

New England Handicapped Sports Association



“WITNESS THE TRIUMPH OF THE HUMAN SPIRIT”

VOLUNTEER/MEMBERSHIP Policy HANDBOOK 2014-2015

**WELCOME
TO
NEW ENGLAND HANDICAPPED
SPORTS ASSOCIATION
(NEHSA)
AT
MOUNT SUNAPEE**



NEHSA is an organization whose sole goal is to enhance the lives of individuals with disabilities through the adaptive instruction of various sports. NEHSA is entering an unprecedented 42nd season. The program could not exist without the generous donation of many hundreds of thousands of hours donated by their volunteer pool. The volunteer staff is truly the foundation on which NEHSA rests.

Over the last year, NEHSA has become a leader in New England in adaptive snow sports providing over 7500 hours of lessons during the 2013/2014-ski season. NEHSA is now year round recreational program offering kayak and paddle board lessons. NEHSA is a non-profit organization, raising funds through corporations, foundations, special events, individual donations, and planned giving and grants.

We are confident that your experience with NEHSA will be rewarding. We look forward to sharing our enthusiasm for adventure and the sense of freedom that skiing provides. Most importantly, we hope to share our deep respect for the determination of our students' achievements celebrating what we know as

“THE TRIUMPH OF THE HUMAN SPIRIT.”

**This policy handbook is one source of reference for volunteers of NEHSA. It is written to help you understand NEHSA, Mount Sunapee and your role as a volunteer. While the signature pages may seem an inconvenience, they are required due to the strict protocol of our insurance provider and necessary to protect all aspects of NEHSA's programs.*

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***ORIENTATION CHECKLIST SHEET, ACKNOWLEDGEMENT SHEET AND DS/USA INSURANCE WAIVER MUST BE RETURNED AND RECORDED IN YOUR MEMBER FILE BY OFFICE PERSONNEL BEFORE ANY VOLUNTEER OR MEMBER IS "ON SNOW." NO EXCEPTIONS!**

NEHSA VOLUNTEER
&
MEMBERSHIP
POLICY HANDBOOK

MEMBERSHIP

1. **Volunteers are required to become a member of NEHSA. Membership dues are paid annually and run from June 1 through May 31. If membership dues are not paid by the end of January, a late fee may be added. Please refer to the NEHSA website or lodge for membership dues. Membership dues are tax deductible.**
2. **Volunteers must agree to submit references and, if applicable, training certification. Some, but certainly not all of NEHSA's volunteers, have PSIA certification. Knowing the experience background will help the Program Director to understand his or her volunteers day-to-day when this information is provided.**
3. **Time commitment required per year to receive a season's pass the following season is 23 days to include participating in one fundraiser and one event per season. As long as you are a volunteer/member in good standing, your season pass can be retained according to the Mount Sunapee and NEHSA policy guidelines. A member does not have property right in the retention of his/her pass. If you have earned a season pass by volunteering 23 days (plus fund raising and event commitment) service you will also earn a season pass for a dependent or six pack tickets. Volunteers will receive one free day lift ticket for each full day worked. These earned tickets can be used after volunteering 4 full days and are not transferable. Please note that clinic time spent learning about specific disciplines with Team Leaders does not credit your volunteer time toward a lift ticket, counting as a day of volunteering.**
4. **The items with asterisks in the Table of Contents of this handbook must be read, signed and turned in for volunteer registration to be considered complete. If a member does not turn in the fully executed signed and initialed releases PLUS the DSUSA waiver, his or her membership rights will be terminated, suspended or denied.**
5. **Fundraising is an important part of the NEHSA mission. As a non-profit organization, we must raise funds, as our program fees do not cover operating expenses. Dates and information about these events are available at our website www.nehsa.org or they will be posted in the newsletter or at the lodge. It is anticipated that every member will volunteer on at least one fund raising event. Members are encouraged to solicit donations when appropriate.**

