



**DISABLED
SPORTS
EASTERN
S·I·E·R·R·A**

WINTER VOLUNTEER MANUAL

Revised Oct. 2015

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



MAMMOTH LAKES



We believe the freedom and exhilaration of outdoor challenges changes lives. No one should be left behind simply because of a disability!

Winter Office Hours:

8:00 AM – 4:00 PM
Daily

Disabled Sports Eastern Sierra is a volunteer-based nonprofit dedicated to changing the lives of children and adults with disabilities and their families by:

- * offering year-round outdoor sports and activities,
 - * creating inspiring challenges,
 - * providing expert instruction and adaptive equipment,
 - * rallying the community to comfortably accommodate people with disabilities.
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Board of Directors

Karilyn Meyers, E.L. Smoogen, Andrea Colasardo,
Rick Taylor, Brent Truax, Shields Richardson, Penny Bordokas, Stacey Adler,
Kathy Copeland

Staff

Kathy Copeland

Executive Director

Professional Ski Instructors of America (PSIA) Adaptive Level II, Alpine Level III,
American Association of Snowboard Instructors (AASI) Snowboard Level II

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Operations Director

PSIA Alpine Level III, Telemark Level II, Adaptive Level I, Children's Specialist II

Laurel Martin

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Justin Peterson

Administrative Assistant

Mark Spieler

Outside Operations Director

PSIA Alpine Level III, Adaptive Level II, Children's Specialist II,
AASI Snowboard Level II,
NZSIA Stage II, NZSIA Coaches Level I, USSA Coaches Level 1

Maggie Palchak

Trainer/Paralympic Sport Program Coordinator

PSIA Adaptive Level III, Telemark Level II, Nordic XC Level 1, USSA Coaches 100

Emily Estremo

Staff Instructor

PSIA Alpine Level II

Brendan Steinman

Staff Instructor

PSIA Alpine Level II



Sports provide mobility, freedom of movement and optimal health. The increased self-esteem our students gain through our program enables them to pursue a more rewarding lifestyle by focusing on their abilities rather than their disabilities.

Volunteers play a tremendous role in our program. You are the backbone of our organization and spend the most time with our students, boosting their self-esteem and preparing them for future challenges. Our goal is that volunteers are proud to be involved in such a worthwhile endeavor.

It is important that each volunteer realizes the responsibilities as well as the rewards involved in teaching individuals with disabilities. Some days may be a great deal of work while others may be easy. It's the hope of the Disabled Sports Eastern Sierra (DSES) staff that each volunteer becomes a better individual because of the contribution they have made in changing the lives of our students.

Volunteers are in a unique position to promote positive public relations. You come in contact with many different people each day, and it's important to spread the news about the achievements of Disabled Sports Eastern Sierra. We are proud to have you as an integral part of this program and we know that you will be proud to be a part of our organization.

THANK YOU!!!

**For all of your wonderful contributions to DSES and those we serve.
Our program exists because of you!**

CHALLENGE BY CHOICE

Within all programs of DSES, we utilize the *Challenge by Choice* concept. This means that you determine your level of participation in each event. There are several possible levels of participation and many helpful roles that you may take on within the team. During the course of the program, students and volunteers will encounter a variety of activities that will require their mind, body and teammates to successfully complete. Many opportunities to be creative and practice effective communication skills will arise.

If you are uncomfortable with any duty, please talk to a staff member.

ROLE OF THE VOLUNTEER

- Attend the start-up training and other program trainings.
- Attend training sessions to fulfill training requirements.
- Show up on time, clean, cheerful, appropriately groomed, well rested and ready to participate at the highest level.
- Commit to 36 hours of volunteer time per winter season (not including start-up training).
- Wear appropriate attire for the day (uniform) and a DSES volunteer nametag.
- Have knowledge of and abide by all DSES policies and procedures and safety protocols.
- Share the responsibility for delivering a high quality program. Encourage students to challenge themselves.
- Build professional rapport through superior communication skills with the staff, volunteers and students.
- Support the staff as they manage the big picture. Be aware of details and subtle student behaviors.
- Be aware of safety issues: sunburn, frostbite, dehydration, medical conditions, proper techniques, etc.
- Demonstrate appropriate and effective use of all the DSES equipment.
- Help choose and set up equipment for students when appropriate.
- Help set up and clean up all aspects of the program and activities.
- Attend program debrief sessions and provide meaningful feedback to the staff.
- Attend to DSES logbooks and paperwork in a professional and timely manner.

VOLUNTEER APPLICATION

New and returning volunteers are required to submit an application, a signed Release of Liability, and Volunteer Program Manual Acknowledgement and Receipt to the DSES office staff each year. You must also complete the volunteer questionnaire (quiz). Each prospective volunteer must meet the following qualifications:

QUALIFICATIONS

- On-snow volunteers should be intermediate to advanced skiers or snowboarders. Intermediate is defined as being able to comfortably make rounded parallel turns on intermediate or “blue” terrain for skiers and comfortable riding consistent C shaped turns from mid-mountain for snowboarders.
- Off-snow volunteers should have appropriate skills where needed.

Volunteers are encouraged to sign up and commit to at least 36 hours through the season preferably on a regular schedule, i.e. one half-day per week, for twelve weeks. These 36 hours are in addition to the 2-3 day season start up training. Upon the completion of 36 hours you will be given your personalized DSES volunteer nametag.



Volunteers earn a complimentary transferable voucher for an all-day adult lift ticket for every six hours of eligible work, **unless** you are working off community service hours, volunteering for school credit or have received a volunteer season pass through DSES. If you have received a pass through DSES, please see the section below entitled **Volunteer Season Ski Pass**. Eligible work includes: On-hill instruction, all on site training clinics (**with the exception of the two to three day volunteer season start-up training**), and office and administrative help pertaining to daily operations. DSES would like to emphasize that even though vouchers are not earned for fundraising, town functions, start-up training and other non-DSES events, volunteer participation in these events is essential to the sustainability of our program. Please continue to track ALL of your hours, regardless of the duty. Please keep a separate personal tracking of hours volunteered, in addition to the onsite logbook (just in case an error is made in our tracking!) DSES needs to have an accurate tracking of all hours for grant purposes. If you have any questions, please speak with a DSES staff member

- **Vouchers** You will receive one transferable voucher for every six hours that you volunteer for “voucher eligible” related work. You will not earn hours towards vouchers if you are receiving school credit, community service hours or are under the age of 18. If you would like to have a voucher distributed to somebody on a day when you will not be present, please plan ahead and give the office staff your guest’s name and the date they will pick up the voucher(s) prior to the date needed. **Vouchers may NOT be sold!** The attempt to sell a voucher will jeopardize our program and result in the loss of all volunteer privileges and immediate volunteer dismissal.
- **Pro deals** are available for PSIA/AASI Level 1 Certified Instructors who are current with their dues after completing your 36 hour commitment; Other discounts may be available to non-certified volunteer instructors; please see DSES staff for more information. Talk to the DSES staff for more information about PSIA.
- **Volunteer Season Ski Pass** - Returning volunteers, who have worked at least 80 hours the previous year and are in good standing, may receive a Volunteer Winter Season Pass. Please note that if you receive a DSES pass, you must commit to volunteering another 80 hours (post start-up training) with DSES during that season. If you choose to accept the season pass through DSES, you will not earn transferable ticket vouchers until you have completed your first 80 hours in that season. After the 80 (post start-up training) hours, you will earn a transferable ticket voucher for every additional six hours worked. Additionally, all pass holders who are not keeping up with their hours may be asked to surrender the pass or make good on their hours.
- **Lunch** - There is a 50% meal discount pass available for volunteers to use in uniform, in the cafeteria, on days you work a minimum of 4 hours. You need to wear the DSES uniform to receive this discount. You will be issued a discount card by DSES that you will return to the DSES office on the SAME day. This benefit is only for you (not for students or friends) and

does not include alcohol. Please do not abuse this privilege or it will be revoked – possibly for all DSES volunteers!

