



Orange County Chapter - The Achievers

"If I can do this, I can do anything!"

DSUSA-OC

POLICIES AND PROCEDURES

I. DEFINITIONS

A. For purposes of this document:

1. The term "Group" shall refer to the Disabled Sports USA - Orange County Chapter (DSUSA-OC).
2. The term "Document" shall refer to these "Policies and Procedures".
3. The term "Board" shall refer to the duly elected Executive Board and the Board of Directors for DSUSA-OC as defined in section III.
4. The term "Student" or "Disabled Student" shall refer to a dues paying Member who has met the criteria established in this document for Disabled Student.
5. The term "Member" shall refer to a current dues paying Member who has met the criteria established in this Document.

II. MEMBERSHIP

A. ELIGIBILITY

1. Contributory Member:
 - a) Must provide a letter of intent;
 - b) Require the approval of the Board of Directors
 - c) Be a non-voting Member of the group.
2. Disabled Student:
 - a) Must file the following forms:
 - (1) Participant information form;
 - (2) Release and medical consent form;
 - (3) Liability release form;
 - (4) Make all necessary payments of applicable fees in full; and
 - (5) All other forms deemed necessary by the Board of Directors.The aforementioned forms must be signed by a parent or legal guardian if applicable.
 - b) Before skiing with the group on the hill, the Disabled Student must:
 - (1) Have a physical evaluation by a licensed physician in the State of California;
 - (2) Have the Evaluation form completed and signed by that same physician; and
 - (3) Have turned that same signed Evaluation form into the Board Member in charge of membership.
 - c) The Disabled Student must be evaluated and approved for participation by an individual deemed appropriate for such evaluation by the Board of Directors.
 - d) The Disabled Student will be allowed to participate in the instructional program, providing the Group can accommodate the needs of the Disabled Student. If the Group cannot provide safe instruction with a qualified Instructor and /or appropriate adaptive equipment, the Disabled Student will be notified prior to the commencement of any trip.
3. Instructor, Volunteer, Parent and all other Non-Students

- a) All instructors and volunteers must submit to and pass bi-annual background screening through the national center for safety initiatives before attending a trip and working with students. The cost of the screening is paid by DSUSA-OC. Screening results will be forwarded via email to the following board members: Director of Membership and Vice President of Instruction.
 - b) The Instructor must be of competent skiing ability to perform their assigned duties as determined by the Vice-President of Instruction.
 - c) Must consult with a Board Member or through a written letter of intent, express the applicant's personal and/or professional interest in the program to the satisfaction of the Board Member and/or Director of membership.
 - d) Must have made all necessary payments of applicable fees in full.
 - e) Must sign all Liability release forms and all other forms deemed necessary by the Board of Directors.
 - f) Instructors must be a minimum age of 18 years.
4. Graduated Students are defined as Students who have participated in the Group's instructional program for a minimum of one season and who meet the following criteria as determined by the Board of Directors.
- a) Students who are nominated for consideration will be evaluated by a committee consisting of the Medical Advisor and Vice-President of Instruction by the end of the month of May of each year.
 - b) In order to be deemed qualified to be a Graduate Student, the Student must be judged to be an independent skier in all of its aspects by the committee.
 - c) The Student, his or her Instructor(s), the Medical Advisor and/or the Vice-President of Instruction can place the Student's name up for the graduation review process.
5. Graduated Students will be recognized at the Awards Banquet ceremony at the end of each season for their accomplishment in the attainment of this status.
6. Based upon the availability of resources (i.e. equipment, Instructors, lift tickets, etc.) Graduated Students may participate as an Instructor, Instructor's assistant, outrider and/or Student based upon the judgment and decision of the Vice-President of Instruction and the President.
7. All Graduated Students are encouraged to:
- a) Attend the Dryland Clinic;
 - b) Attend the On-the-Hill Clinic
 - c) To participate with the group as an Instructor, Instructor's assistant and/or outrider.
8. If a Graduated Student chooses to participate with the group on a trip other than as a Student, Instructor, Instructor's assistant or outrider, the Graduated Student is:
- a) Responsible for buying their own lift ticket;
 - b) Able to participate in lodging, the potluck and other social activities as any other Member;
 - c) Completely responsible for their own safety and equipment on the hill.

