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Foreword

The Canadian Ski Patrol Patroller's Manual is issued under the authority of the Canadian Ski Patrol (CSP) Board of Directors.

This edition of the manual is effective upon publication and supersedes all earlier editions. Suggestions for amendments should be forwarded to the National Office of the CSP.

Acknowledgements

The CSP expresses its appreciation to other organizations who have contributed information for use in this manual, to individuals outside of the CSP who have advised and assisted in its development and to many of its members who spent countless hours writing, illustrating, editing and proof reading the material. Without this devoted support this manual could never have been produced.

The skills performance guidelines for basic life support (BLS) in this training program have been developed by the Canadian Ski Patrol in collaboration with the Heart and Stroke Foundation of Canada, the Canadian Red Cross Society, the Life Saving Society Canada and St. John Ambulance.

The continued funding of this manual is made possible by many zone, division and individual donations and the Sponsor-a-page program.

Preface

The CSP Patroller's Manual provides to patrollers and prospective patrollers the basic elements of patrolling and first aid essential to the effective and efficient conduct of their duties. The manual contains the basic information upon which system-wide membership examinations will be based. For ease of reading, the pronoun he, wherever used, refers to both the male and female person without discrimination.

This manual is not to be construed as all encompassing. It is a uniform guide to a basic understanding of the CSP organization, first aid, procedures and programs. This information is based on the knowledge, expertise and accumulated experience of many people.

The CSP Patroller's Manual demonstrates one method of practice that is effective in the majority of situations encountered by patrollers. It does not purport to be the sole method. Patient safety is paramount at all times and in all practices.

The reader is encouraged to broaden his knowledge and skills by referring to other relevant reference material and by dedicated practice.

By proper use of this manual, an unsurpassed standard of proficiency can be achieved by the members of the CSP, which will permit the CSP to fulfill its objectives of safety and service to the skiing public of Canada in a competent manner.

Copyrights

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Contributions

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Many patrollers from across the country also helped to improve the CSP Patroller's Manual by submitting education change requests. Thank you!

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Special thanks to all the spouses, partners and friends that had the patience to endure the endless hours spent by the CSP members on the production of this edition and also to those who supported the continuous improvement of the CSP manuals by their contributions to previous editions.

About the Canadian Ski Patrol

The Canadian Ski Patrol is a non-profit corporation comprising highly-trained volunteer members. The organization is national in scope, and was formed to promote safe skiing and to provide assistance to injured skiers. The CSP provides a uniformly highly-skilled and responsible service to the snow sliding public.

Originally founded in 1941 by Dr. Douglas Firth, the corporation was constituted under the name of the Canadian Ski Patrol System as a non-profit corporation, without share capital, under letters patent issued under the seal of the Secretary of State of Canada, and dated the 20th of August 1962.

Fast facts

- The CSP is comprised of 4,396 volunteers from coast to coast to coast in Canada in 61 zones and nine divisions.
- The organization provides first aid services at 230 alpine and nordic ski areas across Canada.
- Members provided 260,000 hours of service to these ski areas last winter.
- Members provided 12,000 hours of first aid services at off-snow events which includes events such as marathons, mountain bike races, concerts, etc.
- Our patron is the Governor General of Canada, His Excellency the Right Honourable David Johnston.
- The majority of CSP members volunteer their time for the services they deliver. A number also become paid patrollers at ski resorts across Canada.
- The CSP also provides on-snow training, safety and accident scene management training to members.
- The basic, standard and advanced first aid courses are recognized by the federal government (HRSDC) and the majority of the provinces in Canada.
- Patrollers must recertify their first aid qualifications every year by taking a refresher course that is a minimum of 16 hours and passing a written, skills and diagnostic exam.
- The CSP medical advisory committee is comprised of five physicians and the pre-hospital care advisory committee is comprised of six pre-hospital care or hospital emergency workers.
- Provides insurance coverage for each member for the first aid services provided.
- Is a founding member of the Fédération Internationale des Patrouilles de Ski (FIPS), an international corporation made up of ski patrol organizations representing ski patrollers and ski safety bodies in their respective countries.

For more information or to join, please visit the Canadian Ski Patrol website at <http://www.skipatrol.ca>.

CSP course offerings

This table lists all of the course offerings provided by the Canadian Ski Patrol.

Product name	Purpose
Advanced First Aid (AFA)	Candidates wishing to become an advanced medical responder and Regular Member of the CSP to provide patrolling services at snow resorts across Canada.
Advanced First Aid- Modified (AFA-M)	To allow medical professionals trained by their profession to take a condensed version of our AFA course, recognizing their higher level of medical knowledge when they begin the course.
Wilderness First Aid (WFA)	To enable CSP instructors to teach Wilderness First Aid courses to Parks Canada personnel. Specifically, to Parc de la Mauricie personnel (Mauricie Zone) Québec Division.
Basic First Aid (BFA) * pilot in approved zones only	To provide first aid training to the general public to meet the requirements of Ontario Regulation 1101 for employers with up to 5 employees.
Standard First Aid (SFA) * pilot in approved zones only	To provide training to non-ski patrol staff at ski resorts across Canada which will allow them to provide first aid services until more qualified individuals arrive. Meets the requirements of Ontario Regulation 1101 for employers with up to 200 employees.
CPR / AED * pilot in approved zones only	To provide CPR and AED training to the general public.
Extended Protocols (EP) * pilot in IMZ at Silver Star, Hemlock and Manning Park only	Focus on patient care where distance and time to higher level care may be extensive. At areas where the time and distance are involved in getting the injured to a higher level of care in the time before they are transferred to the EMT.
On Snow Alpine – alpine ski, telemark ski, snowboard Nordic	To provide Regular Members of the CSP with the skills necessary to provide alpine and/or nordic on snow rescue and evacuation procedures.

Product name	Purpose
Avalanche Skills Training 1 (AST 1)	To provide knowledge of avalanches and to develop avalanche rescue skills for ski patrollers at areas with avalanche terrain and avalanche danger.
Avalanche Skills Training 2 (AST 2)	To provide an intermediate level decision-making framework for travel in avalanche terrain. To build intermediate avalanche skills for patrollers at ski areas with avalanche terrain and avalanche danger.
Companion Rescue Skills Course	To update and improve upon search and rescue abilities learned in the AST Level 1 course.
Instructor Certification Program (ICP) Assistant Instructor (AI) Course	Focus is on general principles of adult learning. Preparation to assist instructors.
Instructor Certification Program (ICP) Instructor (I) Course	Focus is on more advanced teaching principles. Preparation to develop and run AFA; AFA-M; EP and On Snow programs. Preparation to instruct and evaluate patrollers.
Instructor Certification Program (ICP) Instructor Trainer (IT) Course	Focus continues with advanced teaching principles. Preparation to develop and run complete instructor education programs. Preparation to instruct and evaluate instructors.

For more information on any of these course offerings, please visit the Canadian Ski Patrol website at <http://www.skipatrol.ca>.

General

Introduction

The Canadian Ski Patrol is a non-profit corporation comprised of highly-trained volunteer members. The CSP is a national organization, and was formed to promote safe skiing and to provide assistance to injured skiers. The CSP provides a uniformly highly skilled and responsible service to the skiing and snowboarding public, as well as to attendees at approved special events throughout the year.

To qualify as a regular member of the organization, an individual must meet the first-aid requirements of the organization. A regular member who performs patrolling services may be referred to as a patroller.

To fully train and provide each patroller with the necessary equipment requires substantial financial investment. The only equipment provided by the CSP is that which is necessary for the patroller to render first aid assistance to the public. All other items such as skis, clothing, etc., are the responsibility of the individual patroller.

The funds required each year for the education of regular members and the operation of the organization are obtained through assistance from industry, governments, the public, ski areas, fund-raising programs, and primarily members themselves.

History of the Canadian Ski Patrol

Growth and organization

In 1940, Dr. Douglas Firth was asked by the Canadian Amateur Ski Association (CASA) to organize and train a first aid rescue group to patrol the ski hills. The Canadian Ski Patrol System, launched in 1941, was originally a standing committee of the CASA with independent patrols in different areas. During the Second World War years expansion was limited, however, the Toronto and Montreal patrols united to form the nucleus of a national organization.

Skiing mushroomed in the years 1955 to 1959, and the organization grew to 408 patrollers. The increased size of the organization made some form of representational governance necessary. In 1957, the bylaws were amended to have a national president elected by the zone presidents.

In the spring of 1961, the CSP, then known as the Canadian Ski Patrol System, was certified as a registered charity and became independent of the CASA. Registration had grown to 600 patrollers, with expansion into the Lakehead (Thunder Bay), Winnipeg, Calgary and Edmonton. In August of 1962, the system received its letters patent, which incorporated the organization as a national non-profit corporation. In 1963, the first board of directors was elected by the zone presidents at an annual general meeting. The national executive was restructured into departments, with a national vice-president in charge of a group of officers. A national first aid competition was introduced that same year.

By 1964, registration had climbed to 1,570 patrollers. Skiing had become a family sport with approximately 500,000 participants across the country. It was recognized that the organization could no longer operate without paid staff, so in November of 1965, the Canadian Ski Patrol opened a national office, employing a full-time secretary to take care of the mounting requirements for national communications.

During the mid-60s the organization continued to expand both east and west, opening an Atlantic Division and a zone serving a large part of the interior of British Columbia with enrolment rising to 2,200 patrollers. In 1967, His Excellency, the late Right Honourable George P. Vanier, DSO, MC, CD, Governor General of Canada, became the first patron of the CSPS. Every governor general since that time has served in this role. In the same year, the system received international recognition through its ski accident statistics program. Membership registration grew to 2,500 by the end of the decade.

Saskatchewan Division joined the CSP in 1970 and in 1973, the Schwartzwald Zone, was established to meet the needs of members of the Canadian Armed Forces and their dependants serving in Germany. Atlantic Division split into Atlantic East and Atlantic West divisions in 1974. The CSP logo was changed to a yellow or gold cross on a blue stylized maple leaf and by 1975 this logo had been registered as the trademark of the system. Registration numbers in the CSPS grew to 5,200 patrollers.

The CSP expanded north of 60 degrees latitude, with the founding of the Yukon Zone patrol in Whitehorse in 1983 and Watson Lake Zone in 1985. These zones remain the only patrols north of 60.

By 1993 registration in the CSP had grown to more than 6,300 members. The organization adopted a new definition of membership that separated involvement in the CSP from training certification. The board was involved in an experiment to flatten the management levels of the system. The elected members remained the same, but those responsible for operational portfolios were appointed to the board. The board also defined a number of committees, composed of both elected and appointed directors, to shift the work load to a larger group of people. The strategic planning process had matured to the point that all projects and standard operational tasks were documented in a business plan that included delivery dates and budget figures. Cooperative programs with our partners in the ski industry reached a new high.

By 1999, a decline in the number of skier visits at areas had begun to also affect the Canadian Ski Patrol. As a result, our membership numbers declined to a level of 5,800.

Through the early 2000s the CSP experienced a gradual decline in membership to a current membership of approximately 4,500. That number has now stabilized. The CSP works closely with the snow industry and has responded to the needs of resorts as many provide four-season services. In order to meet the changing needs of the ski industry, the CSP is providing various levels of service and certification: short courses to provide training for industry partners, extended protocols for ski areas with special needs; and, modified certification procedures for potential members with previous training. Advanced first aid responder status from the federal government was achieved in 2011. The CSP continues to be a contributing member to the Canadian Ski Council (which it helped to found), and partners with other members in important ventures like ski safety education and promoting helmet usage. The organization continues to support and contribute to FIPS, the international association of ski patrolling, and remains in the leadership of this worldwide organization that it created in the late 1970s. The organization works with many corporate partners, which provide products and services to both the CSP and to individual members.

Operational and organizational renewal

In 2012, with the hiring of a new national president and chief executive, the CSP's board of directors launched an ambitious multi-year, multi-facet program to modernize the organization. Initial work involved surveying every member of the CSP and engaging the services of rebranding experts. In the spring of 2013 the board announced the CSP would adopt the de facto international standard patrolling colours of red, white and black and a new uniform would be developed to reflect this. Our name was also formally shortened to the Canadian Ski Patrol through a certificate of continuance under the *Canada Not-for-profit Corporations Act*.

Later that year the organization adopted and implemented a new logo made up of a red maple leaf and white cross icon along with the words "Canadian Ski Patrol." In May 2014 prototype new alpine uniform jackets in red and white were unveiled and while they were being finalized in the 2014-2015 winter season, Nordic and non-snow event uniform systems were developed.

Through 2014, the CSP developed and implemented an integrated program of operational and organizational renewal intended to better position the CSP and its members to manage the challenges and opportunities it faced and will encounter in the future. That renewal is focused on excellence in attitude, competence, customer service, appearance, team orientation and cohesion, and organizational integration. The goal is to ensure the CSP is and remains modern, professional and relevant.

From May 2015 to May 2016 the CSP will celebrate 75 years of service to Canadians. While proud of our past we are confident our greatest days are ahead of us.

Education

Members of the Canadian Ski Patrol have one element in common: their support of the CSP motto "Safety and Service." Whether the training programs are designed to improve patrol operations, broaden the scope of services provided to the Canadian skiing public, or increase the public's awareness of safe skiing practices, the CSP has been operating for 75 years as a volunteer organization while continuously increasing the quality of the education provided to members and the delivery of services to resorts. To ensure maintenance of the highest possible standards and that the latest techniques are employed by patrollers, all aspects of our first aid training programs are overseen by a national education committee made up of members from across the country and a medical advisory committee (MAC) made up of physicians covering various specialties from different regions.

CSP first aid/on snow programs

Patrollers were originally trained in first aid by the Red Cross and St. John Ambulance, however, by the late 1940s it was recognized that there were some specialized techniques required to perform first aid in outdoor winter conditions that were not covered by the external programs. In 1952, the first CSP winter first aid manual was produced internally and the organization has proudly retained ownership and control of its own manual since then.