SKI PASS/COMPLEMENTARY TICKETS

- 1. At the beginning of the season, sign up for as many volunteer days in advance as possible. E-mail your available days to info@nehsa.org at least 48 hours prior to the desired date. The suggested minimum number of volunteer days is four.**
- 2. A volunteer can earn a season's pass for the following season after 23 days of time are completed. Hours are recorded at the NEHSA Lodge by means of signing-in at the front office. If an Instructor arrives for volunteer duties "unannounced" and there are no students for instruction or other volunteer opportunities available, cumulative volunteer hours are not recorded for that day. Before orientation in November, hours from the previous season are calculated and submitted to the Board of Directors. Those qualifying for a season pass are listed and contacted.**
- 3. A volunteer earns a complementary Mount Sunapee lift ticket for each full day worked. These earned tickets can be used after volunteering 4 full days and are not may not be transferred to any other individual. Complementary lift ticket days expire at the end of each season and do not carry over to the next season.**
- 4. Any member of the Board of Directors may suspend a season's pass, pending full board action, in the case of a serious rule violation of NEHSA or Mount Sunapee policies.**
- 5. Lift tickets may be purchased for NEHSA family members at discounted rates.**

RETURNING VOLUNTEERS

- 1. It is recommended that all returning volunteers attend and participate in the Orientation of new volunteers held in November at the Lodge. At that time, most required paperwork and training documentation should be submitted.**
- 2. A volunteer who has acquired 23 days of time the previous season may collect their season's pass from the office once they start working on snow.**
- 3. Acknowledgement and Receipt of Handbook Policy Form and Release of Liability Form must be signed with each new season.**
- 4. All volunteer instructors are required to fill out a daily progress report on their student. It is important that instructors evaluate their students each day they teach. Please be specific and thorough when filling out progress reports. Use who, what, when, where, why and how when writing your reports.**

NEW VOLUNTEERS

- 1. When your training is complete, a short informational interview with the Program Director of NEHSA or the program's team leader, specified by the Program Director is available if you wish. This is a time to determine where you can best perform the functions necessary to volunteer and a time to review the policies and procedures of the NEHSA organization. At the inception of the season if there is any part of this handbook or any aspect of the program a new volunteer does not understand, one can schedule time with the Program Director to further review its' contents. A member will not be allowed to participate in any NEHSA functions until the handbook release and waiver have been fully executed and signed.**
- 2. You will have opportunities all season to accumulate the 23 days of volunteer time and participate in one fund raiser and one event required to receive your free season's pass the following season.**
- 3. During your first few instructional opportunities, you will assist an experienced NEHSA Instructor and it will be necessary for you attend clinics addressing the various disability disciplines.**
- 4. At the end of a lesson, it is also necessary to participate in the progress note procedure for each student you assisted teaching that day. It is also important to review the file BEFORE the lesson and familiarize yourself with any pertinent or potentially dangerous symptoms or previous injury the student might have. As this handbook is a work in progress, we are attempting to put medical terms in layman's terms on the pink cover sheet of each student file per lesson day. If there is any medical or other terminology in the student's file that you do not understand or would like clarification on, please consult the student's caregiver or the Program Director. It is NEHSA's policy that every must fill out a recent medical questionnaire as well as sign a disclaimer. If the student is incapable of filling out the required registration material, it is important to seek out either the family or the aide attending the program with the student.**

