



ADAPTIVE SPORTS PARTNERS OF THE NORTH COUNTRY

ENRICHING THE QUALITY OF LIFE FOR PEOPLE WITH DISABILITIES.

Volunteer Handbook

2016-2017

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Section

1

Introduction

Welcome to Adaptive Sports Partners of the North Country, Inc. You are a part of a wonderful supportive group of volunteers who share a common goal of teaching and/or facilitating sport, recreation and wellness activities. Our participants are people with physical, cognitive, neurological, and intellectual challenges. This experience will enrich your life as well as the lives of the participants. They will gain a feeling of independence, freedom, self-reliance, self-esteem, joy, and supreme accomplishment; you will play an important role in this process.

This handbook will help you to:

1. Understand the policies and procedures necessary to make the program(s) run as safely, smoothly, consistently, and as successfully as possible.
2. Understand the organization and the relationship between you and the ASPNC organization.
3. Have a ready resource available.

- **Mission Statement**

The mission of Adaptive Sports Partners of the North Country is to ensure the enrichment of the quality of life for people with disabilities.

ASPNC accomplishes this by providing year-round opportunities for sport, recreation and wellness.

Our goal is to enhance the personal development and self-esteem of participants, and to provide an opportunity to take risks in a safe and supportive environment. Our core belief is that, for a person with a disability, the opportunity to experience the thrill of accomplishment can be a life-affirming experience. We are committed to including the families and friends of our participants, volunteers, partner organizations, and the North Country community in our efforts.

- **Meaning of “Partners”**

We refer to our organization as “Partners.” This means we have entered into relationships with a number of other organizations in order to carry out our work. Some partner organizations provide venues for sport, recreation and wellness activities. Examples: Ski Hearth Farm, Evergreen Sports Center, and Cannon Mountain Ski Area. Other organizations are service-partners, in that they have clients or students with various disabilities, and they work with us to customize programs to meet the needs of those participants. Examples of these arrangements are SAU 35, Northern Human Services - Common Ground and North Country Independent Living. Arrangements with other service partners are continually being explored and developed. Still other partnerships involve our relationship with participants themselves, their families, and their caregivers. An important partnership is that which we have with you, our volunteers. And of course we are partnering with our supporters, donors, and sponsors. “Partner” is one word, but it captures the richness of these many relationships.

General Information

- **Office Location**

The office is located at 461 Main Street, Suite 7, in the Rivagale Professional Building, 0.1 mile east of the blinking light in the center of Franconia.

- **Staff**

- **Executive Director**

- **Telephone**
 - **Email**

Sandy Olney
603-823-5232 or 603-244-0057
Sandy@AdaptiveSportsPartners.org

- **Information and Operations Manager**

- **Telephone**
 - **Email**

Michelle Reagan
603-823-5232 or 603-238-7676
Michelle@AdaptiveSportsPartners.org

- **Administrative Assistant / Bookkeeper**

- **Telephone**
 - **Email**

Nancy Simano
603-823-5232
Nancy@AdaptiveSportsPartners.org

- **Telephone** 603-823-5232 - Office
- **Fax** 603-823-5232 – call first
- **Snail Mail** ASPNC
PO Box 304
Franconia, NH 03580

- **E-Mail** info@AdaptiveSportsPartners.org

- **Website** www.AdaptiveSportsPartners.org

- **Office Hours** Regular office hours are Monday to Friday, 8:30 AM – 2:30 PM

- **Services**

Typically, activities take place between the hours of 9:00AM and 5:00PM, unless the participant makes special arrangements.

Activity volunteers should report to the activity site prior to the start time of an activity to review any files on the participant(s), set up any equipment needed, and check the weather and area conditions. For Alpine and cycling activities – at least 30 minutes prior to the activity start time is required. All other activities – at least 15 minutes prior is required.

It is imperative that activity volunteers are punctual. Promptness is essential for the successful operation of the programs. Although this is a “volunteer” service, our participants expect the operation to be professional in every way.

Services and Operations

- **All Weather Offerings**
 - Power Soccer Swimming
 - Unified Floor Hockey Adaptive Tennis
 - Unified Basketball Wheelchair Tennis
 - Indoor Boccia Indoor Climbing
- **Cold Weather Offerings**
 - Alpine Skiing
 - Snowboarding
 - Nordic Skiing
 - Snowshoeing/Winter Hiking
 - Sled Hockey
 - Ice skating
- **Warm Weather Offerings**
 - Paddling (kayaking and canoeing) Gardening
 - Fishing Golf
 - Bocce Adaptive Tennis
 - Biking Wheelchair Tennis
 - Road Unified Softball
 - XC Mountain
 - Hiking/Nature Walks
 - Day
 - Overnight
- All activity offerings are provided on a reservation basis in order to ensure that appropriate venue and weather conditions, qualified volunteer activity leaders, and necessary adaptive equipment are available. We try to accommodate walk-in participants when we can.