In 1962, the CSP revised the winter first aid manual and published a Patroller's Manual which addressed more specialized transportation skills as well as the unique challenges posed by performing first aid outdoors in winter conditions. In 1967, a third edition of the Patroller's Manual was released. A public relations manual was added in 1972 and an administration manual followed in 1978.

To supplement the training programs and their delivery by volunteer instructor members of the organization, an instructors' guide was published in 1971, rewritten in 1979, and 1987, and a formal instructor certification program was developed and implemented in 2003.

Nordic patrolling became a recognized part of the CSP's services in the mid-70s. The continually increasing popularity of the sport created a demand for the same type of service that the CSP provided to alpine skiers. Nordic patrolling requires different equipment, procedures and education, as well as a somewhat different management style. For some years, Nordic and alpine patrolling evolved as two separate groups within the CSP based on different requirements and skills sets. Patrolling is now defined as the function that all members perform, regardless of their skiing or boarding discipline. The lessons learned from this awkward growth period proved invaluable as the organization moved toward its first certification of snowboarders as patrollers.

In 1988, the system introduced cardiopulmonary resuscitation (CPR) to the first aid section of the Patroller's Manual as an integral component of the overall treatment of an injured person. CPR training standards have changed since then and the CSPS has maintained their procedures in accordance with internationally accepted practices. For example, the CSP was one of the first training agencies to devote an entire chapter to the automated external defibrillator (AED) and include its use as part of our standard training program.

In the early 1990s as today, CSP education focused on maintaining the organization at the leading edge in the delivery of quality emergency pre-hospital care. Videos were produced as education aids for the revised standards and techniques on snow. The use of one-person toboggans became more common across the country. Recognizing that the ski resort industry and its patrons were changing and that patrollers should reflect the nature of the industry and patrons they serve, standards were developed to include patrolling on snowboards to go along with the existing alpine, Nordic, and telemark standards. Regular contact was maintained with other pre-hospital emergency care providers and training agencies through membership in the Emergency Care Coalition and a memorandum of understanding was signed with Heart and Stroke Canada acknowledging the Canadian Ski Patrol's role in teaching CPR.

The CSP offers a complete education program for patrollers delivered by its own instructor corps. The CSP has consistently improved minimum standards as reflected by the current requirements for completion of written exams in both first aid and AED, diagnostic and specific skills exams, on-snow skills, and toboggan handling standards. As in the past, outside resources are used whenever it is considered beneficial to the growth and evolution of the organization.

Safety education programs

Safety programs have been an integral part of the services delivered by the system since its inception in 1941. In response to the changing face of the snow resort industry, the CSP has worked to provide different programs in response to the challenges faced over the decades.

The first nationally recognized Safety program involved a cartoon character developed by famed cartoonist Ben Wicks. The "Yeti" was a version of the dodo bird on skis, depicting numerous unsafe characteristics of skiers. The program was produced in French and in English, and distributed across the country.

Following the success of this program, the CSP developed a binding testing program which began as a pilot in central Canada. Patrollers were trained in professionally-run clinics on the mechanics of binding installation and function, and then travelled from ski area to ski area operating a free testing service to members of the skiing public.

In parallel with the binding testing clinics, the CSP developed a booklet that promoted pre-season conditioning as a method of preventing accidents on the slopes. The Fitness for Fun Program was extremely popular and the system received numerous requests from ski clubs, fitness groups, and teachers for copies of the booklet, which were available in both English and French.

One of the longest-running safety programs for the system was the Junior Safety Program (JSP). The intent of the program was to create an awareness in young skiers of what constitutes safe skiing and it produced hundreds of young, safe skiers. Over time, the program evolved across the country and was delivered in a variety of ways by different patrols. The JSP was officially retired as a safety program in 2009.

The collection and maintenance of accident statistics was a major program within the patrol starting in the early 1960s. This program subsequently grew to be the largest survey of its type in the world. In 1982, the CSP accident reporting and control surveys were adopted by other ski patrols around the world as a guide for their programs. However, as the cost of maintaining the large volume of data collected increased and statistical validity became suspect given the changes in the format and types of data collected, the validity of the database became questionable. At the same time, the increasing and diverse requirements of ski areas to gather differing and substantially more pieces of information became overwhelming and the organization could no longer afford either the space or time to reasonably and accurately manage this enormous volume of data. As a result, the CSP accident reporting program ended in 1992.

The single most important program in our continuing efforts to promote safe skiing and boarding is the ongoing cooperative effort with resort area management to educate patrons about the various responsibility codes and the practices that contribute to safe activities for all participants in the sports, regardless of their ability.

Services provided by the members of the system vary across the country as the needs of the public and area management dictate. Common to all of these are the high degree of professionalism and dedication delivered by the volunteers of the Canadian Ski Patrol.

Perhaps the greatest example to date, is the efforts of more than 200 volunteers from across the country who trained several weeks each year in Calgary and Banff for two years, to provide first aid services at the 1988 Winter Olympics in Calgary. Lead by Rob Shugg, a Calgary Zone patroller, this group of volunteers covered all alpine and Nordic venues, as well as bobsled, luge and speed skating. The legacy from these games is a group of highly trained patrollers and their equipment. This legacy of training and equipment is continually utilized in various skiing and non-skiing events, on an international (World Cup) and local basis. CSP members were actively engaged in volunteering at a number of venues at the 2010 Winter Olympics and Paralympics held in Vancouver and Whistler.

More recently, the CSP is a participant in the annual World Snow Day, organized by the International Ski Federation (FIS). Numerous resorts host safety days, during which public safety education is the goal. Our current messaging of “Wear the gear,” “Protect your head” and “Think safety” was highly visible and was the theme of our interactions with the public. A new safety program known as PACE Penguin Children's Ski Safety Program, has been recently developed with the assistance of Central Zone patrollers. The program promotes public education around giving children extra space to learn to ski safely, and utilizes signage, child visibility, and a child-friendly version of the responsibility code. Safety education programs continue to develop across the country and remain an integral part of what we do as members of the CSP.

In 2015, the CSP revived a Canadian Ski Patrol Day, held at resorts across Canada in early February. The day is designed to be a vehicle for highlighting the CSP and its safety programs, as well as introducing the organization to potential new members.

The CSP in the 21st century uses a multi-focal approach to safety programs. Patrollers model safety, provide safety education, and promote injury prevention everyday as part of routine patrol activities. The CSP national website maintains a vast array of ready-made safety and injury prevention resources including a safety guide, posters, templates, area signage, and responsibility codes. Resources are easily downloaded and adapted to reflect needs. Key industry partnerships including with the Insurance Brokers of Canada, Canada Sport and Recreation, Health and Wellness, and Public Health are an additional way the CSP delivers safety programs at the zone, division, and national levels.

The CSP extends its expertise and safety education role at events beyond the ski hills. The growth of this portion of volunteer work has morphed the CSP to a year-round patrol. Local communities count heavily on the CSP in order to hold their events and the opportunity to deliver safety promotion is among the benefits. Key safety messaging products are produced annually and provided as giveaways during community events.

Accreditation and recognition

In 2006, the CSP applied for, and received accreditation from the government of Canada through Human Resources and Skills Development Canada (HRSDC) for our first aid courses. This means that the CSP education program has been approved by the federal minister of labour in accordance with the Canada Occupational Health and Safety Regulations to deliver first aid courses. As a result, most provinces have also accredited the CSP advanced first aid course. In Ontario, the CSP's standard first aid course was recognized and accredited by Ontario's Workplace Safety and Insurance Board in 2015.

The CSP has continued to respond to the needs of the snow industry, developing programs and educational electives to respond to requirements in some resorts and developing courses to provide first aid training to non-patrolling staff at snow resorts.

Industry partnerships

Canadian Ski Council

The Canadian Ski Council (CSC) is an association of associations that has as its primary focus encouraging participation in the sport of skiing. The CSP was a founding member of the CSC and continues to play a large role in the ongoing operation of the council. Former CSP president John Leu was involved with the founding of the CSC and served as the chairman of the board of the Canadian Ski Council in the early years. Ron Gathercole, also a past CSP president, chaired the Canadian Ski Council more recently. Richard Schreier and Brian Low, past president or chairs of the CSP, were also executives within the CSC.

CSC members include:

- Association des stations de ski du Québec (ASSQ)
- Atlantic Ski Areas Association (ASAA)
- Canadian Association for Disabled Skiing (CADS)
- Canadian Association of Snowboard Instructors (CASI)
- Canadian Snowsports Association (CSA)
- Canadian Ski Instructors' Alliance (CSIA)
- Canadian Ski Patrol System (CSPS)
- Canada West Ski Areas Association (CWSAA)
- National Snow Industries Association (NSIA)
- Ontario Snow Resorts Association (OSRA)

Mission

The goal of the Canadian Ski Council is to increase participation in recreational snowboarding, alpine and cross-country skiing in Canada. To that end, the council has identified four main areas of emphasis for its activities:

Marketing and promotions

- To develop and implement generic promotions to promote skiing and snowboarding.
- To provide programs to promote skiing/snowboarding in Canada.
- To ensure an effective communication and delivery system for council programs and activities.
- Monitor success of skier-rider development programs through evaluation of programs.

Communication and cooperation

- To facilitate communication and cooperation among voting members and associate members.
- To respond to member needs for educational programs/activities.
- To enhance commitment of member associations to the council's goals and objectives.

Research and development

- To coordinate and disseminate research among member associations.
- To conduct national ski/snowboard industry research.

Advocacy

- To undertake lobbying activities beneficial, to skiing and snowboarding in Canada as identified by voting members and associate members.
- To provide ski/snowboard industry information to the media, ski/snowboard and non-ski/snowboard related businesses and the general public.

FIPS

Federation Internationale des Patrouilles de Ski (FIPS) is an international organization of ski patrol groups from around the world, founded in 1979 to support the ideals and principles of ski patrolling around the world, and to provide a resource to help coordinate the exchange of information about patrolling among the member countries. Currently there are 14 member patrols in the FIPS organization; Australia, Canada, Chile, Finland, France, Great Britain, Italy (FISPS), Italy (GISP), Japan, New Zealand, Norway, Sweden,

United States of America, and Switzerland. Major symposiums of the organization are held roughly every two years and are hosted by member countries on a rotating basis. The founding FIPS congress was held in Calgary, Alberta in 1979 and the CSP, represented by a group of patrollers from Mountain Division, hosted the ninth symposium held in March of 1993 at Nakiska, just outside Calgary. Twenty-one years later in 2014, hosted by CSP members from Ogoopogo Zone and Pacific South Division, FIPS held its 19th congress at Big White, near Kelowna, British Columbia.

As one of the founding members of FIPS, the CSP has taken an active role in the leadership of the organization. Mr. Mark Labow, a former president of the CSP, was elected as the first president of FIPS and Mr. Bruce Lochhead, a CSP member, is the immediate past president.

Community Support

Non-skiing events are classified by the CSP as those activities carried out away from the hills or trails of a ski resort, but where the provision of first aid services are required by the organizers of these events. The CSP trains patrollers in all aspects of first aid from CPR to heat stroke and as such, this group of highly trained professionals has increasingly been called upon to provide that same high quality of first aid service to other members of the public as has been delivered to skiers.

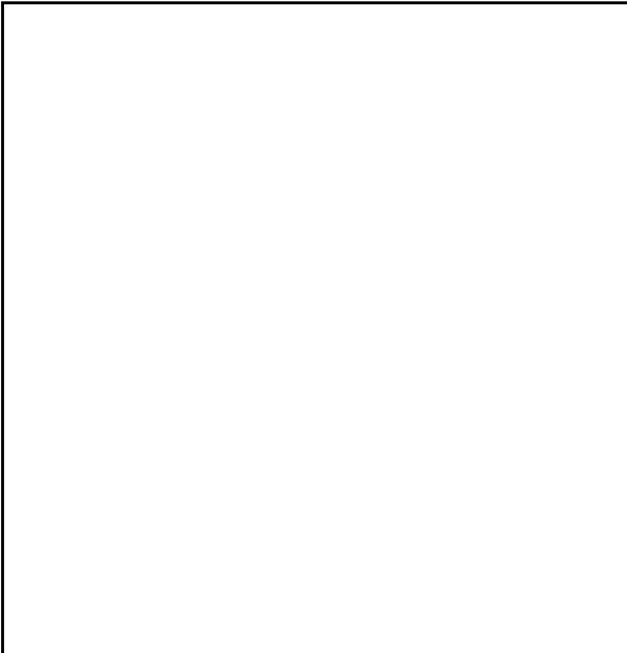
Initially concerned that demands on volunteer ski patrollers' time would be too great, the CSP was cautious about providing first aid services in other than a skiing environment. However, faced with an increasing number of requests and recognizing the value of broadening the experience of our members, the CSP adopted a policy to permit first aid coverage at approved non-skiing events by our members.

Today, the volunteer members of the Canadian Ski Patrol who live, work, and play in communities across Canada can be found providing first aid service at community events such as marathons, bicycle races, mountain bike events and festivals, as well as in the many workplaces where our members are employed.

Ski sales and swaps

Beyond promoting safety and providing first aid care, members of the Canadian Ski Patrol have found other ways to support Canada's skiing and snowboarding community. Prominent among these efforts are a series of nearly two dozen ski sales held in cities and towns across Canada that allow the public and commercial businesses to consign equipment for sale, and for the skiing and boarding community to access good equipment at inexpensive prices. Some of the sales the CSP supports or runs have been running annually for more than 50 years. Counted among them are Canada's largest, second-largest and third-largest ski sales. While providing great value to patrons and supporting Canada's snow industry, the sales have also proven to be a source of fundraising revenue for zones and divisions within the CSP.

Notes...



Governance

General

The governance of the CSP consists of its letters patent and supplementary letters patent, its bylaws, its regulations and its rules.