NEHSA LODGE POLICIES FOR VOLUNTEERS

1. Always make room for the students even offering them your seat. Treat them as honored guests.
2. During lesson days, please assist in keeping the Lodge neat, orderly and clean. Space is at a premium. We love to meet your friends and relatives but please be sensitive to the needs and space needed for our students.
3. As long as you are a volunteer in good standing, for your convenience, NEHSA permits you to store your equipment and change your clothing in the lodge downstairs. Please leave the main floor for our students and their families. Neither Mount Sunapee nor NEHSA is responsible or liable for equipment you store at the Lodge.
4. All volunteer staff should maintain a neat and clean appearance.
5. Volunteers should keep their personal lives separate from their teaching situation. It is expected that each volunteer will project a positive professional attitude whenever in contact with students or their families.
6. It is the policy of NEHSA to foster a volunteer environment free from the effects of illegal or non prescribed drugs and alcoholic beverages. NEHSA also is required to maintain a drug free environment in compliance with the Drug-Free Workplace Act of 1988. Abuse of drugs and alcohol impairs volunteer staff member judgment, which may result in increased safety risks, volunteer injuries and faulty decision-making. As a result, to help ensure a safe and productive work environment, NEHSA strictly prohibits the manufacture, distribution, dispensation, possession or use of alcohol or controlled substances within the NEHSA lodge. In addition, NEHSA strictly prohibits any volunteer staff person from volunteering while impaired. Failure to comply with this policy is grounds for immediate termination from the NEHSA volunteer staff.
7. Skiing is an inherently dangerous activity. As such, all of our instructors are required to wear a helmet while engaging in any on slope activity with NEHSA. It is mandated NEHSA policy that all members of NEHSA, while involved in any on slope activity, wear a helmet for their own protection. If a NEHSA volunteer disregards this policy, they will be subject to termination of membership and NEHSA will not assume any liability/responsibility for the injury/expenses sustained by that volunteer. As we serve a population of some individuals who have sustained a traumatic brain injury, wearing a helmet sets a standard, which our students/members will notice and, hopefully, emulate.

1. E-mail info@nehsa.org notify the front desk the days you are available to volunteer.
2. When signed up to be volunteering at NEHSA for the day, please sign in at the office by 8:30 a.m.(weekends) 9:00 am (weekdays) to receive your daily assignments. If you have not previously signed up, NEHSA will not guarantee you will be assigned a student or volunteer duty to receive credit for that day's work. This policy applies to all volunteers whether they are instructors or not.
3. When signed up and unable to participate, call 603-763-9158 as soon as possible but definitely by 8:00 a.m. on the assigned day.
4. When scheduled on the board, follow appropriate guidelines according to the discipline you are assigned. Although some of our instructors are specialized in *specific disciplines*, there are times when help is needed in other areas. Please be respectful of the students' feelings that you are assigned to. All NEHSA instructors and volunteers are expected to conduct themselves in a friendly and professional manner at all times when working with students.

SNOWSPORTS SAFETY AND ON SNOW POLICY

Our uniform jackets identify all of us as NEHSA volunteers. We are expected to follow most of the same rules, which govern Mount Sunapee employees. Mount Sunapee mountain policies can be obtained at the NEHSA Lodge. Each day is a new opportunity to choose your attitude. The attitude that you choose is the key to you and your student's success. It is critical to NEHSA's success that we all work together as a team. When a team works together, they win.

As a NEHSA volunteer, you are an extremely visible figure on the mountain (even when not wearing your NEHSA jacket). Therefore, it is important that you always ski or ride safely and in control. It is also extremely important to enforce the "Skiers Code." All volunteers should teach the Code to their students as part of the "whole" lesson. Keeping our students safe is important but teaching "personal safety" is as important. Please keep the following in mind:

- Mount Sunapee is our host and we are their guests. You are host to your guest, your "*student.*" Whatever your guest sees you doing; they will undoubtedly associate your actions with the mountain as a whole. When skiing and riding with your student, help them by sharing your love for snow sports. We are all ambassadors of good will when skiing, snowboarding and riding. When not riding with a student, try to ride with a "Mount Sunapee guest." It is a great opportunity to promote our program to the public.

- Always observe the skier's responsibility code:

- **When riding up the lift, always close the safety bar.**
 - **Never ski out of bounds or on closed trails, especially with a student. Always stay in control and be able to stop to avoid other people or objects.**
 - **People ahead of you have the right of way. It is your responsibility to avoid them.**
 - **You must not stop where you obstruct a trail or are not visible from above.**
 - **Whenever starting downhill or merging into a trail, look uphill and yield to others.**
 - **Always use devices and adaptives to help prevent runaway equipment.**
 - **Observe all posted signs and warnings. Keep off closed trails and out of closed areas.**
- **Before using any lift, you must have the knowledge and the ability to load, ride and unload safely. Never allow a fourth individual to ride the chairlift with a sit-down skier. It is inadvisable (because of offloading) that a snowboarder ride with a sit-down skier. This also applies to three and four trackers as they have two additional skis on the ground per person.**
 - **Seizure prone individuals are required to use a seat retention strap when riding the chairlift. Do not overestimate a student's mental or physical ability, some may fatigue easily. Exceptions to not using a retention strap MUST be authorized by the Program Director.**
 - **Never cut a lift line without a lesson or otherwise instructed by a NEHSA volunteer instructor in charge of a lesson. Reprimand will be severe for all violators to include suspension of pass or any NEHSA privileges for an undetermined time until such time the incident is reviewed by the Board of Directors.**
 - **If you choose to wear your NEHSA jacket while not volunteering, it is very important to maintain the highest level of professionalism. This privilege will be revoked if inappropriate behaviors are observed. Behavior should be compliant with the highest standards outlined by Mount Sunapee Administration and this policy handbook.**
 - **Follow mountain etiquette and treat our hosts, colleagues and students as if they were guests in your home.**
 - **If a member or volunteer has any issue/problem with the Mount Sunapee staff, the NEHSA member or volunteer will contact the Program Director or a representative of the Board of Directors. NEHSA members are NOT to try to deal with the Mount Sunapee Management directly. The only exception to contacting Mount Sunapee Staff would be to alert them of a dangerous situation.**
 - **Know NEHSA's policies and if you do not, refer to someone who does.**
 - **Be on time, helpful and respectful to our guests, their families and operation.**
 - **Be sensitive and discrete when discussing a student's challenge or disability. If you have trouble with the terminology in a student's chart, consult with the Program Director, the student's family or guardians, another volunteer with a medical background (posted at the lodge) or finally yet importantly, seek the medical dictionary at the Lodge. Treat the NEHSA file as a medical record and protect its confidentiality by returning it to the office when you have completed your notes. Do NOT discuss, at any time, the medical information of your student with any person unrelated to NEHSA.**

- **Discrimination of any kind toward any student by any instructor/ volunteer will not be tolerated by NEHSA. We are a team and when help is needed, volunteers with expertise in certain disciplines may be directed to assist in areas overbooked or in need of volunteer power. Conversations overheard at the lodge between volunteers with regard to disability discrimination will not be tolerated. Any breach of confidentiality or discriminatory type behavior conducted “off site” brought to the attention of the Board of Directors by a person present, will activate a hearing process. After hearing processes take place, disciplinary action will take place with a warning in place AT THE LEAST for such conduct. Any instructor actively involved in such conduct will be disciplined and membership will be suspended or revoked. Volunteers must be advised immediately that their membership as well as their ability to volunteer is at risk. If the member refuses the opportunity for a hearing, the member’s membership will immediately be retracted.**
- **Disciplinary actions can range from a written warning, revocation of privileges to dismissal depending upon the nature of the incident. Any volunteers associated with any incident of this kind can be terminated from the volunteer pool.**
- **NEHSA has a zero tolerance for physical abuse by its members or volunteers toward anyone while on Mount Sunapee property. Assaultive behavior will result in removal from the program. Students who may exhibit a threat of assault to volunteers will be removed, as well.**

