

NATIONAL SKI PATROL SYSTEM, INC.



POLICIES & PROCEDURES MANUAL



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NATIONAL SKI PATROL SYSTEM INC.
EUROPEAN DIVISION
Policy & Procedures
30 Jan 2012

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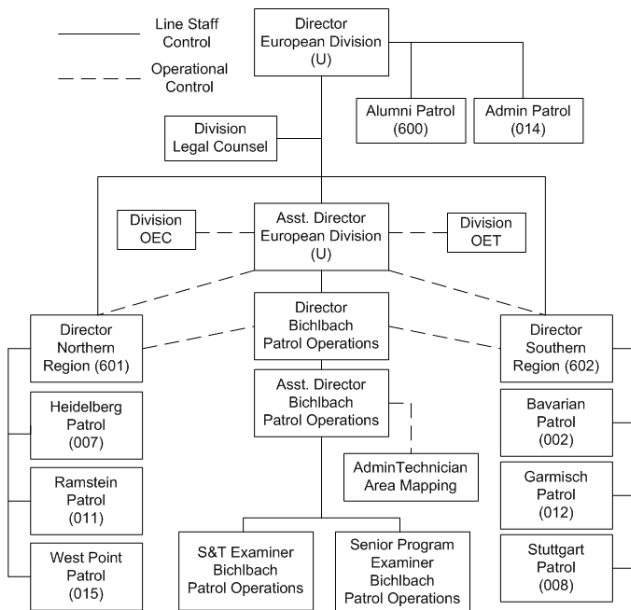
Section 1 - General

1.1. The policies and procedures set forth by this document are applicable to all members of the European Division.

1.2. European Division policy will not override existing National policy. It will establish policy in the event National policy does not address the topic or supplement existing National policy tailored to the needs of the European Division membership. Submit new policy recommendations or changes through the Line Staff chain depending on the originating level of the policy. Proposals (European Division Form 3) will contain necessary background information for the new policy or change. Do your homework, checking all documentation to prevent any duplication of existing higher policy.

Section 2 - Division Organization

2.1. The European Division currently consists of the following active organizational entities:



2.2. The Directors of each organizational level indicated above comprise the elected Division Line Staff Officers. See Article IV of the

Division By-Laws and Appendix F of this document for Line Staff Officer election information. Each Line Staff Officer is a voting member in all Division decision making, with the exception of the Assistant Division Director (ADD). The ADD becomes a voting member only in the physical absence of the Division Director.

2.3. The following "non-voting" Division level positions are appointed by, and serve at the discretion of, the Division Director:

- Assistant Division Director
- Alumni Advisor
- Credentials Program Administrator
- Patroller Program Advisor
- NSP Ski School Director

NOTE: At the discretion of each Region/Patrol Director, the following Division level appointed positions may be made (as Region Administrators and/or Patrol Coordinators):

- Avalanche Program Supervisor
- Awards Program Supervisor
- Elections Administrator
- Instructor Development Supervisor
- Leadership Development Supervisor
- Legal Counsel
- Nordic Program Supervisor
- OEC Program Supervisor
- OET Program Supervisor
- Registration Administrator
- Medical Advisor
- Mountaineering Travel & Rescue Supervisor
- Senior Program Supervisor
- Telecommunications Advisor
- Webmaster

Section 3 - Member Guidelines

Division Credentials Program

Division Identity Card (Ausweis)

3.1. This is an optional program to obtain a European Division Identity Card credential.



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Besides English, it is interpreted into 4 other languages, German, Italian, French, and Norwegian. Division members achieving a Patroller classification (Patroller, Alpine/Nordic Patroller, Alpine/Nordic Senior, & Certified) are eligible to apply for the Identity Card.

3.2. When presented at European Ski Areas prior to purchasing a lift pass, it may afford the Patroller a discounted or possibly a free lift pass. However, ski area management is under no obligation to honor this Identity Card.

3.3. Each year, the patroller brings their Identity Card to OEC and/or OTH S&T Refresher events to have it updated (normally by the Division Director or the Asst Division Director). It certifies that the patroller has completed all refresher requirements for the years stamped and initialed.

3.4. **Application Procedures.** Send a completed European Division Form 14 (available electronically from the Division website, <http://nspeurope.org> > For Division Members Page) to the Division Credentials Program Administrator. The Division website lists the current Credentials Program Administrator on the Staff Corner page.

Volunteer Patroller Uniform

3.8. Local ski area management dictates uniform requirements for any Division paid patrollers. In the absence of local area management, the European Division Director fulfills the role of ski area management and the Director's decision is final. The official standardized uniform for volunteer Patrols in the European Division is adopted from the NSP Policies and Procedures. See Appendix G of this document for specific Division uniform guidance.

3.09. European Division members must present a professional appearance, as we are ambassadors for the Division and the National organization as a whole. The more we can blend in with other organizations from the

different countries we potentially deal with, the better and easier our acceptance will become.

A. Wearing the prescribed uniform is expected at all patrol/Division events where the patrol or Division is patrolling or training. Alternate uniforms are allowed for summer patrolling events, as authorized by the line staff responsible for that patrolling event (i.e. Patrol Director, Region Director, Division Director, etc).

B. Patrol Representatives are responsible for ensuring that their patrollers are aware of the uniform requirement and approving any part of the uniform that is considered marginally compliant with this policy. Patrol Representatives must deal with the offending patroller to correct infractions immediately as they occur.

3.10. **Risk Management.** The NSP uniform has the potential to be recognized by the international community as a first-aid/rescue professional. Each member of the NSPS agrees to bear that inherent responsibility when they sign up and their NSP registration is processed.

Section 4 - Administrative Procedures

Annual Registration

4.1 The Division Registrar is tasked with collecting annual membership dues to submit to the National Office (herein referred to as "National").

4.2 Each year after registration, National prints out the next year's membership cards using data from the Patrol registration process. The Registrar will provide each Patrol Director (PD) with a registration instruction packet at the annual Board of Director meeting.

4.3. The PD collects dues from each renewing member, and checks the "Renew" block on the



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online Y/N roster. Lifetime members submit Division Dues only.

