



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

SUMMER INSTRUCTOR MANUAL

Revised May 2023



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

Summer Office Hours:

8:00 AM – 4:00 PM

Wednesday – Monday

Closed Tuesdays

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 mountain 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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WFA

Katherine Landau

Inclusion Specialist, Staff Instructor

PSIA Alpine Level 1

PSIA Adaptive Level 1

BICP Adaptive Level 1

K-12 Special Education Teaching Credential

Disabled Sports Eastern Sierra Operations



WELCOME!

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. They are the backbone of DSES 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 is 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 athletes.

Volunteers are in a unique position to promote positive public relations. They meet many different people each day and it is 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 your wonderful contributions to Disabled Sports Eastern Sierra 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 a volunteer may take on or within the team. During 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 you are asked to perform, please talk to a staff member.

Program Goals

At the conclusion of each session the participants will be able to demonstrate one or more of the following:

- Knowledge and understanding of specific skills they participated in.
- Ability to develop and maintain a behavior that supports an action plan for leading a healthy active life.
- Knowledge and understanding of the local natural environment.
- Develop motor skills.
- Improve overall physical fitness including but not limited to cardiovascular and muscular endurance, muscular strength and flexibility, thereby reducing chances of secondary health problems.
- Improve social skills.
- Gain confidence, self-esteem, and self-discipline.

Volunteer Roles and Responsibilities

The following describes the requirements of being a Volunteer Summer Sports Instructor. Other volunteer roles may have different requirements.

Pre-Season Requirements

- All volunteers are required to fill out a Volunteer Application every fiscal year. Our new fiscal year begins July 1, so you will need to complete the Volunteer Application and liabilities after that date.
- Attend at least one day of in-person training along with online work before volunteering. In-person training will be either mountain biking or paddling.
- Complete SafeSport Education curriculum.
- Complete a background screen annually. Our website has information on completing this.
- Be available to commit to a minimum of 21 hours of teaching or training in summer, in addition to the start-up training required. We welcome and encourage you to volunteer more as your schedule allows!
- **We are no longer requiring volunteers to be vaccinated against COVID-19. We strongly encourage staying up to date on your vaccinations.**
 - We will continue to follow local, state, and national guidelines in regard to COVID-19.
 - If participants or their families request that we wear masks, we will continue to honor their request.

Qualifications

- Cycling instructors must be comfortable on intermediate terrain (road or mountain bike as appropriate).
- Paddling instructors should be water safe with solid paddling skills, strong swimming skills, and a basic knowledge of water safety.
- Climbing instructors should pass appropriate belay training session.
- Returning instructors must be in “good standing” from the prior season.
- Complete all training and background screens required.

Uniform and Appearance

- Please look professional at all times. Wear a DSES spring/summer hoodie when possible.
 - Uniforms are worn **ONLY** during clinics, lessons and other approved situations such as special events and fundraisers.
- Always wear a nametag while volunteering.
- DSES Staff and Volunteers comply with the MMSA Personal Appearance Requirements. These are detailed [here](#).
- Always wear tasteful sport appropriate clothing (with DSES logo if possible) when teaching or training.
- DSES uniform pieces are kept zipped up to at least chest level.
- Wear personal pants/shorts and other items which are clean and in good condition while volunteering.
- Earphones of any sort are not allowed while teaching.

Assignments

Volunteers typically work with an individual athlete; however, summer lessons sometimes include group activities. 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, administrative assistance, etc. We appreciate your flexibility.

Personal Equipment

- Use well-tuned, modern, and appropriate cycling or paddling equipment which is in safe condition. We ask you to have your own bike (road and/or mountain bike). We often paddle in tandem with students, but sometimes use individual boats. If you have your own kayak or paddleboard, we encourage you to bring it and you may use it during the lesson.
- Always wear a helmet when volunteering for cycling and climbing lessons.
- Always wear a PFD when volunteering on paddling lessons.
- Please see a DSES staff member for guidance if needed.