Letters patent

The corporation was constituted under the name of "The Canadian Ski Patrol System" as a non-profit corporation, without share capital, under letters patent issued under the seal of the Secretary of State of Canada, and dated the 20th of August 1962. The aims and objectives of the corporation as set forth in the letters patent and which may not be changed or altered without due application to the Secretary of State of Canada are:

- a. to assist in the reduction of the incidence of ski accidents in Canada;
- b. to provide remedial and first aid services in the event of ski accidents in Canada;
 - 1. to promote and encourage the standardization of training, equipment and qualifications of ski patrollers in Canada;
 - 2. to obtain, correlate and maintain records and statistics pertaining to ski accidents in Canada;
 - 3. to succeed to and take over all the rights and property heretofore or now held or enjoyed by, and all the duties heretofore performed by the unincorporated association known as the Canadian Ski Patrol System.

Supplementary letters patent

Supplementary letters patent were granted in 1966 changing the name of the corporation to "Canadian Ski Patrol System - Organization de la patrouille canadienne de ski."

Bylaws

Bylaw 1 - A by-law relating generally to the conduct of the affairs of Canadian Ski Patrol (the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

SECTION 1 - GENERAL

1.01 Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- a. "Act" means the Canada Not-for-profit Corporations Act S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- b. "articles" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- c. "board" means the board of directors of the Corporation and "director" means a member of the board;
- d. "by-law" means this by-law and any other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
- e. "meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;
- f. "ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;
- g. "proposal" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act;
- h. "Regulations" means the regulations made under the Act, as amended, restated or in effect from time to time; and
- i. "special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.02 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified in 1.01 above, words and expressions defined in the Act have the same meanings when used in these by-laws.

In the event of disparity between the English version and the French version of these by-laws, the board shall determine which version should prevail in accordance with the most likely intent at the time such by-laws were adopted and shall have full authority to amend the other version accordingly.

1.03 Corporate seal

The Corporation may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the secretary of the Corporation shall be the custodian of the corporate seal.

1.04 Execution of documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its officers or directors. In addition, the board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

1.05 Financial year end

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

1.06 Banking arrangements

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

1.07 Annual financial statements

The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Corporation and any member may, on request, obtain a copy free of charge at the registered office, by prepaid mail or by email.

SECTION 2 - MEMBERSHIP – MATTERS REQUIRING SPECIAL RESOLUTION

2.01 Membership conditions

In addition to the conditions of membership applicable to each class which are set out in the articles, the following shall apply:

- a. by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of twenty-one (21) to sixty (60) days before the day on which the meeting is to be held; or
- b. by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of twenty-one (21) to thirty-five (35) days before the day on which the meeting is to be held.

2.02 Notice of meeting of members

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:

- a. Members of each class shall be admitted pursuant to applicable regulations made by the board from time to time.
- b. The term of membership of a member other than a Life Member shall be annual, subject to renewal in accordance with the policies of the Corporation.

SECTION 3 - MEMBERSHIP DUES, TERMINATION AND DISCIPLINE

3.01 Membership dues

Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.

3.02 Termination of membership

A membership in the Corporation is terminated when:

- a. the member dies, or, in the case of a member that is a corporation, the corporation is dissolved;
- b. a member fails to maintain any qualifications for membership;
- c. the member resigns by delivering a written resignation to an officer of the Corporation in which case such resignation shall be effective on the date specified in the resignation;
- d. the member is expelled in accordance with Section 3.03 below or is otherwise terminated in accordance with the articles or by-laws;
- e. the member's term of membership expires; or
- f. the Corporation is liquidated or dissolved under the Act.

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.

3.03 Discipline of members

The Board or any two of the National President, the National Vice-President Operations, if any, the Member's Division President and the Member's Zone President (the "Authority") shall have authority to suspend or expel any Member from membership in the Corporation for any one or more of the following grounds:

- a. violating any provision of the articles, by-laws, regulations or written policies of the Corporation;
- b. carrying out any conduct which may be detrimental to the Corporation as determined by the Authority in its sole discretion;
- c. for any other reason that the Authority in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

Notwithstanding the foregoing, only one of the said Officers may constitute the Authority in the case of a suspension for thirty (30) days or less.

Upon determination that a Member should be suspended or expelled from membership in the Corporation, such Member shall be given a notice providing the reasons for such suspension (together with the suspension period) or expulsion, whereupon such member shall be suspended from the Corporation. The Member may, within a twenty (20) day period thereafter, make written submissions to the Authority in response to the notice received.

In the event that no written submissions are received by the Authority within such twenty (20) day period, the Member shall, in the case of a suspension, remain suspended for the suspension period or, in the case of an expulsion, be expelled from membership in the Corporation. If written submissions are received in accordance with this section, the Authority will forward all written documentation regarding the suspension or expulsion to the Board or any two of the Chair of the Board, the National President, the National Vice-President Operations, if any, the Member's Division President and the Member's Zone President who are not members of the Authority (the "Review Board") which Review Board shall consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Review Board's decision shall be final and binding on the Member, without any further right of appeal.

SECTION 4 - MEETINGS OF MEMBERS

4.01 Persons Entitled to be present

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, non-voting members, the directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

4.02 Chair of the meeting

In the event that the chair of the board and the vice-chair of the board are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

4.03 Quorum

A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be ten (10) members collectively entitled to fifty percent (50%) of the votes available to be cast on a poll at that meeting by all Zone Presidents in accordance with the articles. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

4.04 Votes to govern

At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the question. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting shall have a casting vote.

SECTION 5 - DIRECTORS

5.01 Calling of meetings

Meetings of the board may be called by the chair of the board, the vice-chair of the board or any two (2) directors at any time.

5.02 Notice of meeting

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in Section 7.01 of this by-law to every director of the Corporation not less than 7 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

5.03 Regular meetings

The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3)(Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

5.04 Votes to govern

At all meetings of the board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

5.05 Committees

The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any committee member may be removed by resolution of the board of directors.

SECTION 6 - OFFICERS

6.01 Description of offices

Unless otherwise specified by the board which may, subject to the Act modify, restrict or supplement such duties and powers, the offices of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

- a. **Chair of the Board** - The chair of the board, if one is to be appointed, shall be a director. The chair of the board, if any, shall, when present, preside at all meetings of the board of directors and of the members. The chair shall have such other duties and powers as the board may specify.
- b. **Vice-Chair of the Board** - The vice-chair of the board, if one is to be appointed, shall be a director. If the chair of the board is absent or is unable or refuses to act, the vice-chair of the board, if any, shall, when present, preside at all meetings of the board of directors and of the members. The vice-chair shall have such other duties and powers as the board may specify.
- c. **President** – If appointed, the president shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The president shall, subject to the authority of the board, have general supervision of the affairs of the Corporation.
- d. **Secretary** – If appointed, the secretary shall attend and be the secretary of all meetings of the board, members and committees of the board. The secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all

proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation.

- e. **Treasurer** - If appointed, the treasurer shall have such powers and duties as the board may specify.
- f. **Division Presidents** - Division Presidents are appointed by the National President subject to approval of the board and upon recommendation, if any, of Zone Presidents within the Division. Division Presidents are responsible to the National President for promoting and pursuing the objectives of the Corporation within their respective Division.
- g. **Zone Presidents** - Zone Presidents are elected by the Regular Members and Life Members in their respective Zone. Zone Presidents manage their respective Zones. Zone Presidents, as an elected national officer, representing their zone members, are responsible to the division president and to the National Board of Directors for promoting and pursuing the objectives of the Corporation within their respective Zone. The Zone President's candidacy is subject to the approval of their Division President.

The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board or president requires of them. The board may, from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

6.02 Vacancy in office

In the absence of a written agreement to the contrary, the board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:

- a. the officer's successor being appointed,
- b. the officer's resignation,
- c. such officer ceasing to be a director (if a necessary qualification of appointment) or
- d. such officer's death.

If the office of any officer of the Corporation shall be or become vacant, the directors may, by resolution, appoint a person to fill such vacancy.

SECTION 7 - NOTICES

7.01 Method of giving notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served), other than notice of a meeting of members or a meeting of the board of directors, pursuant to the Act, the articles, the by-laws or otherwise to a member, director, officer or member of a committee of the board or to the public accountant shall be sufficiently given:

- a. if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Corporation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) of the Act or 134 (Notice of change of directors) of the Act; or
- b. if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c. if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
- d. if provided in the form of an electronic document in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

7.02 Invalidity of any provisions of this by-law

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

7.03 Omissions and errors

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

SECTION 8 - DISPUTE RESOLUTION

8.01 Mediation and arbitration

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in Section 8.02 of this by-law.

8.02 Dispute resolution mechanism

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Corporation arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Corporation as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- a. The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
- b. The number of mediators may be reduced from three to one or two upon agreement of the parties.
- c. If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Corporation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.
- d. All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

SECTION 9 – REGULATIONS

9.01 Regulations

The board of Directors may, from time to time, make regulations not contrary to the articles and by-laws of the Corporation (which regulations are resolutions of a regulatory effect) and may repeal or amend any regulation. The regulations made prior to this by-Law becoming effective shall remain in full force and effect.

SECTION 10 - EFFECTIVE DATE

Subject to matters requiring a special resolution, this by-law shall be effective when made by the board.

Regulations

The following regulations have been enacted in accordance with Section 9.01 of Bylaw 1:

Article 1 - Governance oversight

Section 1 - Membership

One is considered to be a member in good standing when all of these conditions are met:

- I. Be a person who understands and is compliant with all the rules and regulations of the corporation and;
- II. Is free from obligation or debt to the corporation and;
- III. Meets one of the following definitions of membership.

1.1.1 Definition of membership

i. Regular member

A person who meets the advanced first aid requirements of the organization. A regular member who performs patrolling services may be referred to as a patroller. This member has the right to vote for the election of their zone president, provided they are in good standing.

- a. Patroller –on snow – AFA certified and the patroller meets all on snow certifications for their assigned patrol area
- b. Patroller – four season – AFA certified

ii. Associate member

A person who is not a regular member, but performs a service to the organization or otherwise supports the organization. A corporation may be an associate member. An associate member may have met the basic first aid requirements of the CSP or completed extended protocols without meeting the advanced first aid requirements of the CSP. This member does not have any voting privileges.

iii. Honorary member

A person who is designated as such by the national president, a division president or a zone president. This member does not have any voting privileges.

iv. Life member

A person who has been awarded the Life Membership Award. This member has the right to vote for the election of their zone president. If a Life member meets the active definitions in 1.1.1.i. a or b they are also considered regular members wherever such reference is made in the regulations and by-law 1.

1.1.2 Discipline requirements

All members must abide by these national regulations and all rules of the organization. This process is defined according to Bylaw 1, Section 3.03.

1.1.3 Expertise

A patroller must be capable of fulfilling the patrolling duties and provide expertise according to the requirements of the area or areas in which she or he is to serve, in accordance with any training certification obtained.

1.1.4 Code of conduct

The conduct of a regular member shall be governed by the following:

- i. Be a person who understands and is compliant with all the rules and regulations of the corporation and;
- ii. A regular member, when appropriately qualified to do so, shall wear her or his official uniform when on active duty or on special occasions sanctioned by zone executives and shall wear a first aid kit or back pack which is properly supplied at all times when the uniform is worn.
- iii. A regular member accepting active duty shall perform such duty according to the policies of the organization and its representatives.
- iv. There shall be no drinking of alcoholic beverages or use of illegal substances by any regular member when on duty or while wearing the official uniform.
- v. Any disagreements or criticisms shall be made privately to an appropriate officer. No regular member shall publicly voice or transmit disagreement or criticism of the local ski patrol, local area or the organization as a whole.
- vi. No regular member or group of regular members may act, in the name of the organization, as first-aider(s) on duty in any organized activity which is not connected with the activities of the organization or which has not been specifically approved by the board of directors, the national president or any other officer designated for that purpose by the national president.

1.1.5 Code of ethics

- i. All members of the organization, in their activities as such, shall ensure that their actions and methods reflect the aims and philosophy of the organization and more specifically they shall:
 - a. comply with the spirit and letter of the national code of ethics and code of conduct;
 - b. maintain a high standard of honesty, fairness, and reliability;
 - c. comply with applicable legislation and all bylaws, regulations and rules of the organization; and
 - d. act in an ethical manner that will withstand public scrutiny.

- ii. When interacting with other members, all members will abide by the following principles:
 - a. All members must maintain the highest degree of integrity in relationships:
 - treating each other fairly and honourably;
 - being honest and sincere; and
 - being self-reflective of actions and behaviour.
 - b. All members must endeavour to treat each other in a respectful and dignified manner:
 - being mutually supportive;
 - being open to a diversity of views and opinions; and
 - maintaining confidentiality where appropriate.
 - c. All members have a responsibility to:
 - engage in activities that benefit and project a favourable image of the CSP;
 - enthusiastically support the CSP; and
 - refrain from harming the CSP.
 - d. All members, in the performance of their duties, should:
 - be competent, prepared and current;
 - be fully present, both physically and psychologically;
 - declare conflicts of interest, as defined by the board in the companion Conflicts of Interest Policy.; and
 - use discretion in resolving disputes.
- iii. In their relations with the members of the public, government, industry, or customers of the CSP, all members must:
 - a. be honest.
 - b. uphold the highest degree of personal integrity and professionalism.
 - c. behave in a manner that projects a favourable image of the CSP.

1.1.6 Mutual respect

In accordance with the CSP Mutual Respect Policy, the CSP shall ensure, through mutual respect and a harassment free environment, the achievement of equal opportunities for all members that wish to and are capable of contributing to the organization.

1.1.7 Membership refusal or termination

Membership in the CSP is a privilege. The CSP reserves the right to refuse membership to any applicant, who it feels does not satisfy, meet or hold true to its aims and objectives.

An applicant or member that has had her or his membership terminated is entitled to an appeal pursuant to such procedure as has been approved by the board of directors. This process is defined according to Bylaw 1, Section 3.02 and Section 3.03.

1.1.8 Privacy

The CSP, its members and employees will safeguard the personal information of members, former members, clients and employees of the CSP collected by the organization in accordance with applicable privacy laws and regulations.