4.4. Check the Division calendar for registration submission timelines to the Division Registrar. National levies a \$10.00 late fee for each individual membership renewal submitted after 1 February. The payment of this late fee is the responsibility of the delinquent patroller and the patrol. The late fee does not apply to new members and those who transfer from other Patrols or Divisions after 1 February.

4.5. After the National office completes their registration process, new annual membership cards will be sent to the individual PDs. It is the responsibility of each PD to sign and distribute their annual membership cards.

4.6. The PD is responsible for completing the Update and Classification Change form for all patrollers and forwarding it to the Registrar as changes occur. Specific forms are available electronically from the Division website, <http://nspeurope.org> > For Division Members > Division Policy Documents & Forms page.

Request for Payment
Division Form 09

4.7. This form is used to get a reimbursement from Division funds for Patrol/Patroller out of pocket expenses incurred while supporting Division programs/events. This form is available from the Division website, <http://nspeurope.org> > For Division Members > Division Policy Documents & Forms page. The form is an auto-calculating Excel spreadsheet.

4.8. Indicate any exchange rates used for foreign currencies. All reimbursements will be made back to the submitter in US dollars. The Division Director is the account holder for the disbursement of all Division funds.

4.9. Keep a copy of all items submitted for future reference. An excellent method is to scan all submission contents into a .PDF file.

Section 5 - Community Relations

**Agreements between Patrols
and Ski Clubs/Areas**

5.1. European Division patrols typically support American and International ski clubs functioning in their respective cities or geographical areas. Support takes the form of providing safety advice at ski club meetings, first aid care to ski club members on ski club trips, first aid care to members of the U.S. military community in activities like bike races, Boy and Girl Scout events, and other community efforts. In return, the ski clubs provide various incentives, like free lift tickets, and the communities recognize the patrols as volunteer organizations providing essential support to the community.

5.2. Agreements between Patrols and Ski Clubs/Areas provide written documentation of obligations for each party and contain essential disclaimers. These are dynamic documents, and change as necessary to incorporate new or eliminate old criteria.

5.3. Operating as a Private Organization (PO), under U.S. Army, U.S. Air Force and/or U.S. Navy regulations, provides the patrol significant benefits and protections, such as bank accounts, minor administrative and logistic support, and military spaces designated as patrol huts.

5.4. When operating as a PO, each patrol in the European Division must:

A. Be constituted and approved by the local Army Garrison under HQ USAREUR/7A AEAGA-GR, memorandum titled, USAREUR Private Organizations and Fund Raising Policy, dated 28 Jul 2000 or under the local Air Force Combat Support Group IAW AFI 34-223, Private Organization (PO) Program.

B. Have an agreement approved by the Division Director and signed by the Patrol Representative and the President of the



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relevant ski club, e.g., Heidelberg or the Director of the ski area.

Section 6 – Education/Training Programs

General

6.1. Educational course credit is possible only with a course completion form processed by the National Office.

A. Regardless of the discipline, the NSP **Instructor of Record (IOR)** is responsible for providing the Division Registrar and the National Office with all course completion records. Instructors and the instructor of record **DO NOT** get course credit unless also listed on the course completion form as students.

B. Whenever possible, instructors shall pre-register their course with the NSP website at www.nsp.org.

C. Each attendee that successfully completes a sanctioned NSP education course is entitled to receive an NSP Certificate of Achievement (COA).

D. Blank COA forms are mailed with each processed course completion form to the instructor of record. The IOR can complete the certificates themselves **or may** send each course completion record to the Assistant Division Director (ADD) for creation of COAs. The ADD returns the COAs to associated Patrol Director.

Non-NSP Member Activity Participation

6.2. Simply stated: A **"Non-NSP member"** is anyone who is not a registered member of the National Ski Patrol System.

6.3. Non-NSP members **must be registered on the Course Completion Roster as "NON-MEMBER" students in order to participate any NSPS Educational training course.** In the European Division, Non-

member participation has been experienced in the Basic and Advanced Avalanche and Mountaineering courses, and the Outdoor Emergency Care course as well other courses. **Guests, friends and family members who "just happen to be there" are not allowed to participate.** This includes but is not limited to:

A. On-the-Hill (OTH) training scenarios (sled rides during sled training, chair evacuation extractees, sled belay, etc.). OEC scenario patients are OK.

B. Section, Region, or Division sponsored validations for OEC and Ski/Toboggan skills (Auxiliary, Basic and Senior patroller level).

6.4 ***** EXCEPTION *** Guest specialty instructors (such as doctors and/or nurses for OEC classes, avalanche dog and rescue/mountaineering instructors and guides from the host country are some examples).**

6.5. **Rationale:** (Quote from Judy Over, the then, Education Director, National Office letter dated 27 Oct. 1995) "The NSP general liability insurance covers its instructors and instructor trainers against claims that NSP's educational programs and materials are incorrect, inappropriate, or improperly administered. The NSP insurance policy will provide coverage to defend the NSP education program where it is under attack. It does not provide worker compensation coverage, disability protection or life insurance for any members or non-members who might be injured while taking an NSP course."

6.6. It behooves all patrollers and other educational program participants to obtain host country sports insurance (ADAC or DSV in Germany as an example) before engaging in any sport activity. The normal coverage period is from 1 October to 30 September.

NOTE: Err on the side of common sense and safety. When in doubt, DON'T DO IT!



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Outdoor Emergency Care (OEC)
Classroom

6.7. Normally each Patrol hosts the OEC classroom course for its candidates starting around mid-September. Patrols may also host OEC classes jointly with other Patrols. This may benefit all Patrols involved by way of sharing instructor and training resources.

6.8. The OEC course of instruction includes lectures, demonstrations, hands-on performance, mid-term/final written and practical examinations and feedback.

6.9. Final written and practical exams are normally completed before the Christmas holidays. This facilitates the candidate moving to the On-The-Hill (OTH) portion of the training, which starts in January and goes through mid-March.

Alpine On-The-Hill (OTH) Training

6.10. Alpine OTH training is typically conducted at/near Bichlbach/Berwang, Austria and Lauterbrunnen, Switzerland. As the Division membership may expand, the country of the hosting patrol will dictate these training venues.