Volunteer Actions and Conduct

Volunteers involved with Disabled Sports Eastern Sierra represent Disabled Sports Eastern Sierra and Mammoth Mountain. Volunteers should:

- Encourage our students to challenge themselves and strive for personal independence.
- Share the responsibility for delivering high quality lessons in our program.
- Use appropriate and professional language at all times.
- Support the staff as they manage the overall program.
- Inform DSES staff about all of their personal limitations and hidden disabilities, physical or otherwise, which may affect their ability to work, teach and/or ski/ride/paddle/bike/etc. DSES is inclusive and will make every attempt to accommodate those with disabilities or challenges while prioritizing student and volunteer safety.
- Strive to maintain good working relationships with employees in all departments of Mammoth Mountain (this includes, but is not limited to lift operations, food service, sports school, rental shop, bike park rangers and patrol, etc.).
- If you have difficulties with another department member, please disengage that person and bring it to the attention of DSES staff as soon as possible. Your actions reflect on DSES and Mammoth Mountain. Please keep this first and foremost in your mind.
- Please be ready to assist Mammoth Mountain Staff if appropriate. We all work together.
- Have knowledge of and abide by all DSES guidelines.
- Ask for clarification and guidance from the staff whenever questions arise.
- Our primary product is guest service, and our market is the general public.
- Conduct yourself in a manner that will reflect favorably on the image of DSES and the character and/or competence of the volunteers.

Dismissal Procedures

Any volunteer who behaves unprofessionally, or who brings discredit in any way upon him/herself, other volunteers, or employees of DSES, DSES itself, or Mammoth Mountain will be terminated from the program.

- 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.

Daily Lessons and Responsibilities

Volunteer Scheduling

- Volunteers use the [DSES Volunteer Resources Page](#) to sign up for lessons and Start-Up Training. This can be found on the DSES website under the Community tab.
 - Click on the day and time you wish to volunteer on the calendar and enter the appropriate information.
 - Volunteers can commit to mornings, afternoons, or both. Please sign up to work *only* when you know you can attend.
- DSES may call all current volunteers to request time during periods of heavy demand.
- Summer school break is a generally busy time for DSES and extends from early July through mid-August. Holidays and special events are very busy times, and we appreciate volunteers scheduling themselves during holiday periods.
- Thursday-Sunday mornings are generally busy times.
- Attendance and punctuality will be considered before accepting volunteers for future seasons.
 - If you are going to be late at any time, please call the office.
 - If you are sick or otherwise unavailable after you have committed to teaching, please call the office.
- If a student cancels with such short notice that a volunteer cannot be notified and arrives at DSES to teach, they will still receive teaching credit towards earning a voucher if they are available to help in another capacity during the scheduled time (even if not used in another capacity).

Daily Arrival

- Arrive on time, appropriately groomed, smelling fresh, and ready to participate at the highest level.
- Arrive at DSES or other lesson location a minimum of 15 minutes prior to any lesson.
 - This will give you time to talk to parents, review student files, assist students, and complete progress notes.

Daily Schedule

- 9:15am – 9:30am: Personal Needs/Lesson Prep
- 9:30am – 12:00pm: 2.5-hour Lesson
 - Return from lesson at 11:45am to summarize for parents, assist students and complete progress notes.
- 9:30am – 2:00pm: 4.5-Hour Lesson
 - Return from lesson at 1:45pm to summarize for parents, assist students and complete progress notes. There is a lunch break in this time; you will work with the student to find the right time for it.
- 10:30am – 12:00pm: 1.5-hour Lesson
 - Return from lesson at 11:50am to summarize for parents, assist students and complete progress notes.
- 12:45pm – 1:00pm: Personal Needs/Lesson Prep
- 1:00pm – 3:30pm: Lesson
 - Return from lesson at 3:15pm to summarize for parents, assist students and complete progress notes.

Volunteer Check In

- Please check in with a staff member outside or in the office when you arrive.
 - If at an off-site location, check in with a staff member.
 - If you are the only volunteer on an off-site lesson, please check in with a staff member before and after the lesson with a text/phone call.

Lesson Details

- Conduct an assessment of the student, including secondary instructor(s), parents and student as appropriate.
- If you do not have a lift pass and need a ticket for the lesson you are having on that day, please ask either a supervisor or someone in the office for a ticket.
- Daily assignments will be available at the admin desk and/or sent a day in advance for offsite lessons.
- Daily assignments change frequently; thanks in advance for your flexibility.
- Daily lessons occur at various sites in Mammoth Lakes and June Lake. Each lesson will start and end at the same location, unless otherwise noted. If you/a parent wants to end the lesson somewhere else, you must ask approval from a supervisor before the lesson.
- Electronically fill out a Lesson Progress Note after every lesson.