1.1.9 Helmet use

The CSP strongly recommends the use of helmets by its members and anyone participating in alpine skiing, snowboarding, Telemark skiing, and other related patrolling activities.

Section 2 - Territorial divisions

1.2.1 Divisions

The CSP covers the whole territory of Canada and may include patrols or zones outside of Canada. In general, the following is a description of the divisions.

- i. Atlantic East Division: Nova Scotia and Newfoundland except Labrador.
- ii. Atlantic West Division: New Brunswick, Prince Edward Island, and Labrador.
- iii. Québec Division: Québec.
- iv. Ontario Division: Ontario.
- v. Manitoba Division: Manitoba.
- vi. Saskatchewan Division: Saskatchewan.
- vii. Mountain Division: Alberta, the Northwest Territories and the Yukon.
- viii. Pacific North Division: That part of British Columbia situated north of a line drawn in a west to east direction from Kelsey Bay on Vancouver Island to Clinton in the interior of B.C. and in a north-easterly direction to intersect the northern tip of Wells Gray Provincial Park, then in a south-easterly direction to intersect the BC Alberta border on B.C. Route 16, 21 miles east of Tete Jaune Cache, B.C.
- ix. Pacific South Division: That part of British Columbia situated south of the line described in 1.2.1.viii.

1.2.2 Zones

Each division is divided into zones with the boundaries set by the division president and approved by the board. A list of zones may be obtained from the national office.

1.2.3 Patrols

The patrol is a basic unit of the CSP and consists of a contingent of patrollers assigned to a specified area or other operational activity under the direct supervision of a patrol leader. The patrol leader must be a regular member of the CSP. Patrols are under the immediate jurisdiction of the zone president

and the zone's officers. Patrols whose members are employees of the ski area operate under the immediate jurisdiction of the ski area operator. The patrol activities in the ski area are conducted in cooperation with the ski area operator.

Section 3 - Officers

1.3.1 Levels

In order to be considered as an officer of the corporation, the person must at all times be considered a member in good standing as defined in Article 1.1. With the exception of the president and CEO, national officers shall meet the definition of being active in a current role inside the corporation. For the purposes of efficient governance, there are two levels of responsibility: National officers and national representatives.

1.3.2 National officers

National officers are required to represent the corporation fairly and without rancor at all times, without any regional bias, except in the case of zone presidents. At all times they are expected to abide by the code of conduct of the corporation. They are responsible for a national voice and to provide a coordinated delivery of programs as defined by the board of directors.

In some cases, the suitability of an individual for a national officer role may be dictated by outside agencies. It is up to the individual to be aware of the implications contained in this section.

Currently there is one external reference that must be satisfied:

A candidate must meet the eligibility rules as stated by the Canadian Revenue Agency (CRA) in order to seek a board position. An individual is ineligible if he or she:

- has been convicted of an offence:
 - related to financial dishonesty; or
 - relevant to the operation of the organization; or
- was connected to an organization whose registration was revoked for a serious breach of the requirements for registration. The connection was as:
 - a director, trustee, officer, or like official;
 - an individual in a position of management or control;or
 - a promoter of a tax shelter, and participating in that tax shelter caused the revocation of an organization's registration.

There are five levels of national officers:

i. National directors

as defined in Schedule 2 of the CSP Articles of Continuance.

ii. National president and chief executive officer (CEO)

- a. The president shall be the chief executive officer of the corporation and shall be responsible for implementing the strategic plans and policies of the corporation. The president shall, subject to the authority of the board, have general supervision of the affairs of the corporation.
- b. The president shall be hired and evaluated by the compensation committee as defined in Section 1.9.2.i.
- c. The terms of the contract under which the president is hired shall be accessible by the members insofar as it does not contravene federal privacy and labour laws or practices of the province of Ontario.

iii. Vice-presidents

- a. Vice-presidents are responsible for the oversight of portfolios as determined from time to time by the board. These may include communications, operations, education, administration, fund development or any other portfolio deemed to be necessary in the development and delivery of national programs.
- b. These vice-presidents report directly to the president, and with whom together form the management committee (MC).
- c. Each vice-president will identify to the president, a second in charge (2IC) in the event they are not able to discharge their duties.
- d. The candidates shall be identified annually to the president no later than March 31st of each year.
- e. If a regular member wishes to be considered for a role, they must secure the recommendation of their zone president. The president will provide a list of all MC vice-presidents to the board for consideration one month prior to the annual general meeting (AGM). The slate of management committee members will be approved by the board two weeks prior to the AGM. The new MC members will fill their position immediately following the AGM.

iv. Division presidents

- a. Division presidents are part of the operations portfolio, and with the vice-president operations, act to ensure that all objectives of the corporation are communicated and put into effect in their respective divisions. They are expected to provide support to the zones within their division. The zone presidents within their respective divisions may nominate candidates for the role of division president. While it may be the corporation's preference to follow these nominations, it is within the corporation's choice to review the candidates suggested.

- b. The candidates shall be identified annually to the president no later than March 31st of each year. The president will provide a list of all division president candidates to the board for consideration one month prior to the AGM. Division presidents will be approved by the board two weeks prior to the AGM. The new division presidents will fill their position immediately following the AGM.
- c. There may be others appointed by the division board of directors, if any, or, if there is no such board of directors, by the division president: to help in fulfilling the division's responsibilities as may be deemed necessary. Although these individuals are not national officers, they are expected to represent the division president and thereby the aims of the national program.
- d. Should an election, or other process by which an individual is identified, take place; in which the role of Division President is filled at a time other than allowed for under section 1.3.2.iv.b, the board shall be notified and polled for ratification. This notification can be done by electronic means, by voice or in person as the situation warrants.

v. Zone presidents

- a. Zone presidents are directly responsible to the members in their respective zones. They are elected for a maximum of a two (2) year term by a majority vote of all voting members in good standing within their zone. There is no maximum for the number of terms a zone president may be elected for.
- b. Prospective candidates for zone presidents must have their candidacy approved by their respective division president.
- c. It is expected that the zone president will ensure all programs, objectives, goals and aims of the corporation are communicated and delivered to the members. Zone presidents will represent the regional needs and differences as their zone requires. Zone presidents are free to express their views and seek a democratic resolution to adequately represent the views of their zone members.
- d. There may be others appointed by the zone board of directors, if any, or, if there is no such board of directors, by the zone president: to help him in fulfilling his responsibilities. Although these individuals are not national officers, they are responsible to the zone president. As is the case in 1.3.2.v.c, these others are encouraged to represent the views of their zone members in a democratic manner.

vi. Multiple roles

- a. It is not in the corporation's best interest to vest more than one role or set of responsibilities in any one individual at the national officer level. Therefore, no one person may hold any combination of roles as detailed in 1.3.2.i through to and including 1.3.2.v.

- b. This provision excludes any person appointed to fulfill roles within a division or zone as detailed in 1.3.2.iv.c and 1.3.2.v.d respectively. This provision also excludes persons holding a combination of positions that include only one national officer role. As exemplified by the following: a person may be a national officer and a member of a portfolio team or act as an executive member of their zone or division.
- c. A person may accept a second role as a national officer, but must then resign from their first position and assist in an orderly transition of duties. The resignation must occur immediately upon accepting the second role. There is no requirement to resign prior to accepting the second role.
- d. It is expected that an individual who has accepted a second role in accordance with 1.3.2.vi.c will ensure no conflict of interest arises during the transition from one role to the next.

1.3.3 National representatives

- I. National representatives are individuals who are appointed to fill roles as required by any national officer. They are expected to fairly represent the intent and objectives of the corporation and abide by the code of conduct of the corporation.
- II. Officer appointees are regular members who have been tasked with a specific project on behalf of any level of national officer. The role they fill may be limited in regional scope, or in time frame. Examples of this would be, but not limited to, pilot project coordinators, Canadian Ski Patroller's First Aid Manual editors and on-snow coordinators. While they do not have the same level of authority as a national officer, nor are they elected by a group of regular members, they are expected to represent the corporation fairly at all times.
- III. The president will be notified of any appointee by any national officer. The President has the right to approve or modify the appointment.

Sections 4 - Minutes

1.4.1 Minutes of board meetings

The minutes shall be distributed to all board members and vice-presidents within 30 days of the end of the meeting. At the same time, an executive summary of the meeting, written by the corporate secretary, will be distributed to all national officers and zone presidents. Copies of the minutes shall be available to any regular member upon request.

Section 5 – Membership certification

1.5.1 Training certifications

A regular member must successfully complete the advanced first aid (AFA) requirements annually.

Individuals with medical qualifications, or holding a first aid certification from another organization, recognized by the CSP, must successfully complete the advanced first aid - modified (AFA – Modified) course to become a regular member.

1.5.2 Age requirements

To obtain a training certification a regular member shall be at least 18 years of age, unless the national office has authorized her or his zone in writing to admit patrollers of 16 or 17 years of age where special circumstances warrant it and under such conditions as are deemed appropriate. A zone may increase the minimum age requirements within its jurisdiction.

1.5.3 Regular member certification

- I. A person who has achieved at least the minimum requirements for regular member certification in skills and knowledge may be registered in that level of training certification.
- II. Divisions or zones in their area of jurisdiction may set higher minimum requirements for training certification than those set by the nationally appointed officer responsible for education.
- III. Members trained to regular member certification are issued their rating card each year they qualify.

Section 6 – Laws and regulations

1.6.1

The CSP shall adhere to all federal, provincial, municipal laws and regulations governing financial practices, procedures, reporting requirements, and management for not-for-profit organizations.

Sections 7 – Logo

1.7.1 National logo

The national logo of the Canadian Ski Patrol shall be that logo approved as such by the board of directors. The national logo shall be the official trademark of the organization. The CSP at all times retains control over the use of the national logo, in any form. The Canadian Ski Patrol can direct or prohibit any member or level of the organization from utilizing the national logo in any form for purposes that are judged not to be in the best interests of the CSP.

The national logo shall be used on all official operational documents including: all internal correspondence, newsletters, annual conference publications, awards and legal documentation. Use of the national logo cannot represent, imply, or depict any form of sponsorship, endorsement, or partnership with another business, association, or organization.

The use of the Logo is governed by the Canadian Ski Patrol Brand Identity Guidelines and administered by the vice-president of communications. Any use of the national logo not authorized pursuant to these regulations requires the approval, in writing, of the national board of directors.

Section 8 – Uniform definition

A transition period ending at the close of the 2019-2020 operational year will include the allowed use of two (2) broadly defined uniforms. These uniforms shall be known as:

- National uniform
- Legacy uniform

The national uniform will include three subtypes:

- Alpine
- Nordic
- Event

At no time shall an operational unit/patrol mix the use of a national and a legacy uniform at the same time. The legacy uniform shall still be recognized as representative of the Canadian Ski Patrol in future years if it is used in conjunction with an approved event of a historic or celebratory focus.

Wearing the official uniform is a privilege of a regular member. When patrolling at a ski area under the auspices of the Canadian Ski Patrol, a patroller must wear the official uniform unless there is a mutual agreement between the CSP and the local area management to wear an area specific uniform.

Any deviation from the national uniform must be approved by the national vice-president of operations before being adopted by members. The national vice-president of operations shall consult with the board on any proposal for deviation from the official uniform.

1.8.1 National uniform

The national uniform consists of the full attire worn by patrollers while on active duty within the structure of the organization including: the upper-body garment, the lower-body garment and head wear (when worn). Generally speaking the upper body garment shall be red, the lower body garment shall be black.

Headwear and other accessories must be free of markings and decals that detract from the image of the CSP. Colours and design will be left to the individual patroller, but should conform with the intent and image of the CSP and the circumstances the patroller is providing duty for.

A first aid kit must also be worn or be readily available at all times the upper-body garment is worn. The first aid kit is required to provide service, but is not considered a uniform component.

For the purposes of increased visibility, reflective strips or material may be added to the uniform as long as it is consistent with underlying garment colour and the professional image the CSP wishes to present.

Detailed differences are noted below:

I. Alpine

The jacket shall be red with the proper markings. These markings will include a white cross on the back, a white cross on both upper arms and an optional white cross on the breast.

On the breast opposite the white cross, there will be a Velcro patch conforming with specifics to accept the official logo and name tag.

II. Nordic

The jacket shall be red with the proper markings. These markings will include a white cross on the back, a white cross on both upper arms and a white cross on the breast.

On the left breast, there will be an approved screened Canadian Ski Patrol crest.

III. Event

Due to the unique nature of non-ski events, the upper body garment may be a long-sleeved shirt, or a short-sleeved shirt. It may also include a jacket not defined in the alpine or Nordic sections above.

The upper body garment shall be tagged similarly as above. There shall be white crosses on both upper arms, as well as a white cross and white bilingual CSP logo text (no leaf) on the back. Jackets and shirts are to be tagged in the same manner.

Lower body garments may be long pants, mid-length pants or shorts. Denim or jean type material are not acceptable. They must be black in colour.

1.8.2 National name tag

The national name tag will consist of an embroidered patch to be worn on alpine jackets while on duty. If a vest is utilized as a first aid pack, the patch must be attached so that it is visible in the same manner that would have been achieved on the jacket alone.

This patch must be ordered through the national office. If requested, the name tag must be returned to the zone to be destroyed. This is in accordance with Article 2.3 of the regulations.

The patch will have the bilingual CSP logo (with leaf) in red and black on a white background. Under the CSP logo, the patroller's name shall appear. Under the name, if applicable, a Canadian Ski Patroller Award and number or a National Life Member Award and number will be noted.

No other pin, nametag or patch shall be worn on the uniform unless approved by the national vice-president operations.

1.8.3 Legacy uniform

The legacy uniform consists of the full attire worn by patrollers while on active duty within the structure of the organization including: the upper-body garment, the lower-body garment, head wear (when worn), and the first aid kit. The upper-body garment shall predominantly be in the official colours of the CSP: yellow and navy blue. The yellow referred to in this document should match as closely as possible and reasonable the official yellow colour of the CSP as reflected in the national logo. The lower body garment must be navy blue or black with no striping or highlighting colours detracting from the professional image of the uniform. Head wear, when worn, as well as the rest of the uniform (gloves, mittens) shall be of such a type and colour that is consistent with the need for the CSP to present a professional image. The nationally-approved crest must be located as follows:

- A large crest of the CSP on the back of the upper-body garment.
- A small crest of the CSP on the left breast of the upper-body garment.