Please refer interested participants or their families/guardians to our office. You may wish to offer them our ASPNC business card or give them a brochure about our programs and activities.

It is the intention of ASPNC to provide any person with a disability the opportunity to participate in the adaptive programs we provide. If there is a hardship, we have the capability to arrange a reduced fee, including no fee at all, so we can provide this opportunity to all. Participants should contact the Executive Director to discuss these options.

- Venues

Our setting in the North Country of New Hampshire is filled with multiple opportunities for outdoor adventures. It gives us access to a wide variety of venues from nearby lakes, streams, roadways and the trails of the White Mountain National Forest to the tennis courts, pools, and ski slopes of area resorts and sport centers.

We have arrangements with the Franconia Inn to use their facility to offer tennis in the warm weather and cross-country skiing and snowshoeing in cold weather. The Franconia Town Hall provides us a venue for our garden buddies program and indoor bocchia. We provide golf at The Bethlehem Country Club and the Inn at Sunset Hill. Ski Hearth Farm is an additional venue for cross-country skiing and snowshoeing. We have a multi-year agreement with Franconia Notch State Park / Cannon Mountain Aerial Tramway for the provision of year-round sport and recreation opportunities including biking, hiking, paddling and snowsports within the state park. The Evergreen Sports Center is our venue for indoor tennis and swimming and the North Country Climbing Center is the location for our indoor climbing activities. The venue for our newest team sport, sled hockey, is the Fenton Chester Ice Arena in Lyndonville, VT. We look for additional venue opportunities as our needs change

We hold a ten year Outfitters and Guide Permit from the US Forest Service for the provision of year-round activities within the White Mountain National Forest.

- Equipment

ASPNC has a wide variety of adaptive sport equipment. The majority of this equipment is stored in locked storage sites. The process for transporting the equipment to the venues sites will be explained during your training. Volunteers may be asked to help load, off-load, and/or transport this equipment.

Safety

ASPNC's general approach in providing services to our participants is Safety, first; then Fun; then Learning to the extent it is appropriate.

Safety is the number one concern for ASPNC and we want it to be yours as well. Even though there is extensive training of activity volunteers and evaluation of participant's activities, accidents may occur.

- Working together to Assure Safety

Each volunteer must act responsibly for his/her safety and that of fellow ASPNC volunteers, our participants, and guests at our venues. All accidents, injuries or damage to equipment or materials must be reported to the Lead Activity Coordinator or Executive Director immediately. Each volunteer must follow ASPNC and venue safety regulations, rules and policies at all times. See Section 9 for sport specific safety procedures and guidelines.

Your judgment will affect a participant's safety. **Please only embark on an activity that is within yours and the participant's ability.** Be alert to continually changing weather, visibility and terrain conditions. Be prepared to stop at all times, and most importantly, use good judgment and common sense.

- Lightning Safety

When Thunder Roars, Go Indoors! STOP all activities. Seek shelter in a substantial building or hard topped vehicle. WAIT 30 minutes after the storm to resume activities.

Understanding the dangers of lightning is important so that you can get to a safe place when thunderstorms threaten. If you hear thunder--even a distant rumble or a crackling aloft--you are already in danger of becoming a lightning victim.

There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the storm. Just remember, *When Thunder Roars, Go Indoors!* Too many people wait far too long to get to a safe place when thunderstorms approach. Unfortunately, these delayed actions lead to many of the lightning deaths and injuries in the U.S.

The best way to protect you from lightning is to avoid the threat. You simply don't want to be caught outside in a storm. Have a lightning safety plan, and cancel or postpone activities early if thunderstorms are expected. Monitor

weather conditions and get to a safe place before the weather becomes threatening. Substantial buildings and hard-topped vehicles are safe options. Rain shelters, small sheds, and open vehicles are not safe.

A safe shelter from lightning is either a substantial building or an enclosed metal vehicle. A safe building is one that is fully enclosed with a roof, walls and floor, and has plumbing or wiring. Examples include a home, school, church, hotel, office building or shopping center. Once inside, stay away from showers, sinks, bath tubs, and electronic equipment such as stoves, radios, corded telephones and computers.

