

National Ski Patrol



Northern Michigan Region

Policies and Procedures

National Ski Patrol

Northern Michigan Region

Policies and Procedures

These Policies and Procedures supplement those of the National Ski Patrol System, Inc. and the Central Division. They are intended to clarify and specify operation of the Northern Michigan Region where region options prevail or Central Division or the National Ski Patrol has not provided policies and procedures. They are in the control of the Northern Michigan Region Board of Directors and are changed and updated by direction from that Board. Any questions concerning these policies should be directed to the current Region Director of the Northern Michigan Region.

No lower organizational structure of the Northern Michigan Region may write or enact policies or procedures that supersede these or those of the National association, or the Central Division.

Northern Michigan Policies and Procedures

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Chapter 1 Northern Michigan Region Board of Directors

The Northern Michigan Board of Directors shall consist of a representative team of the Patrols in the Region. Its formal structure and voting rights will be controlled by the By-Laws of the Northern Michigan Region.

1. The Board is made up of the Region Director and Patrol Directors/Representatives, Assistant Region Directors, Section Chiefs, Legal Advisor, and Treasurer.
2. Voting members of the Board are the Patrol Directors/Representatives. In the case of a tie, the Region Director may vote to break the tie.
3. Members of the Board, program advisors, and chairs of special task teams can submit proposals to the Board for consideration, make and second motions before the Board, and suggest comments to pending motions.
4. At least two meetings of the Board will be held annually. One such meeting should be in the Fall and one in the Spring.

Fall Meeting

This meeting should be used to implement final planning for the coming season, including presentation of Board member and advisor reports, review of coming season plans and event schedules, budget review, and presentations from invited guests. This meeting may be held following the annual Region OEC refresher.

Spring Meeting

This meeting should be used to present year-end reports, review current financial position, budget submission and approval for the new season, and general planning for the new season. The location of this meeting should be rotated through each of the sections.

General sessions of Board Meetings should be open for attendance by all Region patrollers, and announcements of the Board meetings should be distributed in advance of those meetings. Region patrollers also should have the opportunity to make comments to, or ask questions of the Board, at meetings; although the time set aside for and the format of such a forum shall be set by the Region Director. Other speakers or presenters will be at the discretion of the Region Director.

Special advisor meetings may be held in concurrence with a Region meeting and should be organized through the supervising Assistant Region Director or the Region Director.

Chapter 2 Qualifications and Responsibilities

Region Director, Section Chief, Patrol Director/Representative

The qualifications for Region Director, Section Chief, and Patrol Director/Representative shall be the qualifications for those positions as set by the National association and/or the Central Division.

Assistant Region Directors

The Region Director may appoint Assistant Region Directors to help supervise Region programs or perform other administrative tasks. Assistant Region Directors report directly to the Region Director. Their appointment and responsibilities will be determined by the Region Director in consultation with the Board. Assistant Region Directors serve at the pleasure of the Region Director.

Administrative Advisors

The Region Director may appoint advisors to perform administrative tasks for the Region (e.g., Treasurer, Legal, Recording Secretary, etc.). Administrative advisors report directly to the Region Director. Their appointment and responsibilities will be determined by the Region Director in consultation with the Board. Administrative advisors serve at the pleasure of the Region Director.

Treasurer

The Region Treasurer, whenever possible, shall attend all Board of Directors and Operating Committee meetings. He/She has responsibility of managing and maintaining all Region accounts according to Region policies, preparing all Region financial reports required by the Central Division or National association, organizing and collecting all local patrol financial reports required by the Region, Central Division or national association, providing reimbursements for expenses, and otherwise to act as the financial advisor to the Region.

Legal

The Region Legal Advisor, whenever possible, shall attend all Board of Directors meetings and Operating Committee meetings. He/She shall be the official parliamentarian at such meetings. He/She shall also be available for answering questions and problems of a legal nature and in general to carry out the duties as set forth in National Ski Patrol System manuals or as elsewhere set forth in National Ski Patrol System minutes, edits, resolutions, etc.

Recording Secretary

The Recording Secretary, whenever possible, shall attend all Board of Directors and Operating Committee meetings. He/She shall provide the following support services to the Board and Region Director:

- Provides timely transcription and distribution of all meeting minutes
- Receives and distributes reports, proposals and other materials to the Board in advance of meetings

- Performs other duties as may be assigned from time to time by the Board or Region Director.

If the Recording Secretary cannot be present at a meeting, the Region Director shall appoint another Board member to take the minutes of that meeting.

