

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.

Marquette Mountain Ski Patrol

Candidate Patroller Information & Expenses

Instructor of Record: Anna Aldrich
Lead OEC Instructor: Anna Aldrich
Lead Ski/Toboggan Instructors: Tom Anderson & Mike Lynch
Patrol Director: Jim Grundstrom
Assistant Patrol Director:

Our ski patrol candidate course includes a textbook (which includes workbook pages), a ski patrol manual, skiing manual, classroom instruction with hands-on practice for OEC, on-hill OEC instruction, and extensive on-hill ski & toboggan training.

General Candidate Course Costs (subject to increases due to books, dues, etc)

Annual NSP Dues	\$89
NSP Registration Fee	\$60
OEC Manual	\$99
NSP Manual	\$12
Ski/Transport Manual	PDF on our website

Additional Training Expenses (If you are not currently CPR/AED certified)

Full CPR/AED	\$50
Pocket Mask	\$10

Additional Candidate Expenses

Appropriate Patrol Pack
Appropriate attire - Black ski pants & Black jacket
Ski/riding equipment and its upkeep.

Once a patroller, you will be responsible to pay for patrol red vest/jacket and your annual NSP Dues, CPR Refresher, and any needs you have for attire or equipment.

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.

As a unit governed by the National Ski Patrol, the Marquette Mountain Ski Patrol dedicates itself to efficiency in the areas of outdoor emergency care, skiing, and toboggan handling.

Candidate Year Structure & Requirements

Training/Evaluations	Commitment
Outdoor Emergency Care Training (OEC)	1 night per week of classroom work from 6-9 pm (approx.) Includes lectures and hands-on practice. September through December
OEC Written and Practical Evaluations	First week of December (approx.)
OEC (on-hill practice)	<p>Candidates will attend a minimum number of clinical days to be determined by OEC instructor.</p> <p>Candidates will sign into patrol log book and track hours on candidate report.</p> <p>Candidates will also be encouraged to attend special events concerning OEC at our local patrol and region levels.</p>
Ski & Toboggan Training	<p>Candidates will attend all required ski & toboggan training sessions per week from December through February (approx.).</p> <p>Ski & Toboggan training times and dates will be determined by instructors.</p> <p>Candidates will sign into patrol log book and track hours on their candidate report.</p> <p>Candidates will also be encouraged to attend special events concerning ski & toboggan at our local patrol and region levels.</p>
Ski & Toboggan Evaluation	Evaluation will be toward the end of February or early March. Evaluation date determined based upon events at the local, region, & division levels.
Patroller 101 Course	This course will be weaved into OEC and Ski & Toboggan sessions and evaluated.
Candidate Report Requirements	Candidates will complete a minimum of 80 hours of on-hill training. These hours shall be recorded in patrol log book and shown on their candidate report. This training may include time spent in on-hill OEC practice, ski & toboggan sessions, as well as skiing independent of training classes.
1 st Year Patroller (Probationary Year)	Upon successful completion of candidate program, new patrollers will have a one season probationary period. During this season, probationary patrollers shall follow the same hour and shift guidelines as other patrollers to accrue the necessary 125 hours earning their pass benefits. Benefits may begin during this probationary year if 125 hours were earned as a candidate in training the season prior.

Marquette Mountain Ski Patrol

Hours of patrolling Incentive

For a typical year that begins at the conclusion of the season each year and runs to the conclusion of the next which is the way the patrolling hours log book operates.

Patrolling Hours 80 hour minimum

“Education” Hours 45 hour minimum

A total activity Hours per season greater than 125 as outlined above is necessary to receive incentives and maintain status as current in the Marquette Mountain Ski Patrol.

Incentive structure:

***Patroller receives a Season Pass to perform their duties and improve their skills as a member of the National Ski Patrol.**

***Patroller has also an opportunity to receive up to three more Season Passes for a spouse or children under the age of 21 and still residing at the family residence. And, can purchase additional passes for family members at a cost of \$99.00 each.**

***Patroller in lieu of the above if it is not applicable can choose to receive one seasons pass to be given to anyone.**

***Patroller in lieu of either above if it is not applicable can choose to receive 12 “buddy” passes which are individual tickets for one day of skiing during that season.**