A. The ski/toboggan skills trained and validated are found in the Division Ski & Toboggan Handbook available on the Division website, <http://nspeurope.org> > Staff Corner > OET Alpine Page.

B. Unless otherwise indicated by the specific program supervisors, Senior training will be held when and where Basic training occurs. Senior Program requirements are found in paragraph 6.41 of this P&P.

Basic Candidate Green Card
(Euro Form 4)

6.11. The concepts described in the following paragraphs apply as well to the **Blue Senior Candidate Card (Euro Form 6)** used for the Senior training program. Consult the Division

Ski & Toboggan Handbook and Appendix D of this document for an example of a properly filled out form.

NOTE: The training categories and requirements indicated on Form 6 differ from Form 4.

6.12. The green card is issued, by the PD, to the candidate at the time of registration and dues are collected. The PD issues the blue card to the Senior Candidate when the PD signs the Senior Candidate Application form. The green/blue card is kept on the candidate's person at all times during training and presented to any line officer or instructor, without question, upon request.

6.13. The Patrol Director (PD) is responsible for giving the candidate their initial card and any replacements. The PD and instructor staffs should periodically review the card for any invalid entries.

6.14. The green/blue card is used by the Line Staff, instructors and the candidate as a **chronological record** of:

- A. Date and number of training sessions attended.
- B. Type of training received.
- C. Instructors for training given.

6.15. **Feedback:** The green card (along with the yellow ski skills training card) is used during feedback sessions by the instructor to ensure candidate performance, in all areas trained on during a session, is discussed and understood by the candidate.

6.16. **Instructors WILL give candidate feedback BEFORE the end of the training weekend.** The instructor will write in:

- A. A date at the top of the card for the training session.



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B. The instructor's initials in the corresponding block for training and feedback given for that session.

C. The **number of the OEC scenario (TL, TU, VL, VU) used, not** a pass/fail nor a set of initials. This will help track what scenarios the candidate has performed thus preventing possible duplication.

D. Their initials and printed name on the back of the card just below the PD signature for SKI / TOBOGGAN SKILLS validation recommendation. This will serve as an authentication for the initials inside the card. The trainer's name and initials should be large enough for easy identification, yet small enough to allow for multiple instructor names and initials throughout the course of the training cycle. See Appendix D for an example of a Form 4 properly filled out.

6.17. This training card gives the candidate a method to track their progress through the training cycle. It also allows instructors and the Line Staff a "snapshot" of the candidate's progress and is a basis for a PD recommending candidates for validations.

Patroller Candidate Training and Validation Requirements

6.18. After successful completion of the Outdoor Emergency Care (OEC) course (both written and practical, i.e., hands-on portions), the Patroller candidate must attend, at a minimum, one On-The-Hill (OTH) training session sponsored by either Region before being considered for validation.

A. Patrol Directors (PD) may require more than one OTH session.

B. Local patrol OTH training must be in an outdoor environment, (preferably on a slope and in the snow) and include sled loading concepts and ski removal procedures in the scenario.

6.19. Validation will be scheduled for a Patroller candidate only after being recommended by the PD. The PD's signature on the candidate's training program card (green card) will authenticate this recommendation.

A. Validations (in coordination with the Division OEC Supervisor) are conducted only at the Region or Division level, in an outdoor environment, preferably in the snow. Validations are not authorized or recognized at the Patrol level.

B. Validations will be held within an area chosen to provide protection and safety for the evaluators and the candidates as well as a fair evaluation environment. Validations will include scenarios with sled loading and ski removal.

C. Validation teams will consist of at least two currently qualified OEC instructors; at least one of these instructors must be from a patrol other than the candidate's to preclude any perceptions of favoritism or impropriety. A third patroller from any patrol may be utilized as the scenario patient or assisting patroller.

Alpine/Nordic Candidate Validation Requirements

6.20. Alpine/Nordic candidates must successfully complete at least two OTH training weekends before a validation is considered. Scores and feedback from instructors must support the PD's recommendation to validate. If local patrols require more than two OTH sessions, PDs must alert Region OTH Coordinators and the Line Staff to prevent confusion between instructors and candidates.

6.21. The decision whether or not to validate a candidate rests entirely with the PD. Recommendations for OTH validations should consider current/potential ability and maturity. Validations are entertained only when the PD's signature is on the back of the green card.



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NO PD SIGNATURE - NO VALIDATION!

A. The PD may delegate this authority to the Asst. PD by way of the European Division Form 15, "Notice of Proxy" (available electronically from the Division website, <http://nspeurope.org> > For Division Members > Division Policy Documents & Forms page) or by a PD signed memorandum. The Form 15, if used, and/or the memorandum is sent to all Region Directors, and OTH Coordinators to verify authenticity before allowing validations.

B. Both the Proxy Form and/or the delegation memorandum are updated as necessary to maintain continuity.

C. Consult the Division calendar for specific dates on Basic/Senior training and validations.

Active Duty Patrolling & Ski & Toboggan Instruction

6.22. When performing as an S&T instructor or IT, the instructor will only use or be outfitted in the equipment that they hold their S&T qualification for. Active duty patrollers will only patrol in the equipment of the discipline they are validated in. Examples of unacceptable behavior are (but not limited to):

A. Example 1: Refresher instructors demonstrating alpine ski skills on nordic or telemark equipment when they are not validated as Nordic Patrollers.

B. Example 2: An alpine ski patroller taking a snowboard lesson in the patrol uniform outside of an NSP sanctioned training event.

6.23. **RATIONALE:** The instructor must be able to demonstrate the skills to the established European Division standard.

A. Students, learning by sight as well as sound, need to see exactly what the instructor is looking for in order to emulate the skill to

the desired level. Any skill demonstration must be done in the equipment of that particular discipline to be effective.

B. Any patroller in uniform is under the scrutiny of the skiing public as we are evaluated by the way we present ourselves. The way we ski/snowboard is the only thing the public sees unless we are involved in a first aid response.

