**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