Unsafe buildings include car ports, open garages, covered patios, picnic shelters, beach pavilions, golf shelters, tents of any kinds, baseball dugouts, sheds and greenhouses.

A safe vehicle is any fully enclosed metal-topped vehicle such as a hard-topped car, minivan, bus, truck, etc. While inside a safe vehicle, do not use electronic devices such as radio communications during a thunderstorm. If you drive into a thunderstorm, slow down and use extra caution. If possible, pull off the road into a safe area. Do not leave the vehicle during a thunderstorm. Unsafe vehicles include golf carts, convertibles, motorcycles, or any open cab vehicle.

Lightning Victims: If someone is struck by lightning, they may need immediate medical attention. Lightning victims do not carry an electrical charge and are safe to touch. Call 911 and monitor the victim. Start CPR or use an Automated External Defibrillator if needed and available.

- First Aid Kits and First Aid Training

The lead activity volunteer at each venue will have a First Aid Kit with him/her. First Aid Training is offered as part of the volunteer training curriculum.

- Helmet Policy/PFD Policy

All participants and volunteers are required to wear a helmet while participating in many ASPNC activities. We feel that is the only safe way to ski, snowboard, bike, etc. You will help set a good example by wearing a helmet, as appropriate to the activity, while leading or assisting in a program activity.

Similarly all participants and volunteers must wear PFDs when paddling.

Equipment

- ASPNC's Equipment

ASPNC's adaptive equipment must be used properly to ensure the safety of our participants. Volunteers must participate in appropriate training to learn how to check and use each piece of adaptive equipment before using it with a participant.

- The Volunteer's Equipment
- As a professional, you should keep your personal equipment in good condition. It should be suitable for the activity, checked regularly, and maintained in top operating condition.
- If you will be skiing, it is strongly recommended to have your bindings checked annually.
- Snowboard leashes are required at all times by volunteers and participants.
- If you have an equipment problem and need to borrow or rent, please see the Lead Activity Coordinator.

- **Guidelines for Dogs at Adaptive Outings**

With advance permission from the Executive Director, well-behaved dogs are welcome at adaptive outings. Please keep in mind that the outing is about the participant, not the dog. When considering whether or not to request permission to bring your dog, be aware that:

- Many venues have a 'no pet' policy, a leash law, traffic hazards, crowded trails, fragile alpine ecosystems, etc. Just because it's OK with ASPNC, doesn't mean that it is automatically OK with the rest of the world. It is your responsibility to find this out before requesting to bring your dog.
- Any person at the outing - volunteer, staff, family, or passerby - has the right to ask you, the owner, to leash your dog. Such a request will require automatic compliance on your part - no questions asked and no hard feelings. If this is not acceptable to you, the dog may not come.
- You, as owner, must be free to take care of dog emergencies that may happen while on the outing. The dog could cut his foot, choke on a stick, or something else may happen that would require the owner to leave the outing. This means that you must be free to leave the activity. In practical terms:
 - Anyone who is critical to the successful outcome of the activity session must not bring his/her dog. This applies to family, caregivers, volunteers, and staff.
 - When ASPNC is planning an activity, and considering volunteer coverage, a volunteer who brings a dog will not be counted as 'coverage' since that person might wind up leashing the dog or needing to leave.

Working Service Dogs are exempt from this policy.

General Policies

- **Scheduling, Absences and Cancellations**

If you are unable to participate on your scheduled day, you must contact us. Email the office as soon as possible. Please leave a voice mail message on the Executive Director's cell phone 603-244-0057 if you cannot reach the office. In the case of a sudden illness or emergency, a call just before is acceptable to the office at 603-823-5232, the Executive Director at 603-244-0057, or email info@adaptivesportspartners.org. If you need to change your schedule on the day of your assignment, please call the office. When leaving your message, please, speak clearly, and give your name and telephone number.

If your participant cancels or does not show up, you may be assigned to another activity. If no activity is available, you will receive your credit for having come. If you have a problem with assignments please speak with the Executive Director.

- **General Appearance**

All volunteers must wear appropriate clothing while participating in an ASPNC program. We expect volunteers to maintain a neat and clean appearance. All clothing and accessory equipment must be of current standards and in good repair. It is imperative that you dress appropriately for the activity and for the weather, and act as a model for participants.