Awards

The Region Awards Advisor should attend all Board or Operating Committee meetings where awards nominations are presented for consideration. He/She is responsible for the timely and accurate preparation of awards nominations for review by the Board or Operating Committee, to inform the Board or Operating Committee of deadlines to be met so that awards can be approved and presented to their recipients in a timely manner, and to otherwise coordinate the preparation and presentation of such awards. The Region Awards Advisor also should keep and regularly update a database of awards received in the Region. In the event of a tie vote among the Operating Committee on an awards nomination, the awards advisor shall vote to break the tie.

Descriptions of the responsibilities of other Administrative Advisors is contained in Appendix B.

Program Advisors

The Region Director may appoint advisors to administer Region programs (e.g., Proficiency & Training, OEC, Avalanche, Mountain Travel & Rescue, etc.). Program advisors report directly to the Region Director or a supervising Assistant Region Director (as determined by the Region Director). Their appointment will be determined by the Region Director in consultation with the Board. Their responsibilities will be determined by the Region Director or supervising Assistant Region Director in consultation with the Board. Program advisors serve at the pleasure of the Region Director, although a supervising Assistant Region Director may petition the Region Director or Board for the replacement of a program advisor. For some advisors (OEC etc.) the Region Director also may need to consult with Central Division personnel in the appointment and responsibilities of those advisors, and should do so when required.

Descriptions of the responsibilities of Program Advisors is contained in Appendix B.

Advisor Term Limit

The terms of all Assistant Region Directors, Administrative Advisors and Program Advisors expires with that of the Region Director. An incoming Region Director may request any ARD or advisor to remain, however, or the Region Director may appoint a new assistant/advisor according to the procedures provided above.

Chapter 3 Region Elections

Northern Michigan Region elections (timing, voters, etc.) are controlled by the Policies and Procedures and By-Laws of the National association and the Central Division.

Selection of the Patrol Directors/Representatives in the Region also shall be in accordance with the Policies and Procedures and By-Laws of the National association and the Central Division.

In addition, the policies for behavior and the required candidate information form for a nominee for elections in Northern Michigan Region shall be those as adopted by the National association and Central Division. For convenience, the Central Division guidelines are included below.

Pursuant to Central Division By-Law Art. XI, ¶11.3.8, the voter population for the election of the Region Director shall be “Option 1,” with one vote for each Section Chief in the region, etc.

Pursuant to Central Division By-Law Art. XI, ¶11.2.5, the voter population for the election of Section Chiefs shall be the Patrol Directors/Representatives in that Section.

Pursuant to Central Division By-Law Art. XI, ¶11.2.6, the election process of Section Chiefs shall be 6B.

The Region Election Coordinator shall oversee any Region organized elections, or, if no regular coordinator exists, a coordinator may be appointed by the Board for an election.

National Ski Patrol

Northern Michigan Region

GUIDELINES OF CONDUCT FOR CANDIDATES IN DIVISION OR REGION ELECTIONS

- I. All candidates shall be held personally responsible for all actions of their chairman, workers, committees, etc.
- II. For each election or run-off election, any candidate seeking the election office and those acting in behalf of the candidates are permitted a maximum of three contacts with the voters including phone conversations for the purpose of campaigning.
- III. The candidates' campaign literature or other contacts shall be restricted to:
 - A. Introducing themselves
 - B. Announcing their platform and intentions
 - C. Enhancing their own qualifications
- IV. No candidate, or those acting on behalf of the candidate, shall make or publish derogatory or inflammatory statements about his/her opponent's qualifications, ability, service record, or personal life.
- V. Candidates holding a Division, Region, or Section position during the time of their candidacy shall not be permitted to do any campaigning while attending any meeting, session or any other patrol activity in an official capacity or where the cost of attendance in travel or living expense is reimbursed wholly or in part by the Division, Region or Section funds. Nor shall any campaigning be allowed in any communication, verbal or written, which is reimbursed by Division, Region or Section funds.
- VI. A copy of all campaign literature mailed or distributed by a candidate, or those acting in a candidate's behalf, and also an outline of any organized telephone campaign, shall be sent to the Division Election Coordinator and the Division Director.
- VII. Failure to comply with these guidelines can result in the removal of a candidate from the election. This action will be reviewed first by the Division Election Coordinator, then by the Division Legal Advisor, and finally by the Division Operating Committee, excluding any members who are candidates for the office in question.

Central Division Board of Directors

**NATIONAL SKI PATROL
CENTRAL DIVISION
CANDIDATE INFORMATION SHEET**

Name: _____.

Address: _____.

Phone Home: _____ Work: _____ Fax: _____ Email: _____.

I accept / reject the nomination for _____.

Signed _____ **Date** _____.

I am currently registered with: _____.

I have been a member of the NSP since the _____ **season.**

List NSP offices held

List NSP Awards Received

NSP Achievements

List your priorities for action (issues you will address) if elected:

OVER

What specific or special qualifications do you have for the office?