- **Training** - DSES offers comprehensive early season “start-up” training. We also offer daily early morning clinics (8:30 – 9:15am) and multi-hour sessions on a variety of topics including: disability information, equipment, skiing/riding skills and much more. Additionally, we offer certification training for all levels and disciplines.
- **Snowcreek Athletic Club Discount** – Returning volunteers, who have worked at least 80 hours the previous fiscal year (July 1-June 30) and are in good standing, may receive a discounted membership rate at Snowcreek Athletic Club. Please note that if you choose to accept this offer, you must commit to volunteering another 80 hours with DSES the following fiscal year. Additionally, all volunteers who are not keeping up with their hours may be asked to surrender their discount for the following fiscal year.

Volunteers in Good Standing - DSES will accept volunteers in good standing to teach and/or assist the following season. ‘In good standing’ means you have fulfilled your 36 hours volunteer commitment the previous winter and ‘we want you back’. Attendance, punctuality and compatibility are considerations of being ‘in good standing.’

Volunteer Recognition

All volunteers who complete their 36 hour commitment will be invited to attend the End of Season Volunteer Party. This party is a way of saying thanks to the volunteers who have dedicated themselves to the program for the season. Party time and place TBA!

Many of our students, especially the children, write thank you notes to the volunteers, These will be mailed or distributed to the volunteers, as is practical.

Tips: A student or a family member may wish to recognize your efforts and offer you a tip. Please accept graciously. This is their way of thanking you personally for your hard work, dedication and donation of your valued time and heart. If you are not comfortable keeping tips, you may donate them back to DSES.

At the conclusion of each season one volunteer is awarded the "DSES Volunteer of the Year" award. This honor is awarded to the volunteer who displays exceptional dedication, altruism and compassion in their commitment to Disabled Sports Eastern Sierra.



The winter program will begin and end when Mammoth Mountain Ski Area opens and closes for business. All lessons will take place on Mammoth Mountain Ski Area originating at Woollywood or at Tamarack Cross Country Ski Area. The number of participants DSES will take in one day is determined by instructor/volunteer availability.

Volunteers involved with Disabled Sports Eastern Sierra represent DSES and Mammoth Mountain Ski Area. They should maintain good working relationships with all employees in all departments of Mammoth Mountain Ski Area (this includes, but is not limited to; the lift department, food service, sports school, rental shop, ski patrol, etc.). If you have difficulties with another department member, please bring it to the attention of DSES staff as soon as possible. Your actions reflect on DSES and Mammoth Mountain Ski Area. Please keep this first and foremost in your mind.

Each volunteer must sign an Agreement and Release of Liability (attached to the volunteer application) prior to working or attending any training clinic. You also must complete the questionnaire and bring it with you to the first day of training. **Volunteers are responsible for informing DSES about any and all of their personal limitations and hidden disabilities, physical or otherwise, which may affect their ability to work, teach and/or ski/ride.**

Winter Training Information for Volunteers

Training will begin at the start of the season and will continue throughout the season. Training sessions will include but are not limited to: DSES policies and procedures, program details, technical training for various sports, adaptive teaching techniques, behavior management, procedures of DSES risk management, role of volunteer, proper filling out of DSES paperwork and people handling skills.

Volunteers are trained by Disabled Sports Eastern Sierra staff and visiting trainers. Trainers have a strong background in professional skiing as well as extensive experience with people with disabilities. Training will take place throughout the season, both in scheduled clinics and informally during lessons by more experienced instructors.

Volunteers will gain their education by attending on and off snow clinics. These training sessions will help to familiarize them with the program, teaching skills and disability information.

Start-up Training is held in November and December. All volunteers must attend two (returning volunteers) or three (new volunteers) days of start-up training. These sessions will cover: personal skiing skills, policies & procedures, adaptive teaching techniques and disability information.

Daily morning clinics are offered from 8:30AM – 9:15AM. Extended clinic sessions will be scheduled throughout the winter season covering all disabilities, teaching and personal skiing/riding skills. Check the DSES website [calendar](#) for the training schedule (subject to change). Participants need to sign up for clinics at the DSES office prior to the training sessions.

All volunteers are encouraged to work towards Professional Ski Instructors of America (PSIA) or American Association of Snowboard Instructors (AASI) Instructor Certification in Adaptive, Alpine, Nordic and Snowboard disciplines. Talk to a DSES Staff member or a PSIA Certified Instructor/Volunteer for more information.

Assignments

We request that every volunteer sign up and commit to work, at least 36 hours during the season. We welcome and encourage you to volunteer more...as your schedule allows. There is an on-call option for any volunteers with flexible schedules willing to work on an on-call basis.

Volunteer Instructors must arrive on time and ready to work on any day they have committed to us. Please arrive **15 minutes before the lesson start time**, and return to the DSES office 15 minutes prior to lesson end time. This will give you time to read student files, talk to parents, assist students and complete progress notes.

Volunteers typically work with an individual student. A change of duties may be made by the DSES staff when necessary. This may include helping with another program, assisting with special events, equipment maintenance or administrative assistance, etc. We appreciate your flexibility.

Attendance and Punctuality

All volunteers must sign in each day they volunteer to keep track of their volunteer hours. This tracking is very important for the future funding of DSES and for your personal benefits. Please be responsible and sign in and out each day you work. ***We suggest that you keep your own separate record as well.***

Sign up to work only when you are sure you can attend. Your cancellation may mean a confirmed student will not be able to participate that day. If you know in advance that you are going to be late, PLEASE call DSES as soon as possible so that other arrangements may be made. When situations necessitate an absence or tardiness without prior notice, please call DSES immediately. The voice-mail system at 760.934.0791 is operational 24 hours a day. Attendance and punctuality will be considered before accepting a volunteer for any subsequent seasons.

If a student cancels with such short notice that a volunteer cannot be notified and arrives at DSES to teach, the volunteer will still receive teaching credit towards earning a voucher if they are available to help out in another capacity during the scheduled time (even if not used in another capacity).

