

Revised  
Sept 20 1986

NATIONAL SKI PATROL SYSTEM CERTIFICATION PROGRAM

CENTRAL DIVISION

ARTICLE I

PROGRAM OBJECTIVES

1. To promote a level of active patrolling at which there is no compromise with excellence in all phases of ski patrolling acquired through many years of experience, and then to use these talents to promote safety within the sport of skiing.
2. to provide nationwide recognition for a level of patrol skills that is accepted by all NSPS Divisions and PSPA representing the highest level of patroller expertise.
3. To encourage a high level of proficiency in both volunteer and professional patrollers through the testing and training of both certified and other patrollers.
4. To encourage and promote direct relationships and interchange of techniques and information between volunteer and professional patrollers.
5. To provide a competence level within the NSPS from which Certified volunteers can participate in the NSPS.
6. To provide a professional level from which Certified professional patrollers can participate in the NSPS.
7. To improve patrol and management relations.

ARTICLE II

OFFICERS AND RESPONSIBILITIES

1. The program is in itself largely self-regulating but must operate within the By-Laws of the NSPS. For direction and organization, a Certification Committee shall be formed from the Certified membership which will carry out the business of the Central Division Certified Patroller Committee.
2. The Certification Committee shall include:
  - Certified Program Chairperson & Division Advisor
  - Vice Chairperson
  - Secretary-Treasurer
  - Recertification Committee Chairperson
  - Credentials Committee Chairperson
  - Ski & Toboggan Chairperson
  - First Aid Committee Chairperson

The Certified Program Chairperson shall be a Certified Patroller, appointed by the Division Director and shall serve as the Division advisor; all others are appointed by the Certified Chairperson.

### 3. Certified Program Chairperson

The Chairperson shall be the executive officer of the Certified Committee. The Chairperson shall preside over all meetings and business affairs of the committee. The Chairperson shall have the power of appointment for those positions deemed necessary. The Chairperson shall set the date and place of the annual Spring Meeting/Examination and notify the membership in writing. The Chairperson shall submit an annual report to the general membership. He/She shall also issue to the general membership a written financial report at the end of each fiscal year.

### 4. Vice Chairperson

The Vice Chairperson shall be appointed by the Certified Chairperson. In the event that the Certified Chairperson is unable or unwilling to fulfill his/her duties the Vice Chairperson shall serve as Chairperson until the next annual meeting at which time a special election will be held to elect a Chairperson to complete the current term. The Vice Chairperson shall preside over all business meetings in the absence of the Certified Chairperson.

### 5. Secretary - Treasurer

The duties of the Secretary - Treasurer shall be :

- \* To record the proceedings of all Committee and Annual Spring meetings and any other business meetings that may be called during the year.
- \* To submit minutes of all meetings to the Committee and general membership in a timely manner.
- \* To maintain and supply a current mailing list to all Certified members.
- \* To perform such other duties as the Certified Chairperson may prescribe.
- \* To supervise elections.
- \* To help maintain all financial statements.
- \* To maintain yearly activity sheets.

### 6. Recertification Chairperson

The recertification Chairperson shall be responsible for :

- \* Notifying those members who need recertification that year in writing.
- \* Scheduling, organizing, and administering such recertifications
- \* Maintaining records of and reporting to the Certified Chairperson the results of the recertification.

#### 7. Credentials Committee Chairperson

The chairperson shall oversee a committee appointed by the Certified Chairperson. The committee shall review and either approve or disapprove the applications presented before the prescribed deadline date. The Chairperson shall deliver to the Certified Chairperson the finding of his/her committee.

#### 8. Ski and Toboggan Chairperson

With his/her appointed helpers and approved examiners, the Chairperson shall conduct Part I of the Certified Exam, the Ski and Toboggan Exam, and qualify examiners as in Article VIII. All results shall be forwarded to the Certified Chairperson. The Chairperson or another examiner he /she appoints shall conduct the Pre-tests. The Chairperson shall be a Certified Examiner.