1. If the public sees a patroller-outfitted person taking basic lessons outside of a sanctioned NSP event, the trust and confidence in the NSP as a whole could suffer. We must present the image of professional, technically competent first-aid responders and equipment operators. Anything less is a disservice to the public and the NSP.

2. If lessons are taken, the patroller must plan ahead and wear garments that do not identify themselves as a patroller. Use discretion, good judgment and common sense.

6.24. Instructors must guard against potential claims that NSP educational programs and materials are incorrect, inappropriate or improperly administered. Public confidence in our abilities is under constant scrutiny.

6.25. Two concepts of sled/toboggan operation exist in the European Division, training and real world.

A. **REAL WORLD.** Real World rescue assets are typically prestocked and prepositioned at strategic locations designated by area management. They are not to be used for training.

B. **TRAINING.** Training assets are those in sufficient operating condition to achieve a desired training objective. They are to be used in a training environment **only**.

6.26. Patrollers and candidates in a training environment **will not** evacuate or transport real world patients off the hill with training assets, unless it's determined to be life-



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threatening or specifically directed by local ski area management. Patrollers **cannot** consider themselves on “active duty” until specifically “signed on” with the local ski area management.

6.27. Training assets are not equipped to go on “active duty”. They are normally “bare bones” assets that are not configured for “real world” patient evacuation and/or transportation.

A. In a training environment, instructors and candidates are not signed on to the ski area as employees and have no status or liability coverage except as a “first responder”.

B. As a “volunteer force”, if we evacuate or transport “real world” patients without the permission of the local area management, we may infringe on ski area employee economic livelihood by providing transportation at no cost to the patient. This may vary from area to area and from country to country.

6.28. **NSPS liability coverage extends only to NSPS sponsored activities** (OEC and OTH training, OEC and OTH refreshers, Senior training, Powderfall, etc...). Ski area management, or the requesting activity must underwrite active duty liability coverage.

Closed and/or Out of Bounds Areas

6.29. Members of the European Division while in or associated with a patrolling mode whether or not they are in uniform will **NOT** ski out of bounds or on closed runs unless they are responding to an actual accident or rescue effort. This policy does not limit access to backcountry areas for Nordic or trekking functions. It does, however, apply to trails or areas in the backcountry that are marked closed or off-limits.

6.30. Out of bounds or closed is defined as any part of the area, whether adjacent to or within the area, marked by management with any device as being out of bounds or closed.

Marking devices include, but are not limited to:

- A rope or tape
- A sign stating the run/area is closed or off limits

6.31. Skirting the markings to obtain access to the designated closed/out of bounds area is prohibited. Likewise, removing your parka, turning it inside out, or removing the NSPS patches/pins to “change” your status from patroller to the “skiing public” is prohibited. Asking management for permission to ski the area in spite of the markings is prohibited.

6.32. Some areas separate prepared piste from off-piste with red/green balls or a series of stakes. Skiing these off-piste runs is permitted so long as they are safe. However, accessing them by traversing closed or out of bounds runs/areas is prohibited.

6.33. Skiing closed or out of bounds areas is dangerous to the individual as well as those around him/her. Such practices set the wrong example for the skiing public. Instructors who take training groups onto closed runs or out of bounds areas exceed the policy limitations of any NSP liability insurance. Policy, in general, does not replace common sense. If you think an area or run is unsafe, don't ski it, even if it isn't marked.

Avalanche Transceiver Use

6.34. The European Division patrols and trains in areas that are sometimes prone to avalanche activity. It is essential that our patrollers, (and if needed, our candidates) have the ability to assist in rescue efforts and be given the best possible chance of survival should anyone be caught in an avalanche. Transceivers provide an improved level of survival.

6.35. Transceivers will be worn and activated by all patrollers and candidates participating in programs that involve off-piste skiing as a normal practice.



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A. Instructors will ensure students have basic transceiver skills and knowledge before leading groups off-piste.

B. Patrollers and candidates participating in Basic ski and toboggan training where off-piste skiing is strictly for exposure or a familiarization run are exempt.

C. Patrollers and candidates are responsible for obtaining their own transceivers. The Division will provide shovels to training groups during scheduled training weekends.

NSP Ski School

6.36. **Concept.** The NSP Ski School is formed in an effort to improve the overall ski skills of the European Division membership.

A. The primary focus is to train the S & T Instructor staff during ski patrol functions, i.e. S & T clinics, OTH training weekends, in the American Teaching System as outlined by the Professional Ski Instructors of America (PSIA).

B. When adequately trained, those individuals can pursue various levels of certification through PSIA. This would create a win-win situation whereby our instructor staff can acquire valuable training and achieve PSIA certifications in-house, and our membership will in turn be able to receive quality ski instruction from PSIA certified individuals.

6.37. **Sanctioning.** The European Division NSP Ski School is sanctioned by the PSIA Northern Rocky Mountain Division (PSIA-NRM).

A. The NSP Ski School Director should be a current Level III Alpine certified PSIA instructor.

B. In the absence of a qualified director, the NSP European Division Director will assume administrative duties of the ski school

and may delegate all or part of these duties to another PSIA certified instructor.

6.38. **Prerequisites.** The prerequisites for attendance in the NSP Ski School is acquiring and reading instructional material to include but is not limited to:

- PSIA/AASI Core Concepts for Snowsports Instructors,
- PSIA Alpine Technical Manual – Skiing and Teaching Skills, and
- The relevant level PSIA–NRM study guide.

NOTE: Reading past PSIA manuals and other related publications is encouraged.

6.39. **Training.** Ski School students should actively participate in training both in-house and outside of the NSP ski school.

A. In-house training will be provided in the American Teaching System, to include class organization and teaching skills, children's concepts, safety, ski skills demonstrations, movement analysis, and task skiing. This will be conducted primarily during OTH training weekends and S & T clinics with the possibility of additional training sessions conducted upon demand and instructor availability.

B. Outside students are encouraged to seek training from outside sources. Enhancing ski skills by any means can only be advantageous when entering the exam process.

6.40. **Certification.** Students must have the written approval of the ski school director to attend an exam.

A. To acquire this approval, the minimum teaching requirement and other requisites must be met, and the student must show potential for success during the exam process.

