

**POLICIES AND PROCEDURES**  
**of the**  
**ALASKA DIVISION,**  
**NATIONAL SKI PATROL SYSTEM, INC.**

**SEPTEMBER 1996**  
**REVISED FEBRUARY 2015**

Policies and Procedures are adopted pursuant to Article IV, Section 4.4(b)(ii) of the Alaska Division Bylaws. These Policies and Procedures supplements the National Ski Patrol Policies and Procedures.



## **CHAPTER 1 MEMBERSHIP**

### **1.1 Associate Dues**

A person registered as an associate may receive authorized benefits of membership, with the exception of voting, in the Alaska Division, a region, or a patrol, upon payment of dues at that and each higher level.

## **CHAPTER 2 FINANCE**

### **2.1 Budget**

At each annual meeting of the Board of Directors, the Division Director shall propose a budget for two fiscal years. The Board shall adopt a budget for the first fiscal year, and preliminary budgets for the next fiscal year.

Pursuant to Section 5.3(c) of the Alaska Division Bylaws, the Executive Committee may not authorize emergency expenditures of Alaska Division funds in excess of \$500 per item. In the event the Executive Committee deems it necessary to spend in excess of \$500 per item, it may do so upon the approval of a majority of the Board of Directors. Such approval may be obtained telephonically.

The Alaska Division will not accept cash (by mail or hand delivery). All monies will be handled in the form of check, or money order and shall be made payable to the Alaska Division, National Ski Patrol.

The Division Director may authorize the expenditure of non-budgeted Division funds for members of the Alaska Division for authorized travel to and from National Meetings and National Committee Meetings. This applies only to members that will be reimbursed for such expenditures by the National Office. Payment will only be made to a member. It shall be incumbent on the member who travels to reimburse these Division funds within sixty (60) days of travel regardless of whether the National Office reimbursements have arrived. The Alaska Division may only advance funds for those expenses that are either normally reimbursable under National policy or the National Office has indicated in writing will be reimbursed.

Expense reports must be submitted within 30 days of the incurred expense, exceptions must be approved by the Executive Committee in writing. All expenses must be fully documented with an original receipt. Expenses will be reimbursed according to national expense guidelines unless there is particular Alaska Division policy pertaining to the expense. Expense reports must clearly state which budget or activity the expense is to be charged against. Reimbursement requests should be received by the Division Treasurer no later than end of fiscal year (currently June 30<sup>th</sup>) in order to charge the expense to the appropriate budget year.

Any request received after that date will be held until the annual meeting and considered by the Board of Directors for inclusion in the current year's budget.

## 2.2 Audit Committee

The Alaska Division shall have a finance committee the purpose of which is to provide fiscal oversight of Alaska Division finances. A finance committee is appointed annually by the director.

### Inspections and Audits

**Inspections:** The finance committee meets with the treasurer at least annually and inspects the financial records maintained by the treasurer. The purpose of the inspection is to verify account balances, and correlation of the division budget and tax return and general completeness and accuracy of the records.

**Audits:** Audits of the division financial records may be conducted by the financial committee upon change over of division directors or treasurers. The purpose of the audit is to verify balances and identify any unresolved financial or policy issues.

**Reports:** The finance committee reports the results of their inspections and audits to the board of directors with recommendations for improvement as needed.

Should the audit committee identify possible problems or find the financial documents to be complicated the committee may recommend that a financial consultant complete the audit.

### Guidelines:

Verify that checks have been reconciled and that the accounts balance.

That the past years books have been closed out and a new fiscal year has been started.

Verify that appropriate documentation has been provided for expenditures.

Verify that reporting to the IRS has been completed.

Compare expenditures to the division budget.

### 2.3 Class Fees

All persons attending classes taught within the Alaska Division shall pay the following fees:

NON-MEMBERS:

Mountain/Avalanche Awareness	\$10.00
MTR Fundamentals	\$10.00
Avalanche Fundamentals and Rescue	\$10.00
All Classes <u>except OEC</u>	\$50.00
OEC (\$300 to NSP)	\$310.00

MEMBERS:

Outdoor Emergency Care (Basic Course & Challenge)	\$10.00
Avalanche <u>Level I</u>	\$25.00
<u>Basic Mountain Travel &amp; Rescue</u>	\$25.00

No Cost Modules and/or Courses

Avalanche <u>Level II</u>	\$ -0-
Advanced <u>Mountain Travel &amp; Rescue</u>	\$ -0-
Leadership	\$ -0-
Senior	\$ -0-
Certified	\$ -0-
Instructor Development	\$ -0-
Toboggan Enhancement Seminar	\$ -0-
Ski Enhancement Seminar	\$ -0-
Patroller 101 Course	\$ -0-
Emergency Management	\$ -0-
Aid Room Management	\$ -0-

These fees do not include fees that may be collected for books, materials, tests, or other expenses.