Calculating Hours for the Season

- MMSP requires that each patroller ski a minimum of 80 hours before the end of the ski season when the hill closes. You will need 125 total hours to qualify for benefits for the following ski season. Don't forget to add your administrative hours into the Non-skiing Patrol Activities notebook located on the bookshelf above the logbook. (See the following page for this non-skiing activity log.)
- Four hours constitutes one ski shift.
- Any race or event days, Monday through Friday, opening until 5 PM, designated by pro-patroller or patroller director, may be counted as double hours (i.e., 4 ski and 4 admin.) for periods of a minimum of four hours.
- Shift leaders will earn .5 hour per shift. Shift leaders shall follow procedures on p. 28-29 of handbook describing all tasks needing to be completed on a daily basis.
- There will be one missed shift "forgiven" per season. Note: missed shifts will be marked "minus the length of the shift" (for example, -4) and will be tallied at the close of the ski season. You may make up a missed shift by skiing/snowboarding any time other than your assigned shift. Please note, for example, "make-up shift for 1/9/2019."

Marquette Mountain 19/20

Season Pass Form

Ski Patrol

Name of Patroller _____ Pass No: _____

Address _____ City _____

Phone _____ SS# _____ DOB _____

Other Dependants

Name	SS#	DOB	Pass No
------	-----	-----	---------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please circle which classification applies to you: NO passes or buddy passes will be issued until the main office receives this form and qualifying information!!

CANDIDATE: You use your butt pack as your lift ticket/you must sign in/no comp tickets for other skiers

NEW PERSONNEL: Patroller qualifying for benefits for next season. You must sign in and must ski 125 hours to qualify for unrestricted status.

RESTRICTED: Patroller receives Comp Season Pass only

UNRESTRICTED: Choose ONE definition that describes your needs.

1. Gold Season Pass for yourself and immediate family. Following the notes from last year which included family member under 22 years of age, living at home and not married. Please provide the names of your family members needing Gold Passes.
2. Gold Season Pass for yourself, and you can select one individual person to have a Gold Pass for the season. This person is the recipient for the entire season and cannot be changed during the season. Please provide the name of the person who you have selected. (Married or single patrollers can qualify for this selection) Your extra pass CANNOT be sold.
3. Gold Season Pass for yourself and twelve (12) buddy passes to be used through out the season. These will be picked up no later than December 15 of the current year in the main office. If lost they will NOT be replaced. (Married or Single patrollers qualify)

Note: No Buddy Passes will be available to any patroller who selects options "A" or "B" this season. Please do not inconvenience the office staff by asking for more than your chosen benefits.

Thanks - Andrew, Marquette Mountain GM

MMSP Vest / Pack First Aid Supply Requirement List

Patroller Name _____

- | | |
|--|--|
| _____ 3 Pairs of Disposable Gloves | _____ Sugar Packets or Glucose in some form |
| _____ 6 Assorted Band-Aids | _____ Oral Airways |
| _____ 2 Rolls Gauze; 3" or 4" | _____ Map of Hill |
| _____ 1 Roll Tape; 1" or 2" | _____ Refusal of Care Form |
| _____ 4 4x4 Bandages | _____ Paper & Pencil/Pen |
| _____ Bandage Scissors | _____ Flashlight; working |
| _____ 4 Cravats; Large (50" size recommended) | _____ Pocket Knife or Leatherman Tool |
| _____ SAM Splint | _____ 2 Plastic Bags |
| _____ Pocket Mask/Face Shield | _____ 1 Large Garbage Bag |
| _____ Tourniquet Kit; Any Type
(ex: 6" dowel & cravat in a bag) | _____ 32' Paracord
(32' Webbing OK if already have) |

Patroller checking off Vest / Pack _____ Date _____

*Please remember this is a **MINIMUM** requirement of supplies to be carried on you in your Vest, Buttpack, etc... as a member of Marquette Mountain Ski Patrol. If you wish to carry extra and/or other items **IN ADDITION** to the list above you may do so.*

Marquette Mountain Ski Patrol Snowmobile Operation/Safety

Prestart Checklist:

- ✓ Check fuel & oil. This should be checked daily by Pro Patroller or morning shift leader.
- ✓ Start machine and allow to warm-up until temperature light turns off.
- ✓ Check that steering, brakes, throttle, track, lights are in working condition and free of snow and ice.
- ✓ Check that the toboggan is properly attached (coupler latch is down and the safety line is clipped to the ring on the back of the snowmobile).