- **Confidentiality**

- **Participant Records and Information**

Be sensitive and discrete when discussing a participant's challenge or disability. If you have trouble with the terminology in a participant's file, consult with the Executive Director or Lead Activity Coordinator, the participant's family or guardians, another volunteer with a medical background or finally yet importantly, seek the medical dictionary. Treat the ASPNC participant's file as a medical record, and protect its confidentiality by returning it to the office or venue book when you have completed your notes. Do NOT discuss, at any time, the medical information of your participant with any person unrelated to ASPNC.

- **Social Media and Photographs**

Facebook and other outlets for social media are becoming increasingly popular and are a wonderful way to share the joy ASPNC's many activities with our ASPNC community, friends and world at large. Many of us enjoy posting and sharing posts and photographs online. If these posts involve participants in an ASPNC activity, they are confidential, and permission must be sought from the Executive Director prior to sharing them online. ASPNC must be sensitive to our participants' wishes and comfort around public posting of their image during ASPNC outings and activities.

- **Discussions about Venues**

You should keep discussions about private business matters involving the operations of venues we use to yourself. Please refer any requests for information about incidents occurring at a venue site to the Executive Director.

- **Discussions about ASPNC Business**

You should keep discussions about private business matters involving ASPNC to yourself. Please do not discuss any incidents, program-related-problems or operational crises in any location near the public. If you need to talk about such private matters, please do so with the Executive Director.

- **Equipment Maintenance**

ASPNC's adaptive equipment must be kept in top working condition. Maintenance must be performed regularly. Please check the equipment you plan to use both before and after each use. Submit an equipment maintenance request as appropriate.

- **Parking**

Please follow the parking regulations of the venue for the ASPNC activity.

- **General Conduct**

All volunteers must adhere to all conduct policies of the ASPNC. You are a role model for our participants, members, and the guests of the venues at which our activities take place. Your behavior has a great impact on the way in which our participants perform and behave. When you are in the White Mountain National Forest, you must be careful to "leave no trace." When on a ski slope, you must adhere stringently to the Skiers Responsibility Code and to all posted signs. When you are at another venue, you must follow any posted signs and the specific requests of that venue's operators.

Whether hiking, biking, skiing, or any other activity, please be aware and respectful of others as you lead or assist a participant. Be courteous to all, and follow the venue's rules. Make sure that your participant knows and understands these also.

Each day is a new opportunity to choose your attitude. The attitude that you choose is the key to your and your participant's success. It is critical to ASPNC's success that we all work together as a team. When the members of a team work together, the team wins.

The organizations which run the venues we use are our hosts, and we are their guests. Follow common courtesy, and treat our venue hosts, colleagues and participants as if they were guests in your home. You are host to your guest, your "participant." Whatever your guests see you doing, they will undoubtedly associate your actions with ASPNC and the venue as a whole.

When leading or assisting your participant in an activity, help him/her by sharing your love for the activity. We are all ambassadors of good will. Take the opportunity to promote our organization and programs to the public.

- **“Put it in Writing” Policy**

During the course of the day, a lot of information passes to the Executive Director and through the Adaptive Office. To be honest, unless it is in writing (and sometimes even if it is) things do slip through the cracks. If you need to communicate an important piece of information, please do it orally *and* in writing. Items that **MUST** be in writing are:

- a. Volunteer commitment schedule changes
- b. Requests for letters of introduction
- c. Your awesome ideas and suggestions
- d. Anything else that you may want the Executive Director to remember

The best way to communicate with the office is via EMAIL.

- **Fundraising**

Sport, recreation and wellness for everyone is our philosophy at ASPNC. As a not-for-profit organization, we face many challenges.

Creating and sustaining accessible, meaningful and fun recreational opportunities is critical. One challenge associated with offering positive programming is funding. ASPNC is a non-profit organization. Our Board of Directors, volunteers and members work with individuals, foundations, and corporations to raise funds. The Board of Directors continually seeks to develop new sources of revenue via planned giving, matching gift programs and our special events.

ASPNC is designated as a 501(c)(3) public charity organization by the Internal Revenue Service.

Giving your time as a volunteer is greatly appreciated! Because of your commitment to ASPNC, you can be a tremendous asset in assisting our fundraising efforts by identifying people, including yourself, your employees, co-workers or other organizations that may wish to support our programs. We request that each volunteer participate in at least one of our fundraising events annually. Please contact the Executive Director to discuss how you can best support ASPNC as a volunteer in our fundraising efforts.