B. MEMBERSHIP APPLICATION

- 1. Student membership applicant must:
 - a) Meet the qualifications for Eligibility as set forth in this Document
 - b) File a completed membership application
 - c) Make all payments of applicable fees in full
- 2. Instructor, Volunteer, Parent and all other Non-Student membership applicants must:
 - a) Meet the qualifications for Eligibility as set forth in this Document
 - b) File a completed membership application
 - c) Make all payments of applicable fees in full.

C. TERMS

- 1. The term of the Orange County Chapter of Disabled Sports USA membership will coincide with the Group's fiscal year (July 1 to June 30 of the following year).
- 2. Membership fees are not prorated.
- 3. Non-compliance to Orange County Chapter of Disabled Sports USA Policies and Procedures is subject to disciplinary action up to and including removal of membership within the Group without the return of any membership fees.

D. RENEWALS

1. Students, Instructors and volunteers must renew their membership at least two (2) calendar weeks prior to attending a trip.

III. BOARD

A. GENERAL

1. The Board shall consist of the four (4) Members of the Executive Board and the five (5) Members of the Board of Directors for a total of nine (9) Members.
2. The Board has the power of making the final decision on any disputes, disagreements and/or policy clarifications.

B. EXECUTIVE BOARD

The Executive Board shall consist of the following four (4) Board Positions:

1. President
2. Vice-President
3. Secretary
4. Treasurer

C. BOARD OF DIRECTORS

The Voting Board of Directors shall consist of the Executive Board plus the following five (5) Board Positions for a total of nine (9):

1. Vice-President of Instruction
2. Director of Membership
3. Director of Equipment
4. Director of Fundraising
5. Director of Publicity/Public Relations

D. CHAIN OF COMMAND

1. The President is the highest authority
2. In the absence of the President, the chain of command shall pass from the President to the Vice-President.
3. In the absence of the President and Vice-President, the chain of command shall pass to the Secretary.
4. In the absence of President, Vice-President and the Secretary, the chain of command shall pass to the Treasurer.
5. In absence of all members of the Executive Committee, the chain of command shall pass to the Vice-president of Instruction.
6. In the absence of all Executive Committee and the Vice-president of Instruction, the chain of command shall pass to the individual(s) selected by the President.

E. TERMS

1. All Members of the Board shall be elected by the general membership of the Group on an annual basis, prior to the annual summit meeting. The new Board Members shall hold their elected positions from July 1 through June 30 of the following year or the time of the annual summit meeting for the season until the annual summit meeting for the following season .
2. Members who are currently elected Members of the Board and are running for the same or new positions on the Board, whether opposed or not, must be placed on the ballot and must run for election.

F. MEETINGS

1. The Board will hold a meeting open to the general membership on a monthly basis from October through May. Meetings during the months of September and June will be at the discretion of the current Board Members.
2. A quorum is required for all board decisions. A quorum requires the participation of more than 50% of all current Board Members in person, via phone or other telecommunication means. In the absence of a quorum, the President shall have final decisions making power on any disputes, disagreements and/or policy clarifications.

G. REPLACING BOARD MEMBERS

Board positions which become vacant during the year can be replaced under the following guidelines:

1. Nomination for replacement of the vacant position is made by the current Members of the Executive Board.
2. Approval of the nominated board member requires a 2/3 majority vote of the full Board
3. The replacement Board Member is to serve the remaining term of the position for which they have been elected. At the end of the term, they will need to run for election as any other Member.

H. NATIONAL BOARD MEMBER

1. The National Board Member is to be chosen by a majority vote of the current Board.

IV. TRIPS

A. ELIGIBILITY FOR GROUP ARRANGED LODGING

1. In order to be eligible to stay with the Group, one must be a current Member or the "guest" of a current Member who is also present on the trip.
2. Members shall be given preference over the "guest" of a Member.