Fees will be collected by the Instructor-of-Record who shall ensure the individual's membership status by presentation of an NSP membership card or communication with the individual's patrol director or designee. All Division and National fees shall be sent to the Division Registrar in check form along with a completed class roster and any other necessary records within 14 days of collection. No class roster will be accepted without appropriate class fees. The Division Registrar shall make the necessary records and then forward the fees to the Division Treasurer for deposit. Class rosters shall also contain the names of all additional instructors.

## **2.4 Reimbursement For Living Expenses**

The Alaska Division will reimburse any living expenses (not paid by National Office) of Division Advisors attending a meeting at the request of the national office at a rate consistent with the national per diem policy.

## **2.5 Reimbursement For Transportation**

The Alaska Division will reimburse the allowable transportation expenses for each region director, the Division Director and the Past Division Director who attend out-of-region meetings. The Alaska Division shall also reimburse transportation and meeting expenses for the Cordova Patrol Representatives who attend Division meetings outside of their cities.

The allowable transportation expense shall be the lower of the amount actually paid or the amount determined as follows:

1. Automobile transportation expenses will be determined using the actual miles driven over the most direct route at the rate set by the NSP national office for national meetings;
2. Bus, train, and air travel expenses will be reimbursed at the lowest coach (or super-saver) rate available at the time the reservations are made.;
3. Expenses for ground transportation shall not exceed the lowest available airfare on the date(s) of ground travel.
4. Expenses for lodging and meals will be reimbursed at rates established in the NSP policies and procedures manual.

## **2.6 Fund Raising**

Patrollers soliciting funds for ski patrol activities shall have the approval of their NSP Patrol Representative, Regional Director and Division Director prior to actual solicitation in order to prevent potential duplication of efforts.

## **CHAPTER 3 ADMINISTRATION**

### **3.1 Annual Meetings**

The annual meeting of the Board of Directors shall be held in the following locations in the years indicated:

2015 Anchorage	2019 Fairbanks
2016 Fairbanks	2020 Anchorage
2017 Anchorage	2021 Fairbanks
2018 Juneau	2022 Anchorage

### **3.2 Division and Patrol Program Policies**

The University of Alaska is the Official Repository of Division Records.

### **3.3 Course Records**

All courses conducted in the Alaska Division will process records through the Division Registrar as follows:

1. The original course record with appropriate Division and National fees (if applicable) will be mailed to the Registrar within two weeks after completion of the course. *See* fee schedule (§ 2.3) for Division course fees.
2. A check made payable to the *Alaska Division, NSP* must be enclosed for the fees. (Note: the Division will not accept cash. *See* § 2.1)
3. If applicable National fees were collected, a check made payable to *National Ski Patrol* must be enclosed for those fees.

Upon receipt of the course record, the Registrar, in a timely manner, will:

1. verify the member NSP number;
2. update the Division database;
3. forward the funds to the national office and the Division Treasurer, as appropriate;
4. forward the course records to the National Office, as appropriate;
5. return any incomplete or incorrect forms to the instructor of record; and

6. forward a copy of the course record (complete or otherwise) to the appropriate division advisor.

For refresher courses, the instructor of record will forward the original course record sheet to the division Registrar no later than two weeks after the completion of the refresher. The records will be forwarded to the National Office. Currently, there are no Division fees for refresher courses.

**All Instructor Development programs in the Alaska Division will include a discussion of this policy, and each student shall be given a copy of it.**



## **CHAPTER 4 ORGANIZATION**

### **4.1**

#### **A. Qualifications of Division Director**

1. Must be a registered NSP member for at least five years. Membership in an NSP registered Professional Division Patrol shall constitute NSP membership.
2. Must have served one term as region director; or must have served as a patrol representative for two years; or served as a region, division or national program supervisor for at least two years.
3. Must be familiar with National policies and procedures as defined in the current NSP policies and procedures manual.
4. Must be familiar with Alaska Division bylaws and policies and procedures.
5. Must be registered in the division.
6. Must be currently registered as a Senior (Alpine, Nordic, Auxiliary) or certified volunteer patroller or professional (paid) patroller.
7. Must logged at least 80 days of active patrolling (excluding refreshers, tests, training, etc) with one-third of these days at a ski area(s) in the Alaska Division.

The following are the minimum recommended (non-mandatory) eligibility requirements for division director candidates:

8. Should have experience working with management with a ski area in the Alaska Division.
9. Should have the endorsement of an area management representative in the Alaska Division.