B. When an NSP Ski School instructor is a qualified examiner, in-house exams may be



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conducted at no charge to the students, except for PSIA-NRM administrative fees.

C. After receiving the NSP ski school director's approval, students may take any PSIA sponsored exam at their own expense.

Senior Program

6.41. **General.** The European Division Senior Training Program is closely modeled after the National program outlined in Chapter 18 of the NSP Ski Patroller's Manual, 14th Edition and chapter 17 of the National Policy & Procedures Manual. See Appendix B of this document for specific Division Senior Training Program requirements.

6.42. **Awarding Senior OEC/Patroller status.** The Division Senior Program Supervisor is the **only** authority to grant progression to any Senior (OEC and/or Patroller) classification level. Actual pinning of the Senior candidate is first coordinated with the Division Senior Program Supervisor to ensure all program requirements are completed. The Senior Program Supervisor submits classification changes to the National office for Basic Alpine/Nordic Patroller to Senior Alpine/Nordic Patroller or Senior OEC Patroller.

Discipline Standardization

6.43. This section details procedures to gather information regarding training issues/conflicts from the prior year's course of instruction and conduct analysis to resolve those conflicts. It also covers the Division instructor mentoring/appointment process.

6.44. **Identification.** Conflicts in course instruction, questionable protocols or procedures are all examples of items that must be identified, analyzed and evaluated for standardization in the ongoing curriculum of training.

A. These items may be identified during classroom training, during on the hill training

or may arise from questions posed by candidates, patrollers and/or instructors.

B. Educational issues or questions that arise during training should be referred through the attending Instructor Trainer (IT). In most cases, the attending IT can immediately resolve the issue to continue training. All of these issues will be referred to the Division Discipline Supervisor and should be collected for further analysis and evaluation by the discipline standardization committee.

6.45. **Collection.** The Division Instructor Development Supervisor will create an informal database (either automated or manual) and disseminate this database template to all Division Discipline Supervisors for their use to collect information about disputes, issues and/or conflicts throughout the training year.

A. The database will, as a minimum, include the following data elements:

1. Date identified
2. Short synopsis of the issue
3. Method of identification (include Point of Contact)
4. Resolution provided
5. Reference within specific discipline documentation

B. Division Discipline Supervisors may add other data elements as they deem appropriate for their specific discipline.

C. Information is collected in this informal database by each Division Discipline Supervisor for future evaluation/analysis.

6.46. **Analysis.** When possible, Division Discipline Supervisors will designate a minimum of three ITs within their specialty as members of the standardization committee. When at least three ITs are not available, the Division Discipline Supervisor will use the best qualified instructors as consultants.



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A. At least 60 days prior to a scheduled standardization clinic, the Division Discipline Supervisor will provide their respective standardization committee with a list (including all data elements) of issues that arose during the previous educational season as well as any other issues that bear consideration and standardization.

B. The dissemination of the information may be done electronically (email) or in hard copy to each of the committee members. Committee members will review each issue and make a recommendation to the Division Discipline Supervisor for resolution.

C. The Division Discipline Supervisor will consolidate and review input from the committee members, considering their opinions and suggestions, to make final decisions. The list of resolved issues will compose the standardization agenda for the discipline standardization clinic and instructor refresher.

D. Any concerns or considerations not included in the agenda may be made on a case by case basis and attempts will be made to resolve the issue before the conclusion of the standardization clinic. Resolutions may be presented at annual discipline specific instructor standardization clinics or, when clinics are not conducted, directly documented for inclusion in the training curriculum.

E. It is critical that the Division Discipline Supervisor disseminates any resolutions to all discipline instructors to ensure consistency of future training and examinations.

6.47. **Documentation.** The Division Discipline Supervisor will ensure that all standardized issues are documented, (in Instructor Handbooks, etc.), for continuity during the upcoming training year. A copy of this documentation will be forwarded to the Division Instructor Development Supervisor for possible inclusion in the Division Policies & Procedures.

6.48. **Becoming an NSPS Instructor...**

A. **The Mentoring Process.** Patrollers wishing to become an NSPS instructor must complete the following process.

1. Announce your intent to become an instructor in the discipline of your choice to the specific Division discipline supervisor (ie. OEC, Ski & Toboggan, Mountain Travel & Rescue (MTR), Avalanche, ID – Phase I, etc). The announcement enters you into the mentoring program as an “instructor intern”.

a. Consult the Division website > Staff Corner page for discipline supervisor contact information.

b. Interns and their mentoring process are not tracked/monitored by the National office. Each discipline supervisor must track their interns by locally generated means like databases or spreadsheets.

2. Interns must successfully complete:

a. NSPS Instructor Development (ID) Phase I (How To Teach the NSPS Way). This is a generic course applicable to all disciplines.

b. NSPS Global Phase II. This is an administrative “How to” course that’s also applicable to all disciplines. It details the administrative process of course pre-registration on the National website, course completion actions and the documentation required by the National office to close out a course. It is normally held in conjunction with the ID Phase I course.

c. A specific instructional course in your chosen discipline (What To Teach). Consult with discipline program supervisors for course dates, places and times.

B. **Instructor/Trainers (IT)** within each discipline are tasked with “mentoring” instructor interns. The length of the mentoring period will vary based on the



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amount of material to cover in each discipline, and the abilities of the intern. During this mentoring period, interns are teamed with experienced instructors.

C. **Instructor Appointment.** Based on positive feedback from discipline ITs, **ONLY** Division level supervisors have authority to appoint instructors in their specific discipline. Discipline supervisors will create an additional course completion roster indicating the discipline for the instructor appointment, the start date and end date of the mentoring period, P (for Pass), and in the Instructor appointment block, Y (for YES). **See Appendix C for an example.** In the absence of the discipline program supervisor, instructor appointment authority reverts to the Division Director and then the Assistant Division Director.

D. **Instructor Recertification and IT Appointment.** Division supervisors will annually review instructor rosters and may appoint ITs within their discipline.