B. RESERVATIONS

1. Confirmation and payment by cash or an adequately funded check or money order must be received by the Director of Trips no more than thirty (30) days nor any less than outlined on the current Trip Reservation Form.
2. Members will be able to sign up for the trip after the due date only if space is available.

C. CANCELLATION AND REFUND POLICY

1. Notification of cancellation must be made in writing to the Director of Trips no later than the deadline for reservation on the current Trip Reservation Form to guarantee a full refund of any deposits or moneys for the trip which is being canceled.
2. After the deadline for reservation on the current Trip Reservation Form, there shall be no refund of any deposits or monies for the trip which is being canceled unless the canceled space can be filled by another Group Member or Member's guest.
3. Qualified and authorized refunds shall be made during the thirty (30) calendar days following the trip for which the refund is being made.
4. Any refunds shall first be applied to any outstanding balances owed to the group by the member whose refund is due.

D. FIRST TRIP SUBSIDIZED LODGING FOR NEW STUDENTS

1. Subsidized lodging is limited to a maximum of two first time students with one parent/legal guardian each per trip and a total of ten first time students with one (1) parent/legal guardian each per season.
2. First time students and one (1) parent/legal guardian, will be provided with free lodging for Friday and Saturday at the accommodations being used by the group under the following conditions:
 - a) Student must be a member in good standing, have all forms and releases submitted to the group and be approved by the group's medical staff.
 - b) Student or parent/legal guardian, if student is a minor, must make written request to the group and be approved for subsidized lodging prior to trip registration.
 - c) Subsidized lodging is provided on a first come first served basis.
 - d) New students and parent/legal guardian are eligible for subsidized lodging on their first trip only.

V. INSTRUCTIONAL PROGRAM / INSTRUCTION

- A. At all times the parent/legal guardian must be responsible for their child, charge or Student.
- B. At no time, including lunch time, will the supervision of the child, charge or Student be assumed by the Instructor, Volunteer, Board or other Member of the Group, other than during the specified instructional period.

- C. Instructors will meet the parent(s)/legal guardian(s) of the Student at the beginning of the specified instructional period:
1. To determine where to locate the parent(s)/legal guardian(s) if necessary;
 2. To request that the parent(s)/legal guardian(s) remain at the base of the ski lift during the instructional period if deemed necessary by the Student's Instructor; and
 3. To plan the location and time for pick up and turn over of the Student to the parent(s)/legal guardian(s) at the end of the specified instructional period.
- D. Instruction for sit down equipment is limited to students with a maximum weight of 200lbs or the weight limitation of the equipment whichever is less.
- E. All Members must wear some form of Group identification while skiing with or participating in Group sponsored events.
- F. INSTRUCTION TEAM
1. Shall consist of one (1) or more Instructors assigned to each Student (depending on need or availability).
 2. Each Team shall have a Primary or Lead Instructor appointed by the Vice-President of Instruction.
 3. Primary/Lead Instructor(s) will be responsible for and/or delegate the following:
 - a) Assisting the Student (with or without a parent/legal guardian) from the Main Lodge to the instruction area.
 - b) Communicating with the parents as to where to locate the Student during the instructional period or request that they stay at the base of the lift during the instructional period.
 - c) Planning a location and time to meet and turn the Student back over to the parent/legal guardian.
 - d) Assigning Instruction Team member(s) to:
 - e) Carry equipment to the base of the lift.
 - f) Check for proper size of adaptive equipment and pick up necessary adaptive equipment from the equipment trailer and/or Director of Equipment.
 - g) Providing the Group staff with an instructional evaluation to measure the progress of the Student and Instructor(s) by completing the Evaluation Form.
 - h) Releasing Student to parent/legal guardian following the instructional period.
 - i) Securing or returning all equipment and adaptive equipment following the instructional period to the appropriate location and individual.
 - j) Releasing the Instruction Team Member(s) at the specified or for the remainder of the day.
 - k) Returning or assigning a team member to return the Evaluation Form on Sunday to the Vice-President of Instruction or his/her assigned representative.