Basic Snowmobile Safety Code:

- ✓ Familiarize yourself with the snowmobile. If you are unsure of yourself of the operation of the machine, DO NOT USE IT!
- ✓ Goggles and helmet are recommended.
- ✓ Avoid long scarves, boot laces, loose clothing, as they could get caught in moving parts.
- ✓ Know the terrain you are riding on.

Basic Rules for Marquette Mountain:

- ✓ The skiing public ALWAYS has the right of way.
- ✓ Only use the snowmobile when necessary. No joy riding!
- ✓ The toboggan is still the primary means of transporting guests. The snowmobile is to be used secondary and/or for emergencies.
- ✓ There is no speed limit, GO SLOWLY and always under control.
- ✓ Unless responding to an emergency, the snowmobile is limited to safe routes noted on the map in the patrol room.
- ✓ Always park the snowmobile in a safe manner—flat terrain, the side of a run, and across the hill. Turn the snowmobile off and apply brake.
- ✓ One passenger only. As the driver, you are responsible for the passenger's safety.

Towing and Equipment Hauling Procedures:

- ✓ Tow maximum of two toboggans at a time. (1 training and the primary toboggan or 2 training toboggans)
- ✓ Use 2 locking carabineers to attach to the rope handles.
- ✓ DO NOT use reverse while towing extra toboggans.
- ✓ Secure equipment (skis, poles, snowboard, bamboo and tow-bar) in equipment stands with the straps tightened.

Special Instructions:

- ✓ This snowmobile is fuel injected (no choke), key start, and optional manual pull rope start. Start and stop with the red kill switch mounted on the handles.
- ✓ The reverse gear is to be used at VERY SLOW SPEED ONLY. It is not heavy duty and spinning the track at high speed will break it.

Marquette Mountain Snowmobile User Agreement

I have reviewed the safety guidelines and regulations regarding the operation of our patrol snowmobile. I understand them and promise to operate the snowmobile as instructed.

In addition, our pro patroller has reviewed the snowmobile itself with me including all safety and warning decals and has explained the controls and features. Our pro patroller has explained all local ski hill regulations and appropriate routes in regards to the operation and use of the patrol snowmobile while at Marquette Mountain.

Patroller must read, agree to, and initial each of the following:

____ I have viewed the safety video for snowmobile use on ski hills.

____ I should never operate this snowmobile after consuming alcohol or other drugs.

____ I should ride within my abilities and not operate at excessive speed for conditions.

____ I should use extra caution when operating snowmobile on a slope or in an area with limited visibility.

____ I should operate this snowmobile not to exceed the prescribed number of passengers.

____ I should ensure snowmobile is well maintained and cared for at all times.

____ I should become aware of and obey all local hill policies regarding snowmobile use.

I've been instructed on the operation, maintenance, and safety features of the patrol snowmobile. I have been familiarized with local hill policies regarding snowmobile use.

Patroller Signature _____ Date _____

Patroller Printed Name _____

I've instructed patroller on the operation, maintenance, and safety features of the patrol snowmobile. I have familiarized patroller with local hill policies regarding snowmobile use.

Pro Patroller Signature _____ Date _____

Pro Patroller Printed Name _____

TRANSPORTING BEHIND THE SNOWMOBILE

The snowmobile can be used to transport a number of patrollers or toboggans across the flats or to get a number of patrollers to an accident scene quickly by towing them up a green run.

For transporting one or more patrollers:

- There is 32-foot strap attached to the back of the snowmobile and kept in the box.
- Patrollers being towed should grasp the webbing a safe distance from the snowmobile or patrollers in front or behind them. Webbing can be grasped from either side. This is similar to going up a rope tow.
- The snowmobile should be driven so acceleration is slow and increase to a moderate comfortable speed for the patrollers being towed.
- If Patroller should fall or encounter an obstacle, they should release your hold on the webbing and glide away if possible.
- When the destination is reached, the patrollers being towed release their hold on the webbing and the snowmobile continues to remove the webbing as an obstacle.

For transporting a loaded toboggan across the flats:

- A patroller will be in the handles.
- The webbing is to be wrapped once around each handle a safe distance from the snowmobile.
- The patroller in the handles then grasps the handles over the webbing.
- The snowmobile should be driven so acceleration is slow and increase to a moderate comfortable speed.
- If any problems are encountered or the destination is reached, the patroller in the handles can release his/her grip on the webbing.
- The snowmobile will continue and the patroller with the toboggan will be in control of the toboggan.

