

# Marquette Mountain Ski Patrol

## Patroller Handbook

Revised 2019



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**MARQUETTE MOUNTAIN SKI PATROL  
CONSTITUTION**

**PREAMBLE**

This Constitution is adopted by the membership of the Marquette Mountain Ski Patrol to bring order, continuity, and consistency to the affairs and functions of the organization.

**ARTICLE I**

**(Name)**

The official name of this organization is Marquette Mountain Ski Patrol.

**ARTICLE II**

**(Affiliation)**

The Marquette Mountain Ski Patrol is guided by the rules, regulations, policies, and ideals of the National Ski Patrol System and its geographic subdivisions.

**ARTICLE III**

**(Purpose)**

Marquette Mountain Ski Patrol is organized and dedicated to the service of the Marquette Mountain Ski Area and its snow sports customers. This service includes the promotion of snow sport safety, first aid, rescue, and other services promoting snow sports and the welfare of the snow sporting public.

**ARTICLE IV**

**(Membership)**

Marquette Mountain Ski Patrol will recognize all classification of membership accepted by the National Ski Patrol System. All members of the Marquette Mountain Ski Patrol shall meet the minimum requirements as stated by the National Ski Patrol System, including payment of national dues. Local payment of dues and protocols must also be met to maintain membership.

Suspension of membership may occur in accordance with the procedures existing at the national, regional, and divisional levels.

The conduct of patrollers will be as defined by National Ski Patrol System Policy & Procedures.

## **ARTICLE V**

### **(Officers)**

The membership of Marquette Mountain Ski Patrol shall elect officers from among the members of the patrol. Said elected officers shall be at least Patrol Director, Secretary and Treasurer.

## **ARTICLE VI**

### **(Meetings of the Membership)**

A meeting of the membership of Marquette Mountain Ski Patrol shall be held at least annually. At least thirty (30) days notice specifying the date, time and place of the Annual Meeting shall be distributed to the then-current members of Marquette Mountain Ski Patrol. Election of Officers of Marquette Mountain Ski Patrol, whose terms will expire prior to the next Annual Meeting, shall be elected by the Elections procedures set forth in the Bylaws of Marquette Mountain Ski Patrol.

## **ARTICLE VII**

### **(Amendments or Modifications to Governing Documents)**

Amendment or modification to the constitution requires a Two-thirds (2/3) affirmative vote of the entire membership of the patrol.

## **ARTICLE VIII**

### **(Non Discrimination)**

Marquette Mountain Ski Patrol shall not deny membership or discriminate against any member or potential member based on race, religion, color, age, national origin or sex.

## **ARTICLE IX**

### **(Dissolution)**

In the event of dissolution of Marquette Mountain Ski Patrol, all assets of this organization shall be transferred to the National Ski Patrol System, Inc., or one of its geographic subdivisions at the direction of NSPS. No assets of this organization shall be distributed to its members upon dissolution.

## MARQUETTE MOUNTAIN SKI PATROL

### BYLAWS

#### Membership

##### A. Classification of Membership

- The Marquette Mountain Ski Patrol will recognize all classification of membership accepted by the NSPS

##### B. Re-registration of Previous Marquette Mountain Ski Patrol Members

- To qualify for re-registration in the MMSP, all existing members must meet the following requirements
  - i. Complete all OEC refreshers required by the NSPS
  - ii. Complete an annual Cardiopulmonary Resuscitation (CPR) refresher as required by the NSPS
  - iii. Complete the annual on-the-hill refresher
  - iv. Complete an annual toboggan proficiency evaluation
  - v. Complete the annual chair evacuation refresher
  - vi. Satisfy MMSP attendance requirements as defined
  - vii. Submit required registration fees and annual dues

##### C. Selection of New Members for MMSP

- Alpine, Snowboard and Telemark people who indicate a desire to become a member of the MMSP will submit a completed NSPS membership registration form. In addition applicants must meet all the requirements of the NSPS for classification desired and sign a “Release of Liability” form which will be provided by the Training and Testing committees prior to testing.
- Applicants will be reviewed by the Training and Testing Committees, (to be appointed and served at the pleasure of the Patrol Director), who will report on their qualifications to members present at a regularly scheduled meeting.
- Final acceptance for membership on the MMSP requires approval by the testing committee.