#### 9. First Aid Chairperson

The First Aid Chairperson, who shall be a Certified First Aid Examiner, shall coordinate and administer Parts II and III of the Certified Exam. He/She shall acquire current First Aid Examiners from the membership. The First Aid Chairperson should be a current instructor for the American Red Cross in Advanced First Aid and Emergency Care or a program of equivalent or superior level of emergency care and treatment.

### ARTICLE III

#### MEMBERSHIP

The process by which a patroller may become Certified is as follows:

1. Make an application to the Certified Chairperson.
2. Application must be post marked no later than January 1 of that test season.
3. All requested information and spaces must be filled in, any discrepancies or missing information must be fully explained by letter to the committee and enclosed with the application.
3. Personal endorsements must be given by signature where requested. If you are the holder of one of these positions you must supply a letter of recommendation from the next highest officer, i.e. if you are a Section Chief get a letter of recommendation form your Regional Director.
4. Please send in the original, do not use or send a copy.
5. Letters of recommendation are to be included with the application, letters of recommendation should come from either two Certified members or from two Regional line officers.
6. Become a Certified Candidate after application approval by the Credentials Committee.

7. Attend and pass a Ski and Toboggan pre-test administered by the NSPS Certified program (or PSPA).

8. Attend and pass the Certified Examination; Part I (Ski & Toboggan), Part II (First Aid), and Part III (Patrol Procedures).

## ARTICLE IV

### LEVELS OF MEMBERSHIP

#### Active Membership

Once Certified, a member has the responsibilities to uphold active patrolling at a certified level. To check on this involvement, a yearly activity sheet will be filled out by the members and returned to the secretary. Each member must be recertified every 3 years.

#### Inactive Membership

Members in good standing whose request for a leave of absence has been approved by the Certified Committee.

#### Alumni Membership

Certified patrollers who no longer meet all of the requirements for active membership.

## ARTICLE V

### MEETINGS AND ELECTIONS

The rules contained in Robert's Rules of Order shall govern the Certified Patroller Committee in all cases to which they are applicable, and in which they are not inconsistent with the rules of order or the Certified Patroller Program.

#### 1. Meetings

A meeting shall be held annually. The Certified Chairperson shall set the date and the place of the meeting and shall notify the membership in writing. A general membership meeting may be held in the Fall upon the written notification of the membership as to the location and date. A quorum set at 25% of the general membership shall be necessary to hold a business meeting.

#### 2. Voting Privileges

Voting privileges at business meeting shall be awarded to Active Members and Charter Members (as described in Article IV).

#### 3. Proxy Votes

Written proxy votes will be accepted at business meetings of the membership. No Certified member may carry more than one proxy.

#### 4. Elections

Elections shall be held for the Certified Program at the annual meeting every two years in the odd numbered years. A slate of nominee(s) shall be presented to the membership. Nominations may also come from the floor after the slate is read. Write-in ballots will be accepted. Elections are to be by secret ballot tallied by the Certified Secretary.

### ARTICLE VI

#### PRE-TESTS

All new candidates will attend and pass a pre-test before the Certified Exam and that pre-test is good for that season only. All candidates who have attended at least one Certified Exam and have not passed either the Ski or Toboggan portion of that exam, will be required to attend the pre-test. Each pre-test will include all skills and maneuvers in the regular Ski and Toboggan Exam. The dates and places of the pre-tests shall be published.

### ARTICLE VII

#### THE CERTIFIED EXAM

The content and administration of the Certified Exam shall be according to the NSPS Certified Program as permissibly modified by the Certified Patroller Committee (See Appendix IV).