Visiting Patroller Policy
(To be posted in patrol room at all times.)

Visiting Patroller Policy



- 1) Welcome! Check in with shift leader on duty. If there is a shift change while you are still signed in, the exiting shift leader should notify the new shift leader.
- 2) Show your current NSP, OEC, and CPR cards to shift leader upon signing in.
- 3) Sign into log book as a visiting patroller. Include your NSP number.
- 4) If available, sign out one of our radios so you are in communication with MMSP patrollers. (Record radio number in log book).
- 5) Your role for **any incident** is to act as a first responder, call in the incident, and then ensure a MMSP patroller manages the incident. This is to ensure local protocol is followed. The shift leader can be reached by radioing for “Patrol One” or you may simply radio for “ski patrol” and you will get immediate response.

Marquette Mountain Reimbursement Policy & Expense Voucher

The purpose of this policy is to establish criteria for reimbursement allowing our patrollers to further their education and skills through Region and Division offered clinics and workshops.

All clinics and workshops must be approved for reimbursement by the patrol director PRIOR to the event.

1. Receipts must accompany all expenses, including meals, lodging, travel, and miscellaneous expenses. No exceptions.
2. Mileage reimbursement shall be provided at the current rate per mile. Attach a mileage itinerary as your “receipt” of travel.
3. Hotel costs shall be reimbursed at one-half the double room rate.
4. Meal costs shall be reimbursed up to a maximum rate of \$40 per day, with the reimbursement subject to the submission of receipts.
5. The costs of meeting registrations and related official functions shall be reimbursed at the actual cost of the event. This does not include the cost of banquet meals. This falls under #4 above.
6. Expense vouchers must be submitted within 30 days of the close of the event for which reimbursement is being requested.

Program Name _____ Dates _____

Date	Description	Hotel	Meals	Mileage	Registration	Other
Subtotals						
Total Reimbursement Requested (Be sure all receipts and mileage is attached)						

Remit to: (Name & Address)

I have incurred the above expenses:
 Signed _____
 Printed _____

Season Opening & Closing Procedures

Tasks to be completed **PRIOR** to the open of the ski hill for season

- Check stock of medical supplies and reorder if needed.
- Wash dishes to remove summer dust.
- Sweep floors and replace all floor mats.
- Inventory and check conditions of equipment of all 6 chair evacuation bags
- Bring all toboggan bags back to patrol room from storage so they are ready to load into toboggans.
- Check and reseal all toboggan bags.
- As the runs open at hill, place toboggans in doghouses.

Tasks to be completed **FOLLOWING** the close of the ski hill for season

- AED, radios, chargers, drills, bits, batteries, etc. to be stored off-site by patrol director or designee.
- Toboggans off hill and stacked in summer storage container.
- Clean and defrost fridge. Unplug fridge, microwave, coffee pot, etc.
- Toboggan bags, opened, & restocked.
- Toboggan bags stored off-site at dry location--not patrol room.
- Remove additional wool blankets from patrol and store at dry location.
- Pick up rubber mats and wash in some manner.
- Stack mats in back of locker room.
- Pick up all items off the floor that could be damaged by water that may fill room during spring thaw.
- Snowmobile “summerized” by Arctic Cat and then return and locked in container for summer.