Uniforms/Personal Appearance

Because we are in partnership with Mammoth Mountain Ski Area and they are providing us with lift tickets and other privileges, we must conform to their grooming standards. Mammoth is in the family recreation business and families tell Mammoth that they feel more comfortable in resorts where the employees and volunteers maintain a neat, clean cut, and conservative appearance. Therefore men's hair must be cut above the collar. MMSA has now updated its policy on facial hair to the following:

Neatly styled, evenly cut, well-groomed full beards, goatees and mustaches which are closely shaped to the face - no more than $\frac{3}{4}$ inch (19 mm) long - are acceptable.

Please note all volunteers must maintain a neat, clean and tidy appearance.

No more than three earrings per ear can be worn and must be discreet. No facial piercings are allowed. Thank you for your cooperation in maintaining these standards. For more details see the Mammoth Mountain Employee Handbook in the DSES office.

Volunteers should maintain a neat and clean appearance, exercising a high standard of personal hygiene. Each volunteer is an ambassador of DSES. We ask that you serve as a good role model. Volunteers may not drink alcohol, smoke, chew tobacco (nor smell as if you have done so) or use offensive language at any time in the DSES uniform. For **winter programs**, uniform jackets and soft shells are issued for the day you are volunteering. Please wear a nametag and keep your jacket or soft shell zipped at least halfway at all times. You should wear your own ski pants and they should portray a professional image. **Helmets are required to be worn by volunteers during lessons and clinics.**

Parking

Volunteers **do not** receive any parking privileges. Please park where the parking attendants direct you. You **may not** leave your car in the drop-off zone.

Use of Cellular Telephones

Please keep cell phones on courtesy/vibrate mode during lessons and clinics.
Please use only in case of emergencies OR DSES work related calls.

Ski and Snowboard Equipment

Volunteer instructors are required to provide their own skis, snowboard, boots and poles while teaching. It is recommended that volunteers teach on short skis (120-150 cm) for ease of maneuverability, demonstration purposes and safety. Any stickers or words on skis or boards must be in good taste and suitable for a family environment. Snowboarders and telemarkers need to wear a retention device. All equipment needs to be labeled with your name. Please ask if you need help acquiring equipment. Adaptive equipment is available for volunteer use only while teaching a lesson or in clinics.

Restroom Policies

You may help students out of their outer garments if they need it. Do this outside the restroom door, in public view. **Do not** take students into the restroom stall! If a student needs help once inside the restroom, find another staff member to enter the restroom with you. Do not enter the stall on your own. Instead, talk the student through it. This is for your protection. If the student is of the opposite sex, find a DSES staff member or a volunteer of the student's sex to assist the student. Leave the stall door ajar while you are with a student handling a restroom situation.

Line Cutting Policy

"Line cutting" means using the Sports School lift line entrance. We do not ordinarily use the "Privates" entrance. Line cutting is a courtesy provided to us by Mammoth Mountain Ski Area and must not be abused.

Volunteers are NOT permitted to cut lines unless teaching and accompanied by a student! If you are attending a clinic, you MAY NOT use the Ski School line unless you have a disability.

Personal Conduct

Our primary product is guest service and our market is the public. Each volunteer of Disabled Sports Eastern Sierra is expected to conduct himself/herself in a manner that will reflect favorably on the image of DSES and the character and/or competence of the volunteers. Any volunteer who behaves unprofessionally, or who brings discredit in any way upon himself or herself, other volunteers or employees of DSES, DSES itself or Mammoth Mountain Ski Area will be terminated from the program.

Anti-Harassment Policy

It is the intent of DSES to provide our volunteers with the best possible working environment. It is the policy of DSES that there is no harassment of our Staff or Volunteers by co-workers, supervisors, or non-employees with whom we come in contact during the course of our working activities. Harassment serves no legitimate business purpose. DSES will not tolerate any harassment, including, but not limited to, harassment or discrimination based upon race, national origin, religion, gender, sexual orientation, pregnancy, age, marital status, physical or mental disability, mental condition, or veteran status. Examples of activities NOT constituting harassment include constructive suggestions, comments or interventions, and actions to terminate participation of athletes in the DSES program. DSES takes issues of harassment seriously, and will take immediate and appropriate steps to investigate and correct violations of our policy. DSES volunteers should report any instances of alleged harassment to the Executive Director. It is the policy of DSES to resolve issues of harassment in a prompt and consistent fashion and to maintain the highest levels of confidentiality in all aspects of such matters.

Alcohol and Drugs

We are a Drug and Alcohol Free and Zero Tolerance Workplace. One of DSES's **highest** priorities is providing a safe recreational program for participants, volunteers and employees. The DSES policy on this matter is: **Disabled Sports Eastern Sierra strictly prohibits the use, sale, transfer or possession of drugs and/or alcoholic beverages, by its volunteers, on the DSES or Mammoth Mountain Ski Area premises while in the service of DSES, including your lunch break. DSES strictly prohibits volunteers from working in an impaired state. Failure to comply with this policy will result in immediate termination from the program.**

Smoking

Disabled Sports Eastern Sierra and Mammoth Mountain Ski Area support a tobacco/drug/alcohol-free lifestyle and workplace. Mammoth Mountain Ski Area and Disabled Sports Eastern Sierra are smoke free environments. Smoking is not allowed at any time while volunteering for DSES or while wearing a DSES uniform – including during lunch or other personal breaks.

Disciplinary Procedures

Whenever a volunteer's behavior warrants disciplinary action, DSES staff will determine the appropriate action. Types of discipline may include verbal warning, written warning or termination from the program. The disciplinary action taken will depend upon the seriousness of the offense.

What to Wear/Bring to Programs

Required:

- Helmet (DSES loaners are available)
- Sunglasses / Goggles
- Sunscreen / Lip Balm
- Gloves
- Skis/Snowboard & retention devices
- Appropriate Boots
- DSES Uniform with Name Tag

Optional Items:

- Ski Map
- Extra Layer of Clothing
- Camera
- Pen/Pencil/ Paper
- Toys

Lesson Progress Notes

Each day that a volunteer teaches (winter & summer) she/he is required to fill out a lesson progress report. It is important to evaluate your student and provide a clear image of their skiing ability. Please be specific and thorough when filling out progress reports. Be sure to address topics such as: the student's goals and learning style, any skills focused upon, the progression and or exercises used, chairlift loading and unloading, snow conditions, any suggestions for future lessons and any other information that would be useful. Provide the information that you would want to have to develop a clear picture of the student's capabilities. Please write legibly in ink and ask for guidance if you need it.

Volunteer Suggestions and Complaints

Suggestions concerning the operation of Disabled Sports Eastern Sierra, the care of our students and families and other matters important to the welfare of volunteers and students are greatly encouraged. Since volunteers are in daily contact with our students, they may have thoughts and ideas concerning the improvement of one or several phases of our operation. Volunteers are encouraged to write down suggestions and bring them to the attention of the DSES Staff.



DSES is dedicated to providing a healthy and safe work environment for all its employees and volunteers.

- Safety and accident prevention for our employees/volunteers is as important as the services we provide to our students.
- We are committed to the rules and guidelines as outlined in this program and expect them to be followed.