Recipients of the Life Membership Award or Canadian Ski Patroller Award may wear special crests identifying them as award holders replacing the small crest on the left breast of the upper-body garment.

The approved design and layout of the jacket and vest shall be as follows: blue upper panel and yellow lower panel on the front and all yellow on the back with blue arms, consistent with the 2006 model.

For the purposes of increased visibility, reflective strips or material may be added to the uniform as long as it is consistent with underlying garment colour and the professional image the CSP wishes to present.

Section 9 - Rules

1.9.1 Rules

Division presidents and zone presidents may enact rules applicable within their territorial jurisdictions, which shall be consistent with the bylaws and regulations of the CSP, provided however that such rule may be revoked for cause by the board of directors.

Any member may obtain information on her or his division and zone rules enacted according to this Article 1 by applying to her or his division or zone president.

1.9.2 Standing sub-committees

- I. The **compensation committee** shall be a sub committee of the board of directors. This committee will meet at the direction of the chairman to evaluate and report on the arrangements and performance of the CEO of the corporation. It will be comprised of at least three directors, and shall meet at least three times per year.
- II. The **governance committee** shall be a sub committee of the board of directors. This committee will meet at the direction of the chairman to evaluate, approve and maintain all documents as it pertains to the corporation. This committee shall also approve all companion documents for these regulations. These include, but are not limited to:
 - a. By-law 1
 - b. Articles of continuance
 - c. Schedule 1 and 2
 - d. Regulations of the corporation
 - e. Procedures of the Education Portfolio
 - f. Procedures of the Operations Portfolio
 - g. Procedures of the Communications Portfolio
 - h. Procedures of the Administration Portfolio
 - i. Procedures of the Fund Development Portfolio
 - j. Awards Manual
 - k. Social Media Guidelines
 - l. Brand Identity Guidelines
 - m. National Artwork User Guide

These documents shall be reviewed annually and approved at the board of directors meeting immediately preceding the AGM.

Article 2 – National office directives

Section 1 – Administrative

2.1.1 National dues and CSP identification card

- i. National office shall send an invoice to each zone by September 1st of each year. This billing will be based on that zone's prior season's membership number and will require 50 per cent of the invoice to be paid no later than Oct 15th of the current season. Adjustments can be made to final numbers of regular members at any time. This adjustment will be applied to the second and final payment of national dues. This final payment is due no later than December 15th of the current season. The

president and vice-president of operations will be furnished a list of outstanding payments by November 1st of the current season, and shall notify the board of any concerns.

- ii. An identification card approved by the board of directors and identifying the certification of training shall be issued annually to every duly registered regular member. Training certifications will not be acknowledged on the identification card until all training criteria have been met and all examinations have been successfully completed.
- iii. An identification card shall not be issued to a regular member unless the national office has received satisfactory evidence that she or he has succeeded in the required examinations according to CSP standards.

2.1.2 Mailing list

The official mailing list of the CSP or any copy thereof shall not be used without the prior approval of the board of directors and the national president. This procedure shall conform to all relevant federal and provincial privacy guidelines.

2.1.3 Languages

- i. The official languages of the CSP shall be English and French, with no special preference of one over the other except as herein provided.
- ii. National office services shall be provided in English and French.
- iii. Unless special dispensation has been granted in writing by the national president, all official publications of the national level of the CSP shall be considered to be in force only once published in both official languages. Prior to granting such special dispensation, the president shall discuss the proposal and consult with the main representatives of the group of members who will be most affected as a result.
- iv. When a dispute arises on the interpretation of a document where the interpretation may differ between languages, the reference shall be, unless the language of main reference is clearly identified in such document, the document written in the language which can be determined to be the closest to the intent of its author(s).

Section 2 – Financial practices

2.2.1 Official donation receipts

Official donation receipts shall be issued only by the national office or under its authority. The process for the issuance of receipts is noted in Article 7.2 and will follow recommendations made by the vice-president of fund development.

2.2.2 Approval for spending

No person or persons shall spend CSP funds in excess of revenues generated without prior written approval from the appropriate approving authority within the organizational structure.

2.2.3 Distribution of information

Adequate, timely, and pertinent financial information shall be distributed to staff, management committee members and board members in order that sound financial decisions may be taken.

2.2.4 Review process

A review process based on continuous-improvement methodology shall be in place to monitor the accuracy and appropriateness of financial information received.

2.2.5 Financial procedures

A written financial procedures manual shall exist and be followed. Currently these procedures are located within the Head Office Manual.

2.2.6 Financial controls

A well-documented set of internal controls shall be put in place to govern cash and deposits, expenditures. Such controls shall include details on approvals for spending and disbursements.

2.2.7 Expense approval

An approval process shall be in place identifying designated individuals responsible for approving expenses prior to bills being paid.

2.2.8 Insurance coverage

Suitable insurance coverage shall be maintained through periodic review for appropriateness of the level and type of coverage held. National office shall manage the various required policies, ensure renewals are competitive and handle requests for coverage. The types of coverage includes but is not limited to:

- I. Property and liability coverage for national office.
- II. Coverage extended to renters, suppliers and storage locations.
- III. Third party liability coverage for the activities of all regular members of the CSP.

Section 3 – Insignia

Insignia are the official identifying patches, crests and award patches that are utilized as part of the official uniform. Other uses of the logo for casual wear is addressed in 6.6 of these regulations.

2.3.1

All official insignia may only be supplied through the national office.

2.3.2

All insignia will remain the property of the CSP.

Article 3 - Administration

Section 1 - Finance

3.1.1 Zone and division financial statements

By May 31st each year, all divisions and zones shall submit through approved means, to the national office a financial statement, covering the twelve months preceding April 1st of that year. Divisions and zones that have an audited statement shall submit statements to national as soon as they are available.

3.1.2 Reporting guides

Zones and divisions are expected to report line items as consistently as possible. To that end, the vice-president of administration will make available aids, descriptions, guides and manuals where required. The reporting person shall take all reasonable steps to educate themselves as to their understanding and application of these definitions.

3.1.3 Division and zone liability for debts

Divisions and zones are responsible for debts incurred by them or on their behalf by their members.

3.1.4 Division and zone responsibility for managing grants

Zones and divisions are responsible for managing provincial grants according to the laws in each province and the criteria for each grant. Divisions and zones shall make the grant applications and financial records available at the request of the vice-president of administration. The national office will assist divisions and zones to provide information for grant applications.

Section 2 - Financial practices

3.2.1 Financial accounting practices

No person or persons, through their internal financial accounting practices, shall place the organization in fiscal jeopardy or risk disruption of program delivery.

3.2.2 Accounting principles

All reporting and accounting shall adhere to Generally Accepted Accounting Principles (GAAP). Any deviations from GAAP must receive prior approval from the vice-president of administration. This applies to all levels of the CSP.

3.2.3 Annual budgeting

An annual, comprehensive, program-based operating budget shall be prepared for the organization, including projections for all revenues and expenses. Allowances for contingency and reserve funds shall be included.

3.2.4 Contingency plan

A contingency plan shall be created to identify actions to be taken in the event of a significant reduction in funding including provisions for maintenance of a reserve fund. A reserve fund shall be used to balance expenses or plan for capital expenses over a period of years.

3.2.5 Auditing

Audits of the accounts and financial records of the organization shall be conducted annually by duly appointed auditors and the information made available to all interested parties including but not limited to members, donors and sponsors.

Section 3 - Awards

3.3.1 Award Descriptions

Full descriptions and procedures are to be found in the National Awards Guide as approved and published by the board of directors. The National Awards Guide shall be posted on the National Database System (NDS) for members to access.

- i. Life Membership Award
The Life Membership Award is the highest award that may be granted by the organization to a member. This award grants to the recipient membership in the organization for life.
- ii. Canadian Ski Patroller Award
The Canadian Ski Patroller Award is the highest operating award that may be granted to a patroller. A patroller may be appointed a Canadian Ski Patroller as an award for having shown effective leadership, innovation and dedication to the aims and objectives of the organization beyond the call of normal duty.
- iii. National Appreciation Award
The National Appreciation Award may be granted to regular members

who have contributed far more time and effort than would be normally expected for performance of their assigned functions or have taken on and excelled in performing a special project on behalf of the CSP that achieved or exceeded the expected results.

iv. Bravery Award

The Bravery Award may be granted to a regular member who risks her or his life while attempting to save another under any circumstance. This action need not be performed in the line of duty as a patroller.

v. Lifesaving Award

The Lifesaving Award is granted to a regular member who has saved a human life. In the event a non-member of the CSP had assisted a regular member in the saving of a life, that person may also receive the Lifesaving award as part of a team award.

vi. Excellence in Education Award

The Excellence in Education Award is presented to a regular member or group of regular members who, through their actions, have made a significant and positive impact on education within the CSP at any level.

vii. Outstanding Zone Award

The Outstanding Zone Award is presented to recognize the extraordinary efforts of a zone, over a period of years, in promoting, expanding, and supporting the programs and policies of the CSP.

viii. Development Award

The Development Award is presented to recognize the extraordinary efforts of a zone in increasing its growth and development within the CSP.

ix. Outstanding Division Award

The outstanding Division Award is presented to the division whose executive has best exemplified excellence in the performance of its leadership and administrative duties with its zones in the context of the national organization and has motivated its zones to do likewise.

x. Outstanding Executive Award

The Outstanding Executive Award is presented each year to recognize the achievements of a national officer who demonstrates excellent

leadership qualities while at the same time contributing to activities that most enhance the programs, directions and procedures of the CSP.

xi. Outstanding Contribution Award

The Outstanding Contribution Award is presented to recognize an extraordinary contribution to the CSP by a physical person, corporation or other entity outside the CSP.

xii. International Award

The International Award is presented to a physical person, corporation or other entity for an outstanding contribution to the aims and objectives of international ski patrolling.

xiii. Public Relations Award

The Public Relations Award is presented to recognize the efforts of a member or group of members who has promoted the desired image of the CSP to one of the publics it is interested in influencing.

xiv. Safe Skiing Award

This award is presented annually to a member or group of members for extraordinary effort in promoting safety practices in the on-snow industry in a positive and effective manner.

xv. National First Aid Competition Award

This award is presented to the winning team in the National First Aid Competition in the year that the competition is held.

xvi. Ski Industry Award

This award may be presented annually to a patrol for extraordinary effort in promoting productive relationships with area management.

xvii. Distinguished Achievement Award

To recognize a member who has contributed exceptional service, time and effort in the performance of his assigned functions or who has taken on a special project on behalf of the organization that achieved significant positive benefit to the Canadian Ski Patrol.

3.3.2 Granting of awards

Except for the Outstanding Executive Award (3.3.1.x) which is granted by secret ballot of the national management team and the National First Aid Competition Award (3.3.1.xv) which is earned through competition, all awards are granted under the authority of the board of directors.

3.3.3 Awards committee

The vice-president of administration shall appoint, subject to the approval of the president according to 1.3.3.i, a chairperson of an awards committee, the mandate of which is to review award nominations and make award recommendations to the board of directors.

The awards committee chairperson has the responsibility of selecting a committee comprised of a minimum of seven (7) regular members who have a sound understanding of the CSP across the country and are prior recipients of the Canadian Ski Patroller Award. The chairperson may request to have a member of the committee to provide insight who does not have a CSP.

The chairperson will submit the names of the national awards committee to the vice-president of administration for approval by the management committee. Each member of the national awards committee is expected to declare any conflict which she or he or any other committee member may have with a nominee for any award promptly upon being made aware of that nomination. Any committee member who is in conflict with any nominee shall be excused from any discussion and recommendation with respect to that nominee.

The awards committee chairperson shall conduct a separate meeting, excluding a member of the committee that has been nominated for an award. In the case of a tie vote for an award, the award chairperson shall cast the deciding vote.

The national awards committee chairperson will submit a list of recommendations of national award recipients to the board by the end of the first week in March.

The national awards committee chairperson will notify the respective zone president of the individuals that will be receiving awards by the end of the first week of April. Nominators will receive a brief explanation for nominations that were not successful by the end of the first week of April.

3.3.4 Awards nomination and recommendations guidelines

Recommendations for awards are made by the awards committee, following recommendation guidelines. Award nominations, must be accepted and approved by the board of directors to be granted.

3.3.5 Withdrawal of awards

Any award may be withdrawn by the board of directors for cause. The board must be unanimous in its decision to withdraw an award and any board member with a conflict must remove themselves from the process.

Article 4 - Operations

Section 1 - Patrol leaders

There shall be a patrol leader for each area covered by the CSP. She or He shall be appointed by the zone president or her or his delegate, subject to approval of the zone president. The patrol leader may be elected by the patrollers in the area subject to approval of the zone president.

Section 2 - Identification card

All regular members, at all times when wearing the official uniform or otherwise on duty, must carry their current identification card issued by the CSP.

Section 3 - Visiting privileges

Any patroller authorized by her or his own patrol leader may visit any other area provided she or he meets all the local requirements and has permission from the local patrol leader. The patroller then comes under the authority of the local patrol leader.

Section 4 - Withdrawal of services

Withdrawal of services is a significant event and one which will only be considered when all other avenues have been exhausted. It is an operational decision and as such does not require board approval.

4.4.1

If a zone executive member or patrol leader determines that a withdrawal of services is the only recourse left to pursue, the following procedure is required:

- I. The zone president must compile a written submission detailing concerns and attempted remedies to their division president.
- II. After ensuring the facts are properly represented, the respective division president then must provide the materials to the national vice president of operations and the national president/CEO of the Canadian Ski Patrol.
- III. During this process, no threat or notice of withdrawal of services is to be communicated to the ski area or other members of the Canadian Ski Patrol. This is to avoid possible prejudicial actions or consequences.
- IV. This process shall take a minimum of fifteen (15) days from the day of receipt by the respective division president.