Lesson Progress Notes and Daily Sign Out

- Fill out DSES lesson progress notes/equipment forms online [here](#) in a timely manner daily.
 - Please be as detailed as possible.
 - Please consider how the next instructor will interpret your notes.
- Accurately sign out online with your hours daily [here](#).
 - Daily tracking of hours is very important for the future funding of DSES and for your personal benefits.
- Volunteers can check their total volunteer hours and upcoming shifts on our Volunteer Resources page.

Site Plans

We now have detailed site plans for the various locations where we operate summer lessons. These include information about parking, accessibility, trails, etc. Please read and reference these throughout the summer!

- Use them to learn about new trails that might be appropriate for an upcoming lesson.
- Find emergency contact information and plans for what to do in an emergency.
- Let us know if there is other information you would find helpful in these documents. Or if you ride trails that are not on here that you think would be appropriate for our students, please let us know!

You can find these on our [Volunteer Resources page](#) under “Other Essential Resources”.

Lift Line Priority

- All DSES lessons can use the group lesson priority line.
- Use of private lesson priority line is allowed if absolutely required by the student.
 - See DSES Staff for guidance.
- Be conscious and courteous to members of the public when “cutting” the line.
 - Smile, ask for permission, and say thank you to the public prior to/after entering the line.
- During training clinics, instructors will use the public lift line.

- Some adaptive bikes do not fit through the gates, so an alternate route into the line will be taken. Communicate with lift operators if you need any assistance with this and be courteous to the public.

Other Lift Riding Policies

- Gondola will be permitted for use on lessons with the following stipulations:
 - If riding with a minor, you must have two adults. This could include staff, volunteers, a student's parent or caregiver who is over 18, or an adult member of the public.
 - Please make sure there are 2 adults for the ride up and down if needed.

Lesson Rates

- \$145 per Half Day Lesson includes lesson, lift ticket, and equipment.
- \$100 per 1.5 Hour Lesson, includes lesson, lift ticket, and equipment.
- \$200 per 4 Hour Lesson, includes lesson, lift ticket, and equipment.
- Scholarships are available for those who need them. Our office staff can assist with this.

Primary Instructor Roles

One instructor will be assigned as Primary Instructor for every lesson. Primary Instructor roles are:

- Prepare for the lesson by reviewing Student Information Form and previous Lesson Progress Notes.
- Prepare and gather all appropriate adaptive equipment necessary.
- Guide Secondary Instructor(s) to assist in any way needed.
- Greet student, parent(s), caregiver in a professional and organized manner.
- Greet student at eye level, if possible.
- Perform a thorough assessment of the student.
- Develop and administer the lesson plan.
- Summarize the lesson.
- Make sure Lesson Progress Notes are completed.
- Review lesson for any Secondary Instructors if asked and appropriate.
- Primary Instructors will be responsible for making sure equipment is in working order before being put away. If anything needs fixing or a tune, please red tag it and let a staff member or supervisor know.
- *Primary Instructor always has the final say and is responsible for the quality and safety of the lesson.*

Secondary Instructor Roles

Many lessons will be assigned with Secondary Instructors. The student's situation might require multiple instructors present or the lesson may be used as a training opportunity. Secondary Instructor roles are:

- Assisting in getting student ready for the lesson.
- Demonstrating skills or tasks for the student, if asked by the Primary Instructor.
- Assisting with loading adaptive bikes onto chairlift as needed.
- Carrying items necessary for the lesson.
- Blocking and general support.
- Offer ideas to the Primary Instructor when appropriate. The Primary Instructor does have the final say.
- Assist with clean-up, lesson notes, etc. if asked by the Primary Instructor.

Other Duties/Requirements

- Help select and set up equipment for students, when appropriate.
- Help clean up and put away all aspects of the program equipment in their correct locations.
- Help with sanitization of any equipment used.
- Other guest service-oriented roles, such as greeting, directing guests, etc.

Use of Mobile Phones

- Carrying a mobile device is encouraged for safety purposes and overall lesson communications.
- Please do not use your mobile device for personal business while on a lesson. This is unprofessional.

