**A Practical Checklist for New Patrol Representatives/Directors **

* Delegate tasks to trusted members. Don’t try to do all this yourself!
* Know who your Region and Division Program and Administration Advisors are
* Gather Contact info
* Validate that your Patrol Representative/Director (PR/PD) access works on the NSP website and research the data that is available to you as PR/PD
* The Division Director (DD) or their delegate must notify the National office of PR/PD changes
* Find, read and understand the NSP Policy and Procedure (P&P) manual on the NSP website which contains answers to most of the questions you may have concerning NSP rules
* Read and understand all Local Patrol By-laws and Policies and Procedures
* Form an Executive Committee (EC) and recruit staff leaders for key functions, programs and tasks
* Reference the Patrol Staff / EC Assignments chart included on the last page
* Some Leadership assignments to consider (some positions may be elected, some may be combined depending on the patrol’s procedures and size):
  + OEC Chair
  + OET Chair
  + Secretary / Registrar
  + Treasurer
  + Scheduling
  + Membership Chair (see separate Membership Checklist)
  + Awards Chair
  + Medical Advisor
  + Communications Coordinator / Webmaster
  + Legal Advisor (often a Region or Division position)
  + Social Chair
  + Equipment / Facilities Coordinator
  + Lift Evac Training Lead to Interface with Area Management
  + Hill / Shift Captains
  + Special Program leads
    - Young Adult Program
    - Avalanche / Mountain Travel & Rescue / Others
    - Senior / Certified
  + Advisors- past PRs, experienced patrollers
* Meet with your Patrol Staff Leaders to discuss and plan:
* Objectives, responsibilities and plans for the season within each category
* Schedule for membership training and recertification programs
* Candidate training program
* Develop Shift Schedules - validate with Management plan
* Staffing requirements
  + Determine Roster
    - Create/update email and text contact lists
* Assign Action Items and project schedules, then track progress



* Interface with local EMS and Fire Services
* Meet with Management
* Determine budget
* Schedule regular interface meetings
* Review Season and Shift Schedule including Holiday coverage
* Discuss Expectations and Responsibilities
  + Volunteer / Paid Patrol duties
  + Opening and closing tasks
  + Risk Management Responsibilities / Interface
  + Accident Investigation Responsibilities
  + Hill / Trail coverage
    - Trail Sweep Method / Frequency / Reporting
    - Signage
    - Hill Top coverage
  + Ambulance and EMS Policy
  + Race and Competition duties
  + Management Training requirements
  + Lift / Gondola / Zip Line evacuation Training requirements
  + Lift evac responsibilities
  + Special and Summer Activities Plan
  + Uniform requirements
* Changes for the coming season
* Review Major expenses and needs
  + - Area-provided equipment (should not be provided by the volunteer organization)
      * Radios
      * Toboggans
      * Drills
      * Chair Evacuation Gear
      * First aid supplies
      * Snowmobiles and Side-by-Sides
      * Others
* Understand Patrol Benefits—comp tickets, family passes, food discounts, sport shop discounts, parking, patrol room benefits, locker room storage, kitchen policy, equipment allowance, others
* Relationship with other departments (consider a department exchange day)
* Guest Relations
* Joint Statement of Understanding (JSOU) between NSP and NSAA
  + Found on the NSP website under Governance
  + Consider establishing a JSOU between local area management and the local patrol in parallel to the National JSOU

**Resources - **

* NSP website, [www.nsp.org](http://www.nsp.org)
  + Division Director should contact the NSP to approve your appointment as a new PR/PD
  + Full Roster at “Member Resources”/Patrol Rep/Director/Patrol Roster. This gives you full profiles for each of your patrollers including NSP numbers, certification dates, etc.
  + Instructor, Senior and other forms at “Education Resources/Education Forms”
  + National Program Directors and Administration Staff at “About Us”/Who’s Who
* Division Website
* Local patrol Website, Linkedin and Facebook — NSP group, Ski Patrol Members groups
* Ski Patrol Magazine

**Chart – Sample Patrol Staff / EC Assignments Chart - Add, combine or eliminate assignments and**

**responsibilities as best fits your organization**