Along with our commitment to safety, our employees/volunteers must make the same commitment and practice safe work habits at all times. Together we will make DSES a safe place to work and play.

SAFETY FIRST

Safety is the primary concern of DSES. Accidents may occur even though all the safety precautions are taken despite the comprehensive screening of students, training of staff and volunteers, and one-on-one instruction. Each staff member/volunteer must act responsibly for his/her safety and that of fellow volunteers, guests, and program participants. All accidents, injuries or damage to equipment or materials must be reported to a DSES staff member as soon as possible. Each staff member/volunteer must follow all safety regulations, rules, and practices prescribed by DSES. If volunteers have questions or concerns about safety, they should speak to a DSES staff member.

Helmets are required to be worn by volunteers for all winter lessons and on-hill training/clinics as well as for appropriate summer lessons as determined by the DSES staff. Students are strongly recommended to wear helmets for all winter lessons as well as for appropriate summer lessons as determined by DSES staff.

Employees/Volunteers:

Everyone working for DSES as an employee or volunteer has a safety responsibility to themselves, our guests/students, and to their co-workers. Each person is responsible for reporting unsafe conditions, acts, or procedures to the staff immediately for corrective action. If the problem is not corrected in a timely manner report the problem to the Executive Director.

DSES staff, volunteers and interns have the following rights under this program:

- To be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment.
- To be provided information on safety hazards and be able to request information or make safety suggestions without fear or reprisal.
- To refuse to work under any condition in which the person feels is unsafe without fear or reprisal.

DSES staff, volunteers and interns must remember that they control, more than anyone else, the ability to work safely and free of accidents. DSES staff, volunteers and interns have a duty to comply with the following requirements to make the workplace safe for themselves and fellow co-workers:

- Everyone attends a Policies and Procedures clinic so that they will know the codes of safe practices for the general work area, and for their job.
- Comply with safe work practices and use personal protective equipment required for your job.
- Immediately correct any unsafe acts or conditions, and report the situation to a staff member.
- Report accidents, injuries, and unsafe conditions to a staff member, no matter how minor.

Remember our program supports *Challenge By Choice*

YOUR RESPONSIBILITY CODE

1. **Always stay in control and be able to stop or avoid others.**
2. **People ahead of you have the right of way. It is your responsibility to avoid them.**
3. **You must not stop where you obstruct a trail or are not visible from above.**
4. **Whenever starting downhill or merging into a trail look uphill and yield to others.**
5. **Always use devices to help prevent runaway equipment. Snowboard leashes are required.**
6. **Observe all posted signs and warnings. Keep off closed trails and areas.**
7. **Prior to using any lift, you must have the knowledge and ability to load, ride, and unload safely.**

CALIFORNIA STATE PENAL CODE

The following misdemeanors are punishable by a fine of up to \$1,000 and loss of lift privileges:

- ◆ **Skiing/snowboarding within or entering a CLOSED area. PC 602(0) or 602(r).**
- ◆ **Leaving the accident scene if involved in a collision, except to notify authorities or obtain assistance. PC 653**
- ◆ **Lift ticket fraud. PC 537(a), (b)**

INJURIES TO STUDENTS

- ◆ Routinely communicate the safety theme to students. You are a role model and should practice safe skiing/riding habits at all times.
- ◆ Be careful where you take your students. Choose runs that are appropriate for their ability and do not allow yourself to be manipulated into taking a student on terrain beyond their abilities. If you are not sure if your skier is ready for more advanced terrain, seek advice from a DSES staff member. If no one is available, *always err on the conservative side!*
- ◆ If there is an injured person, cross a pair of skis uphill from the injured person (if snowboarding place a snowboard upside down and uphill of the injured person) and send another skier to summon Ski Patrol. Ski Patrol can be contacted from any chairlift station or base facility building.
- ◆ When calling Ski Patrol, inform them of the exact location of the incident (i.e. name of run, number of closest lift tower), description of the injured person and nature of the injury.

- ◆ *Avoid incriminating statements* such as "too bad you fell on that icy spot," or "a lot of people have fallen at that location, the ski patrol should have closed off that area," or "I'm surprised you're binding failed to release, it must have been adjusted too tightly." Instead of making any comments, listen carefully to the comments made by the injured person and witnesses. You may be asked to record these statements later.
- ◆ If you or your student is injured, contact DSES immediately. Two incident reports must be filled out by the instructor; Mammoth Mountain's incident report must be filled out in the Ski Patrol office and the DSES incident report in our office. In filling out incident reports please remember to be:
 - a) Complete - fill in all lines, boxes, spaces, etc.
 - b) Thorough - you may be asked to recall an incident five years later.
 - c) Accurate - don't guess, don't speculate, just give the facts.
 - d) Legible - the report needs to be readable and understandable, and in black ink.
 - e) Timely - fill out the report immediately after the incident occurs.
 - f) Review – have a staff member at DSES review for completeness before turning in.

Additional Safety Concerns

- ◆ Runs off the top *including* Roadrunner or the Summer Road, in the parks and pipes, in the chutes or over rocks, and the Twilight Zone are **off limits to students** during lessons unless authorized in advance by the Executive Director or other appropriate staff member. If there is a student who is an exceptional skier/boarder, and who's skiing or riding can benefit from this terrain, DSES staff will approve it on a case-by-case and day-by-day basis. Volunteers must first consult with the Executive Director or other appropriate staff member regarding access by the student to any of these runs. Even if the progress report indicates the student has been on these runs in the past, please receive daily authorization for each lesson session from the appropriate staff member. Exception is use of the green parks on Chair 11 (Discovery Chair).
- ◆ Remember! The guests of the resort and participants of DSES come first. Please be polite and helpful.
- ◆ Chairlifts are an area of particular safety concern due to their mechanical nature and other variables. Communication with the lift operator is paramount while on a lesson. During clinics you will learn the appropriate hand signals for informing the lift operator of special needs and it is your responsibility to employ these signals as necessary.
- ◆ DSES lessons often require specialized adaptive equipment. Each piece of equipment requires specific skills, techniques and knowledge for safe skiing and chairlift riding. Before using any equipment as a primary instructor, make sure that you are familiar that piece, it's safe chairlift loading and unloading techniques, and have the appropriate skills and knowledge required for it's use.
- ◆ The sun's intensity and UV rays at high elevations are far greater than at sea level. Wear eye and skin protection, and make sure your student is protected accordingly.
- ◆ If you and your student are passing most skiers on the trail, you are probably skiing too fast. Observe and obey all "slow" signs, regardless of your ability level.
- ◆ DSES personnel will be present when necessary on the ski slopes to supervise, evaluate, and provide assistance to volunteers during the course of their lessons.

BACKGROUND CHECKS

Disabled Sports USA, our parent organization, has recommended that we conduct background screens on all volunteers and staff. This requirement is a step forward in providing a higher level assurance that our product is at a top level and consistent with industry norms.