On Hill Procedures

- Notify the shift leader or pro patroller when signing in and/or out.
- When signing in or out in the hours book, also indicate what radio you are using and if you are substituting for someone.
- Wear appropriate attire when on duty.
 - ✓ NSP rust and navy parka/jacket/vest with black or navy pants.
 - ✓ NSP red parka/jacket/vest with a white cross. Black or red jacket under vest and black pants.
 - ✓ Appropriate footwear to assist with outdoor needs
 - ✓ Appropriate medical pack/vest with all supplies (refer to 'First Aid Supply Requirements' list)
- Wear a radio.
 - ✓ Radios must be worn securely in a chest harness or vest.
 - ✓ If the radio is worn outside your vest/jacket place a plastic bag over it to protect from moisture on days with precipitation.
- Assist with maintaining a safe environment by enforcement of rules and regulations
 - ✓ When groomers are active check to see if the "Groomer Light" is blinking at the top of the chair
 - ✓ Be aware of problem behaviors: reckless/dangerous behavior, rude/obnoxious behavior, illegal activity, jumping off chair lift, etc.
 - ✓ Give warnings when appropriate and educate the guest on appropriate behavior.
 - Obtain name, and season pass number, if appropriate.
 - If needed, let on-hill manager and shift leader know of concern.
 - ✓ Pulling a lift ticket
 - Report incident to on-hill manager and shift leader.
 - ✓ When in doubt, have guest talk to Vern or the on-hill manager directly.
- Provide assistance to hill operations as needed.
- Assist with assuring ribbons and safety bamboo are in place, pulling ribbons after races, closing, and activities as assigned by shift leader.
- Shovel and salt the walk and stairs in front of the patrol room.
- Keep sitting and eating area of patrol room picked up and neat. Clean up your own mess.
- The aid room is a place for our guests. Patrollers and their families should not use the doors to the aid room as a passageway to the patrol locker area.
- Keep locker room tidy. Store things in cubbies to make room for others. Personal items not stored in your locker and vests not hung up on the racks should be taken home daily.

EMS Radio Communication

Designated MMSP radios will have the ability to communicate directly with Marquette County Central Dispatch. This frequency is used for requesting EMS response.

Use the following format when contacting Central Dispatch by radio.

- Key radio - remember the system is using a repeater. Pause about 1 second before talking.
- Identify who you are calling (Central Dispatch)
- Identify who is calling (Marquette Mountain Ski Patrol)
- Wait to have central acknowledge you. They may have other radio or phone calls in progress.
- Identify patient's age, gender, chief MOI, and chief complaint, airway status, location of planned pick up.
- Listen for confirmation
- Stay on frequency and monitor any further request from Central Dispatch

Example 1:

A 16 year old male has crashed on a chute jump % back pain. No LOC

Patroller: "Central Dispatch Marquette Mountain Ski Patrol"

Central: "go ahead ski patrol"

Patroller: "requesting EMS for a 16 year old male, fell off a large jump complaining of back pain, good airway, we are longboarding please have EMS meet us at the log house bottom of snowfield".

Central: "copied that ski patrol"

Example 2:

Remember to monitor EMS frequency after activating EMS.

A 44 year old female has crashed on into a tree on twilight zone, she has a major head injury with a poor airway.

Patroller: Central Dispatch Marquette Mountain Ski Patrol."

Central: "go ahead ski patrol"

Patroller: "requesting EMS approximate 40 year old female high speed impact with a tree, severe head injury, has a pulse but very difficult airway. Request EMS to bottom of River Chair"

Central: "copied that ski patrol"

1 minute latter

Central: "Central Dispatch Marquette Mountain Ski Patrol"

Patroller: "go ahead central"

Central: "EMS is requesting location of bottom of River Chair"

Patroller: Have EMS respond to front of main lodge, will have hill personnel escort to location.

Central: "Ok ski patrol"

Chair Closing

Closing River Chair (Supreme Chair) Lift –

Lift operators will start calling 'last run' 10 minutes prior to closing the chair.

Place “Trail Closed” sign at the bottom of Cliff’s Ridge. Also string the closed ribbon across the bridge run to the Supreme chair lift.

Ride Supreme lift up – At this time the lift is closed, and no more guests may load the lift.

Ski /ride down to the Rocket Chair lift in order to open that lift for the evening.

Closing the Top of Rocket and the East Side at Sunset

At the beginning of the season, when it gets dark out early, the Rocket Chair Lift will only be open to Midway. As it stays lighter out later into the evening, the Top of Rocket run will be open and will need to be closed as the ambient light indicates.

When closing the top of Rocket, follow procedures below:

- 10 minutes before the run is to be closed, lift operators start calling ‘last run’ for going past midway.
- If only closing the top of Rocket chair, have the lift operators at the bottom and Midway place signs out for Midway unloading only.
- At Closing – Ride lift up - At this time guests are to unload at Midway. As you pass by Midway on the ride up to the Top of Rocket, double check that the ‘Midway unloading only ‘ signs are up.
- If any guests do ride up to the Top of Rocket, wait for them at the top and have them ski/ride down ahead of you.
- String the Closed ribbon across at Midway and the Supreme Run.
- “Sweep” the east side.