G. INSTRUCTOR TRAINING

1. In order to maintain a high level of competence in adaptive instruction, all volunteer instructors must participate in group offered training sessions before assisting students on the slopes.
The training requirements before teaching / assisting students on the slopes are as follows:
 - a) New instructors and returning instructors who have not had training for two (2) seasons or more: 5 units of training
 - b) Returning instructors, who instructed during either of the prior two (2) seasons: 3 units of training
 - c) returning instructors who have not had training in the prior two (2) seasons, but have a PSIA certification and are current with their education requirements: 3 units of training

Exceptions might be granted at the discretion of the Vice President of Instruction.

Training units are available as follows:

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|----|---|----------------------------|
| a) | early season 'dry land' clinic | - 1 unit |
| b) | on the snow clinics of minimum 2 1/2 hours | - 1 unit |
| c) | clinics by request during trips throughout the season | - 1 unit / 2 ½ hour clinic |

Volunteers can attend any combination of available clinics in order to satisfy the training requirements and must do so before beginning to instruct students. A Friday lift ticket will not be distributed until the training requirements are satisfied.

2. Special morning and/or afternoon classes may be provided by Group Instructors as needed or by request for:
 - a) New Instructors
 - b) Instructors to upgrade their skiing skills and teaching techniques.

VI. EQUIPMENT

- A. All equipment, adaptive equipment and special devices used for instruction by the Student, parent(s)/legal guardian(s), Instructors and/or Members shall:
 1. Be issued only after a current equipment slip is completely filled out, signed and dated by the party to whom the equipment is being issued and turned into the Director of Equipment or his assigned representative;
 2. Remain the property of the Group;
 3. Be returned in fully operable condition upon demand
 4. If stolen, lost, vandalized, abused or used in an unauthorized manner which caused damage to the equipment be the responsibility of the individual who has signed for the equipment. The individual may be liable at the discretion of a majority vote of the current Board to pay for the full cost of replacement or repair of the item, whichever is less.
- B. The responsibility for transportation of issued equipment to and from the ski area is the responsibility of the Student or the Student's parent(s)/legal guardian(s).
- C. SAFETY
 1. All skis must have fully operable ski brakes and/or safety straps.
 2. All equipment should be adjusted for a specific individual's use. Do not use another person's equipment if is not adjusted for your use.
 3. Members assume all liability for equipment issued.
 4. All participants must wear helmets during ski/snowboard training, instruction or skiing on a Friday ticket.
 5. All students must wear wrist guards during snowboard instruction.
 6. All students with a history of a seizure within the prior 6 month or a change in seizure medication within the prior 6 month must wear a safety harness/seizure belt while on the ski lift during ski/snowboard instruction.

VII. GROUP UNIFORMS

- A. Uniforms are selected by the Board via majority vote. Uniforms consist of jackets and other form(s) of outerwear or identifying piece of clothing which the Board deems appropriate for use during the Group's activities.
- B. The purpose of the uniforms is to:
 1. Promote Group identity to the public and Mammoth/June Mountains.
 2. Aid in recruiting of Students, Instructors and Volunteers.
 3. Instill a spirit of camaraderie within the Group.
 4. Aid in the recognition of individual participation and accomplishment within the Group.
 5. Promote a professional appearance to the Students and Public.
 6. Be used for marketing of the Group to corporate and individual sponsors.
- C. The uniform shall always bear a Group identifying patch or mark as deemed appropriate and acceptable by a majority vote of the Board as a condition of wearing, owning or utilizing the uniform as a part of Group's sanctioned activities.
- D. INSTRUCTOR JACKET POLICY
 1. Instructor's jackets will be issued to instructors who have been active DSUSAOC members for at least one full season, are members in good standing and have submitted a deposit of \$100.00.

Instructors who have been active members for at least five years and are members in good standing will be issued jackets without posting a deposit.