We are partnering with the National Center for Safety Initiatives (NCSI) to conduct this screening. We will be sending all volunteer ski and snowboard instructors a self-registration ID number assigned to DSES. You can then simply go to their secure website and input your information. This may take 10 to 15 minutes.

In approximately 10 days your screening will be complete and a designated member of our staff will receive a message regarding your screen that will be either a green light or a red light. If you get a green light, you are good to go and no further action will be required. If you receive a red light, you may be asked for more information from NCSI. Upon completion of your screen we will then determine if you are eligible to be a volunteer. We may require additional information from you. At no time will we receive any of your personal data, other than what may have caused a red light to appear.

Your screen will be good for three years, at which time we may ask you to perform another screen to get everything up to date. ***You will need to have a completed background check prior to attending Winter Startup Training 2015.*** A completed background check means we have received the green light from NCSI so please complete the online portion of this at least two weeks prior to your scheduled a start up training session.

The cost for this screen is \$26.25 and we are asking all of our volunteers to cover this cost. If you have an issue with providing your information over the internet, there is an option for hard copy service which can be submitted by mail, although this will take a few more days to complete. There is an additional \$5 fee for paper applications.

To start your screening process, please go to <http://www.ncsisafe.com> and click on "Start your background screening NOW." Then complete three easy steps:

- Step 1 Enter the DSES Self registration ID number *****
- Step 2 Enter your information as requested
- Step 3 Provide legal authorization and certification

It is important that you enter your full legal name as written on your birth certificate or driver's license. Please also verify that your social security number and date of birth are accurate. Using nicknames or failing to type correct information may delay your screening and could incur additional fees.

INSURANCE AND LIABILITY

Worker's Compensation

- ◆ Volunteers of Disabled Sports Eastern Sierra are not employees, and therefore are not covered under Worker's Compensation Insurance for accidents occurring during volunteer service.

Liability Insurance

- ◆ Volunteers are covered by Disabled Sports Eastern Sierra's General Liability Policy.

Health and Accident Insurance

- ◆ DSES is not able to offer Health or accident insurance to volunteers. All volunteers are encouraged to purchase their own individual health and accident insurance.

CONFIDENTIALITY

All records and files of DSES are the property of DSES and considered confidential. No volunteer is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning transactions with participants, participant lists, payroll or personnel records of past or present volunteers, financial records, all records pertaining to purchases from vendors or suppliers and documents concerning operating procedures. All telephone calls, letters, or other requests for information about current or former volunteers should be directed to a DSES staff member who can assist in providing the appropriate information.

EMERGENCY SITUATION DO'S AND DON'TS

Do:

- ◆ Cooperate with authorities
- ◆ Remember what you saw and heard
- ◆ Comfort and listen to other victims/survivors
- ◆ Be responsive and non-judgmental

Do Not:

- ◆ Interfere with emergency response personnel
- ◆ Blame or judge victims/survivors
- ◆ Hypothesize, diagnose or panic
- ◆ Attempt to provide assistance beyond your abilities or training
- ◆ Leave the victims/survivors alone
- ◆ Disturb a potential crime scene
- ◆ Act as a spokesperson to the media; please refer all questions regarding the incident to the Executive Director.

Do not make or agree to statements about the situation to anyone around the scene.

LIFTING AND TRANSFERS

Safety First!

- Do not lift anyone if you are not comfortable!
- Person being lifted knows best!
- Ask them before touching them.
- Be Gentle, do not throw legs or arms around.

Rules for Lifting:

- Decide how and where it will happen ahead of time.
- Wide Based Stance
- Neutral Spine-tightened abs
- Stand close to person to be lifted
- LIFT WITH YOUR LEGS, NOT YOUR BACK!
- Move while keeping a neutral spine, not rotating or twisting your back.



Thank you for taking the time to know and understand the Policies and Procedures of DSES! Your understanding of what is contained in this document is very important to having our operation run safely, smoothly and consistently!

YOUR SCHEDULE:

- Please let us know when you are available ASAP – YOU tell US when you are available.
- We may call you if we are in need.
- If you are sick or going to be late PLEASE CALL US!
- If you have said you are available for lessons in advance and things change, PLEASE CALL US ASAP!
- We need the most help during weekends and busy holiday periods – Thanksgiving, Christmas/New Year, Martin Luther, Presidents' and during Ski PE: midweek mornings and afternoons starting in Jan.
- Daily assignments change frequently your flexibility is greatly appreciated.

GUEST SERVICE

- Greet EVERY Guest First
- Maintain Professional Uniform Appearance – detailed below

UNIFORMS:

- Volunteers should always be using professional behavior, sober, and smelling fresh!
- Uniforms are to be worn ONLY during clinics, lessons and other approved situations such as special events and fundraisers.
- Jackets and Fleeces must be zipped up to chest level
- A name tag (your name, 'Instructor' or 'Volunteer') must be worn while in uniform
- You may wear only a uniform when you are teaching/training unless part of a special event
- A helmet is to be worn when skiing or riding in uniform and while teaching
- Please remove nametag and all personal/teaching items from uniform after use. If the jackets are dry, hang up to the left of the appropriate size divider facing right.
- No dangling gloves or flapping boot bales or other generally slovenly look.
- Earphones of any sort are not allowed while in uniform.
- All snowboards and telemark skis need to have retention devices

GROOMING STANDARDS:

- Appearance/Grooming: Below are some of MMSA guidelines. These guidelines have been edited for relevance to DSES volunteers, other guidelines may apply. If you have additional questions please consult DSES staff.
 - All volunteers are expected to dress professionally and appropriately for their circumstances and function. Damaged, soiled, patched, baggy or worn-out clothing is not acceptable. Pants must be in good condition.
 - Promotional clothing for other resorts, alcohol and tobacco companies, or which display a political message, may not be worn on the job and/or while in uniform.
 - Your face should not be covered when interacting with a guest.
 - Your hairstyle must be neat and tidy at all times, and must not interfere with your job duties.
 - DSES reserves the right to restrict, (ask you to keep covered), visible tattoos because some visible tattoos may have the potential to have a negative influence on the DSES's public image and/or to detract from the professionalism of the DSES Volunteers.
 - Neatly styled, evenly cut, well-groomed facial hair is permitted.
 - Facial hair must be no more than $\frac{3}{4}$ inch/19 mm long.
 - Side burns should be no longer than the bottom of the opening of the ear.
 - It is not permissible to merely not shave. Rather, facial hair must be groomed and defined, including, where applicable, clearly groomed neck and cheek lines. Evenly cut means that facial hair must be groomed and cut to an even length. In other words, if you do not use a beard trimmer to create an even length, and you do not use a razor or trimmer to clearly groom cheek and necklines, your facial hair is not acceptable.

LOCKER ROOM

- The locker room is for volunteer use only – *not students or friends*, etc. Please do not give out the combination.
- Storing equipment in the locker room is a privilege, please only keep equipment there if you volunteer frequently
- The Locker Room is everyone's... please pick up after yourself and put away all equipment.
- Please put your name on your equipment. It helps everyone find the appropriate gear!
- NO ski boots on the ladder or stools
- The boot heater is for all volunteers please keep your boots on for a minimal amount of time.
- NO GLOVES on the boot dryer. It will burn out – use the clothes dryer for gloves.