- **General Policies, Procedures and Guidelines**

- The Acknowledgement and Receipt of the Volunteer Handbook form and the Release of Liability Form must be signed each year. If there is any part of this handbook, or any aspect of the program a volunteer does not understand, he/she can schedule time with the Executive Director to further review its contents. A volunteer will not be permitted to participate in any ASPNC functions until the handbook release and liability waiver have been fully executed and signed.
- All activity volunteers are required to complete an Activity Evaluation or Seasonal Progress Notes form for each participant activity session. Volunteers who assist in an activity may provide input to the lead volunteer, or produce the report under his/her guidance. It is important that this is done in a timely manner, so that subsequent activity volunteers have the benefit of this information as they plan for the next activity session with the participant. Please be specific and thorough when filling out your reports. Use who, what, when, where, why and how.
- When your training is complete, you may wish a short informal interview with the Executive Director. This is a time to determine where you can best perform the functions necessary to volunteer.
- During your first few volunteer opportunities, you will assist an experienced ASPNC volunteer.
- It is important to review the participant’s file **BEFORE** the activity and familiarize yourself with any pertinent or potentially dangerous symptoms or previous injury the participant may have. If there is any medical or

other terminology in the participant's file that you do not understand or would like clarification on, please consult the participant, their caregiver or the Lead Activity Coordinator. It is ASPNC's policy that every new participant completes a medical questionnaire as part of the registration process. If the participant is incapable of filling out the required registration material, it is important to seek out either the family or the aide attending the program with the participant.

- If a volunteer has any issue/problem with the staff at one of our venues, the ASPNC volunteer should contact the Lead Activity Coordinator or Executive Director.
- Know ASPNC's policies, and if you do not, refer to someone who does.
- Be on time, helpful and respectful.

- **Discrimination**

Discrimination of any kind toward any participant or fellow volunteer by any volunteer will not be tolerated by ASPNC.

- **Physical Abuse and Harassment**

ASPNC has zero tolerance for physical abuse or harassment by its members, volunteers, or participants toward anyone. Assaultive or harassing behavior will result in removal from the organization.

Training

- **ASPNC Training Requirements**

The Volunteer Service Request form provides a high level description of training and commitment requirements.

Specific training requirements for activity volunteers and office volunteers will be described at the orientation session for each season. Materials about requirements will be made available at that time or during the season for volunteers unable to attend the formal orientation events.

- **Opportunities**

There will be frequent opportunities for training before and during the season. Areas covered include sessions focused on understanding various types of disabilities, methods of working with and teaching people with different disabilities, and developing proficiency in a variety of disciplines.

- **Professional Certifications and Teaching Methods**

All activity volunteers are encouraged to attend workshops or certification exams to increase their level of knowledge and qualifications for instructing and leading the sport, recreation, and wellness activities we offer to our participants. Consider building your skills and obtaining the following certifications:

- Red Cross: Water Safety Instructor, Lifeguard, CPR, and First Aid
- American Canoe Association: Kayak and/or canoe and Stand Up Paddleboarding Teaching Instructor
- Professional Ski Instructors of America (PSIA): Adaptive, Alpine and Nordic
- American Association of Snowboard Instructors (AASI): Alpine, Adaptive
- Wilderness First Responder
- Wilderness First Aid
- USPTA – Tennis Instructor – Wheelchair, Recreational Professional
- BlazeSport America – Disability Sport Specialist

We provide training throughout the year; activity volunteers are encouraged to attend as many training sessions as possible. If you have any questions about the process or your qualifications, please see the Executive Director.

Waivers and Releases

- **General**

- Volunteers Are Not Employees

As a volunteer of Adaptive Sports Partners of the North Country, you are not eligible for Worker's Compensation benefits or insurance protection under the ASPNC umbrella while participating in any way in any ASPNC activity or any activity that is associated in any way with the ASPNC organization. It is your sole responsibility to procure medical and liability insurance coverage while participating in any ASPNC activity or function.

Furthermore any perks extended or made available to you by ASPNC are gratuities; these perks in no way constitute or imply an employment arrangement.

- **Required Waivers and Releases**

- Insurance Waiver and Release of Liability and Media Release– Form #G006/007
- Handbook Acknowledgement and Receipt and At Will Letter of Understanding – Form #V008
- Volunteer's Insurance Responsibility – Form #V010

Governance

Please refer to our website www.AdaptiveSportsPartners.org for more details.