Volunteer Suggestions

- 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.
- Volunteers are encouraged to write down suggestions and bring them to the attention of the DSES Staff.

Parking

Volunteers **do not** receive any parking privileges. Please park where the parking attendants direct you or where it is safe to do so at the various lesson locations. You **may not** leave your car in the drop-off zone.

Volunteer Privileges

Training

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 facilitator/volunteer, proper filling out of DSES paperwork, and group management/people handling skills.

Volunteers will attend start-up training to familiarize themselves with the summer program and participate in clinics throughout the summer to continue their education. Summer start-up training will be held in May/June, or as weather permits, and sport-specific training will continue through the season. Participants need to sign up for specific training dates online prior to the training date.

Transferable Lift Vouchers (Voucher Hours)

Please Note: Vouchers must be redeemed 48 hours prior with MMSA.

- Volunteers earn a complimentary voucher for a summer all-day adult lift ticket (good for lift pass, gondola ride, bike park pass) for every six hours of *on-site work* (on-site means on MMSA Property), unless you are doing community service hours or volunteering for school credit. Work includes:
 - On-hill instruction
 - All training clinics on the mountain
 - Office and administrative help pertaining to on-site daily operations
 - When signing out your hours, please check the box for “Shift at Mammoth Mountain” if you volunteered on MMSA property.
- **Vouchers may NOT be sold! The attempt to sell a voucher will jeopardize our program and result in the immediate volunteer dismissal and suspension of any accumulated volunteer privileges!**
- DSES would like to emphasize that even though vouchers are not earned for fundraising, town functions, 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, besides where you sign in and out online (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

Lunch

- A 50% meal discount pass is available for volunteers to use in uniform, in Main Lodge Broadway Marketplace or McCoy Station main cafeteria, on days you volunteer a minimum of 3 hours. You need to wear the DSES uniform and nametag to receive this discount.
- Discount cards must be returned to the DSES office on the SAME day.
- This benefit is **only for you** (not for students or friends). It does not include alcohol. Please do not abuse this privilege or it will be revoked – possibly for all DSES volunteers!

Volunteer Recognition

- DSES Nametag
 - You will have a nametag made for you once you have completed start up training. Please wear this nametag anytime you are volunteering with DSES.
- Student/Parent/Family Thank Yous

- A student or a family member may wish to recognize your efforts and offer you a tip. Please accept these in a professional manner. This is their way of thanking you personally for your hard work, dedication, and donation of your valued time and effort. If you are not comfortable keeping tips, you may donate them back to DSES. If you would like to donate your tip, please see the DSES office staff.
- End of Season Party
 - All volunteers who participated during the summer will be invited to attend our end-of-season party.

Insurance and Liability

Liability Insurance

Volunteers are covered by Disabled Sports Eastern Sierra/Move United's General Liability Policy if all liability forms are current and have been signed.

Health and Accident Insurance

- 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
- DSES is not able to offer Health Insurance to volunteers. All volunteers are strongly encouraged to have their own individual health insurance coverage.
- As part of our Move United Liability Policy, volunteers are covered in case of an accident which happens in the course of volunteering for limited costs which are not covered by their own insurance.

Background Screens

- All regular DSES volunteers must complete an online background screen through the National Center for Safety Initiatives (NCSI).
- The cost varies based upon the county you have lived in the most in the last 5 years.
- Volunteers can choose to pay for the screen or choose to have DSES pay for the screen.
- The screen needs to be completed annually.
- The link to NCSI and the directions for commencing a background screen can be found on the DSES website under "Volunteer Resources".

DSES/MMSA Liability Forms

- This form is filled out electronically upon completing a volunteer application.
- This form covers DSES/MMSA.
- All volunteers must sign this form every fiscal year.

Move United Liability Forms

- This form covers DSES, the volunteers, and staff from liability issues which may arise in the lesson.
- These forms must be completed once per fiscal year by everyone involved in the program including staff, volunteers, and students (or parent or caregiver, as appropriate).
- This form can be completed online through the DSES website by using the tab on the Volunteer Resources Page.