## **Officers**

### **Patrol Director and Assistant Director**

- A. *Responsibilities of Office:* The Patrol Director shall be the chief administrative officer of the Patrol. The Patrol Director shall chair all meetings of the patrol. The Assistant Director shall assume the duties and responsibilities of Patrol Director in the absence or vacancy of office of the Patrol Director.
- B. *Eligibility:* Only members in good standing of the Marquette Mountain Ski Patrol are eligible for election to the offices of Patrol Director and Assistant Director. In order to stand for election to the office of Patrol Director or Assistant Director an alpine patroller must have been a member of the Marquette Mountain Ski Patrol for a minimum of two (2) years as an alpine patroller
- C. *Term:* The offices of Patrol Director and Assistant Director shall have terms of two (2) years.
- D. *Candidacy as Slate:* Candidates for the offices of Patrol Director and Assistant Director shall be elected together as a slate whenever the offices will become vacant simultaneously.
- E. *Term Limitations:* Subject to the provisions on vacancy of office, Elections, section F, no member shall hold the office of Patrol Director for more than two (2) consecutive terms.

## **Secretary**

- A. *Responsibilities of Office:* The Secretary shall be responsible for taking and maintaining the minutes of meetings of the patrol and for official correspondence of the patrol. The Secretary shall be responsible for maintaining an accurate, current list of members, their mailing addresses, and their email addresses.
- B. *Eligibility:* Only members in good standing of the Marquette Mountain Ski Patrol are eligible for election to the office of Secretary. In order to stand for the elected office, a member must have been a member of the Marquette Mountain Ski Patrol for a minimum of two (2) years.
- C. *Term:* The office of Secretary shall have a term of two (2) years.
- D. *Term Limitations:* Subject to the provisions on vacancy of office, Elections, section F, no member shall hold the office of Secretary for more than two (2) consecutive terms.

## **Treasurer**

- A. *Responsibilities of Office:* The Treasurer shall be responsible for all financial affairs and records of the patrol. The Treasurer shall be responsible for reporting on the financial condition of the patrol to the members at the annual meeting and at such other appropriate times during the fiscal year
- B. *Eligibility:* Only members in good standing of the Marquette Mountain Ski Patrol are eligible for election to the office of Treasurer. In order to stand for the elected office, a member must have been a member of the Marquette Mountain Ski Patrol for a minimum of two (2) years.
- C. *Term:* The office of Treasurer shall have a term of two (2) years.
- D. *Term Limitations:* Subject to the provisions on vacancy of office, Elections, section F, no member shall hold the office of Treasurer for more than two (2) consecutive terms.

## **Appointed Officers**

- A. *Shift Leaders:* A Shift Leader for each shift of the patrol shall be appointed by the Patrol Director.
- B. *Other Officers:* Any other officer of the patrol shall be appointed by, report to, and serve at the pleasure of the Patrol Director.

## **Standing Committees**

- A. *Members:* There shall be standing Executive, Training, Testing, Nominating, and Budget committees of the patrol. The Executive Committee shall consist of the elected officers of the patrol and the shift leaders representing their respective shifts. Other committees are appointed by the Patrol Director.
- B. *Meetings:* The standing committees of the patrol shall meet on a regular basis throughout the ski season. Minutes of the meetings shall be kept by the Secretary and distributed to each shift by the respective shift leaders.

## **Email Communication**

Efficiency and the time sensitive operations of the Marquette Mountain Ski Patrol require communications by email to its Members. For that reason, each registered Member of the Patrol is required to maintain and frequently monitor a valid email address. It is the responsibility of the individual Member to assure that his or her current, operational email address is registered with both NSPS and the Patrol. Notifications of events and Patrol activities, training dates and times, and voting will be conducted only by email.