EQUIPMENT SAFETY:

- If something breaks on a piece of our equipment:
 1. Fill out Red Tag and affix to piece of equipment
 2. Tell a staff member
 3. Don't use equipment until Red Tag has been removed by staff member

ADAPTIVE EQUIPMENT:

- Seizure Belts are mandatory if student has had seizure or changed medications ***within last 6 months.***
- Retention Straps are used for all DSES sit down equipment on all lessons whenever possible.
- Wrist Retention Straps for all sit-down and slider tethers are mandatory. (attached from instructors wrist to the equipment or tether)

- Use Chair Restraining Bar in accordance with DSES protocol.
- Return all equipment to proper location, Buckled up and in an organized fashion.

VOLUNTEER TIME/TICKETS:

- 6 hours of eligible ski program volunteering = 1 transferable voucher
- 80 hours of eligible ski program volunteering and a commitment of another 80 hours next year = ski pass for the following ski season
- If you teach or work in the office for ½ day you are eligible for a non-transferable voucher for the rest of that day. This does not apply if you train for half of the day.
- Snowcreek Athletic Club Discount-volunteer 80 hours in previous FY (Jul-Jun) and commit to 80 in the following FY.
- Community Service hours & school credit hours do not receive voucher credit
- Ski Buddy does not receive volunteer hours, only volunteer instructors on a booked lesson or clinic
- Sign out at the end of every lesson. Use full names.
- You will receive a personalized nametag after 36 hours of volunteering. Please let us know when you reach 36 hours!

FOOD DISCOUNT CARDS

- 50% discount food cards can only be used by volunteers on days that they volunteer at least ½ day. These cards hang in the office.
- You need to be in uniform with nametag on.
- The card is good at Broadway Marketplace, (Main Lodge) and at McCoy Station for 50% off food items. Lesser discounts may apply elsewhere on the mountain

LESSON OVERVIEW:

- Morning lessons start at 9:30, and end at 12:00. Be in at 11:45, and tell parents to meet you here then.
- Afternoon lessons start at 1:00, and end at 3:30. Be in at 3:15, and tell parents to meet you here then.
- All lessons start and end in Mammoth Kids by the DSES office
- Volunteers are expected to arrive *at least 15 minutes before* the lesson start time to check in, review student assignment and paperwork and prepare any needed equipment
- Lesson rates are **\$75** for each half day. This includes instructors, lift ticket and equipment. It's the same price if they have their own equipment and/or pass.
- **\$40** Annual Individual Membership – One time a year-July 1-June 30. \$70 for a family
- Lessons do not include lunch or supervision at lunch time 12:00-1:00pm
- SAFETY, fun and learning!
- You may only use Sports School Group Line during Lessons (be courteous, this is a privilege).
- Avoid using the Private Lesson Lines in most lesson circumstances.
- Fill out a Progress Note Form after each lesson. Please be very, very specific to benefit other volunteers.
- Ask parents to fill out a Comment Card after each lesson
- Please accept tips and recognition graciously; this is a way of saying how grateful they are.
(You may always donate any tips you receive to DSES)

DURING LESSONS:

- Please be on time for all lessons (here and ready 15 minutes before lesson is due to depart)
- All students are required to wear a helmet during lessons.
- Snacks and Cocoa/drinks from kitchen are okay; ask the coordinator to get it if they are in the kitchen.
- No students in locker room or in kitchen.
- The kitchen in Mammoth Kids is closed from 11:30 – 1:00
- Cell phones must be used only for DSES Business when in uniform especially during lessons.
- Please return inside with your student 15 minutes before the end of the lesson time to wrap up the lesson with the athlete/family etc.

PRIMARY AND SECONDARY INSTRUCTOR ROLES

Primary Instructor Duties:

- Greet a Guest: SMILE. Greet with goggles/glasses off, greet student at eye level, be sensitive to their needs.
- ***Be sure student has their lift ticket*** (found in their orange file).
- Check for Misc. notes in folder & assist with getting necessary forms filled out and signed
- Conduct thorough student assessment
- Complete Lesson Progress Notes
- Mentor/coach assistant instructors after lesson
- Comment Cards for Guests
- *Primary Instructor has the final say and responsibility for the safety of the lesson*

Secondary Instructor Duties:

- Check in with Primary Instructor
- Assist with getting student ready and necessary equipment
- Blocking and support

TRANSFER OF RESPONSIBILITY

- When transferring responsibility for a child to another person (volunteer or parent), be sure to make eye contact and get a verbal response from the person taking over. Introduce the child to the person you are transferring to and make sure they know with whom they are to stay.

INCIDENTS:

- Cross skis above incident.
- Do not move the student until they have been confirmed as being okay by patrol.
- If it was a collision, keep other party there and get their contact information.
- DO NOT LEAVE STUDENT, send secondary or another skilled passer-by to get help/call.
- Call DSES Office immediately
- Call Mountain Hotline: **611** – with exact location * nature of injury * Who you are
- Phones are located at top and bottom of every lift.

Phone Numbers

DSES 934.0791 or ext. 3791

MMSA 934.2571

Patrol 760.934.0676 or ext. 3276

Emergency Mountain Hotline 611

Phones at all top/bottom shacks – use ext. only

Fill out Two Reports before you leave. (Patrol and DSES incident report) – Staff will help you and sign once completed.

BATHROOM/MEDICATION POLICY:

- Do NOT go into the bathroom stalls with a student alone. If any contact is necessary, ask to have a second person to ‘monitor.’ Ask staff for help if you need it.
- Do NOT carry or administer student’s medications.

THE PREPARED INSTRUCTOR:

- All uniforms should have non-Latex gloves – (more are available in locker room file cabinet).
- Short skis are easier to teach on (130’s – 160’s) especially with sit-down equipment.
- Things to have in your pocket (a zip lock bag makes it easy to transfer items to your uniform jacket):
 - Latex Gloves, (already supplied in uniform jacket), Hand Warmers, Edgie Wedgie, Trail Map, Sharpie/pen, Paper, Scraper, Tissues, Props (straw flags, plastic tops for Frisbees, mini stuffed animals, small toys, etc.), DSES brochure

TRAINING:

- There is an 8:30 – 9:15 clinic every morning. Just show up on time, no sign up needed.
- If late for the 8:30 on-hill clinic, stay in and greet/help in the office. There is plenty to do.
- Sign up in advance for all AM and PM multi hour clinics. Sign up sheets are posted in the Locker Room.
- Lessons have to be covered first, so clinics may be cancelled or we may have to ask for volunteers to teach instead of train.
- See PSIA Events Calendar for more training opportunities.
- Please fill out a Training Comment Card after every multi hour clinic to help us improve!