How do you propose to obtain the opinions, views and feelings from the patrollers to guide your activities?

List any other pertinent information to your candidacy

I agree to follow the “Guidelines of Conduct for Candidates”.

Signed _____ **Date:**_____.

Chapter 4 Registration Processes

REGISTRATION PROCEDURES

The Registration Procedures suggested by the Central Division should be followed to the extent possible. They are reprinted below for reference. Please note that corrections to this schedule are the responsibility of the Central Division.

March - June

1. Area Registration forms arrive from National and are given/sent to the Region Directors for distribution to their Section Chiefs and Patrol Directors. Deadline for return to registration coordinators is May 30.
2. Database is updated to reflect any changes reported on Area Registration Forms.
3. Starting in mid-May, periodic reports listing patrols and section chiefs that have not returned Area Registration forms are sent to the Region Directors.
4. Original AR sent to National (in batches, as they arrive), second copy retained for Division records; third copy sent to appropriate Region Director.

July - August

1. Patrol membership rosters and membership cards arrive from National.
2. Membership cards separated by patrol and filed until registration is received.
3. Registration packets for each patrol put together. Packet contains registration instructions, Transmittal Form (see example), pre-printed membership roster, member registration forms, address change forms, classification change forms, officer change forms. Packets are boxed by region for either mailing or delivery to Region Director or designate.
4. Region information update form (see example) sent to Region Directors in mid-July. Form requests name/address of any region treasurer or registration coordinator, current region and section dues (if any), and asks if data base is needed.
5. Membership data base sent on disc to those Region Directors who request one as well as to the Division Mountaineering and Avalanche Advisors, as requested by the Division Director.

September - February

1. Registration packets distributed to patrols by Region Directors. Registration deadline is December 1. There is a \$10/patroller late fee.
2. As they are received, registration packets are checked for accuracy (number of patrollers registered equals money sent); check made out correctly and signed. Any other forms sent with registration are checked to make sure they have been filled out correctly.
3. Patrol Director notified regarding any errors (e.g., missing forms, underpayment).
4. Membership rosters and membership forms separated for National, Division, and Region.
5. Transmittal Form separated for National, Division, Region, and Patrol; patrol copy is returned to the PD along with the membership cards for reregistering patrollers. Refund check issued for any overpayment greater than \$10.

6. Membership dues amount along with number registering entered into computer database.
7. Membership roster and forms for each patrol sent to National along with a check to cover the number of reregistering patrollers and any new members using National's Registration Submission Summary.
8. Deposits transferred to Central Division bank account as membership dues are accumulated.
9. Payments made to regions and sections starting in late December. A second payment may be made in April depending on whether there are late registrations.
10. Any problems are reported to appropriate RD or his/her designee.

Other Duties

1. Give membership information to Division election coordinator as requested.
2. Respond to requests for forms/membership information as requested.
3. Report to Board of Directors at Division meeting.

S98-03 - The due date for registrations was changed from December 15th to December 6th.

F 94-09 – When an area closes, the patrollers have two years to register with another patrol.

S95-17 – Establish a Division database to provide the proficiency and training status of the division members to the line officers and the division instructors.

S95-18 - Establish a Division database of separated members and the Patrol Director to contact about the separation. No record will be maintained by the Division regarding the specifics of the separation.

S93-7- The Division Director and the Registration Coordinators will set and collect the late fee when the whole patrol's registration is late. The maximum fee can be \$200.00.

S92 Floor Motion 3 - The Division will collect a \$10.00 late registration fee after 12/15 until 2/1. After 2/1 it will be passed to National as a late fee.

Note: A motion was passed that requires the registration of Candidates within 30 days of the start of an OEC course – reference missing.

Chapter 5 Treasury Operations

General

When possible, the Region should follow accounting and reporting guidelines recommended by the National association and Central Division.

Annual Budgeting

1. The Board shall set an annual Budget for the upcoming season at the Spring Meeting.
2. To assist in the preparation of the Budget, each program or administrative advisor will need to submit a budget request to the Treasurer before or at the Spring Meeting. There will be a standard template provided for this input. The budget items will consist of projected revenues for fees charged for the program, and expenses generated as a result of conducting the program. Pre-approval of a proposed program budget also shall require the advisor to submit a report on the past year's activities and programs.
3. A copy of the proposed Budget, current financial reports, and all other supporting documentation will be provided to the Board at the Spring Meeting. The Board shall then make comments on the Budget and pass it as the annual Budget for the next year.
4. Once the Budget is approved, each program advisor will be informed what their budget should be for the year (what was requested may be different than what is approved).
5. After the close of the fiscal year, the Treasurer will prepare a year-end financial report. The year end report, as well as any proposed Budget changes that may have arisen since the Budget was approved, may be presented to the Board at the Fall Meeting, when necessary adjustments can take place.
6. The approved Budget is the basis for all reimbursements. All expenses that fall within the Budget are considered acceptable, but are subject to the rules set forth below.
7. Any non-budgeted expense or actual spending which exceeds the amount approved in the Budget should be presented to the Operating Committee 30 days prior to the event for approval (the "Pre-Approval Process"). If approved by the Operating Committee, documentation of any such expenditures shall be submitted to the Board at its next meeting.
8. There will be no reimbursements for expenses that have not been approved either through the Budget or the Pre-Approval Process. However, in unexpected situations the Region Director, in consultation with and the approval of the Treasurer and the supervising Assistant Region Director, may consider on a case-by-case basis requests