Tobacco, Drug, Alcohol, and Anti-Harassment Policies

DSES/MMSA Drug and Alcohol Free Workplace Policy

DSES/MMSA operates in a drug- and alcohol-free environment. All volunteers and staff must conform to the MMSA Drug and Alcohol Free Workplace Policy. Further information regarding the above Policy can be found [here](#).

DSES/MMSA Tobacco Policy

- 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.

DSES Anti-Harassment Policy

- 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 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.

Safety and Security

Important Safety Rules

- Routinely communicate the safety theme to students. You are a role model and should practice safe habits at all times.
- Be careful where you take your students. Choose terrain/situations that are appropriate for their ability. Do not allow yourself to be manipulated into taking a student on terrain beyond their abilities. If you are not sure if your student 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, make sure the injured party is safe and send another person to summon a Bike Ranger (760-934-0706) for medical or technical assistance as needed. If off-site, telephone DSES staff person, the office and/or 911 as appropriate.
- When calling Bike Rangers or 911 inform them of the exact location of the incident, description of the injured person, and nature of the injury.
- Try to find witnesses. Keep witnesses around until help arrives or write down their pertinent information.
- *Avoid incriminating statements* such as "too bad you fell on that sandy spot," or "a lot of people have fallen at that location, someone should have closed off that area." 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. Proper incident reports must be filled out by the volunteer. In filling out incident reports please remember to be:
 - o Complete - fill in all lines, boxes, spaces, etc.
 - o Thorough - you may be asked to recall an incident five years later.
 - o Accurate - don't guess, don't speculate, just give the facts.
 - o Legible - the report needs to be typed.
 - o Timely - fill out the report immediately after the incident occurs.
 - o Review – have a staff member at DSES review for completeness before turning in.

There are a number of inherent risks to outdoor summer programs and include but are not limited to: dehydration, sunburn, altitude sickness, natural hazards such as rocks, roots, dead overhanging branches, cold water immersion, drowning, wild animals (large and small), lightning, weather, inappropriate participant or staff behavior, and poisonous plants.

*** A First Aid Kit will always be carried by a lead supervisor during the summer program as well as by staff members and by volunteers as needed. ***

DSES Staff

The staff is the foundation of the safety program because they are responsible for the actions of those they are supervising. It is especially important for staff to set a good example in the use of safety equipment and safe work practices.

DSES Staff will:

- Be familiar with workplace hazards and the organization's safety policies, programs, and procedures.
- Provide complete safety training to all employees/volunteers/interns before the assignment of duties.
- Consistently and fairly enforce all company safety rules through a progressive disciplinary program for safety violations.
- Perform periodic inspections to ensure that working conditions and equipment are safe.

- See that all injuries, no matter how minor, are treated and reported immediately.
- Complete incident forms for all injuries and submit completed form to a DSES staff member.
- Investigate injuries to determine the cause and then take action to prevent recurrence.
- Attend safety meetings with Mammoth Mountain Ski Area as necessary.

Employees/Volunteers/Interns

Everyone working for DSES as an employee, volunteer or intern 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 with information on safety hazards and able to request information or make safety suggestions without fear of reprisal.
- To refuse to work under any condition which the person feels is unsafe without fear of 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 must be familiar with Policies and Procedures so that they will know the codes of safe practices for the general work area and for their job. These will be part of the Google Classroom training and in-person start-up training.
- 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* (See page 4 for details).

SafeSport Training

Per Move United Guidelines, all DSES Volunteers need to complete SafeSport training. This is a two-step process that helps volunteers understand how to insure that (among other things) vulnerable individuals are free from any forms of abuse during sport training or events.

SafeSport Vision: Our vision is that every athlete will be safe, supported, and strengthened through sport.

- Safe - Athletes are protected from emotional, physical, and sexual abuse.
- Supported – Athletes enjoy welcome, respectful environments and diversity is actively embraced.
- Strengthened – Athletes use the skills they have learned in sport to contribute to the well-being of their communities. Every athlete thrives, on and off the field of play.

There will be a national, online training component and a more localized, DSES driven component adapting national principles and guidelines to our environment working in the adaptive field.

All volunteers must complete SafeSport Training before volunteering with adaptive students. DSES Volunteers will be given directions on how to complete the above training when they complete the Volunteer Application.