4.4.2

The withdrawal of normal services from an area is the mandate of the zone president and division president. It requires both positions to confirm their decision and takes effect only after consultation with the vice-president of operations.

4.4.3

After consultations have been concluded in accordance to 4.4.2, ski patrol services may only be withdrawn from an area seven (7) days after a written notice has been presented to the area management by any one of the following:

- I. the zone president
- II. the division president
- III. the national vice president of operations

A copy of this written notice shall be sent to the president/CEO of the Canadian Ski Patrol once an operational decision has been made.

Section 5 - Uniform

4.5.1 Wearing of the uniform

The official uniform must be worn by a patroller who is on active duty within the structure of the CSP unless the CSP has received a special request not to do so by management at the ski area or from event organizers. The uniform shall be in a condition that reflects the professionalism of the organization. To that effect, the uniform shall be properly maintained, regularly cleaned, and be replaced before it looks unprofessional. In the event that it is not possible to meet a particular uniform requirement, i.e. the required item is not manufactured in an appropriate size, a substitute item may be used provided that:

- The substitute item is as close as possible to meeting the original requirement.
- The substitute item does not detract from the professional appearance of the uniform.
- Any substitute uniform item must be recommended by the zone president for approval by the national vice-president of operations.

4.5.2 Upper-body garment

Examples of an upper-body garment include a jacket, shell, anorak, vest, shirt, T-shirt, sweatshirt or other garment suitable for the intended usage and/or weather conditions. To comply with the colour requirements of this Section 1.8, the garment worn underneath a vest must reflect colours consistent with those of the uniform definition. Where an upper-body garment does not incorporate a first aid kit, then a first aid kit must also be worn or be readily available at all times the upper-body garment is worn.

4.5.3 First aid kit

I. Approved First Aid Kit.

The colour of a vest must be predominately red. The vest may contain some black, depending on style and manufacturer.

Backpacks and waist packs may be predominately black. They may contain some red depending on style and manufacturer.

In some cases, the wearing of a first aid kit obscures an official logo, badge or insignia; the kit must then have a replacement patch that mimics the original.

- a. A vest or a backpack must be tagged with a white cross.
- b. A vest must also allow for the application of the official embroidered name tag on the front breast.
- c. A waist pack may feature a white cross, or a screened outline of a cross. This is not required, but is allowed if manufactured with it in place, or if a patroller wishes to mark their park in a similar manner.
- d. A waist pack will not use a shoulder harness as it obscures the white cross on the back of the jacket or shirt without an easy remedy.

II. Legacy First Aid Kit

If a waist pack is used, it shall be navy blue with no other markings, logos, etc. If a backpack is worn, it shall be predominantly navy blue with some yellow. As it is likely covering the back crest worn on the upper-body garment, it shall include a large crest of the CSP in the same location as where the crest would be on the upper-body garment. A backpack with a crest can only be used while the patroller is on active duty. If a patroller wants to use the backpack when off-duty, the crest must be removed. If a vest is used, it shall be navy and yellow. The crests of the CSP and any sanctioned badges of official sponsors shall be applied as they appear on the upper-body garment if the wearing of the vest hides any of the crests or badges. The wearing of zone crests on first aid kits shall be subject to approval by the national vice-president of operations.

4.5.4 Badges

Sponsorship badges, as approved from time to time by the board of directors, in conjunction with the national vice-president of fund development, shall be worn on the jacket and vest. Only those badges of the currently approved sponsor shall be worn. The location and size of such badges shall be defined by the national vice-president of operations and shall not detract from the identification or appearance of the uniform. The national vice-president of operations shall also determine on which other uniforms sponsorship badges shall be worn. The approval for use of other badges on the uniform shall be the purview of the national vice-president of operations.

4.5.5 Approval for deviations

Any deviation from the official uniform must be approved by the national vice-president of operations before being adopted by members. The national vice-president of operations shall consult with the board on any proposal for deviation from the official uniform.

4.5.6 Area-specific uniforms

The same requirements as for national uniforms, specifically clear recognition of CSP membership, sponsorship, and qualifications, are encouraged on all area-specific uniforms. Area-specific uniforms should, as much as possible, meet the same specifications for uniform definition as provided herein. If the national crest cannot be worn, area specific uniforms should include a CSP affiliation badge approved by the national vice-president of operations. In accordance with the benefits to members and sponsors, sponsorship badges should be worn on area-specific uniforms. Through specific written arrangement with the national vice-president of operations, the preceding two requirements may be waived once the CSP has been provided with an opportunity to present the benefits of wearing the national crest and sponsorship badges and area management still requires the use of an area-specific uniform to their defined specifications. It is within the purview of the national vice-president of operations to create a procedure for approval of an area-specific badge to identify patrollers as being members of the organization.

Section 6 - Promotion of safety

4.6.1

It shall be the duty of each patroller to promote safety in all ski and boarding activities.

4.6.2

Patrollers must, at all times while skiing or boarding, abide by the safety advice promoted by the CSP and be examples for the public.

Article 5 - Education

Section 1 - Line of authority

5.1.1

All education within the CSP is under the authority of the national officer appointed for that purpose.

5.1.2

Within a zone or division, an education officer shall be appointed by the respective president. In some cases, this person may be elected as an executive. The respective president is responsible to ensure all national standards are met in their respective jurisdiction.

5.1.3

All education within a zone or division is done so under the authority of its zone or division president and is subject to all national standards.

Section 2 - Qualifying examinations

5.2.1

Each examination used for training certification shall be approved by the officer appointed for that purpose. Examinations will be available and issued to the division education officers and zone education officers on or before April 1st of each year.

5.2.2

The annual written examination must include at least the series of questions prepared under the authority of the officer appointed for that purpose. Additional questions must be approved in writing by the nationally appointed officer responsible for education.

5.2.3

Candidates must be examined by examiners duly qualified for the purpose under the authority of the nationally appointed officer responsible for education or his designate.

5.2.4

All CSP courses have a required number of hours and a defined curriculum. The qualifying examinations may only be attempted after the entire course has been completed by the student. Exemptions to this may be made on an individual case basis by the zone or division vice-president of education.

5.2.5

A candidate is allowed two attempts to successfully complete the national exam requirements. Individual exemptions may be granted at the discretion of the vice-president of education (zone or division).

5.2.6

On snow certification must be achieved in order to be considered a "patroller – on snow" in accordance with regulation 1.1.1.i.a. This certification is valid for a three-year period.

Section 3 - Filing of examination results

5.3.1

Results for all national examinations must be filed without undue delay with the national office, which shall keep them on file for at least two (2) years.

Section 4 - Instructor trainer

5.4.1

A regular member who has been an instructor at least two years, meets national CSP testing standards and, has completed the CSP Instructor Trainer Course.

5.4.2

Instructor trainers may teach, may examine candidates for membership in practical and written tests, and may examine candidates for instructor and assistant instructor in practical demonstrations and teaching.

5.4.3

Instructor trainers are expected to be active in education, encourage excellence in training of instructors and facilitate the introduction of new instructional techniques.

5.4.4

Instructor trainers must attend an annual instructor trainer update session.

Section 5 - Instructor

5.5.1

A regular member who has been an assistant instructor for at least one year, meets national CSP testing standards, and has completed the Instructor Course.

5.5.2

Instructors may teach, may examine candidates for membership in practical demonstrations and written tests.

5.5.3

Instructors are expected to be active in education and to be leaders in the training of Regular Members.

5.5.4

Instructor certification is valid for a three-year period.

5.5.5

Instructors must attend an instructor yearly update.

Section 6 - Assistant instructor

5.6.1

A person who has been a regular member for at least one year, meets national CSP testing standards, and has successfully completed the CSP Assistant Instructor Course.

5.6.2

Assistant instructors may teach under the supervision of a certified instructor.

5.6.3

Assistant instructors certification is valid for a three-year period.

5.6.4

Assistant instructors must attend an annual update.

Article 6 - Communications

Section 1 - Communications

6.1

All communications from divisions or zones must identify the individual division or zone.

Section 2 - Public relations campaigns

6.2.1

All public relations campaigns to be used on a nation-wide scale must be approved in advance by the nationally appointed officer responsible for public relations.

6.2.2

Each zone public relations officer shall abide by the rules and regulations in use for any national public relations campaign conducted in her or his zone.

Section 3 - Official publications

6.3.1

Manuals which are approved by the board of directors shall be the official manuals of the CSP.

6.3.2

Any official notice appearing in an official publication of the CSP, whether electronic or paper, is a notice of the CSP.

Section 4 - Canadian spellings and style

6.4.1

The Canadian Ski Patrol relies on Canadian word spellings and members will use this guideline when creating official communications, websites, etc.

6.4.2

National manuals, official correspondence, written materials, communications platforms including newsletters, website and social media platforms shall to the degree practicable, adhere to Canadian Press style.

6.4.3

The English-language references for sections 6.4.1 and 6.4.2 are the *Canadian Press Stylebook*, the *Canadian Press Caps and Spelling*, and the *Oxford Canadian Dictionary, Second Edition*. The French language references are *La Presse Canadienne, Guide de redaction*.

Section 5 - Communications guidelines documents

6.5.1

Use of the national logo shall adhere to the *Canadian Ski Patrol Brand Identity Guidelines*.

6.5.2

The use of national artwork shall adhere to the *Canadian Ski Patrol National Artwork User Guide*.

6.5.3

The use of social media by the CSP and its members shall adhere to the latest *Canadian Ski Patrol Social Media Guidelines*.

6.5.4

Activities of the CSP communications portfolio will be governed by the *CSP Communications Portfolio Policy and Procedures* document.

Section 6 - Development of logoed casual wear and related items

6.6.1

Divisions, zones, patrols and members of the Canadian Ski Patrol are encouraged to develop respectful logoed casual wear items, which must adhere to the *Canadian Ski Patrol Brand Identity Guidelines*.

6.6.2

Wherever practicable, logoed items developed that are potentially suitable for a broad audience, should be sold in a manner that provides some modest financial support for the national level of the organization.

Article 7 - Fund development

Section 1 - Fundraising

In order to build strong and co-operative relationships with the private and Government sectors, the CSP shall maintain a Fund Development Portfolio. In addition to strengthening the CSP private and corporate sector linkage, the Fund Development Team will provide resources and mechanisms by which the private or corporate sector can explicitly support the general needs or selected initiatives of the CSP.

The CSP recognizes that private and corporate sector support is a significant factor contributing to the success of the CSP in the expansion and enrichment of the learning experience available to members of the CSP and its programs.

7.1.1 Member resources

Members of the CSP will have available to them:

- I. A definition of the role and responsibilities of the Fund Development Portfolio and Foundations associated with the CSP.
- II. A procedure for identifying and prioritizing requests for funding, which includes working with Management Committee, Board of Directors, President and Head Office Staff and business units (zones and divisions) to identify needs, establish financial goals, develop cases for support and develop project implementation strategies.
- III. A definition of the parameters under which the CSP will provide support to the Fund Development Portfolio's fund raising initiatives.
- IV. Internal guidelines and procedures for solicitation and interaction with donors.
- V. Resource material(s) required for cultivation, research, solicitation, securing, stewarding any gift(s) for Fund Development and the CSP to

utilize based on the guidelines and procedures established for Fund Development Portfolio donors.

Section 2 – Donations

A consistent and appropriate practice shall be established for the receipt of all donations to the CSP and Associations/Foundations associated with CSP.

7.2.1 Donation handling by members

Receipt of a donation establishes a special relationship with the donor and it is therefore important that all members have access to clear instructions as to the handling of donations.

These include but are not limited to:

- I. The conditions under which donations may be accepted.
- II. Definition of the guidelines for negotiation with potential donors
- III. The establishment of procedures for receipt of a donation, including:
 - a. Forms to be completed and their routing.
 - b. Evaluation procedures for non-cash donations.
 - c. Process for determining eligibility for income tax receipts and the method for communicating information to the potential donor.
 - d. Acknowledgment and thanks to donors.
 - e. Procedures for the investor benefits matrix in acknowledgment of support to the corporation and time limitation of naming rights.

Sections 3 - Sponsorships and endorsements

7.3.1 National endorsements

The CSP may accept sponsorships or endorse product, the terms and conditions for these are determined by the vice-president of fund development as outlined in the national fund development guidelines and procedures manual as approved by the board of directors.

- I. Investigation of company requesting endorsement.
- II. Investigation of the endorsed product.
- III. Unless specifically agreed otherwise, the CSP will have the privilege of endorsing like products by another manufacturer.
- IV. The wording of the endorsement will be appropriate.
- V. The limitation of any endorsement made will be determined based on the recommendation from the national fund development portfolio.
- VI. The cost for endorsement by the CSP will be determined based on the recommendation from the national fund development portfolio. The endorsement can be made up of either cash or equivalent material donations. Final approval rests with the board of directors.

7.3.2 Division and zone endorsements

- I. Zones and divisions may seek approval in writing from the National VP Fund Development with regard to local sponsorships and endorsements prior to any commitment. These endorsements must not conflict with national policy or programs and must be approved by the Division President.
- II. If an existing zone or division level sponsorship comes into conflict with a new national program, the local level endorsement may stand until the national vice-president of Fund Development is made aware of the conflict and accommodations are made. This is not to say that local level endorsements take precedence, just that the spirit of the endorsements will be considered and treated accordingly.

Section 4 - National supplier

7.4.1 Identified supplies

All supplies that may be identified as supplies of the CSP must be approved by the national president or a national officer appointed by the national president for the purpose. In most cases this shall be the vice-president of fund development.

7.4.2 Selection

Purchasing of goods and materials in general is a business and operational transaction, therefore selection of a national supplier shall be within the purview of the vice-president of fund development. Once a formal agreement is reached between the vice-president of fund development and a specific supplier, that supplier is granted national supplier status. The vice-president of fund development shall facilitate appropriate dissemination of relevant information to all members and management. This is arranged in conjunction with the communications portfolio and various CSP publications. The vice-president of fund development shall be tasked, as part of the formal national supplier agreement process, with providing to all the appropriate information on how individual transactions between members and the national supplier will be made.