for emergency expenditures. The amount of all such expenditures shall not exceed \$250 during a fiscal year. Documentation of all such expenditures shall be submitted to the Board at its next meeting.

Reimbursement Policies

1. The Region provides reimbursements within the following guidelines for expenses incurred while performing Region business. Expense vouchers can be downloaded from the Region's web site at www.nspnmr.com
2. Mileage reimbursement shall be provided at the rate of \$.32 per mile, not to exceed the lowest available airfare (*e.g.*, Supersaver).
3. Airfares shall be reimbursed at the lowest available fare (*e.g.* Supersaver).
4. Hotel costs shall be reimbursed at one-half the double room rate. Exceptions may be allowed with prior approval of the supervising Assistant Region Director and the Region Director.
5. Expense vouchers must be submitted within 30 days of the close of the event for which reimbursement is being requested. Vouchers submitted 60 or more days after the close of the event shall be subject to reimbursement at fifty percent of allowed expenses. Exceptions may be allowed with approval of the supervising Assistant Region Director and the Region Director.
6. All expense vouchers must be submitted before the end of the fiscal year to be reimbursed.
7. The Region shall not reimburse expenses for travel to perform Region business within the Region.
8. The Region may reimburse the expense of meals, not to exceed a maximum of \$30 per day, subject to prior approval by the supervising Assistant Region Director or Region Director that such meal expenses are necessary and reasonable for the orderly conduct of the event. All meal expense reimbursements shall require the submission of actual receipts.
9. In no event, however, may alcohol may be purchased or reimbursed from Region funds.
10. Disputes over a particular reimbursement shall be submitted to the Operating Committee for decision, which is final. If the disputed reimbursement is submitted by a voting Operating Committee member, then that member shall not be allowed to vote on the dispute.
11. Certain classes may require instructors to make significant pre-purchases of materials in order to hold the class. For such large purchases, advisors and instructors should use the following process:

- a. The instructor should notify the appropriate supervising advisor or Assistant Region Director of how many individuals are registered for the class and a list of the materials to be purchased to hold the class. To the extent that the Region already has extra copies of the needed materials, the advisor/ARD shall forward them to the instructor.
- b. The advisor/ARD then should prepare a regular expense voucher with an itemized list of the materials to be purchased and a complete identification of where the money to purchase the materials should be sent.
- c. The Region Treasurer will issue a check direct to the supplier (National Office etc.) for the purchase of the materials, which will be shipped to the appropriate instructor.
- d. The instructor will collect money from the class participants (suggested through pre-registration checks made out to the Northern Michigan Region) that covers the cost of the course materials.
- e. The instructor shall forward the collected reimbursements to the Region Treasurer along with the actual list of class participants no later than one week after the class has started.
- f. The instructor also shall forward a list of extra materials that may have been purchased and not used (e.g., extra copies of a manual because of a late cancellation by a class participant). The instructor shall forward these materials to the supervising advisor for safe keeping until the next class is held.
- g. This pre-purchase process does NOT replace the budget process set forth above, but is in addition to it. Thus, all classes still should be budgeted.
- h. The Region is recommending that an instructor/advisor give a three week lead time before the start of the class for advanced pre-purchases to be completed.

Revenue Generation

The Region may raise revenue from all sources approved by the Board. The following are some suggested methods. The Board may approve other methods and rules to be followed with those methods.

A) Program Fees

The Region may establish program fees to help defray the cost of providing training programs. The fees collected from these programs are returned as general income and used to defray the total operating expenses of the Region. It is not to be assumed that they will be used specifically by the program collecting them. Program fees for the next year should be considered at the time proposed program budgets are submitted. The following rules should apply to the collection of program fees:

1. Basic candidates will not be charged fees to attend either the Region Training Clinic or their Basic Evaluation other than to cover fixed costs (i.e., charges for lift tickets, their own meals, etc), if any.
2. Any program may impose reasonable late charges.
3. Fees for programs shall be set by the program advisor in consultation with the Operating Committee. Currently, fees for the annual OEC refresher are \$10 for instructors and \$15 for other participants. Fees for all other programs are \$25.