2. Instructors who have been active members for at least five years, are members in good standing and have already posted a deposit of \$100.00 will have their deposit refunded.
3. Board members will be issued instructor jackets without posting a deposit.
4. Students who are board members will be issued student jackets without posting a deposit.
5. Lifetime members will be issued instructor jackets without posting a deposit.
6. Instructor jackets remain the property of DSUSA-OC. Upon termination of any membership, the jackets must be returned to be reissued.

E. STUDENT JACKET POLICY

1. Students will be issued a student jacket for their use without the requirement of returning the jacket after their first trip. Jackets for students are subject to availability.
2. The Student jackets remain the property of DSUSA-OC. Upon the termination of the membership, the jacket must be returned to the Group.

VIII. LIFT TICKETS

- A. The lift tickets provided by Mammoth-June Mountain Ski Resort are a donation to our Group's program and a privilege to use. The lift tickets are limited in quantity and shall be distributed in the following manner and priority:
1. One (1) lift ticket per disabled Student participating in the Group's program for that day;
 2. One (1) lift ticket per Group Instructor participating in the Group's program for that day;
 3. One (1) lift ticket per Graduate Student participating as a Student, Instructor, Instructor's Assistant and/or Outrider in the Group's program for that day; and
 4. One (1) lift ticket per current Board Member who is participating in the Group's program for that day.
- B. Lift tickets shall not be distributed to or used by:
1. Family of Members
 2. Friends of Members
 3. Non-members
 4. Any other individual who does not fall under one of the four approved categories.
- C. Student/Instructor qualifications to be eligible to receive a lift ticket.
1. Must be a dues paying member in good standing.
 2. All aspects of the membership requirements, as stated in Section II - Membership, shall be satisfactorily completed a minimum of two (2) calendar weeks before the Friday of the scheduled trip for which the Student/Instructor wishes to participate.
 3. Any exceptions to the stated policy can only be made by the President or his/her appointed representative in his/her absence.
 - a) Exceptions may be made in an arbitrary and subjective manner in which they will not necessarily be applied in an equal manner to all Students/Instructors based upon the best judgment of the President or his/her appointed representative.
 - b) In no case can the President waive any requirements for membership or instructor screening
 - c) Exceptions may be made in order for the new or returning Instructors to participate in the annual on-the-hill clinic.
 - d) Exceptions may be made in order to ensure adequate instruction and safety of Students.
 - e) The only exception allowed will be one in the length of time between the satisfactory completion of all membership requirements and the ability to participate as a Student/Instructor and receive a lift ticket.
 - f) In no case shall safety be compromised.
- D. FRIDAY LIFT TICKET PRIVILEGES
1. Friday lift ticket privileges are available only to following qualified individuals:
 - a) Instructors who are participating in the following Saturday's (all day) and Sunday's (morning) instruction and have met all training requirements.

- b) Graduated Students who are participating as an Instructor, Instructor's assistant and/or outrider, during the weekend of instruction.
- b) Current Board members.
- 2. Any qualified individual who has met the following requirements is eligible for a lift ticket on the Friday of an instructional weekend.
 - a) Must notify the Vice-president of Instruction or the Director of Trips the Wednesday preceding the instructional weekend that they will be in need of Friday lift ticket and provide their lift card number.
 - b) Must pick up the ticket from the group on the hill in the lodge by 9:00 am on the Friday
 - d) Must participate as an Instructor for the morning and afternoon instructional sessions on Saturday and the morning instructional session on Sunday.

E. LIFT LINE PRIVILEGES are limited to:

- 1. The discretion of the ski area
- 2. Students
- 3. Instructors, Instructor Assistants and/or Outriders when accompanying a student during times of instruction

IX. LODGING POLICY

A. GENERAL

- 1. The Group is not required to provide accommodations to a Member or non-member and does so at the Group's discretion and in accordance with this document.
- 2. Accommodations are available on a limited basis to the Group and are thereby limited in number to the Members. The room and bed assignments will be made on a first come, first serve basis for receipt of completed forms and payment.
- 3. Members are not required to stay with in the Group's accommodations in order to participate in the Group's ski/snowboard program.
- 4. The accommodations which the Group utilizes may not have any disabled accessible facilities, rooms, bathrooms, showers, toilets, etc.
- 5. The provision of accommodations is done so as a "break even" program for the Group. It is neither the intent nor goal of the Group to make a profit from the accommodations. The charges determined for each category is done so in an attempt to cover only the expenses related to the specific use of those accommodations by the Group and its Members.
- 6. It is the sole responsibility of any Member utilizing the Group's accommodations to secure any and all personal items, cars and/or equipment. The Group does not accept nor imply any responsibility for stolen, lost, damaged or vandalized items, cars or equipment.