7.4.3 National supplier advertisement

National suppliers shall be allowed to use the terms “Official supplier of the CSP” or “Exclusive supplier to the CSP” or any equivalent in their advertisement as deemed acceptable. This will only be permitted if recommended by the national vice-president of fund development and approved by the president/CEO. The vice-president of fund development shall maintain a list of all such designations, both past and present. This list will contain the terms, dates granted and if applicable dates rescinded of all such designations. This designation is granted under the authority of the board of directors and as such, the board reserves the right to revisit such granting of privilege.

7.4.4 Exclusivity

Under certain circumstances, as defined by the board in consultation with the vice-president of fund development, certain national suppliers may be granted exclusivity for the provision of their product to members. National suppliers which have been granted exclusivity shall be given right of first refusal when a product or service similar to theirs is being considered for use within the CSP.

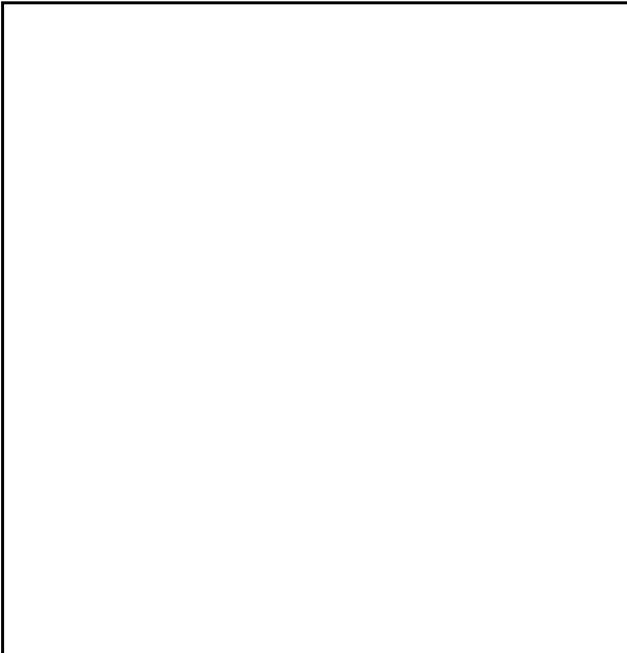
7.4.5 Requirement to use products from exclusive supplier

When a national supplier is granted exclusivity, divisions, zones and members shall purchase all products and services for their use from this national supplier. In consultation with the vice-president of fund development and the national office, the board retains the right to grant special dispensation in extraordinary circumstances for purchases outside of a national supplier.

7.4.6 Conformance

Products provided by a national supplier shall conform to all applicable national standards and policies as well as to all requirements as defined by the operational management of the CSP.

Notes...



Organization

Introduction

This chapter gives a general outline of the organization of the Canadian Ski Patrol. Further details of any position or function can be obtained from the National Office or in Chapter 2 - Governance.

A basic outline of the organization is shown in this chapter.

The national organization

Refer to Bylaw 1 and/or the regulations for further information on the specific responsibilities of each officer. The following figure provides a graphic description of the organizational structure of the CSP.

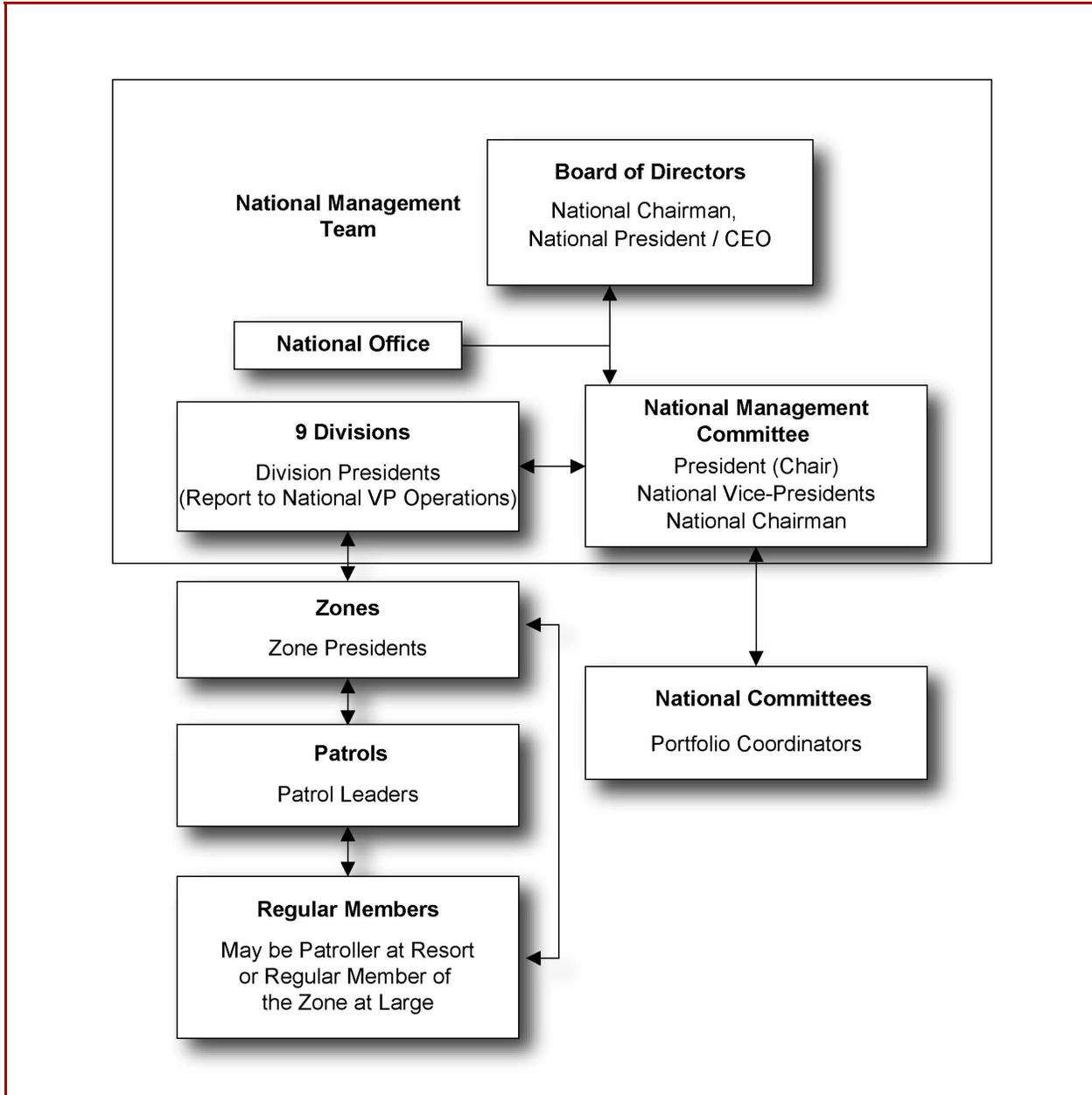


Figure 1: The national organization

Divisions

Subject to any regulation enacted by the board of directors, members shall be grouped into divisions within which they shall be regrouped into zones.

The division boundaries are shown in the figure below.

The divisions:

1. Atlantic East
2. Atlantic West
3. Quebec
4. Ontario
5. Manitoba
6. Saskatchewan
7. Mountain
8. Pacific South
9. Pacific North



Figure 2: Divisions

The operations and organization of a division will depend largely upon the size of the geographical area the division covers, the number of patrols, regular members and other local conditions. A sample division structure is shown below.

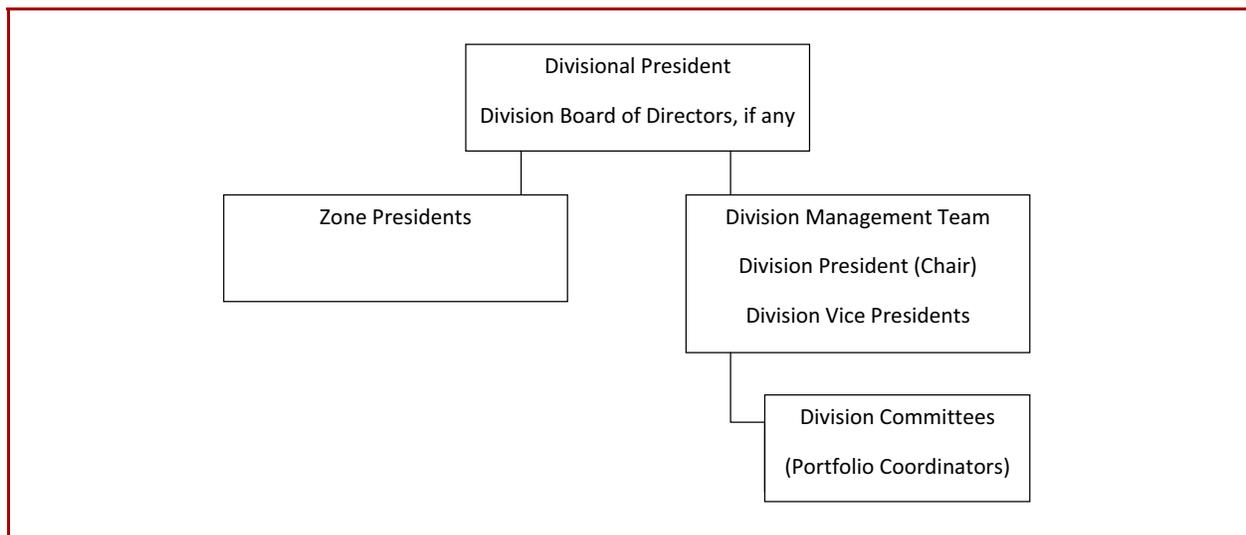


Figure 3: Sample division structure

Zones

The operations and organization of a zone will depend largely upon the size of the geographical area the zone covers, the number of patrols, regular members and other local conditions. A sample zone structure is shown below.

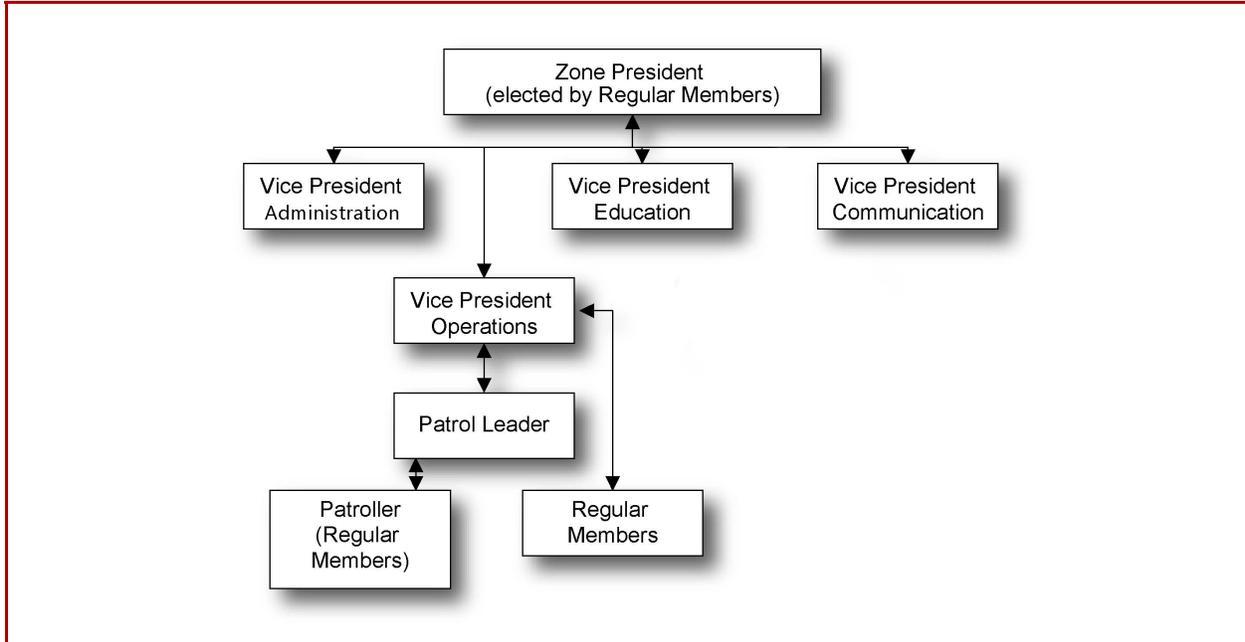
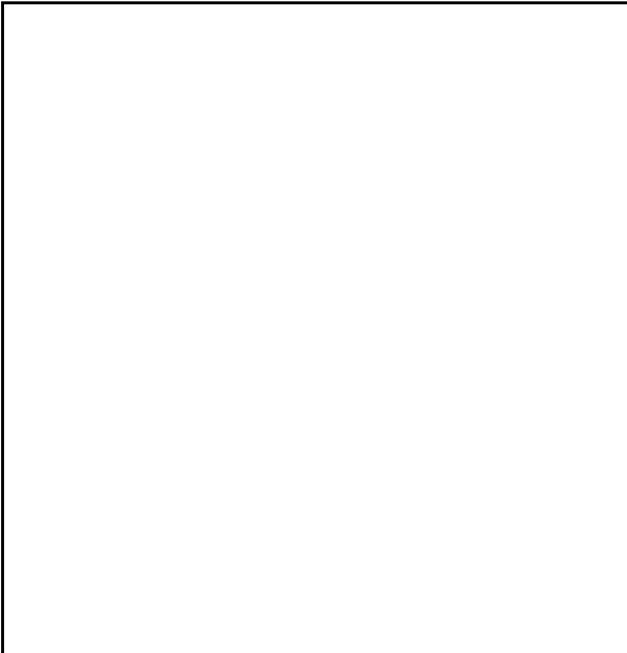


Figure 4: Sample zone structure

Notes...