Closing the West Side at Sunset (Runs that are not lit at night)

String ribbon across and “Sweep” the following runs:

- Twin Hemlock
- Exhibition
- Whoop Dee

Rocket Chair Lift Closing

Shift Leader confirms closing time.

Lift operators at top and Midway to start calling ‘last run’ 10 minutes prior to close.

Ride lift to Midway at close. At this time the lift is closed, and no more guests may load the lift.

Snowfield Chair Lift Closing

Lift operators start calling ‘last run’ 10 minutes prior to close.

Ride lift up at close. At this time the lift is closed, and no more guests may load the lift.

“Sweeping” the runs and opening/pulling the ribbon on the closed runs as follows:

- Open the Twin Hemlock Ribbon at the top of the Snowfield Chair.
- Ridge Run includes opening the ribbon on Whoop Dee.
- Upper & Lower Contour.
- Open any other ribbon placed during day to allow for grooming as required.

- Shaker
- Chute
- Snowfield includes
 - Checking The Backdoor
 - Opening Exhibition
- Rocket Includes opening
 - Midway/Supreme

General Information when closing:

- It is polite to wait for skiers/snowboarders who can be seen coming down the hill and let them get load the lift.
- If the whole ski hill is closing at the same time, start on the East side and work toward the West side. This can be done by one patroller closing the Supreme Lift, then the Rocket Lift and lastly the Snowfield lift. Times would be adjusted accordingly so that the Snowfield Lift would close on time. The patroller would then ‘sweep’.

Shift Leader Procedures

- You are responsible for communicating information with your shift and assuring they are following hill procedures.
- Use a radio with an EMS channel.
- Assign visual check of all toboggans.
- Assign full check of the shift's toboggan. Shift assignments as follows:
 - Pro-Patroller: Patrol Snowmobile Toboggan
 - Monday night: Top of Cliff's Ridge
 - Tuesday night: Tyro Toboggan
 - Wednesday night: A-Frame Toboggan (toboggan on hill-side)
 - Thursday night: Top of Snowfield
 - Friday night: A-Frame Toboggan (toboggan on A-Frame side)
 - Saturday morning: Midway Fence House
 - Saturday morning (candidates): Snowmobile Secondary Toboggan, Log House
 - Saturday afternoon: Top of Upper Rocket
 - Sunday morning: Midway End of Logan's Run
 - Sunday afternoon: Top of Supreme Chair
- Your shift's toboggan should also be taken for a practice run down the hill each shift.
- Receive report from off going shift leader or pro patroller to determine:
 - Lifts, runs open, and their conditions
 - Scheduled events and groups on the hill
 - Any other pertinent information
- At the start of each shift, conduct Terrain Park structure check if not done by the pro at end of shift.
- Check in any visiting patrollers
 - Make sure they have a current NSPS registration card, current CPR card.
 - Ensure they have a proper patroller uniform & a patrol belt, backpack or vest.
 - Have the visiting patroller sign in and place their NSPS number in the log.
- Log any equipment that is taken to MGH on the white board in treatment room so the next shift leader and/or pro patroller can pick it up.
- Review accident reports for legibility and completeness.
- Coordinate opening and closing times of lifts and runs with the on duty hill manager.
- Record actual in, out and total times in shift log. Be sure the log indicates you were the shift leader (SL) as thirty minutes will be added to the shift leader's time.

ACCIDENTS INVOLVING HILL EQUIPMENT

Anytime there is an incident involving a skier and hill equipment: a snowmobile, groomers, snow-guns, towers, hydrants, chair lifts, etc., the on hill manager is to be notified immediately. There is a form that needs to be filled out. Incident Bag must also be used - directions are found within the bag.

Shift Leader Checklist – Opening

- Unlock the patrol room and locker room doors.
- Be sure the patrol base radio is on.
- Check that all radios are present. If not, contact the last shift leader to see if the radio was missing then.
- Prepare run reports and make 6 copies, for the following:
 - Ticket Office
 - Patrol Room
 - Top of Supreme Chair
 - Top of Rocket Chair
 - Midway Chair
 - Top of Snowfield Chair
- Unlock the Log Cabin & Locker Room.
- Check & Warm up the snowmobile by running it up to the A-Frame or up Weasel Gulch.
- Be at the lift and ready to ride up 10 minutes before the lift is to open.