Ride with Care: Bike Park Rules

Mammoth is working hard to provide you with the safest experience possible. There are natural and man-made obstacles and hazards that require you to be alert and vigilant. Using common sense and following the tips and rules listed below will make your trip safer and more enjoyable.

1. Stay in control and be able to avoid other trail users.
2. Uphill traffic has the right of way on a two-way trail.
3. On downhill trails the slower rider in front has the right of way.
4. Be courteous to other riders and move out of the way when it is safe for you.
5. Obey all trail markings and signs to ensure your safety.
6. Do not stop in the middle of a trail or where you cannot be seen from above.
7. Do not shortcut trails; please tread lightly. Park Passes will be revoked for riding off the trail.
8. Protect yourself against the elements by wearing gloves and protective clothing. Helmets are required at all times for mountain biking. Temperatures can vary radically with altitude change. Use sunscreen to protect from high altitude sun.
9. Start out easy. Bodies tire more quickly at Mammoth's high elevation.
10. Staying hydrated is key to your comfort and safety – drink plenty of fluids.
11. Watch out for hikers and motor vehicles.
12. Pets are not allowed on bike trails (leashed pets allowed on gondola & hiking trails).
13. Seek shelter during thunderstorms. Stay off ridge tops and away from the tallest trees, lift towers, power-line poles, signposts, and large rock outcroppings.
14. Do not ride alone. First aid, mechanical assistance, and trail information are available at the Adventure Center or by dialing 3706 or 0 on any Emergency/Information phones (marked on the trail map).

Water Safety

- Read and obey all rules and posted signs.
- Children or inexperienced swimmers should take precautions, such as wearing a U.S. Coast Guard-approved personal flotation device (PFD) when around the water. Children 18 and under need to wear a PFD when in a boat. *All students, staff, and volunteers must wear PFDs when paddling.*
- Watch out for the dangerous “toos” – too tired, too cold, too far from safety, too much sun, too much strenuous activity.
- Set water safety rules for the student based on swimming abilities (for example, inexperienced swimmers should stay in water less than chest deep).
- Be knowledgeable of the water environment you are in and its potential hazards, such as deep and shallow areas, currents, depth changes, obstructions, and where the entry and exit points are located. The more informed you are, the more aware you will be of hazards and safe practices.
- Pay attention to local weather conditions and forecasts. Stop swimming at the first indication of bad weather.
- Use a feet-first entry when entering the water.
- Make sure sunscreen is put on!

Chairlift Safety

- Chairlifts are an area of particular safety concern for adaptive instructors.
- Clear communication with the lift operator is mandatory while on a lesson.
- Notify bottom lift operator if you need a **slow to a stop** at the top **prior** to moving to the loading board.
- Use the term “**MISLOAD!**” when you want the chair stopped during the loading process.
- Use the hand signals: “Thumbs Up” for full speed, “Thumbs Down” for slow down and “Hand Across the Throat” for a full stop to communicate with the top lift operator while already on the chair.

Equipment Safety

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

Seizure Belt Guidelines

- Any student who has experienced a seizure(s) in which the student loses muscle control, balance, or consciousness must use a seizure belt or similar device if they have either:
 - Had a seizure of this type in the last twelve months.
 - Had a change of seizure medication in the last twelve months.
 - If you have questions or are unsure, please consult DSES Staff.

Lifting/Transfer Guidelines

- Do not lift anyone if you are not comfortable. ~~OBJ~~
- **The person being lifted knows best!**
- Ask before touching the student.
- Be gentle while moving student.
- Decide how and where it will happen ahead of time.
- Use a wide stance to lift.
- Neutral spine/tightened abs.
- Stand close to person to be lifted.
- Lift with your legs, not your back!
- Stop and think! Do you need PPE?

Restroom Guidelines

- You may accompany the student to the restroom door or entrance and either wait there or outside the building, but within view of the restroom door/entrance for the student to reemerge.
- Please call the DSES office for assistance or guidance as needed.
- To protect yourself and DSES, never enter into a bathroom stall alone with a student.
 - If a situation arises where a student needs assistance in the bathroom or stall, find another staff member or adult to be with you at all times.

Medication Guidelines

- DSES instructors **do not carry medication.**
 - If a student needs to have medication present, the student must carry their medication.
- DSES instructors **do not administer medication.** If a student may need to have medication administered, they must be able to administer it themselves, or have a caregiver present who can do so. This includes Epi-Pens.
- See DSES staff if you have questions or need guidance.

