**Common Tasks – A Practical Checklist for Patrol Representatives/Directors **

**Pre-Season Tasks**

* Delegate tasks to trusted members. Don’t try to do all this yourself!
* Meet with Region / Division staff to plan / determine / complete:
	+ OEC refresher schedule and locations
	+ CPR / AED skill check schedule and locations
	+ OEC candidate training schedule and locations
	+ Senior OEC training schedule and locations, as applicable
	+ Senior OET training schedule and locations, as applicable
	+ Special training events (Patroller schools, Instructor Development Avalanche, Mountain Travel & Rescue, etc.)
	+ Financial Report to Region and Division (if required) by assigned dates
	+ Determine National Registration dates and process
* Meet with Management regarding patrol responsibilities, as applicable:
	+ Operating Hours
	+ Changes to the facility and slopes
	+ Risk Management issues including:
		- Slope marking
		- Accident Investigation reports
		- Proactive resolution of potential issues
	+ Hill / Trail coverage
	+ Race and Special event schedule
	+ Lift / Gondola / Zip Line evacuation, as applicable
	+ Benefits: comp tickets, family passes, food discounts, sport shop discounts, parking, patrol room benefits, locker room storage, kitchen policy, equipment allowance, etc.
	+ Uniform requirements
	+ Update area radio and phone contact information
	+ Status of Area-provided equipment (should not be provided by the volunteer organization) and determination of available resources for repair/replacement
		- Radios
		- Toboggans
		- Signage
		- Lift evac and low angle rope rescue gear
		- First aid supplies
		- Facilities

* Meet with Local Patrol Staff- discuss tasks for the coming season: ****
	+ Review and validate roster
	+ Resolve roster and membership issues
	+ Register patrol with National
	+ Prepare the season shift schedule
	+ Plan and schedule the annual On-the-Hill Refresher
	+ Plan and schedule the annual Lift Evac refresher, as applicable and determined by area management
	+ Plan and Schedule CPR / AED skill check
	+ Plan and schedule annual OET recertification
	+ Plan pre-season Work / Maintenance Activities
	+ Prepare a readily available list of NSP course numbers that all members will need to register for:
		- OEC refresher
		- OET recertification
* Assign action items, prepare a schedule and track progress
* Review local protocols and possible changes with local Medical Advisor
* Communicate with Membership:
	+ Issue upcoming pre-season training schedule to the membership early
	+ Issue required course list with NSP course numbers defined
	+ Define dates of Region and On-the-Hill refreshers
	+ Define dates of CPR / AED skill check
	+ Define dates of alternate refreshers in the area
	+ Define dates of work / maintenance activities
	+ Issue changes in Policies and Procedures
	+ Issue upcoming season shift schedule
	+ Review local protocols
* Repair facilities and equipment as needed and supported by area management (toboggans, medical supplies, rescue gear, etc.)
* Work with new candidates to:
* Complete required registrations
* Collect fees
* Issue training schedules
* Mentor as needed
* Work with Membership to:
	+ Resolve change-in-status issues
	+ Resolve schedule issues
	+ Resolve National registration issues
	+ Resolve OEC, On-the-Hill and CPR skill check attendance issues