1. Rosters are mailed to each Division Supervisor annually, by the National Office, normally in the July/ August timeframe. **This is a YES/NO roster only.**

2. Recertification for another three year period or revocation of instructor status is done with an "X" in the "UPDATE – YES/NO" column. Update only those instructors that are due to expire in the current calendar year.

NOTE: Instructor/IT status will be rescinded if discipline-related refresher currency and "member in good standing" status is not maintained by the instructor.

3. Supervisors also indicate annual IT appointments or revocations on the same roster. For desired instructors, place an "X" in the appropriate IT UPDATE - "YES/NO" column. **NOTE:** An IT appointment is discipline specific. For example, an OEC IT appointment does not make the instructor an IT for any other disciplines.



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Appendix A

**Sample European Form 4, Basic Patroller Training Program (Green Card)
 Properly Completed**

**ON-THE-HILL
 VALIDATION RECOMMENDATIONS**

OUTDOOR EMERGENCY CARE

MOM 30 JAN 05
 Patrol Representative Date

SKI / TOBOGGAN SKILLS

MOM 5 MAR 05
 Patrol Representative Date

TRAINER'S NAME & INITIALS

- MJA - SKIDOG
- MS - MEDDOG
- BD - BADDOG
- FD - FLATDOG
- EW - WARDDOG

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**BASIC PATROLLER
 TRAINING PROGRAM**

JOE PUBLIC
 NAME

MOM+POP
 PATROL

6123456
 MEMBER #

European Division FORM 4 (Green) 15 June 2006
 Previous editions may be used until exhausted

EVENT	DATE	10 OCT 2004	15 NOV 2004	22 DEC 2004	6-7 JAN 2005	13-14 JAN 2005	8-9 FEB 2005	20-21 FEB 2005	27-28 FEB 2005	15 MAR 2005					
OEC TECHNICIAN		/	/	EW	/	/	/	/	/	/					
PROFESSIONAL RESCUER CPR		EW	/	/	/	/	/	/	/	/					
PASSED SKI / SB SKILLS SCREENING		/	MJA	/	/	/	/	/	/	/					
OTH OEC SCENARIO # COMPLETED	U	/	/	/	4	2	12	VALIDATED	9 FEB 05	Ed Word					
	L	/	/	/	7	11	3	VALIDATED	9 FEB 05	Ed Word					
OTH ACCIDENT SITE MANAGEMENT		/	/	/	EW	MD	EW	/	/	/					
OTH SKI / SB REMOVAL		/	/	/	EW	MD	EW	/	/	/					
OTH SKI / SB SKILLS TRAINING		/	/	/	MJA	BD	FD	MJA	BD	VALIDATED 15 MAR 05					
OTH SLED TRAINING		/	/	/	MJA	BD	FD	MJA	BD	VALIDATED 15 MAR 05					
ROPES & KNOTS		/	/	/	/	BD	FD	/	BD	/					
ANCHORS & BELAY		/	/	/	/	BD	FD	/	BD	/					
S&T FEEDBACK		/	MJA	/	MJA	BD	FD	MJA	BD	MJA					



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Senior Program Requirements

Appendix B

I. General.

A. Senior Candidate Application - European Division Form 13 is available from the Division website, <http://nspeurope.org> > For Division Members > Division Policy Documents & Forms page. The form is filled out by the candidate, dated and signed by the candidate's Patrol Director and sent to the Division Senior Program Supervisor.

B. Senior Program Training Card - European Division Form 6 - "Blue Card"

1. The Blue Card is the Senior Candidate's chronological record of their senior training from start to finish. The Blue Card is issued and signed by the candidate's Patrol Director when the PD is presented and signs the Division Senior Candidate Application Form 13.

2. Like the basic candidate Green Card, Form 4, the Senior candidate keeps their Blue Card on their person at all times during training and presented to any Line Officer, or Senior instructor, without question, upon request.

3. When a Senior candidate completes a training requirement, the entire line of that skill is validated with a date completed and a signature by a Senior Examiner, similar to the basic candidate's green card in Appendix D. Upon completion of all Senior educational requirements, the Region Senior OEC lead, in coordination with the Region Senior Instructor lead will sign and date the back of the Senior candidate's Blue Card. The persons appointed to these two positions are the only valid authority regarding completion of Senior Training requirements with the exception of the Division Senior Program Supervisor.

4. The Senior candidate should keep the Blue Card for their records.

C. Senior Candidate Mandatory Reading.

1. Chapter 18, Appendices E through H, in the Ski Patroller's Manual, 14th Edition.

2. Section 17.4, Senior Program, of Chapter 17, Skills Development Program in NSP Policies and Procedures Manual.

3. Paragraph 6.41, "Senior Program" in the European Division's Policies and Procedures Manual.

D. Senior Core and Elective Components, used by the European Division, are detailed in Chapter 17, paragraph 17-4 of the National Policy & Procedures Manual. The National P&P Manual can be viewed on and downloaded from the NSPS website.

1. Senior Alpine/Nordic candidates must complete 3 electives while Senior OEC candidates must complete 4 electives.



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2. All electives must be completed and viewable on the member's educational profile in the National database before credit is given.

E. **OTH Training.** Unless otherwise indicated by the specific program coordinators, Basic and Senior OTH training will be held at the same training site/venue.

1. **Avalanche Transceivers** will be worn and activated by all patrollers and candidates participating in Senior training programs that involve off-piste skiing as a normal practice.

2. Senior Instructors will ensure students have basic transceiver skills and knowledge before leading groups off-piste.

II. **OEC.** Although any OEC instructor holding a current Senior status, can conduct Senior OEC training, the Division OEC Supervisor is the focal point for coordinating all Senior OEC training and OEC skill validation. Senior OEC events, such as OEC orientation and aid room management, are conducted at the discretion of the Division OEC Supervisor, in coordination with Division Senior Program Supervisor.

A. Senior OEC homework is normally done as a prerequisite to applying for the Senior Program. Senior OTH OEC scenarios are tracked on the senior candidate's blue card.

B. Written Homework: Submitted to the Division Senior Program Supervisor before OTH training begins.

1. Submit written answers for two "Written Scenarios Exercises" selected from "The Ski Patroller's Manual, 14th Ed., Appendix G, page 182-187.