### ARTICLE VIII

#### EXAMINERS

1. Examiners shall come from the general membership.
2. Examiners for both Ski and Toboggan and First Aid shall first serve as candidate examiners for a period of time determined by the respective Chairperson and the Certified Chairperson.
3. A PSPA examiner, in good standing, may serve after being admitted as a Certified member and approved by the Chairperson.
4. Ski and Toboggan and First Aid Examiners must attend a yearly Certified Examiner's Clinic.

### ARTICLE IX

#### RECIPROCITY

PSPA members in good standing may apply for NSPS Certification. They must submit an application, have it approved, and attend the Spring Examination. Here they must pass all sections in the exam not included in the PSPA exam. In order to become Certified they must join the NSPS.

ARTICLE X

AMENDMENTS

Amendments to this program may be made at any annual meeting following written notice of the proposal at the time of notification of the annual meeting and by a 2/3 affirmative of the active membership.

## APPENDIX I

### GUIDELINES FOR ACCEPTANCE OF CERTIFIED PATROLLER APPLICATIONS

The purpose of the acceptance requirement of an application is to meet the objective of no compromise with excellence in skiing, first aid techniques, patrol management, administration and leadership.

The Credentials Committee is charged with the parts concerning patrol management, administration and leadership. We will examine each application for excellence in these three fields.

This means we will not accept anyone who has only an excellent record of first aid and attendance for several years. PSPA membership for example does not specifically require excellence in patrol management, administration and leadership, so those applicants who are already PSPA must be screened for these items.

The method for evaluating will be to have each member of a screening committee examine each application and comment as to the impression gained in (a) patrol management, (b) administration, and (c) leadership for each applicant. Those applicants in which excellence is not judged to be present will be requested to provide supplemental information. If this supplemental information is not adequate, the application will be rejected. If the original and/or supplemental information is adequate, the applicant will be notified.

1. his/her application has been accepted
2. he/she may take the pre-test on \_\_\_\_\_ date
3. enclosed is a schedule of other test dates
4. contact the pre-test officer to verify attendance at the pre-test
5. enclosed is a copy of the Certified Patroller test outline

#### What's Adequate?

Since leadership, administration and patrol management overlap greatly and may be hard to define, here is a list of some of the things a person may be doing which indicate acceptability. This list is not required or complete, but is a guide.

#### NSPS Leadership

Patrol Leader or Assistant	
Section Chief	
Regional Director	Need to know how long, where
Senior S&T Test Examiner	duties, how many exams/year
Senior First Aid Examiner	(Chief Examiner?), chairperson
T&T Officer for Patrol, Section, Region	of committees.
National Appointment	
Administrative Jobs- Annual Meetings, Ski Sales	
	Transportation, Purchasing, etc

APPENDIX I (cont'd)

First Aid

ARC First Aid	card holder, instructor,
Heart Association	officer, instructor trainer,
EMT	how many classes taught/year.
Mountain Rescue Association	

Avalanche-Mountaineering

Circle A	Card holder or instructor
Circle M	
Avalanche patch	

Ski Instructor	Certified, paid or unpaid, where, how long, classes/yr
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Civic Activities

Volunteer Fireman  
Volunteer Policeman  
Rotary, Kiwanis, Elks, etc.  
Boy Scout Advisor  
School Band  
Town Office  
Community Chest  
Church leadership

Paid Patroller

Hiring/firing of paid patrollers	
Testing of paid personnel	
Prepare budgets for management	Where and how long?
Time sheets and pay records	
Authorize complimentary tickets	
Purchasing supplies and equipment	
PSPA membership	
PSPA special duties, offices held, etc.	

If the applicant, for example, has none of these except he is a card holder in first aid and CPR basic life support and took a circle A course, he does not show excellence in patrol manage, administration and leadership and should be rejectable.

After acceptance, the applicant must undergo a personal interview (generally done on the First Aid weekend). The interview will be conducted to the same standard of excellence and will cover practical knowledge of leadership, administrative ability and management.

When the applicant has passed the application review and personal interview phases, he/she has met the requirements of the Credentials Committee.