Transfer of Responsibility

- If an instructor needs to briefly leave a student for any amount of time (to get a needed piece of equipment, for example), a “positive transfer of responsibility” should take place to another DSES volunteer or staff member.
 - o Be sure to make eye contact and get a verbal response from the person taking responsibility.
 - o Introduce the student to the new person responsible and make sure they know to stay with that person.
 - o If no staff member or volunteer is available, please maintain custody of the student.
 - o Please call the office or see a DSES staff member if you have questions or need guidance.

Helmet Guidelines

- All DSES students and instructors must wear appropriate helmets.
 - o Students should use MMSA rental helmets whenever possible.
 - o The helmet should fit appropriately and be buckled properly at all times.
 - o If you have questions or need guidance, please see the staff.

Taking Photos of Students

Everyone loves to document their experiences and go back to reflect on when they were having the BEST time. It’s important, however, to keep our students safe and make sure we are tailoring the experience to their wants and needs. Please follow some important steps regarding photos and social media:

1. **ALWAYS ASK:** Please make sure to ask your student and their parents if you can take photos of them during the lesson. If you plan to share anything online, please ask for permission as well.
2. **MEDIA RELEASE:** Check with a staff member to make sure they have signed a media release form with Move United.
3. **STUDENT CENTRIC:** It’s always fun to take pictures with our students, but let’s try our best to make it more about them than our selfies with them. People LOVE action shots of themselves.
4. **SHARING:** If you do get permission to take photos and share them, please remember to keep your student’s identity and sensitive information private on social media. We must be respectful of their lives and personal details.

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, and 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 staff member who can assist in providing the appropriate information.

Accident Response Plan

Response Plan for A Minor Injury

1. The Primary Instructor will assess the condition of the injured person. As a Secondary Instructor, you can help by managing the uninjured student(s).
2. If appropriate, the injured person will be removed from the immediate scene and given basic first aid. Continue program activities in a routine fashion when possible. Keep our students occupied and nurtured. Any injury can be stressful to those who witness it, so be sensitive to this possibility.
3. The instructor/volunteer will complete a DSES incident report. Reports will be turned into the Supervisor and then forwarded to the Executive Director within 24 hours of the incident.

Response Plan for a Major Injury

As a volunteer/instructor/guide it is your job to remain calm, follow instructions from DSES staff members, and help manage the student(s) who are uninjured.

1. The Primary Instructor will assess the condition of the injured person and remain with the injured person until relieved by the supervisor or until emergency response personnel arrive on the scene. The injured person should not be moved from the scene unless the risk of further injury is present.
2. The Primary Instructor will assign someone to call for help (bike patrol or 911, depending on location). If cell service is not available, the Lead Instructor giving first aid will remain with the injured person and send another person (volunteer or other) to the nearest facility or phone.
3. The Primary Instructor will provide first aid according to his or her level of training.
4. The Primary Instructor will assign another volunteer or responsible party to move the remainder of the group away from the injured person and continue program activities.
5. The Primary Instructor and supervisor will assist emergency response personnel as directed. Find out where the injured person is being transported.
6. The Primary Instructor will inform a DSES staff member of the incident as soon as possible.
7. If a member of the injured person's family or their caretaker is not present, a member of DSES staff will initiate emergency contact. In the case of a fatality, a member of the police department will initiate emergency contact with the family.
8. Do not act as a spokesperson to the media. Refer all questions regarding the incident to the Executive Director or Summer Program Manager.
9. Do not discuss the incident with people other than your supervisors and the police if necessary. Protect our student confidentiality rights!

Emergency Situation Dos and Do Nots

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 victim/survivors
- Hypothesize, diagnose or panic
- Attempt to provide assistance beyond your abilities or training

- Leave the victim/survivors alone
- Disturb a potential crime scene
- Act as a spokesperson to the media; 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

Summer Programs

What to Bring/Wear for Summer Programs

Required:

- Drinking Water
- Sunglasses
- Sunscreen / Lip Balm
- Sun / Rain Hat
- Appropriate Pants / Shorts
- DSES Shirt and Name Tag
- Appropriate Footwear
- Small Day Pack
- Windbreaker / Rainwear (when needed)
- Helmet for specified activities
- Cell Phone (if you have one)

Optional Items:

- Map of Area
- Extra Layer of Clothing
- Compass
- Insect Repellent
- Binoculars
- Camera
- Hiking Poles
- Head Lamp
- Matches
- 1st Aid Kit
- Food / Snacks

Climbing/Zip Line/Adventure Center

Purpose:

Students will enhance their life skills as well as learn about the health benefits of an active lifestyle in a healthy outdoor environment.