NOTE: Answers should cover the points as addressed in the above appendix.

2. Create and write a Senior OEC scenario (difficulty 5 and above). Use the guidance and format as outlined in the OEC Scenario bank.

C. OTH Senior OEC Scenario Practice.

1. Leader (Patroller-in-charge) on a mass casualty scenario. One scenario minimum, the more the better.

2. Assisting patroller on mass casualty scenario. One minimum

3. Patroller-in-charge on a Multiple Injury/single patient scenario.

4. Patroller-in-charge on a backboard scenario, can be done as part of a mass casualty scenario.

D. OTH Senior OEC Validation.

1. Leader (Patroller-in-charge) on a mass casualty scenario.



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2. Patroller-in-charge on a multiple injury/single patient scenario.

III. **SKI** – applicable to all disciplines -

- A. Display ski ability better than that expected of a Basic Alpine/Nordic Patroller in:

1. Off Piste – Balanced body position with rhythmic turns in all conditions - powder when available, crud, hard packed, icy conditions, steep terrain.

2. Bumps - Absorbing knees and ankles, with a comfortable, athletic, balanced body position predominantly heading down the fall-line.

3. On Piste

- a. Short, medium and long radius turns - A comfortable, athletic, balanced body position demonstrating an aggressive carved edging ability.

- b. Short turns on one ski, (left and right ski, does not apply to Snowboarders)

- c. Medium radius skidded turns on the outside uphill edge (does not apply to Snowboarders)

IV. **TOBOGGAN/SLEDS** - applicable to all disciplines

- A. The sleds of choice for Alpine Ski and Snowboard Senior training are the German/Austrian "Akja" and the Swiss "Kanadia". The Akja is used primarily at Bichlbach/Berwang/Lermoos training areas and at Lauterbrunnen. Validation on the Akja is required. The Swiss Kanadia may also be used for exposure purposes at Lauterbrunnen. Candidates must perform confident, stable, controlled maneuvers in all conditions on all terrain.

- B. Nordic Toboggan. (Specifics of improvised and back country sleds to be provided by the Division Nordic Supervisor)

- C. Sled Belay – There are many methods for a safe, secure sled belay. During training sessions, these methods will be discussed and demonstrated. Candidates must be able to explain and demonstrate competency in all aspects of each position/station/function needed to perform a sled belay to include but not limited to:

1. Anchors – possible types to use, and when. How/where to dig a "deadman".

2. Ropes and Knots involved

3. Application of rope to sled (Akja and Kanadia)

4. Route selection – Why I would take "that" route...



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5. Belay mechanisms/techniques - possible types to use
6. Leading the sled (a.k.a. "Slogging")
7. Equipment required (for a double carabineer brake) – minimum (in a small backpack or fanny pack)
 - a. 4 - "non-locking" carabineers of the same size/shape
 - b. 2 - "locking" carabineers
 - c. 1 – waist rope (a 2 meter nylon web strap will do also)
 - d. 2 – prussic ropes
 - e. 1 – small non-technical carabiner



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The Election Process

Appendix C

I. ELECTED OFFICER POSITIONS.

A. Division Director. The European Division Director serves a two-year term commencing on 1 May of the election year. The Division Director is elected by a majority vote of the Division Membership.

B. Region Director. Region Directors serve two-year terms, commencing on 1 May of the election year and are elected by a majority vote of the respective Region's Membership. The Northern Europe Region Director is elected in odd years, the Southern Europe Region Director in even years.

C. Patrol Directors or Representatives. The Patrol Directors or Representatives serve annually elected, one-year terms determined by a majority vote of the Patrol's Membership. Local Patrol policy will dictate how to conduct Patrol Director elections.

II. RESIGNATIONS. Officer vacancies are filled for the remainder of the incumbent's term either by a simple majority election of the respective electorate or by Division Director appointment.

III. ELIGIBILITY. Candidates for elected office must be "members in good standing" and satisfy the eligibility requirements contained in the NSPS Policy and Procedures Manual, Chapter 6, para 6.2.3 and 6.4.

IV. ELECTION PROCEDURES.

A. Notification/Announcement. Elections are run by the Division Election Coordinator. All election information (upcoming elections, timelines, ballot procedures, etc.) are communicated from the Division Elections Coordinator to the respective electorate through the Line Staff. The electorate is detailed in Article VI, Section 3, of the Division Constitution and in Section I above.

B. Ballots. Email ballots are passed to the membership via the Line Staff.

1. Absentee Ballots. Absentee ballots are submitted by mail or email to and with prior coordination with the Election Coordinator after nominations have closed and before final votes are counted.

2. Ballot Return. Do not return ballots to or through the Line Staff. Ballots are returned directly to the Election Coordinator ASAP after receipt to avoid missing any deadlines. Ballots received after deadlines are not counted. The Division Election Coordinator counts each ballot and provides the results to the Membership via the Line Staff IAW the established election timeline.

C. Voting. Members will vote their choice on the email ballot or may submit a write-in candidate on the same email ballot. Candidates for office automatically receive 1 vote for themselves.



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Division Uniform Guidelines

Appendix D

In the absence of specific area management uniform guidance, the Division Director (acting as area management), is the final decision authority for conflict resolution on all Division uniform issues. Uniform items do not have to be purchased from the NSPS catalog, but must meet the requirements of this policy.

I. **Patroller Parkas, Jackets and Vests.** The solid red parkas/vests are the preferred upper garments in the European Division for volunteer patroller duties.



A. Members may not wear the rust-navy garment as **the mandatory Rust-Navy phase out date of "1 July 2009" is past.** Vendor/factory installed radio harnesses may be removed, if not needed. If purchasing new outer garments, patrollers are strongly encouraged to purchase solid red jackets/parkas/vests.



B. The **solid red parka or vest** (with a 9-7/8 inch white or reflective back cross) is internationally recognized as a first aid/rescue authority.