MISC. INFO:

- If you need to speak with a staff member, please ask to speak with them out in the hall, not in the office.
- There is a clothes dryer in the custodial closet if needed.
- Lesson assignments are posted daily but can change right up to the time lessons go out. Please be flexible.
- The Training Info file is full of information. Please use it according to the guidelines posted! Also, look on the DSES website under Disability Resource Center.
- Annex/Equipment room key hangs in office. PLEASE RETURN PROMPTLY.
- Binding checks and repairs – usually offered at a discount by MMSA on NON BUSY days.
- Operation Free Ride – wheelchairs
- Downloading at McCoy Station. If it is not appropriate for your students to use the stairs below the gondola, ask the gondola crew to stop the gondola and escort you and your student to the downhill loading side.



You Can Help Too!

Donate: The Internal Revenue Service has designated Disabled Sports Eastern Sierra as a non-profit, 501(c) (3) organization. Donations are tax deductible as allowed by law. With generous help from donors like you, program fees are subsidized, state-of-the-art adaptive equipment is purchased, and our volunteers receive professional training.

More than 46% of our students require a scholarship from DSES to participate in our programs. In order to keep saying "YES!" to all students, regardless of their ability to pay, we have to take our fundraising seriously!

Attend and Organize Fundraisers:

Island Extravaganza December 12, 2015 at Canyon Lodge 6:00-11:00pm
Spring Expo April 2' 2016 at Main Lodge 8am-5pm
Sierra Cycle Challenge July 23-25, 2015

Tell your friends and family about us by creating a Firstgiving page: visit www.Firstgiving.com/dses to start raising money as an individual or to support a specific event or team. Ask a staff member for directions. It's easy and super effective!

Free and Easy Ways to Donate to DSES!

Want to help out your favorite Disabled Sports Program but funds are a little tight right now? Here are 3 easy, virtually free ways to help out our organization!

1. Goodsearch.com-This new search engine allows you to search the internet as you normally would, yet when you [click on their sponsored links](#), \$.01 goes to DSES for every link you click on! You can even download it to your web browser tool bar! Check it out!
2. AmazonSmile is a simple and automatic way to support DSES every time you shop, at no cost to you. Go to smile.amazon.com, select DSES. The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases.
3. Got a Ralph's card? You can sign up so that your everyday purchases benefit DSES! Visit www.ralphs.com, click on community contributions then click on participants. Have your card handy and register your card with DSES by following the easy directions. If prompted our NPO number is 83981.
4. Got old ink cartridges? DSES can earn rewards from Staples for recycling your old cartridges! Collect old ink cartridges and bring them in to Staples using Rewards # 4112108008 (or our phone number) or bring them to us and we will recycle them!

Workplace Giving

If your employer gives to the Combined Federal Campaign, the United Way or another workplace giving program, you and your co-workers may be eligible to designate DSES as the recipient of your charitable gift. Your gift can be doubled, or even tripled, if you or your spouse works for a company with a matching gift program. All you need to do is obtain a matching gift form from your human resources department, fill it out and mail it to DSES, P.O. Box 7275, Mammoth Lakes, CA 93546.



KNOW YOUR STUDENT!

It is essential that you treat each student as an individual. While it is important to know and understand the disabilities each student may have, it is even more important to understand how these disabilities manifest in this particular individual on this particular day. Your student assessments are critical to a safe, fun and successful experience. Remember the assessment begins when you look at each student file, continues when you meet the student and their family and *is ongoing throughout the lesson*. Factors such as fatigue, fear, hunger, heat and cold can radically alter a student's behavior and symptoms.

Developmental, Cognitive or Intellectual Disabilities (Down Syndrome, Autism, ADD, Mental Retardation, Cerebral Palsy etc.)

A developmental disability is a disability which is present at birth or arises during childhood. It can have a cognitive component, a physical component, or both. A cognitive disability is one that arises later in life and is related to learning impairment or attention. An intellectual disability originates before the age of 18 and is characterized by significant limitations in both intellectual functioning and in adaptive behaviour which covers many everyday social and practical skills. These disabilities may involve below average intellectual functioning accompanied by impaired adaptation in learning, social skills, and/or maturation. These are general terms for a wide range of conditions resulting from a variety of causes including chromosomal abnormalities, errors in metabolizing certain nutrients, problems with the mother during pregnancy (rubella, viruses, toxins), and certain postnatal events such as trauma, poisons, poor nutrition, and socio-cultural deprivation.

Autism Spectrum Disorder (Pervasive Developmental Disorder - PDD, Asperger's Syndrome)

A complex developmental disability which typically appears during the first three years of life and affects a person's ability to communicate and interact with others. Autism is a spectrum disorder which affects individuals differently and to varying degrees. Both children and adults with autism show difficulties with verbal and nonverbal communication, social interactions and leisure or play activities. Autism is one of five disorders which fall under the umbrella of PDD (a category of neurological disorders characterized by severe and invasive impairment in several areas of development). Autism is a sensory integration disorder which can affect interpretation of sights, sounds, smell and touch. Routine can be important and resistance to change common among people with autism.

Cerebral Palsy (CP)

Group of chronic conditions affecting body movement and muscle coordination caused by damage to the immature brain (the large majority of cases are diagnosed at birth). Cerebral palsy is not progressive and is also not communicable. In addition to physical impairments, people with CP *may* have sensory deficits and/or intellectual impairment. The three main types of CP are Spastic (stiff and difficult movement), Athetoid (involuntary and uncontrolled movement), and Ataxic (disturbed sense of balance and depth perception).

Down Syndrome

Down Syndrome (trisomy 21) is one of the most frequently occurring chromosomal abnormalities. It occurs in approximately 1/700 live births. People with Down Syndrome may have low muscle tone, excessive ability to extend joints (be especially aware of cervical instability) and some level of mental retardation. They may also have speech and language delays, delayed physical and cognitive development, temper outbursts, higher risk of wandering off, seizures and heart defects.

Learning Disabilities (Apraxia, ADHD, Dyslexia, Aphasia, Dyspraxia, Auditory/Language Processing Disorder)

Learning Disabilities are a group of disorders that affect a broad range of academic and functional skills including the abilities to speak, listen, read, write, spell, reason and organize information. A learning disability is **not** indicative of low intelligence. Causes of learning disabilities include a deficit in the brain that affects the processing of information. Learning disabilities can be categorized either by the type of information processing that is affected or by the specific difficulties caused by the processing deficit.

Spina Bifida

A developmental anomaly characterized by defective closure of the spinal column through which the spinal cord and meninges may or may not protrude; the level of the defective closure will determine the functional deficits in the lower limbs. Persons with spina bifida may have shunts inserted in their heads to drain off excess fluid build-up, spinal fusion or stabilizing rods and latex allergies.

Spinal Cord Injury (SCI)

Spinal cord injuries are a complete or partial severance of the spinal cord generally due to trauma. SCI's can be complete-with no motor or sensory function preserved below the point of injury, or incomplete-with some motor and/or sensory function preserved below the point of injury. Persons may be classified as paraplegic or quadriplegic depending on the level of injury. The spine is divided into several regions: cervical, thoracic, lumbar, and sacral (with cervical being the most involved or highest level of injury and sacral the lowest or least involved). SCI's leave one susceptible to issues of pressure sores, spinal stabilization devices, bladder and bowel control, thermoregulation and autonomic dysreflexia (a life threatening hypertensive crisis).