B) Division Funding/Donations

The Region may receive funding for staff and/or programs from the Central Division, other charitable organizations, or individuals. These funds shall be deposited in the general operating account for any Region business. However, if a donation is made conditioned on the use of the funds in a certain manner, e.g., to be used to purchase new toboggan equipment, those funds shall be used for that purpose and proof of the correct use of the funds shall be kept by the Treasurer. If a donation is made upon a condition that the Region cannot fulfill, the Region should request the funds to be donated without the condition or the Region should decline acceptance of the funds.

The Region Treasurer or Region Director also should, but is not required, to keep a list of all special funds that may be available to the Region but that are not administered through the Region (for example, commemorative funds in honor of past patrollers such as the Mary Griffin Memorial Fund.)

C) Investments

The Operating Committee is charged to manage investments and develop a flexible investment strategy in consultation with the Board.

When possible, Region investments and funds should be held in accounts in accordance with guidelines recommended by the National association and Central Division.

An "investment" shall be defined as the purchase and holding of an interest in corporate bonds, stock, government backed securities, mutual funds and / or money market funds for a period of time one (1) year or longer.

The following Objectives and Restrictions also apply to investments:

Objectives:

1. Minimize the cash balance with the goal of maximizing investment income while meeting the cash operating needs of the Region.
2. Structure a portfolio of funds to be managed with the goal of providing a total return on the account at or above the rate earned by a one (1) year U.S. Treasury bill.
3. Maintain a risk level similar to AAA corporate bonds.
4. Minimize amounts paid on commissions and fees.

Restrictions:

1. Individual investments or class of investments, excluding short-term cash, shall be limited to a maximum of 30% of the portfolio or measured by current market value.
2. Maximum maturity of a fixed income investment shall be 10 years.
3. Fixed income investment credit risk shall be investment grade AAA. U.S. Government Treasury and Agency investments shall be considered investment grade.
4. There shall be no investments in options, futures or derivatives.

Region Financial Account Codes

The Region may, but is not required to, use accounting codes adopted by the Central Division to assist it in its treasury operations. These are set out below:

Region Financial Accounts

INCOME:

110-Registration:

111-Membership
112-Alumni Dues
114-Late Fees

120-Donations:

121-NSPS Organizations
126-Individuals

140-Sale of Supplies:

143-Manuals

160-Program Fees:

162-Alpine
163-Avalanche
164-Mountain Travel & Rescue

166-Enhancement Seminars
167-Nordic
168-Leadership Development
169-IT Conference
170-OEC
171 Other

180-Other Income:

182-Interest
180-Other Income

EXPENSES:

300-Administration:

310-Director
315-ARD Off-Hill Programs
316-ARD On-Hill Programs
317-ARD (Other)

346-Recording Secretary
350-Treasurer

355-Legal
365-Flowers and Memorials
375-Security bond

400-Forms and Supplies:

441-Avalanche
450-Newsletter/Web site
460-Proficiency Publications

463-Region Handbooks

470-Awards

500-Meetings:

520-Region Meetings
521-Fall Meeting – Board of Directors
522-Spring Meeting – Board of Directors
525-Operating Committee

600-Subordinate Unit Support:

610-Board Travel Expenses
620-Operating Expenses
630-Advisor Travel
640-Special Advisor Travel
641-Proficiency
642-Alpine
643-IT Conference
644-Nordic
646-Snowboard
647-Enhancement Seminars
649-OEC
650-Mountain Travel & Rescue

700-Advisors:

705-Proficiency
710-Toboggan
712-Instructional Advisor
713-Snowboard Advisor
715-Awards
720-Risk Management Advisor
730-Avalanche
735-Public Relations
741-Leadership Development
750-OEC
760-Mountain Travel & Rescue

775-Medical
781-Alumni
785-Nordic
790-Newsletter/Web Master
795-Elections Advisor

900-Other Costs:

913-Region Sponsored Participants at Division or National Courses (e.g., Avalanche)
980-Contingencies

998- Check and Bank Charges
999-Uncategorized Expenses

Chapter 6 Programs

The Region may organize recognized NSP or Central Division programs for the benefit of its members.

The courses shall be registered and organized in conjunction with instructional materials and guidelines provided by the National association and Central Division.

Certain programs afford the Region options in the organization and delivery of those programs. Current Region options for certain programs are included in Appendix C.

CHAPTER 7 RISK MANAGEMENT

The Region shall use the Release of Liability form adopted by the Central Division in any program or event in which there is an element of risk, injury, or potential liability. It will be used until replaced or superseded by a similar document adopted by the Central Division or National association.