C. Some black accents may be allowed (by the Division Director) on the shoulders and/or arms.



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Chute to Thrill



White Smoke



Primo



Figure 4



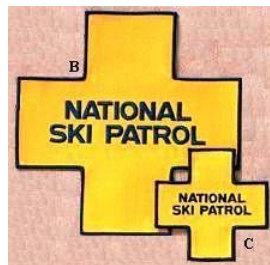
Vest 0210

D. The above jackets and vest (or like garments depending on the current supplier) may be offered in the NSP catalog and on the National Website (subject to change without notice), are approved by the European Division Line Staff, for use in the European Division.



E. To keep consistent appearances with jackets/parkas, wear ONLY solid red or black sleeved undergarments (such as a windbreaker or fleece jacket) under the patrol vest garment. No other colors are authorized.

F. Crosses - Back & Front.



1. The 9-7/8 inch, navy lettered & bordered, gold back cross (B) is reserved for use only on the back of rust-navy garments.

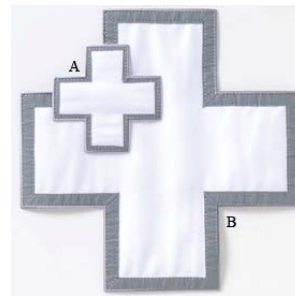
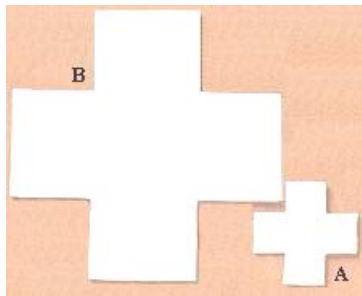


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2. The black lettered & bordered, white back cross (B) is interchangeable with ...



...the solid white back or reflective cross (B) that may come factory-attached on some red garments.

3. The 3-1/2 inch white chest cross (A), factory sewn on some garments, is optional and may be removed. It is centered on the front of aid belts and fanny packs as NSP identification.



4. The 5 inch NSP Cross (C) embroidered in navy on gold is reserved for use on navy backpacks. The black on white cross (C) may be used for all backpacks.



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G. **Chest Badges.** The authorized NSP patroller 3-1/8 inch round chest badge is affixed to the left chest area of the garment. Take care not to hinder the functionality of pockets and other garment features. On some garments that have a vendor/factory installed radio harness, typically on the left chest, the chest badge can be affixed with Velcro to the outside of the radio harness.



1. The defunct "Auxiliary" now "Patroller" classification inherits the old Basic and Senior Alpine Patroller badge.



2. Basic Alpine and Nordic Patrollers as well as Senior Alpine and Nordic are awarded a new discipline specific badge.



3. National/Leadership Commendation Appointment, Professional, and Certified Patroller badges do not change.



4. The NSP Sweater pin is not an acceptable substitute for the chest badge on the outer garment.



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H. European Division Patrollers have the option of wearing a 1-1/2 inch by 2-1/2 inch American Flag patch on the upper left chest area above the patroller chest badge. Take care not to hinder the functionality of pockets and other garment features.



I. In order of precedence, (1) the Federation Internationale des Patrouilles de Ski (FIPS) patch, (2) the European Division patch or (3) local patrol patches (either one or the other, but not all) are optional and authorized for wear only on the right side area of the parka, jacket or vest. In most cases, less is better. The FIPS and the European Division patches are made available and authorized for wear only after a member/candidate achieves a patroller classification.

1. Other organization patches from outside the European Division are not allowed to replace the local patrol, Division or FIPS patch. Patrollers will remove other than European Division patrol identification when transferred to, on active patrol duty for/within, or representing the European Division.

2. This requirement may be waived, on a case by case basis, for short-term visiting patrollers during NSPS Division/Region/Patrol sanctioned refresher and training events.



J. A plastic name tag may be attached to or cloth name badge may be sewn on the garment below the round chest badge on the left side...



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...or below the FIPS/Local Patrol Patch on the right side. Some garments have an integrated, clear windowed pocket for just such a purpose. Take care not to hinder the functionality of pockets and other garment features.

II. **Aid Belts/Packs:** Solid navy blue or solid black are the only colors authorized for aid belts or packs. The websites listed below offer online purchase of Black and/or Navy aid belts/packs.

<http://www.cascadetoboggan.com/Home.asp>
<http://www.skiareasupplies.com/>
<http://www.patrollersupply.com/gear/>

<http://www.harperpack.com/index.html>
<http://www.traverserescue.com/>
<http://www.conterra-inc.com/>



EXCEPTION: Special equipment bags/carriers, for Nordic multi-day trips, Basic & Advanced Avalanche and/or Mountaineering courses.

A. Aid belts, back/fanny packs will have NSP identification on them. Aid belts and fanny packs will have the 3-1/2 inch white cross (para I, F, 2) centered on them. Older aid belts and fanny packs with the appropriate chest badge (para I, G) can be used until worn out, at which time the 3-1/2 inch cross will replace the badge. Backpacks require the 5 inch NSP cross (para I, F, 3).

B. The patrol vest may be used instead of a back/fanny pack or belt provided all items for active patroller duty are contained in the vest in the proper quantity. Consult with your local OEC coordinator for a list of the required items.



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III. **Pants:** Solid black pants are worn with all parkas/vests.



IV. **Hats/Caps/Helmets.** Hats, caps and helmets will present a professional appearance and worn in professional/functional manner. Hats/caps/helmets will not advertise alcohol or tobacco products nor have graphics/markings displayed (eg. a skull and cross-bones) which is considered unprofessional, offensive or contrary to the image the NSP wishes to present to the public.

V. **Patroller/Senior Patroller (OEC Only).** The Patroller's uniform follows the same guidelines as that of a Alpine/Nordic Patroller except:

A. They must use only the plain white or reflective (para I, F, 2) back cross and display the appropriate round chest badge (para I, G).

B. Aid belts and back/fanny packs follow the same guidelines as that of a Alpine Patroller as detailed in paragraph II, A. If a chest badge is used, it must reflect the Patroller or Senior Patroller classification (para I, G).

VI. **Candidates.** No uniform required or allowed until a Patroller classification is achieved. Candidates must dress in a manner that reflects the seriousness and professionalism associated with the NSPS. Candidates will carry OEC supplies at all times during training in a professional appearing back pack or fanny pack.