Multiple Sclerosis (MS)

Multiple Sclerosis is an auto immune condition in which the immune system attacks the central nervous system leading to demyelination or sclerification (scarring) of the myelin sheath. MS affects the ability of nerve cells in the brain and spinal cord to communicate with each other. Nerve cells communicate by sending electrical signals down long fibers called axons which are wrapped in an insulating substance called myelin. This sclerification may cause fatigue, weakness, problems with coordination, balance and speech, visual impairment, tremors, numbness, cognitive impairment, depression and unstable mood. MS is characterized by brief remissions and relapses.

Visual Impairment (VI)

Visual impairment is the partial to complete loss of visual acuity, visual field, ability to distinguish colors or any other function related to sight. A visual impairment may disrupt the central field of vision, peripheral vision or the entire field of vision. Most people with visual impairments retain some vision. Visual impairment is the consequence of a functional loss of vision, rather than the eye disorder itself. Eye disorders, which can lead to visual impairments, include retinal degeneration, albinism, cataracts, glaucoma, muscular problems, corneal disorders, diabetic retinopathy, congenital disorders and infection. Visual impairments can also be caused by brain and nerve disorders.

Muscular Dystrophy (MD)

Muscular dystrophy is a group of genetic, hereditary muscle diseases that weaken the muscles which result in muscle fiber degeneration. Muscular dystrophies are characterized by progressive skeletal muscle weakness, defects in muscle proteins and the death of muscle cells and tissue. Most types of MD are multi-system disorders with manifestations in body systems including the heart, gastrointestinal and nervous systems, endocrine glands, skin, eyes and other organs. MD is progressive and degenerative.

Amputations

Amputation is the removal of a body extremity by trauma or surgery. Some congenital amputations or anomalies may also fall under this category of disabilities. Common amputations include above knee (AK), below knee (BK), above elbow (AE), below elbow (BE). It is important to be aware of the cause of the amputation (trauma, disease related...) and possible other effects. Phantom pain, protection of the residual limb, prosthetic fit are also important factors to consider with amputees

Traumatic Brain Injury (TBI)/Cerebral Vascular Accident (CVA)

Traumatic Brain Injuries are a penetrative or concussive injury to the brain. Cerebral Vascular Accidents (also called strokes) are the result of a disturbance of blood supply to the brain. TBIs and CVAs manifest differently depending on the location of the injury. TBI's and CVA's can cause paralysis or paresis (generally affecting one side of the body more than the other). Other symptoms may include speech impairments, intellectual impairment, loss of coordination, balance and spatial awareness, lability (unpredictable mood changes) and memory or learning issues. When working with people with TBI's be aware of secondary injuries and of the risk of seizures.

OVERVIEW OF ADAPTIVE SKI EQUIPMENT

Bi Ski: a type of sit-down ski consisting of a molded seat and footbed mounted on two short, articulating, parabolic skis, some models use a suspension system between the skis and the seat; this ski may be used with hand-held or fixed outriggers, a tether must be used when using fixed riggers

Appropriate for: *Athletes with SCI (spinal cord injury) especially above T5, cerebral palsy, severe spina bifida, traumatic brain injury, stroke, severe multiple sclerosis, advanced muscular dystrophy and any other condition that severely impairs balance, coordination, and upper and lower body strength*

Mono Ski: another type of sit-down ski equipment also using a molded seat and footbed, but mounted on a single alpine ski, all models use some sort of suspension system; mono skis are always used with hand held outriggers and are not generally tethered.

Appropriate for: *Athletes with SCI - generally below T5, mild cerebral palsy, spina bifida, multiple leg amputations, post polio syndrome, multiple sclerosis*

Three Track: the skier uses one regular alpine ski and two hand-held outriggers.

Appropriate for: *Athletes with leg/arm amputations, especially those that are above the knee; also may be used for those with conditions that cause paralysis in only one leg (traumatic injury)*

Four Track: the skier uses two alpine skis and two hand-held outriggers; they may also use tip connectors, canting, spacer bars, and tethers

Appropriate for: *Athletes with mild cerebral palsy, mild spina bifida, mild multiple sclerosis, post polio syndrome, mild TBI, certain types of orthopedic impairments, and certain types of leg amputations;*

Snow Slider: a gliding walker on two short alpine skis; can be used in conjunction with a tether, spacer bar, and/or tip connectors. Skier uses in conjunction with his/her own skis. This device must always be tethered.

Appropriate for: *Athletes with moderate cerebral palsy, spina bifida, post polio; in many cases it may be preferable to use either four track or a sit ski because of the terrain limitations of the Snow Slider, however the Snow Slider can enable an athlete with severe balance issues to ski standing up.*

Two Track: the skier uses two alpine skis; they may or may not use poles; they may also use tip clamps or edgy-wedgies, spacer bars, or even tethers

Appropriate for: *Athletes with intellectual disabilities, skiers with visual and hearing impairments, some types of amputations with appropriate prosthetic.*

Ski Bike: A specially engineered bike-like device with skis instead of wheels designed to use the force of gravity to descend snowy slopes. Short foot-skis are generally used in conjunction.

Appropriate for: *Athletes with leg amputations, limb weakness, and some balance issues*



I have read the Disabled Sports Eastern Sierra's Volunteer Program Manual ("manual") and understand the policies and procedures fully. Disabled Sports Eastern Sierra reserves the rights to modify, revoke, suspend, terminate or change any or all policies or procedures, in whole or in part, with or without notice. The language used in this manual is not intended to create, nor is it to be construed, to constitute a contract between DSES and any one or all of its volunteers. Disabled Sports Eastern Sierra is the sole interpreter of all policies and procedures stated in this manual.

I acknowledge that I am a volunteer and not an employee of Disabled Sports Eastern Sierra, Mammoth Mountain Ski Area or any of the sponsors of this program. I receive no compensation for any volunteer services. I acknowledge that I am **not** covered by Workers Compensation Insurance for accidents occurring during volunteer activities.

I have been accepted as a volunteer of Disabled Sports Eastern Sierra and just as I may voluntarily leave at any time, my volunteer service may be terminated at any time and for any reason.

I HAVE READ THE VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY

Volunteer Signature _____ Date _____

Volunteer Name (please print)

IN CASE OF AN EMERGENCY, PLEASE CONTACT

NAME _____ PHONE _____

RELATIONSHIP _____ ALTERNATE PHONE _____

I hereby authorize and give full consent to DISABLED SPORTS EASTERN SIERRA (DSES) to copyright or publish all photographs, videotapes, and films in which I, the undersigned, appear while enrolled in any of their programs. I further agree that DISABLED SPORTS EASTERN SIERRA may transfer, use or cause to be used, these photographs, videotapes, or films for any exhibitions, public displays, publications, commercials, art and advertising purposes, and television programs without limitations or reservations.

Volunteer Signature _____ Date _____