#### **B Selection of Division Director**

1. An Election Committee shall be appointed by the Division Director no later than December 1<sup>st</sup> each odd numbered year (Day 1). The committee shall consist of three members representing each Region in the Alaska Division. The Division Director shall designate one member of the committee to serve as chair. The Division Director shall announce to the Alaska Division membership the names of the committee members and the process for submitting nominations to the committee for consideration.

Nominations for Division Director shall contain, as a minimum, sufficient information to summarize the candidate's qualifications as listed above. Additional information (concerning qualifications, desire to serve, platform, etc) may be submitted to the

committee for consideration. Any member (in good standing) of the Alaska Division may make nominations with the candidate's prior permission. The Committee should actively seek qualified candidates.

2. The Committee must receive nominations no later than January 15<sup>th</sup> (Day 45).
3. The committee shall prepare a slate of qualified candidates by February 1<sup>st</sup> (Day 60).
4. Ballots containing the names of these qualified candidates shall be distributed to eligible voters (as defined in the by-laws) no later than February 15<sup>th</sup> (Day 75).
5. Ballots shall be returned by March 1<sup>st</sup> (Day 90).
6. The election results shall be ratified by the Committee and announced on or before April 1<sup>st</sup> (Day 120).
7. The new Division Director takes office July 1<sup>st</sup>.
8. In the event of a special election required to fill a vacancy of Division Director, the following procedures will be used. The Division Director (or Assistant Division Director in his/her absence) shall immediately appoint an Elections Committee. In this event, the timeline above shall be used, in which case Day 1 shall be the day the Election Committee is appointed. The timeline of the election process will follow item 1-7 above with calendar dates adjusted accordingly. The new Division Director will take office immediately after ratification.
9. The Election Committee may delegate the distribution and collection of the ballots to the Division Registrar. Ballots may be distributed and received by mail or electronic means.

#### **4.2 Region Director**

Each year an inventory listing of all items owned by each Region shall be attached with its annual report. This inventory shall include the physical location of each item, and record the disposal circumstances of any items listed in previous reports and not carried over. This will include (but not be limited to) all training equipment, instructional material, and books not used for resale. Items purchased by the region used for resale will be recorded on separate listings, equal to those used in Division resale inventory records.

#### **4.3 NSP Patrol Representative**

As part of the annual report required by the Bylaws, each NSP Patrol Representative shall include the following information:

1. A current list of officers and advisors; and
2. All awards, appointments, and certificates earned by the patrol and its members during the past year.

#### **4.4 Division Volunteer Officers and Advisors**

The Division shall appoint a member to be in charge of any items purchased for resale. This member shall keep a running and current inventory listing of the items purchased, sold, those used for promotion, and the physical location of the unsold items. All monies and the inventory listing will be returned to the Division Treasury at least (but not limited to) once a year at the normal reporting time, of Division finances. This will include but not be limited to all books, manuals, instructional material and equipment, and promotional items.

## **CHAPTER 5 AWARD PROGRAMS**

### **5.1 National Outstanding Awards**

The Alaska Division may make awards in the following categories:

1. Outstanding Ski Patrol;
2. Outstanding Ski Patroller;
3. Outstanding NSP Patrol Representative
4. Outstanding Student Ski Patroller;
5. Outstanding Administrative Ski Patroller;
6. Outstanding Auxiliary Ski Patroller;
7. Outstanding Rookie Ski Patroller;
8. Outstanding Paid Ski Patroller
9. Outstanding Nordic Ski Patroller;
10. Outstanding Educator.

Nomination for Alaska Division awards must be submitted on the appropriate form prescribed by the Awards Manual. The nomination should be typed (if possible) in final format as if it is to be submitted to the National Office as the Division's entry in National competition. The nominations must be submitted to and received by the Division Awards Advisor no later than April 15 during the season for which the nomination is to be considered. Division winners may be submitted to National the following season.

The Awards Committee shall use the rating system established by the national awards committee for evaluation of nominations for Division awards.

The Division Awards Advisor shall notify the Board of Directors in writing of the Division awards no later than August 15 of each year.

Each patrol representative shall return the traveling award to the place designated by the Division Awards Advisor no later than May 30. A patrol that fails to do so will be billed for the replacement cost of the traveling award.

While there will be only one Outstanding Patrol in the Division, the Division may submit Large Alpine, Small Alpine and Nordic Ski Patrols to the national office for competition on the national level.

## **CHAPTER 6 OUTDOOR EMERGENCY CARE PROGRAMS**

### **6.1 OEC Enrollment Fees**

The Alaska Division requires the patrol director's permission for a candidate's admission to an OEC program as a member of the National Ski Patrol. Any person who does not have a NSP Patrol Representative's permission shall be considered a non-member and charged the non-member fee.