- **Board of Directors**

ASPNC is a membership organization. The Board of Directors is elected by the members at the Annual Meeting each March. The current board consist of the following individuals:

Jeff Woodward	President
Roy Whitaker	Vice President
Amanda Simino	Treasurer
Michele Giarrocco	Secretary
Tim Boudreau	
Donna Devlin-Young	
Margaret Gaffney	
Kristie Owens	
Andrew Serell	

- **Members**

We have a range of membership opportunities available. At ASPNC we want you, our volunteers, to be involved in the organization at the member level. We know that you give tremendously of your time and talents, and with that in mind we have created a very special membership opportunity just for you. For a modest \$25.00 membership fee you will be registered as a voting member of Adaptive Sports Partners of the North Country. You will also be eligible for these additional benefits, some exclusively for you our volunteers!

Volunteer Membership Benefits:

- Voting privileges at the annual meeting of the membership and any other special meetings
- ASPNC members discount card
- Member rates at ASPNC sponsored events and activities
- Special ASPNC volunteer member 10% discount at all Lahout's Country Clothing and Ski Shops*
- Enrollment in ASPNC's Promotive Pro Deals account with access to over 347 brands.
(www.promotive.com/aspnc)*

The Bylaws of ASPNC are available on our website.

- **Fundraising**

- General

We obtain funding through a variety of approaches including an annual appeal, solicitation of corporate donations and sponsorships, grants, bequests, and special fundraising events.

- Volunteer Participation

It is important for all volunteers to participate in at least one fundraising event annually.

- Special Fundraising Events

- Pirates of the High Skis at Cannon Mountain – February 4, 2017 (The first Saturday in February)
- Sunrise Ascent on Mount Washington – August 6, 2017 (the first Sunday in August)
All volunteers are strongly to participate in this major fundraising event.
- Any Which Way You Can Triathlon Challenge – September to October (Labor Day to Columbus Day)

- Other Foundations/Community Support

- Wobble ‘n Gobble – held annually on Thanksgiving Day in downtown Franconia
- BodeFEST – April 8, 2017
- White Mountains Triathlon – June 25, 2017
- BodeBash – August 19 & 20, 2017

Our volunteers work with the Turtle Ridge Foundation, Lafayette Recreation, and Triventures, Inc. to assist with the logistics of their fundraisers.

Sport Specific Protocols and Guidelines

- **ASPNC Paddling Protocols**

When participating in ASPNC paddling activities it is expected that volunteers will make time to attend necessary training, arrive at the designated activity location 15-30 minutes prior to the scheduled start time and will be prepared.

Volunteers come best prepared with:

- Their own PFD with whistle attached
- Their own kayak and paddle
- Their own safety equipment that would include:
 - Throw bag and/or quick release tow line
 - Paddle float
 - Hand pump
 - First aid kit
- Shoes that can get wet - no flip flops
- Swimsuit or quick dry
- Change of clothes and fleece
- Towel, sunscreen, hat, sunglasses (with strap), snack, and water

ASPNC will have available for each paddle group a dry bag that contains:

- First aid kit
- Emergency blanket
- Rope
- Hard candies
- Tissue
- Pencil and pad

Prior to participation participants are instructed to come prepared as follows:

- Shoes that can get wet - no flip flops
- Swimsuit or quick dry
- Change of clothes and fleece
- Towel, sunscreen, hat, sunglasses (strap), snack and water

- **Ski and Ride Guidelines**

When participating in ASPNC Ski and Ride activities it is expected that volunteers will make time to attend necessary training, arrive at the designated activity location 30-45 minutes prior to the scheduled start time and be well prepared.

Volunteers come best prepared with:

- Black ski pants
- ASPNC program uniform (coat)
- Their own ski or ride equipment with annual binding check completed.
- Their own safety equipment that would include:
 - Helmet
 - Goggles
 - First aid kit
 - Appropriate winter footwear (snow boots, ice bugs, micro spikes, etc.)
 - Clothing layers as the weather can change rapidly
 - Extra gloves, face mask, neck warmer, socks
 - Hat
 - Sunscreen
 - Hand and foot warmers
 - Sunglasses (strap)
 - Snack & water

ASPNC will have available for each volunteer a safety bag (Ziploc) that contains:

- Trail map
- Pencil
- Paper/index card
- Band aids
- Tissues
- Latex-free gloves
- Info cards
- Hard candies
- Tissue

If you are skiing or riding, know the Skiers/Riders Responsibility Codes. Teach it to your participant.

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

This is a partial list. Be safety conscious.

KNOW THE CODE