Each participant, including instructors, students and candidates will sign the Release as a prerequisite to participation. The signed Release forms should be maintained by the Instructor of Record for a period of three (3) years from the concluding date of the program or event.

For convenience, a sample release follows on the next page.

KNOW ALL PERSONS BY THESE PRESENTS THAT:

The undersigned being of lawful age, for the sole consideration of and as a condition precedent to participation in an educational program, clinic and/or evaluation known as _____
_____ (fill in program/ activity and date thereof), for themselves and their heirs, executors, administrators, successors and assigns release, acquit and forever discharge or hold harmless the National Ski Patrol, the Central Division, its subunits, the Program Advisors, Administrators, Instructors and fellow participants, their agents, servants, officers, successors, heirs, executors, administrators, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of services, expenses, attorney's fees, and compensation whatsoever, which the undersigned now have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences thereof resulting or to result from the accident, casualty, or event which occurred as a result of or the undersigned's participation in the said educational program and/or evaluation.

The undersigned hereby declare and represent that he/she understands that the educational program and/or evaluation that he/she seeks to participate in is entirely elective and may involve a high degree of risk of injury, disability or death, and that in making this release, it is understood and agreed that the undersigned relies wholly upon the undersigned's own judgment, belief and knowledge of the risks, nature, extent, and effect of the educational program and/or evaluation and, therefore, is made without reliance upon any statement or representation of the party or parties hereby released or their representatives.

The undersigned further declares and represents that no promise, inducement or agreement not herein expressed has been made to the undersigned and that the terms of this release are contractual and not a mere recital.

Further that the undersigned have or will discharge, or indemnify and save harmless the releases, AS STATED ABOVE, from any and every claim or demand, third-party claim, lien, known or unknown to either party hereto, of every kind or character which may ever be asserted by reason of the undersigned's participation in the said educational program and/or evaluation.

THE UNDERSIGNED HAVE READ THE FOREGOING RELEASE AND FULLY UNDERSTAND IT.

DATED this _____ day of _____, 2_____

Printed Name of Participant

Signature of Participant

Printed Name (Parent)

Signature of Parent (Guardian) if Participant is a Minor

CHAPTER 8 COMMUNICATIONS

Northern Michigan Region Web-Site Policies

Introduction

Northern Michigan Region maintains an Internet site “@<http://www.nspnmr.com>”. The purpose of the site is to provide a Web-based communication medium for news, Northern Michigan Region organization information, the location of ski areas in the region, a calendar of region events, NSP membership information, links to other sites, and other information as deemed appropriate from time to time by the Board.

The purpose of this policy is to provide guidance on the usage of the site and for the security/privacy of the information recorded thereon.

Use of the site includes viewing the site’s content, sending and receiving electronic mail (email), linking to other sites and responding to requests for information that may be posted from time to time. All material submitted for publication on the site is subject to review and approval by the Board, and if accepted, becomes the property of the Northern Michigan Region. Information displayed on the site is subject to the copyright provisions contained on the site.

Users of the Northern Michigan Region Internet site are expected to adhere to the principles and guidelines described in the following paragraphs

Links to Other Internet Sites

Links to Other NSP Sites

- The Northern Michigan Internet site will accept and post links to other NSP sites in accordance with the following hierarchy:
- Central Division site @<http://www.nsp.org/divisions/central/>.
- The National site @NSP.org
- Other NSP Divisions
- Central Division NSP Regions and, upon request, Regions in other Divisions, where the Division does not have its own Internet site.
- Upon request, Patrols in the Central Division and other Divisions.

Links to Non-NSP Sites

The Northern Michigan Region Internet site may accept and post at no cost to the requestor and at no obligation to the Region links subject to the following:

- The site is related to patrolling, outdoor emergency care, skiing, snowboarding or other related winter sports activity.
- Links to non-related sites will not be accepted.

- Vendors who are “official suppliers” (as listed on the NSP Internet site (NSP.org/catalog/officialsupplier/) to the NSP must also establish a link to the NSP @nsp.org.
- Other vendors must show the disclaimer shown on the Northern Michigan Region Internet site home page on their site. Also, they must link directly to their site from the Northern Michigan Region Internet site.

Disclaimer:

The Region website should carry the following disclaimer:

Copyright & Trademarks:

While the Northern Michigan Region provides the information on this server to anyone, we retain copyright on all text and graphic images. This means you may not: distribute the text or graphics to others without the express written permission of the Northern Michigan Region; "mirror" or include this information on your own server or documents without our permission; or modify or re-use the text or graphics on this system. You may: print copies of the information for your personal use; store the files on your own computer for your personal use; reference by hypertext documents on this server from your own documents. The Northern Michigan Region reserves all other rights.

