

Courage Kenny Ski & Snowboard

Safety Procedures

Safety is a primary concern of Courage Kenny Rehabilitation Institute. Each instructor and any other contributor to the program is asked to follow and to help enforce the safety regulations, rules and policies adopted by Courage Kenny Ski and Snowboard Program. It is imperative that all instructors conform to current Courage Kenny Ski and Snowboard Safety procedures, in order to protect ourselves, our students, and our program for years to come.

Helmets

Helmets are required for all participants, volunteers, and instructors who are registered with Courage Kenny and skiing/riding on the hill.

Terrain Park/Pipe

- Going into Park and Pipe areas is permitted per the posted Park & Pipe Guidelines, with an instructor who has been approved by the Program Coordinator.
- Bi-skis, Mono-skis and other pieces of sit-down equipment are **NOT permitted** in the park area as it carries an unnecessary and inherent risk of damage to both persons and equipment.

Retention Belts

- Retention belts to be referred to as “Black Belts,” will be used on the chairlift for all participants who have had a seizure within the last 5 years. If a participant has been stable, with or without medication and without occurrence of a seizures for at least 5 years, a “black belt” is not required, but is still recommended.
- Retention belts are also recommended for participants that are fidgety and are at risk of falling off the chairlift.

Bibs

Fluorescent bibs are required for Visually Impaired and Hard of Hearing/Deaf participants.

Fixed Outriggers

When using equipment with removable fixed outriggers, both fixed outriggers must be removed prior to loading the chairlift and remain off for the duration of the entire chairlift ride. This is to prevent a participant from skiing unattached to a ski instructor without being able to arrest themselves while unloading the lift.

Retention/Safety Straps

- Retention straps will be used on all chairlifts for all equipment heavier than an outrigger. In any situation involving tethering, or assisting (seat assist or bucketing) with any participant unable, for any reason, to self-arrest (resulting from equipment design or ability), a tether must be affixed to the instructor with a self-tightening 'girth hitch' knot to the instructor's skin on the wrist.
- The approved ways to tie into any piece of equipment is as follows;
 - Two single tethers both girth hitched to each wrist at the skin.
 - A "horseshoe tether" with one wrist girth hitched to skin.
 - A "horseshoe tether" with one wrist girth hitched to skin, and a harness or swami-belt with a daisy chain clipped to the main tether.

Incident Reports

Any incident to either volunteers, participants or instructors that requires medical assistance or first response should be reported to your site coordinator immediately. **All incidents (even if no medical attention is needed) must be reported to your site coordinator.** Your Site Coordinator will fill out the appropriate documentation and notify the Program Coordinator.

Emergency Response

In the event of an emergency:

1. Establish scene safety
2. Ask those involved if they are ok? Do NOT claim any responsibility for incident.
3. Call Ski Patrol
4. Keep the injured party comfortable without moving them.
5. Notify the Site Coordinator ASAP (as soon as possible).

If instructors have questions or concerns regarding safety, they should not hesitate to bring them to the attention of the Program Coordinator or Site Coordinator in an appropriate place and time.

Communication

- Good communication skills amongst the teaching team and participant.
- Communicate with parent/guardian on a weekly basis.
- If you can't attend your scheduled lesson call the Ski Hotline.
 - Metro Ski Hotline: 612-775-2282

Responsibility Code: Know the 10 responsibilities codes of conduct

YOUR RESPONSIBILITY CODE

- 1** Always stay in control. You must be able to stop or avoid people or objects.
- 2** People ahead or downhill of you have the right-of-way. You must avoid them.
- 3** Stop only where you are visible from above and do not restrict traffic.
- 4** Look uphill and avoid others before starting downhill or entering a trail.
- 5** You must prevent runaway equipment.
- 6** Read and obey all signs, warnings and hazard markings.
- 7** Keep off closed trails and out of closed areas.
- 8** You must know how and be able to load, ride and unload lifts safely. If you need assistance, ask the lift attendant.
- 9** Do not use lifts or terrain when impaired by alcohol or drugs.
- 10** If you are involved in a collision or incident, share your contact information with each other and a ski area employee.

**Know and Obey the Code.
It's Your Responsibility.**

If you need help understanding the Code, please ask an employee.