Program Description:

Rock climbing allows athletes to challenge and engage themselves physically, mentally, and emotionally while enjoying the benefits of the fresh, clean mountain environment. We offer climbing opportunities on both a manmade climbing wall and on natural rock. Zip line rides offer a fun, thrilling opportunity to challenge yourself while gaining a bird's eye view of the area. Other adventure center activities can provide challenges for students to overcome while gaining a sense of independence.

Hiking/Outdoor Education/Scenic Gondola Ride

Purpose:

The hiking program introduces wilderness experiences in a safe and effective manner while promoting outdoor skills, environmental education, awareness, and independence. Hiking provides a wonderful outdoor activity in which many people can participate.

Program Description:

Hiking is generally more vigorous than a walk and occurs in a natural setting. Hiking is an effective cardiovascular activity and promotes fitness and strengthens muscles. This program gives students the opportunity to explore the outdoors with other participants of the same age. Environmental education will take place on the trail when the instructors introduce local plants, trees, geology, and surrounding scenery. Education includes elements of natural history as well as Town of Mammoth Lakes and Mammoth Mountain Ski Area history. These programs will encompass Leave No Trace ethics.

Paddle Sports

Purpose:

Introduce a new activity to students that will promote outdoor skills and independence. Paddle sports offer the freedom of being on the water and are a great equalizer for people with lower limb disabilities and spinal cord injuries.

Program description:

This program introduces basic paddling sports (i.e., kayaking, rowboat and canoes) and basic paddling skills as well as Stand Up Paddle boarding (SUP). It offers an excellent opportunity for families and groups to be together outdoors. Trips will be offered at June Lake. Boating excursions may be implemented in collaboration with appropriate commercial based companies.

Cycling (Road and Mountain)

Purpose:

The cycling program focuses on promoting physical fitness, confidence, socialization, independence, and fun.

Program Description:

Bicycling and hand-cycling are lifelong skills and sports that promote mainstream participation in a recreational world enjoyed by thousands of non-disabled citizens. People with a wide variety of disabilities participate in each ride and family members and friends are also encouraged to come along. Hand cycles, tandems, bicycles or tricycles will be used as appropriate for each athlete's physical and cognitive abilities. A variety of terrain allows for enjoyable outings while challenging individuals with disabilities to get out and participate in yet another exciting activity with friends and family.

Fishing

Purpose:

Introduce a new activity to students that work on refining fine motor skills and discovering patience while attempting to catch fish.

Program description:

The fishing program will take participants to local lakes, rivers, and streams where they will be introduced to the art of spin cast or fly fishing. Students will learn to decide what flies, lures or bait to use and how to tie them to the line. Participants will learn to properly cast a rod and effectively reel in the line with and without a fish. Proper fish handling skills will be given along with catch and release techniques. All rules and regulations from the California Department of Fish and Game will be observed.

Fundraising

Donations

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. Our Federal Tax ID is 31-1732524.

- Almost 50% 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!
- Please contact us for more information about different ways you can donate to DSES.

Free and Easy Ways to Donate to DSES!

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

1. Goodshop.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! You need to sign up for an account, then you can choose to donate to a charity, and search for Disabled Sports Eastern Sierra.
2. AmazonSmile - A simple and automatic way to support DSES every time you shop, at no cost to you. Go to smile.amazon.com and 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 Ralph's website, 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!
5. Second Chance – This is our thrift store located in town near Vons. You can donate gently used items or shop for your next unique find. Either way, all proceeds go towards supporting DSES programs.
6. Used cars – If you would like to donate a vehicle, we have partnered with CarEasy.org to assist with vehicle donations. Learn more [here](#).

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.

Thank you for your loyal support to Disabled Sports Eastern Sierra!