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Please Read This Disclaimer

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Appendix A

By-Laws of the Northern Michigan Region of the National Ski Patrol System, Inc.

PREAMBLE AND PURPOSE

The Northern Michigan Region of the National Ski Patrol System, Inc. (NSPS) shall operate pursuant to and in accordance with the provisions of the NSPS Congressional Charter, the Certificates of Incorporation and By-Laws of the NSPS, the Central Division of the NSPS, the NSPS Officers Handbook and the provisions of these By-Laws.

The Northern Michigan Region of the National Ski Patrol System, Inc. (NSPS), in addition to the purposes set forth in the NSPS Officers Handbook, is established to fulfill the following goals:

- a. Serve the skiing public and the area management to promote skiing and ski accident prevention by providing and promoting education for member Ski Patrollers and the general skiing public in emergency care, rescue and safety in accordance with standards set up by the NSPS.
- b. To promote and sustain the formation of local ski patrols in the Region;
- c. To assure that all ski patrollers meet or exceed the minimum skill levels established by NSPS and the Central Division;
- d. To solicit, receive and disburse contributions of money, services and property for the purpose of achieving these goals and objectives; and
- e. To engage in other similar activities authorized by the National Ski Patrol System, Inc., the Central Division, and deemed desirable by the Northern Michigan Region Board of Directors.

ARTICLE I - BOARD OF DIRECTORS

In pursuance of the desires and needs as expressed in the preamble and in order that the Region business may be run in a democratic and amiable manner, insofar as possible without abdication of duties, authority and power posed by the Region Director, it is established in this Region a body which shall be known as the National Ski Patrol System Board of Directors of the Northern Michigan Region. The short title of the group will be "Board of Directors" or "Board". The membership of the Board of Directors shall be composed of the Region Director, Section Chiefs, all Patrol Directors/Representatives, the Assistant Region Directors, Region Treasurer and Region Legal Advisor. Voting members of the Board are the Patrol Directors/Representatives, who shall each have one vote.

- 1.1 The Board of Directors shall attend:
1. The Region's Spring and Fall meetings.
 2. Such other meetings as may be deemed necessary by the Region Director.
- 1.2 The Board of Directors shall meet to:
1. Discuss the general business of the National Ski Patrol System, the Central Division, and the Northern Michigan Region.
 2. Hear and discuss reports of the Region Director, Region Advisors and others.
 3. Consider proposals affecting the administration and operation of the Northern Michigan Region, the Central Division of the National Ski Patrol System and the System as a whole, which shall be voted upon by the Board of Directors, majority ruling (except as otherwise provided in these By-Laws).
- 1.3 Quorum:
1. Any meeting of the Board of Directors shall have a quorum upon the presence of over half the voting membership of the Board.
- 1.4 Proxy:
1. A Patrol Director/Representative, by written notice to the Region Director, may appoint another individual (preferably his/her Assistant Director/Representative) as his/her proxy. A Proxy also may bring that written proxy to any meeting and be accepted in lieu of written notice to the Region Director.
- 1.5 Non-voting Members:
1. The Section Chiefs, Assistant Region Directors, Region Treasurer and the Region Legal Advisor shall have a seat on the Board of Directors, but shall not have a vote.
- 1.6 Chair:
1. The Region Director shall act as Chairman of the Board of Directors. The Region Director shall not vote except to break a tie vote.

ARTICLE II REGION DIRECTOR AUTHORITY

The Region Director shall have the duties set forth in the NSPS Officers Handbook and other provisions of these By-Laws and shall:

- 2.1 Direct the day-day operations of the Region;

- 2.2 Maintain communications with the National Ski Patrol System, Inc., the Central Division, and the individual patrols of the Region;
- 2.3 Call and conduct the meetings of the Board of Directors and Operating Committee;
- 2.4 Appoint the non-elected officers and advisors of the Region staff and fill such vacancies as may from time to time occur.

ARTICLE III - MEETING CLOSURE

Whenever possible, the meetings of the Board of Directors shall be “open” so that all in attendance at any particular meeting may sit in to observe the business of such meetings. However, when it is necessary or required by law to have a “closed session”, the Chairman of the Board of Directors shall so declare the session closed and only those who are members of the Board of Directors and any others specifically invited by the Chairman may remain in attendance.