Directors and Officers

Directors

For the purpose of efficient governance, there are three levels of officers: national, division and zone. Officers are those who, in accordance with the by-laws and regulations, implement the directions of the board and are responsible for the efficient operation of the CSP.

The board of directors may remove and discharge any or all of the officers and elect or appoint others in their place or places. Any officer of the corporation, not being a member of the board of directors, may also be removed and discharged by the national president.

Only the chairman of the board, the vice-chairman of the board (if any) and the president need be a director of the corporation.

In addition:

- The board of directors is elected by the zone presidents. The CSP's principal employee is an ex-officio member of the board.
- Zone presidents are elected by regular members within their zone.
- The national chairman, the national president and the corporate secretary are chosen from among the board of directors.
- The national president shall be the chief executive officer (CEO) unless another person is appointed by the board of directors.

- Members of the national management committee are appointed by the board of directors. Division presidents are appointed by the board subject to approval of the national president and upon recommendation, if any, of zone presidents within the division.
- Division officers are appointed by the division board of directors, if any, or, if there is no such board of directors, by the division president.
- Zone officers are appointed by the zone president.
- Patrol leaders are appointed by the zone president or his delegate; or with the approval of the zone president, may be elected by the patrollers from the area.

To find details on each of the categories of director or officers of the CSP, please refer to Bylaw 1 and the regulations (see Chapter 2 - Governance).

Membership

Candidates

Membership in the Canadian Ski Patrol is a privilege. Anyone seeking membership in the Canadian Ski Patrol must meet or hold true to the organization's aims and objectives.

For information on the classes of membership as well as other pertinent information please refer to Article 1 of the regulations.

To obtain a training certification a regular member shall be at least 18 years of age, unless the National Office has authorized his/her zone in writing to admit patrollers of 16 or 17 years of age where special circumstances warrant it and under such conditions as are deemed appropriate. A zone may increase the minimum age requirements within its jurisdiction.

What membership means

An opportunity:

- to express views and opinions on zone, division and national concerns;
- to have input into forming the strategic and direction of the Canadian Ski Patrol;
- to have input into specific issues and concerns through committee involvement;
- to participate in the nomination and election of executives at various levels of the organization subject to the bylaws and regulations;

- to play a role in the development and growth of the Canadian Ski Patrol by supporting the direction, initiatives and programs of the organization, through participation in the delivery of these programs and services through the CSP at the zone, division or national levels.

Benefits of membership

- a "voice" into the organization;
- receive and share Canadian Ski Patrol information on locally, provincially, nationally as well as international organizations;
- participation at the national annual conference, a forum to receive and exchange information and ideas;
- participation in local, divisional and national awards programs;
- access to resource materials relating to first aid, patrolling services, education and safety programs;

General requirements

1. Comply with any and all registration procedures.
2. Successfully complete all required training and tests as required by membership classification.
3. Remit all fees required by the CSP.

Medical personnel (doctors, nurses, EMTs)

As per Regulation 6.2, individuals with medical qualifications, or holding a first aid certification from another organization, recognized by the CSP, must successfully complete the Advanced First Aid - Modified (AFA – Modified) course to become a regular member. Medical personnel, while on duty for the CSP, are expected to act within the scope of practice of the Canadian Ski Patrol. Any procedure or treatment administered beyond scope of the first aid as taught by the CSP is the responsibility of the individual and the organization shall not share any of this responsibility.

Transfer of members

The Canadian Ski Patrol maintains a minimum qualification standard throughout the organization. A division and/or zone may augment the minimum standard in order to accommodate local conditions (terrain, snow cover, emergency services, etc.). The transfer of a member from one zone to another is dependent on the acceptance of the transferring member by the zone president of that zone.

Any member expecting to transfer from one zone to another should receive a signed and dated letter providing current membership status and any other relevant information from his or her current zone president. This letter will serve as an introduction and should be provided to the zone president of the zone the member is transferring into.

Official Uniform, Insignia and Equipment

Official uniform

A transition period ending at the close of the 2019-2020 operational year will include the allowed use of two (2) broadly defined uniforms. These uniforms shall be known as:

- National uniform
- Legacy uniform

The national uniform will include three subtypes:

- Alpine
- Nordic
- Event

At no time shall an operational unit/patrol mix the use of a national and a legacy uniform at the same time. The legacy uniform shall still be recognized as representative of the Canadian Ski Patrol in future years if it is used in conjunction with an approved event of a historic or celebratory focus.

Wearing the official uniform is a privilege of a regular member. When patrolling at a ski area under the auspices of the Canadian Ski Patrol, a patroller must wear the official uniform unless there is a mutual agreement between the CSP and the local area management to wear an area specific uniform.

Any deviation from the national uniform must be approved by the national vice-president of operations before being adopted by members. The national vice-president of operations shall consult with the board on any proposal for deviation from the official uniform.

National uniform

The national uniform consists of the full attire worn by patrollers while on active duty within the structure of the organization including: the upper-body garment, the lower-body garment and head wear (when worn). Generally speaking the upper body garment shall be red, the lower body garment shall be black.

Headwear and other accessories must be free of markings and decals that detract from the image of the CSP. Colours and design will be left to the individual patroller, but should conform with the intent and image of the CSP and the circumstances the patroller is providing duty for.

A first aid kit must also be worn or be readily available at all times the upper-body garment is worn. The first aid kit is required to provide service, but is not considered a uniform component.

For the purposes of increased visibility, reflective strips or material may be added to the uniform as long as it is consistent with underlying garment colour and the professional image the CSP wishes to present.

Detailed differences are noted below:

Alpine

The jacket shall be red with the proper markings. These markings will include a white cross on the back, a white cross on both upper arms and an optional white cross on the breast.

On the breast opposite the white cross, there will be a Velcro patch conforming with specifics to accept the official logo and name tag.

Nordic

The jacket shall be red with the proper markings. These markings will include a white cross on the back, a white cross on both upper arms and a white cross on the breast.

On the left breast, there will be an approved screened Canadian Ski Patrol crest.

Event

Due to the unique nature of non-ski events, the upper body garment may be a long-sleeved shirt, or a short-sleeved shirt. It may also include a jacket not defined in the alpine or Nordic sections above.

The upper body garment shall be tagged similarly as above. There shall be white crosses on both upper arms, as well as a white cross and white bilingual CSP logo text (no leaf) on the back. Jackets and shirts are to be tagged in the same manner.

Lower body garments may be long pants, mid-length pants or shorts. Denim or jean type material are not acceptable. They must be black in colour.

National name tag

The national name tag will consist of an embroidered patch to be worn on alpine jackets while on duty. If a vest is utilized as a first aid pack, the patch must be attached so that it is visible in the same manner that would have been achieved on the jacket alone.

This patch must be ordered through the national office. If requested, the name tag must be returned to the zone to be destroyed. This is in accordance with Article 2.3 of the regulations.

The patch will have the bilingual CSP logo (with leaf) in red and black on a white background. Under the CSP logo, the patroller's name shall appear. Under the name, if applicable, a Canadian Ski Patroller Award and number or a National Life Member Award and number will be noted.

No other pin, nametag or patch shall be worn on the uniform unless approved by the national vice-president operations.

Legacy uniform

The legacy uniform consists of the full attire worn by patrollers while on active duty within the structure of the organization including: the upper-body garment, the lower-body garment, head wear (when worn), and the first aid kit. The upper-body garment shall predominantly be in the official colours of the CSP: yellow and navy blue. The yellow referred to in this document should match as closely as possible and reasonable the official yellow colour of the CSP as reflected in the national logo. The lower body garment must be navy blue or black with no striping or highlighting colours detracting from the professional image of the uniform. Head wear, when worn, as well as the rest of the uniform (gloves, mittens) shall be of such a type and colour that is consistent with the need for the CSP to present a professional image. The nationally-approved crest must be located as follows:

- A large crest of the CSP on the back of the upper-body garment.
- A small crest of the CSP on the left breast of the upper-body garment.

Recipients of the Life Membership Award or Canadian Ski Patroller Award may wear special crests identifying them as award holders replacing the small crest on the left breast of the upper-body garment.

The approved design and layout of the jacket and vest shall be as follows: blue upper panel and yellow lower panel on the front and all yellow on the back with blue arms, consistent with the 2006 model.

For the purposes of increased visibility, reflective strips or material may be added to the uniform as long as it is consistent with underlying garment colour and the professional image the CSP wishes to present.

First aid kit

Approved first aid kit

The colour of a vest must be predominately red. The vest may contain some black, depending on style and manufacturer.

Backpacks and waist packs may be predominately black. They may contain some red depending on style and manufacturer.

In some cases, the wearing of a first aid kit obscures an official logo, badge or insignia; the kit must then have a replacement patch that mimics the original.

- A vest or a backpack must be tagged with a white cross.
- A vest must also allow for the application of the official embroidered name tag on the front breast.

- A waist pack may feature a white cross, or a screened outline of a cross. This is not required, but is allowed if manufactured with it in place, or if a patroller wishes to mark their park in a similar manner.
- A waist pack will not use a shoulder harness as it obscures the white cross on the back of the jacket or shirt without an easy remedy.
- One pair of scissors (not pointed) or penknife
- One pencil (not a ball-point pen)
- Six eight by eight cm dry sterile dressings
- Six safety pins
- Non sterile exam gloves
- Barrier device
- One non-metallic whistle

Legacy First Aid Kit

If a waist pack is used, it shall be navy blue with no other markings, logos, etc. If a backpack is worn, it shall be predominantly navy blue with some yellow. As it is likely covering the back crest worn on the upper-body garment, it shall include a large crest of the CSP in the same location as where the crest would be on the upper-body garment. A backpack with a crest can only be used while the patroller is on active duty. If a patroller wants to use the backpack when off-duty, the crest must be removed. If a vest is used, it shall be navy and yellow. The crests of the CSP and any sanctioned badges of official sponsors shall be applied as they appear on the upper-body garment if the wearing of the vest hides any of the crests or badges. The wearing of zone crests on first aid kits shall be subject to approval by the national vice-president of operations.

Additional items that may be carried in your kit as needed:

- Key, wrench or screwdriver
- Sun or wind protection
- Pliers
- Small wooden splints
- Ski wax
- Wooden matches in a waterproof container
- Small notebook
- Tags for tagging the patient's equipment
- Pieces of cord

Contents

A standard kit should contain at least the articles listed below:

- Eight triangular bandages
- One tongue depressor
- One roll of one-cm adhesive tape
- Six adhesive bandages

Life members

- No. 1 Douglas Firth, Central, Deceased 2001
No. 2 Harold Millard, Laurentienne, Deceased
No. 3 William Hearn, Central, Deceased
No. 4 Jack W O'Brien, Central, Deceased 1984
No. 5 Dr. Wallace B Emo, Laurentienne, Deceased 1965
No. 6 Mark Labow, Laurentienne
No. 7 Stan Sager, Laurentienne, Retired
No. 8 Brad Geisler, NSP & Calgary, Deceased 2002
No. 9 Bill Weber, Laurentienne, Deceased 1993
No. 10 Robert Hanson, Central, Retired
No. 11 Leon Blauer, Laurentienne, Retired
No. 12 Michel Gagnon, Laurentienne
No. 13 David Marchant, NSP/Calgary, Retired
No. 14 Peter Spear, Banff/Calgary
No. 15 John Leu, Laurentienne, Retired
No. 16 Dr. Douglas Ackman, Laurentienne, Deceased 2002
No. 17 Guy Poirier, Gatineau/Edmonton, Retired
No. 18 Ross Penton, Central/Western/Kawartha, Deceased 2012
No. 19 Brian Hall, Central, Retired
No. 20 George Kryschuk, Red River
No. 21 George Ennis, Red River/Calgary, Deceased 1995
No. 22 Frank Doucette, Banff/Calgary, Retired
No. 23 Elizabeth Sine, Eastern/Kawartha, Retired
No. 24 Don Mackenzie, Eastern/Kawartha, Deceased 2005
No. 25 Nick Cartwright, Gatineau
No. 26 Lyle Cuthbert, Calgary, Retired
No. 27 Peter Maxwell, Central, Retired
No. 28 Doug Maclean, Scotia
No. 29 Bryan Robinson, Central, Retired
No. 30 Rick Williamson, FASP/Calgary, Retired
No. 31 Albert Knott, Gatineau/Central
No. 32 Clermont Blouin, Québec, Retired
No. 33 Gordon Dysart, Northeastern/Algonquin, Deceased 2013
No. 34 John Haley, Parkland/Batouche
No. 35 Marty Cameron, Fundy
No. 36 Doug Cottrell, Fundy, Retired
No. 37 Paul Druitt, Ogopogo/Greater Vancouver
No. 38 Ron Gathercole, Fundy
No. 39 Charlie Turner, Eastern Townships/Kawartha
No. 40 Bob Stowell, Prince George
No. 41 Gordon Joorisity, Qu'appelle
No. 42 Bill Esdale, Kawartha, Retired
No. 43 Terry Abrams, Calgary
No. 44 Elizabeth Oldfield, Calgary
No. 45 Dave Harrison, Drayton Valley
No. 46 Yvon Bonesso, Laurentienne
No. 47 Linda Hatcher, Central
No. 48 Richard Kerluck, Red River
No. 49 Gordon Ritchie, Calgary
No. 50 Michael Swangard, Greater Vancouver
No. 51 Stu Jarvis, Humber/Kawartha
No. 52 Bill Kennedy, Central, Deceased 2008
No. 53 Clifford Leigh-Mosley, Central
No. 54 Bill Powell, Scotia
No. 55 Bruce Hutchinson, Gatineau
No. 56 Maggi McLeod, Gatineau
No. 57 Jean-Marie Philippe, Gatineau
No. 58 Richard Schreier, Gatineau
No. 59 Bill Grace, Monashee, Deceased 2010
No. 60 Nancy Askin, Western
No. 61 Pierre Charest, Bois-Francs
No. 62 Denis Dion, Greater Vancouver