Shift Leader Checklist – Closing

- Gather the shift at the bottom of the lift 5-10 min before the lift is to close.
- At closing time, have patrollers load lift. At this time the lift is closed & no more guests may load.
- At the top of the chair assign patrollers to:
 - ‘‘Sweep’’ specific runs.
 - Put toboggan from behind snowmobile in patrol room.
 - Put away snowmobile, put key in patrol room on hooks.
- If you are alone, ski down. Use the snowmobile to sweep each run. You may also ask the hill personnel to help with this.
- Radio the on duty hill manager when the sweep is done and all patrollers are off the hill.
- Close the Patrol Room as follows:
 - Be sure the patrol room is picked up, food is thrown out and all dishes are washed.
 - Take garbage to dumpster on the far side of the T-Bar.
 - Be sure the water is dripping in the sink.
 - Check that there is no equipment left outside, if so place inside the patrol room.
- Double check the following keys are hanging:
 - Log Cabin
 - Locker Room
 - Snowmobile / Snowmobile Building
- Lock the Locker Room door.
- Lock the Patrol Lounge door.
- Turn off the lights in patrol locker room, lounge & treatment room.
- Leave exterior lights on.
- Lock the double doors. If you do not have a key – unlock the locker room door; lock the patrol room doors from inside, exit the locker room locking the door as you leave.

Equipment Locations

- Toboggans
 - ✓ Top of River chair (Supreme Chair) –one
 - ✓ Top of Cliff's Ridge –one
 - ✓ Top of Upper Rocket –one
 - ✓ Midway End of Logan's Run –one
 - ✓ Midway Fence House –one
 - ✓ Top of Snowfield – one
 - ✓ A-Frame – two toboggans
 - ✓ Tyro – one
 - ✓ Patrol Snowmobile – one
 - ✓ Snowmobile Secondary, Log House–one

- Chair Evacuation Bags:
 - ✓ A-Frame – three bags
 - ✓ Log Cabin – three bags

- Oxygen
 - ✓ One in patrol room.
 - ✓ One kept on back of sled during shift hours, but should be taken inside at close.

- Digital Camera
 - ✓ There is a digital camera to take pictures of accident scenes. This is the responsibility of the shift leader. The camera will be on the printer in the patrol room. There are extra batteries for the camera in black incident documentation bag.
 - ✓ When picture should be taken:
 - Any obvious fracture
 - Any EMS call
 - Any time the patroller thinks EMS should be called, but the guest refuses
 - Any question if a picture should be taken

 - ✓ What to take a picture of (After the guest is off the hill)
 - The approach to the site
 - The scene and/or landing

 - ✓ After the pictures have been taken, leave the pro-patroller a note on who the guest was and what the picture numbers were. Do not indicate on the Accident Report that pictures were taken.

 - ✓ This is for insurance purposes.

- Incident Bag:
 - ✓ Patrol Room

Toboggan Checklist

- Every shift is responsible for checking a toboggan. This include the following tasks:
 - ✓ Checking the toboggan itself, webbing, clips, tail rope, emergency brake) Are all parts in working condition? Does anything need fixing or replacing?
 - ✓ Taking the response bag out and going through it to assure it is correctly filled.
 - ✓ Replacing missing items and/or notifying pro-patroller of repairs that need to be done.
 - ✓ Reseal bag with blue clip.

- Shift and toboggan responsible for (This is listed in log book):
 - ✓ Pro-Patroller: Patrol Snowmobile Toboggan
 - ✓ Monday night: Top of Cliff's Ridge
 - ✓ Tuesday night: Tyro Toboggan
 - ✓ Wednesday night: A-Frame Toboggan (toboggan on hill-side)
 - ✓ Thursday night: Top of Snowfield
 - ✓ Friday night: A-Frame Toboggan (toboggan on A-Frame side)
 - ✓ Saturday morning: Midway Fence House
 - ✓ Saturday morning (candidates): Snowmobile Secondary Toboggan, Log House
 - ✓ Saturday afternoon: Top of Upper Rocket
 - ✓ Sunday morning: Midway End of Logan's Run
 - ✓ Sunday afternoon: Top of Supreme Chair

- Toboggan/Response Bag Checklist:
 - ✓ 2 blankets
 - ✓ One quick splint
 - ✓ 3 wood splints; an airplane, a large (20") and a small (14") splint OR one SAM Splint
 - ✓ One Optimal Traction Device (OTD)
 - ✓ One C-Spine bag
 - One multi-size adult c-collar
 - One multi-size pediatric c-collar
 - One set of head blocks; 2 blocks and 2 straps
 - One 32 ft strap
 - Padding as available

- Packing Toboggan/Response Bag
 - ✓ To help the bag lay flat, spread the blankets out and place them on the bottom, lace the splints and the c-spine bag on top.
 - ✓ When placing the bag in the toboggan place it as far back as possible.
 - ✓ Do not strap down the toboggan handles—this delays the response time.
 - ✓ Load the toboggan into the dog house tail first with the front pointing out. This makes response time faster.