ARTICLE IV - OPERATING COMMITTEE

5.1 Establishment and Authority

An Operating Committee of the Board of Directors is established. In addition to the specific duties set forth in Section 5.3 of these By-Laws, the Operating Committee is empowered to take action when, in the judgment of the Region Director or a majority of the Operating Committee, a situation exists which cannot await a meeting of the Board of Directors without resulting detriment or loss of opportunity to the Region. At each meeting of the Board of Directors, the Operating Committee shall submit a report of all action taken since the last meeting of the Board of Directors. With the exception of the authorization of expenses under Section 5.3.2, all actions of the Operating Committee shall be subject to ratification by the Board of Directors at the following meeting of the Board.

5.2 Membership

The Operating Committee shall consist of the following members, all of whom must be in good standing with the Region:

1. The current Region Director, who shall be its chair.
2. The Region Treasurer.
3. The Region Legal Advisor.
4. Section Chiefs

5. A Patrol Director/ Representative that shall be elected from among the Region's Patrol Directors/ Representatives. This PD/PR Representative shall serve a one year term, elected annually at the Spring Meeting by the Board.

6. Assistant Region Directors may be invited to any Operating Committee meeting; but, if the Operating Committee meeting will discuss or consider a Region program, the supervising Assistant Region Director for that Region program must be invited.

5.3 Duties

In addition to the duties set forth in Section 5.1, the Operating Committee shall have the following duties:

1. To pursue the Region goals as stated in Article I of By-Laws;
2. To authorize expenditures of Region funds authorized by the Region's budget process;
3. To make any arrangement necessary and proper to accomplish these duties.
4. Make decisions necessary for the day-to-day operation and administration of the Region;
5. Make recommendations to the Board of Directors for subsequent decisions.
6. Pursue such other matters as the Board or the Region membership authorize.

5.4 Meetings

1. The Operating Committee shall meet at least twice a year immediately prior to the bi-annual meetings of the Board of-Directors, and otherwise as necessary. Meetings may be held telephonically, provided the action is reduced to writing by the Region Director and reported to the Board. Action may be taken without a meeting provided a majority of the Operating Committee consents in writing to the action.
2. The Region Director, the Section Chiefs, and the PD/PR Representative are the voting members of the Operating Committee. A majority of the voting members of the Operating Committee shall constitute a quorum for conducting any business. Decisions on any question shall be by simple majority vote. The Region Director, or a majority of the Operating Committee, shall have authority to call meetings as provided in this section. In the case of a tie vote, the Operating Committee may select a reasonable method to break the tie.
3. The person or persons who call a meeting shall give to each Operating Committee member notice of the place, date and hour of the meeting not less than seven (7) days prior to the date of the meeting. Notice may be written or oral, but an oral notice must be reduced to writing and endorsed upon the minutes of the meeting. Notice may be waived by an Operating Committee member, and such waiver shall be noted in the

minutes of the meeting. Attendance of an Operating Committee member constitutes a waiver of notice of the meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of business because the notice did not comply with this section.

ARTICLE V – MEETING ORDER

All Region meetings of the Board of Directors, the Operating Committee or any sub-divisional meetings should be governed by parliamentary procedures that are fair, equitable, and reasonable. Robert’s Rules of Order are suggested guidelines, but not mandatory.

ARTICLE VI – BY-LAW CHANGES

8.1 The Board of Directors shall have power to make, alter, amend and repeal these By-Laws by affirmative vote of a two-thirds majority of the entire Board of Directors (as contrasted to a two-thirds majority of those present and voting) at any regular or special meeting of the Board of Directors.

8.2 By-Law changes must be proposed, in writing, at a regular business meeting of the Board of Directors for consideration (first reading). If accepted for consideration, voted on, and if passed, the proposal is tabled to the next meeting of the Board of-Directors, where the proposed By-Law change is brought up for approval or disapproval (second reading).

ARTICLE VII – REGION DISSOLUTION

Upon termination of the functions of the Northern Michigan Region for any reason whatever, all funds or other property belonging to this Region, after payment of the debts and obligations of the Region, shall be transferred and paid over to the Board of Directors of the Central Division of the National Ski Patrol System, Inc., if it is then an organization meeting the requirements of Internal Revenue Code Section 501(C)(3), or if the Central Division does not then meet such requirements, then they shall be transferred and paid over to the Board of Directors of the National Ski Patrol System, Inc., if it is then an organization meeting the requirements of Internal Revenue Code Section 501(C)(3), or if the National Ski Patrol System, Inc., does not then meet such requirements, to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code) as the Northern Michigan Region Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of a County in the Region as determined by the Board of Directors, or to such organization or organizations as that Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE VIII – FISCAL YEAR

10.1 The fiscal year of the Northern Michigan Region shall be the same as and run concurrently with the fiscal year of the Central Division.

10.2 The Northern Michigan Region Board of Directors shall set financial dues for its membership which shall take into consideration the financial requirements of the Region.

Appendix B

Region Advisor Descriptions

Draft in Progress

Appendix C

Region Program Organization

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