B. ROOM RATES

Rates for Group arranged lodging are as listed on the current Trip Reservation Form.

C. ROOM / BED ASSIGNMENTS

- 1. Assignments are made on the basis of availability of space and at the sole and final judgment of the Director of Trips or the assigned representative.
- 2. Preferences for room assignments should be stated in writing at the time of the trip reservation and payment to the Director of Trips or the assigned representative.
- 3. There is no guarantee that the requested preference will be honored, however, a reasonable effort will be made to honor such requests.
- 4. Uncontrollable circumstances may necessitate a change in either lodging or bed assignments at the last minute. Such room or bed assignment changes will be made by the Director of Trips or the assigned representative to the best of their ability.

D. COURTESY

- 1. Be responsible in the care and usage of the accommodations. Do not misuse or abuse the facilities or the privileges assigned thereto.
- 2. Keep all personal articles orderly and have consideration for the other person(s) using the accommodations (i.e. pick up after yourself, clean up your own mess, clean your own dishes, etc.).

3. Noise must be kept to a minimum when entering the accommodations, especially late at night.

E. CONDO CAPTAINS

1. A Condo Captain will be assigned by the Director of Trips or the assigned representative.
2. The Condo Captain is responsible for:
 - a) Returning all keys for the accommodation to which they are assigned;
 - b) Distributing or gathering information required by the Group during the trip;
 - c) Assigning responsibilities to assure adherence to accommodation courtesies; and securing the accommodations, emptying the trash and turning down the heater thermostats before leaving the premises on check-out day.

X. TRANSPORTATION

- A. Transportation to and from Mammoth/June Mountain is the individual responsibility of each Member and guest.

XI. DRUGS AND ALCOHOL

- A. ILLEGAL DRUGS (i.e. marijuana, cocaine, LSD, speed, etc.) are not permitted on trips or at any Group sponsored event.
1. If any Member is reported for using illegal drugs, the Member will be reviewed for expulsion from the Group by the Board.
 2. There are no refunds of membership or other fees upon expulsion.
- B. ALCOHOLIC BEVERAGES
1. Consumption of alcoholic beverages to the point of impairing judgment, coordination or decorum will not be tolerated by the Group.
 2. Consumption of alcoholic beverages during instruction periods or lunch breaks between instruction periods is not permitted. If any Member is reported for using alcoholic beverages during these periods, the Member will be reviewed for expulsion from the Group by the Board.

XII. ETIQUETTE

- A. RETURNED CHECKS
1. A \$20.00 processing fee is added for any returned checks whether for insufficient funds or other reasons.
 2. Within thirty (30) calendar days a Money Order or Certified Check must be sent to replace the returned check, with the amount including the extra processing fee.
 3. After thirty (30) calendar days, an interest fee of 1 ½% per month or 18% per annum will be charged and accumulate.
- B. INSTRUCTOR UNIFORMS & NAME TAGS
1. Instructor uniforms, name tags and Group patches represent our organization both on and off the slopes. Anyone wearing these or other Group items should keep in mind that it is a form of Group identification.
 2. The Mammoth/June Mountain Area personnel and the other skiers will judge our program by what they see and hear.
 3. Maintain a professional and responsible image at all times by assisting those who seek your help
 4. Communicate with interested people on the hill and tell them what you are doing and the purpose of our program.
 5. If you receive inquiries about the program or Group, assist the person or refer them a member of the board.

END OF POLICIES AND PROCEDURES