## Elections

- A. *Staggered Terms:* Election of Patrol Director and Assistant Director shall be in a different year than the election of Secretary and Treasurer, whenever feasible.
- B. *Election Procedure:* Election shall be by email ballot. Each member of the patrol (except candidate patrollers in their candidate year) shall be entitled to a single vote.
- C. *Nominating Committee:* The nominating committee shall be appointed by the patrol director and shall consist of at least (3) three patrollers, none of whom are candidates for the offices to be filled by the election. The nominating committee shall develop the balloting procedure to be used in the election. The nominating committee will receive declarations of candidacy for the offices to be filled, submitted by the person nominated. No nominations shall be accepted by the committee less than seven (7) days prior to the beginning date of the election period.
- D. *Ballots:* The nominating committee shall prepare and email a ballot of election to each member of the patrol in good standing prior to the beginning date of the election period. The ballot shall define the election period by beginning and ending date and times, but the election period shall be at least 14 days. Ballots shall be returned to the nominating committee by electronic delivery before the end of the election period. The nominating committee shall report the results of the election(s) to the membership before the next annual meeting.
- E. *Commencement of Term:* The terms of officers shall commence at the beginning of the Patrol's next fiscal year following their election.
- F. *Vacancy of Office:* A vacancy in an office as a result of the death, resignation or removal of an officer shall be filled by the officer elect if any. If there is no officer elect for the vacated office of Assistant Director, Secretary or Treasurer, said office shall be filled by appointment by the Patrol Director until the next election for the office.

## **Meetings of the Patrol**

- A. *Annual Meeting*: The annual meeting of the membership of the patrol shall be held in conjunction with the annual refresher in the fall of each year. A notice of the date, time and place of the annual meeting shall be given by email to each member of the patrol at least thirty (30) days in advance of the meeting.
- B. *Special Meetings*: Special meetings of the membership of the patrol may be called by the Patrol Director and shall be called upon the request of at least ten (10) members of the patrol. A notice of the date, time, place and purpose of the special meeting shall be given by email to each member of the patrol at least fourteen (14) days in advance of the meeting.
- C. *Conduct of Meetings*: All meetings of the patrol shall be chaired by the Patrol Director and conducted in accordance with the current edition of *Robert's Rules of Order*.
- D. *Quorum*: A quorum shall consist of at least thirty (30%) percent of the membership of the patrol. No business of the patrol shall be conducted at a meeting without a quorum.
- E. *Minutes*: Minutes of all meetings shall be taken, maintained, and made available to all members of the patrol by the Secretary.
- F. *Treasurer's Report*: The Treasurer shall report on the financial condition of the patrol at each annual meeting and at other meetings as directed by the Patrol Director.
- G. *Other Business*: Any business of the patrol may be conducted at an annual meeting without the necessity of prior notice. No business of the patrol shall be conducted at a special meeting without having been disclosed and described in the required notice of the meeting.

## **Fiscal Year and Limitations on Expenditures**

- A. *Fiscal Year*: The fiscal year of the patrol shall run from July 1 to June 30.
- B. *Limits on Expenditures*: The following limits on expenditures of patrol funds apply:
1. Expenditures of less than five hundred (\$500.00) dollars may be authorized by the Patrol Director.
  2. Expenditures of less than one thousand five hundred (\$1500.00) dollars may be authorized by a majority vote of the executive committee.
  3. Expenditures exceeding one thousand five hundred (\$1500.00) dollars require a majority vote of the membership.



### **Amendments to Bylaws**

Amendments to these Bylaws require a Two-thirds (2/3) affirmative vote of the membership in attendance at the meeting at which the vote is taken. Proposed amendments shall be distributed by email to the membership at least fourteen (14) days prior to the meeting at which the vote shall occur.

#### **Amendment I (Adopted by majority vote May, 2015)**

##### **Non-Patrol Activities--Other than on-hill patrolling, education and training.**

Approval of a commitment, a substantial change in an existing commitment or the discontinuance of an existing commitment, of the Patrol and its resources and members to a non-patrol activity requires an affirmative vote of a majority of patrol members present at any general membership meeting or a special membership meeting called for the purpose of approving said commitment, change in or discontinuance of an existing commitment.