the potential to provide a venue, the committee will visit the Resort to review the accommodations. This visit shall include reviewing all the criteria included in the Request for Host Area Approval to confirm the adequacy of the accommodation.

The Committee shall ensure the Resort, if selected, will provide facilities and terrain adequate to conduct the Central Division Certified Evaluation. The Resort accommodation's must be capable of challenging the Candidates in a manner consistent with the criteria of the National Ski Patrol Certified Program. Terrain for Snowsports and Toboggan must be sufficient for the Certified Evaluation Staff to determine if the Candidate demonstrates the skillset to become a Certified Patroller.

Below is a checklist listing the accommodation's required for hosting the Central Division Certified Program Evaluation. The Committee shall use this as a tool in the selection of a Host Resort.

Resort Statement

- ☐ Does the Resort Statement adequately convey the Resorts interest in hosting the event?
Yes____ / No____

☐ Committee Notes: _____

Area Operation

- ☐ Does the Host Resort have areas with tables for two groups of approximately 4 to 10 Patrollers? This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is low. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____

☐ Committee Notes: _____

Avalanche Written Exam

- ☐ Does the Host Resort have areas with tables for approximately 4 to 15 patrollers? This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is low. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Avalanche Hazard Assessment and Mitigation Interview

- ☐ Does the Host Resort have areas with tables for two groups of approximately 4 to 6 patrollers? This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday when guest attendance is low. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Avalanche Beacon Search

- ☐ Does the Host Resort have areas with slope conditions appropriate for the requirements of this event? The length of the area to be used will be approximately 500 feet and shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Low Angle Rope Rescue ascent and decent of a toboggan

- ☐ Does the Host Resort have areas with slope conditions appropriate for the requirements of this event? The length of the area to be used will be approximately 200 feet and shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Toboggan-Handling (Alpine, Telemark, Snowboard)

- ☐ Does the Host Resort have areas with slope conditions appropriate for the requirements of this event? After receiving the Request for Host Area Approval, the area will be visited by Certified Staff to determine if the Resort meets the requirements of the program. The area recommendation shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Skiing (Alpine, Telemark, Snowboard)

- ☐ Does the Host Resort have areas with slope conditions appropriate for the requirements of this event? After receiving the Request for Host Area Approval, the area will be visited by Certified Staff to determine if the Resort meets the requirements of the program. The area recommendation shall be in an area safe for Participants, Certified Staff, Guests and Resort Staff. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Outdoor Emergency Care Written Exam

- ☐ Does the Host Resort have areas with tables of approximately 5 to 15 patrollers. This area will be preferably in a reasonably quiet area away from guests. This exam is administered on Thursday morning when guest attendance is low. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Outdoor Emergency Practical Evaluation

- ☐ Does the Host Resort have area/s 3 to 6 separate areas of the Resort on the snow in proximity to each other that minimizes distance, lift rides and motorized equipment access to each area? Each station area of 600 – 1000 square and in areas that will be out of slope traffic and will not create obstacles or hazards for Guests, Area Employees or Participants. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Outdoor Emergency Care Bystander Evaluation

- ☐ Does the Host Resort have area/s 3 to 6 separate areas of the Resort on the snow in proximity to each other that minimizes distance, lift rides and motorized equipment access to each area? Each station area of 600 – 1000 sq. ft. and in areas that will be out of slope traffic and will not create obstacles or hazards for Guests, Area Employees or Participants. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Meeting Room for Evaluation Days

- ☐ Does the Host Resort have areas for the Thursday, Friday and Saturday meeting rooms large enough to host approximately 150 attendees? This room will be used throughout all three days of the event. Available from 7:00 am through the duration of the day's events ending at approximately 4:00 pm. Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Thursday Night Hospitality Room

- ☐ Does the Host Resort have a room large enough to host approximately 50 attendees and sources for providing simple food and drink? Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____

☐ Committee Notes: _____

Friday Night Dinner and Annual Meeting

- ☐ Table's for approximately 150 attendees Yes____ / No____
- ☐ Meal available by Resort or Caterer recommended by the Resort Yes____ / No____
- ☐ Public address system that adequately covers the facility Yes____ / No____
- ☐ Projector-Screen or video monitor large enough to be seen by the attendees Yes____ / No____
- ☐ Restroom facilities appropriate for the event Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____

☐ Committee Notes: _____

Saturday Night Dinner and Pin Ceremony

- ☐ Table's for approximately 150 attendees Yes____ / No____
- ☐ Cash bar and bar tenders Yes____ / No____
- ☐ Meal provided by Resort or Caterer recommended by the Resort Yes____ / No____
- ☐ Public address system that adequately covers the facility Yes____ / No____
- ☐ Projector-Screen or video monitor large enough to be seen by the attendees Yes____ / No____
- ☐ Restroom facilities appropriate for the event Yes____ / No____
- ☐ Does the Host Resort have area/s and facility maps indicating the location/s they are recommending for this event? Yes____ / No____
- ☐ Does the Evaluation Committee agree by majority that these facilities are adequate for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Lift Access

- ☐ Cost of lift tickets offered by the Resort \$_____/person
- ☐ Does the Evaluation Committee agree by majority that the Resort has provided an acceptable cost offering for this evaluation? Yes____ / No____
- ☐ Committee Notes: _____

Additional Offerings

- ☐ Please provide a list of any additional offers the Resort can provide that may assist in our decision to award the event to your Resort.

☐ Committee Notes: _____

Committee Summary Notes

Signatures

Eastern Michigan Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

North Central Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

Northern Michigan Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

Ohio Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

South Central Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

Southern Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

Western Michigan Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

Western Region Certified Advisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____

Central Division Certified Supervisor:

I Recommend this Resort as a Host _____
I do not recommend this Resort as a Host _____

Print Name: _____

Signature: _____

Certified Number: _____

Date: _____