CHAIR LIFT EVACUATION PROCEDURE

-During chair evacuation or while maintenance is working to restart a stopped chair, radio usage will be kept to a minimum so as to avoid confusion and allow maintenance better communication.

If a chair lift is not running for 10 minutes, the shift leader will:

- Check with garage/maintenance for chair restart status.
- Consult with on hill manager if the chair lift can be evacuated through auxiliary motor or if manual chair evacuation may be needed.
- Shift leader will deploy patrollers to locations appropriate for a potential chair evacuation.
- If hill management notifies the patrol that a chair evacuation is required, shift leader will notify the rest of the patrol to obtain the chair evac bags (A-Frame 3 bags and log cabin 3 bags) and where to gather to assist with the chair evacuation.

A PA announcement will be made to notify the skiers and snowboarders that the chair lift is down. Lockout procedure will be activated.

- Shift leader has responsibility to ensure that chair power is locked out.
- Chair evacuation CAN NOT commence until chair is locked out.

Chair evacuation procedure preparation:

- The shift leader and the on hill manager will coordinate for the amount of ski patrollers and hill staff available to assist with the chair evacuation. Teams of at least 3 people (two must be patrollers) are needed. The on hill manager will determine where to get additional help if needed.
- The teams should be split approximately quarterly up the chair lift (depending on where people are located). There should be at least one radio per team and one person should be designated to communicate on the radio as needed.

	<u>Snowfield and Supreme</u> <u>Chair Lift</u>	<u>Rocket</u> <u>Chair Lift</u>
Team #1	Top	Top
Team #2	Tower #9	Tower #12
Team #3	Tower #6	Tower #8
Team #4	Tower #3	Tower #4

Chair evacuation procedure:

- The throw rope will be thrown over the cable above the chair to be evacuated.
- The rope will be attached to the throw rope and pulled over the cable.
- One person will be the belayer and is responsible for ensuring the belay equipment is properly operated. This position must be a patroller.
- One person will position himself or herself behind the belayer inside the anchor strap to ensure belayer is anchored in position. This person does not need to be a patroller.
- One person will stand in front of the chair and explain to the individual being evacuated what to do. This person must be a patroller.
 - This position is responsible for the overall safety of the scene.
 - The next steps must not be taken until all members of the team are prepared.
 - Take off poles and drop them to the ground.
 - Pull the evacuation chair toward you.
 - Position the chair with the wooden seat under the chair with your legs around the seat and pull it up tight.

- Position the safety rope around you (the individual).
- Check with the belayer to confirm they are ready. The rope should be taut and the belay team ready for extra weight.
- Have the individual slowly slide forward until they are sitting on the wooden seat.
- Have the individual gently push away from the chair, while the belay team slowly lowers the individual to the ground.
- As the individual nears the ground, gently grab the individual and guide them to the ground and assist them in taking off the safety rope.
- If there is a fourth person available:
 - Have them assist the individual to the ground and take off the safety rope.
 - Obtain name and chair number. Also the time the last person is off the chair lift.
 - If cold, provide blankets and assistance to the patrol room to warm up.

Post chair evacuation procedure:

- Dry the chair evacuation equipment and then repack the chair evacuation bags and return them. (A-Frame 3 bags, and Log cabin 1 bag).
- A report should be written as to any incidents during the chair evacuation.

Miscellaneous:

- Stay calm and professional!!
- Never start a chair evacuation before the on hill manager gives the go ahead.
- Do not tell skiers and snowboarders that Marquette Mountain will refund money or tickets!
- The office will coordinate off hill problems during the chair evacuation.
- Try to space patrollers when riding the chair lifts, so that not all the patrollers are on the chair lift at the same time.
- Do not over load the snowmobile with people or equipment. You will save time and frustration, even if you do take two trips.