Chair Lift Procedures

Before you get to the lift

- Review load & unload procedures. Practice as needed outside of the lift line.
- Remove any equipment that may impede your lifting abilities or safety (e.g., fixed riggers, or sometimes tethers)
- Know the lift sign language: **keep it moving** (finger moving in a circular motion); **slow down** (thumb down); **stop** (cut sign across the throat)
- Know and be able to explain the evacuation procedure
- Know your lift and be sure your co-instructor and guest know:
 - ✓ Can it be slowed at the bottom and/or the top?
 - ✓ Where do you wait in line?
 - ✓ Where do you position yourself to get on the lift?

If a problem occurs

- Don't panic
- Do not load or unload if you are not totally prepared
- Alert lift operator with any means possible (whistle, clap hands, yell, etc.)

Evacuation procedure

Ski Patrol has the ultimate responsibility for evacuation; offer suggestions as needed.

Loading procedure

1. Ask lift operator for a slow down if your participant needs it (and if the lift can accommodate it).
2. Move to the load line and watch chair approach.
3. Count down and then sit or pull equipment up & back.
4. Make sure participant is seated as far back as possible.
5. Clip retention strap, if applicable. Co-instructor continues to hold on to participant or equipment.
6. Lower bar.

Unloading procedure

1. During the lift ride, review what will happen during unload. Remind co-instructor to hold onto participant or equipment while you unclip retention strap.
2. At appropriate distance (1-2 lift towers from top), unclip retention strap and hold it in your hand or clip it to the equipment.
3. Lift bar as you near the unloading load zone.
4. Count down and then stand up or lift equipment off the chair.
5. Assist participant as necessary to make a straight run off the chair and then turn safely to a stop.
Adjust equipment as necessary so you may safely ski or snowboard

BEFORE YOU LOAD A SIT SKI

- S** SAFETY (RETENTION) and evacuation straps are easily accessible & in good shape
- T** Tethers are out of the way & in good shape
- O** Outriggers are in "pick" position if used to load, otherwise in ski position on skiers lap. Fixed outriggers are removed & stored safely.
- P** Pin is pulled
- P** Practice the load. Make sure both sides are lifting from the same point at the same time

BEFORE YOU UNLOAD A SIT SKI

- B** Bar-Ensure the comfort bar is raised
- O** Outriggers in ski position
- W** Wiggle to make sure the bucket isn't sticking to the chair
- L** Lever Mechanism (if there is one) is in ski position
- S** Safety (retention) strap is off

Snowboarders teaching other adaptive disciplines:

New volunteers: Requirements are to attend two days of on the hill training in snowboarding and teach snowboarding lessons for the first season.

Returning Volunteers: After one season of teaching adaptive snowboard lessons for CKSS, volunteers have an opportunity to cross train in another discipline. Volunteer Instructors must attend two days of on the hill training in the other discipline and complete the training feedback forms to teach that discipline.

It is highly recommended that all volunteer snowboard instructors that intend to tether a bi-ski **must** be able to confidently:

- Ride at an intermediate to advanced level
- Ability to accomplish all required functional maneuvers both regular and switch
- Have a solid understanding of bi-ski progressions and the ability to teach them

COMMUNICATION:

- Good communication skills amongst the teaching team and participant.
- Communicate with parent/guardian on a weekly basis.
- If you can't attend your scheduled lesson, call the Ski Hotline.
 - Metro Ski Hotline: 612-775-2282

Additional resources for Courage Kenny Ski & Snowboard volunteers are available online: <http://www.allinahealth.org/skivolunteer>

WEATHER POLICY:

Programming will be canceled when the temperature is expected to be colder than 5° below zero (air

temperature) and/or 10° below wind chill. We will also adhere to travel advisories, road conditions and school closures, as it is appropriate.

Keep in mind that certain sites may cancel, and some may not, based on conditions and weather in that area.

ATTENDANCE POLICY

If you must miss your scheduled lesson, please leave a message on the ski hotline prior to the absence. Leave your name, lesson location and discipline and we will make the necessary adjustments. If you miss more than two lessons *without* prior notification, you forfeit your spot, and we will pull a participant from the waiting list.

SKI HOTLINE

Ski Hotline: 612-775-2282

A message will be recorded by 7pm on the day before for weekend programs (Saturday, Sunday) and at 12pm for weekday evening programs (Monday, Wednesday) on the Ski Hotline **612-775-2282**.

It is your responsibility to call the Ski Hotline to verify if program is running or cancelled.