ACCIDENTS

1. If an accident occurs in your lesson, get immediate help from Ski Patrol. Help can be obtained from many places and in many ways.
 - a. Send your best skier or a passing skier to the top or bottom of a lift.
 - b. If under a lift, calmly communicate to riders to send help. Have them pass a message up line to speed response.
2. Be exact as to location (always carry a trail map and pencil)
3. Give nature of injury (neck, leg, knee, etc.)
4. Secure the scene, i.e. cross your skis above the accident and have someone block the injured student or instructor.
5. Contact the NEHSA Office by radio or sending someone.
6. Stay with the injured until help arrives. **DO NOT APPLY FIRST AID or MOVE THE PERSON**, as your responsibility is to comfort the injured and protect him or her from further injury. Never let the injured move or be moved until Ski Patrol arrives.
7. If the student refuses First Aid and wants to leave the scene, please explain to the student that they need to stay until Ski Patrol arrives. If the student refuses to stay, the lead instructor must remain with the student, while another instructor/volunteer waits for Ski Patrol.
8. If you must go to First Aid, you must fill out an accident report for ski patrol entitled "Ski Instructors Comments" with a brief statement of the accident (as you saw it). If the accident involved one of our students, you should go to First Aid with them. If it is a group situation, take care of the rest of your group first. Please call the Lodge so the medical record can be sent over to First Aid. Please request a copy of the incident report for NEHSA. Even minor mishaps should be reported and recorded in the book at the Lodge. Accurate reporting of incidents can drastically reduce false liability suits incurred by Mount Sunapee or NEHSA.
9. If a NEHSA student needs to be transported to the hospital, and parents or guardians are not available, the NEHSA volunteer or Program Director should accompany the student in transport to the hospital.
10. If the student was on NEHSA or Mount Sunapee rental equipment, please let the rental or equipment shops know.
11. When you return to the NEHSA Lodge, make sure you speak with the Program Director and fill out a NEHSA Accident Report.

IF AN ACCIDENT HAPPENS TO YOU

1. If you are injured, seek assistance from Ski Patrol or NEHSA for your student and proceed to First Aid immediately.
2. You must report your injury immediately to the Program Director.
3. Near misses or minor injuries should be reported to office staff at the NEHSA Lodge and the incident will be recorded in the book.
4. It is mandatory that by the start of the skiing season all volunteers sign a Liability Release and Acceptance & Understanding of Policy Signature Sheet. It is important that you understand that you are in no way signing away any of your rights under New Hampshire or Massachusetts Law. These forms are intended to protect NEHSA against false claims and at the same time allow you proper coverage while you are volunteering. Please remember that we are not Mount Sunapee employees.

IF YOU BECOME SEPARATED FROM YOUR STUDENT

- 1. Before you begin your lesson, orient your student/s to where you will be skiing and what lifts you will be using. If you are working at the novice area, invite your student's parents/guardians/aides to watch and encourage from the bottom of the hill.**
- 2. Instruct students, if lost, to go to the bottom of the lift and wait for you to arrive.**
- 3. Alert the Lodge or Program Director that one of the students is missing. Search parties will be established. When reporting a missing child, NEHSA uses the code "10-A" to signify an event. Using this term has been found to reduce stress and concern for the other students around you if they are in earshot of your conversations. When reporting a 10A, you will be asked for the following information: student's name, nature of disability, age and a brief description.**

TRAINING OPPORTUNITIES

Once we have completed planning our preseason clinics, our clinic leaders will prepare post and schedule clinics you may participate in. Schedules of clinics can be obtained at our website www.nehsa.org. We try to schedule all clinics early in the morning or late in the afternoon. Please make your utmost attempt to attend as many as possible without conflicting with student lessons. If you feel you are not getting enough clinic time, please speak to the posted Discipline Team Leaders so the schedule can be adjusted and we can accommodate alternate or additional clinic time. Please refer to our website at www.nehsa.org frequently for continuing opportunities for skill and safety training.

THE SKILLS CONCEPT
Achieving Balance in Motion

The P.S.I.A.¹ Skills Concept is nothing more than a way of looking at skiing as a **GROUP OF FUNDAMENTAL MOVEMENTS** that lead a specific result – staying in balance while in motion. The Skills Concept is useful as a teaching tool as it allows us as instructors to use a **COMMON LANGUAGE** (or common reference points) that evaluates ski performance in an objective, nonjudgmental manner – the observed interaction of the ski on the snow can always be traced back to specific movements which can in turn be improved and lead to improved results.

These fundamental movements consist of:

- **Balancing Movements** - Such as adjusting the width of our skis; moving fore and aft; or side to side
- **Tipping Movements** - To promote or resist (as the situations warrants) edging of the skis and side-slipping
- **Steering Movements** – To provide the shape and duration of the turn and to complement the natural tendency of an edged ski to turn
- **Pressure Control Movements** – To control the physical forces that build up on the ski during a turn.

At any level of skiing (beginner, intermediate or advanced), a skier will always use a blend of these four movements to maintain balance as he or she moves down the hill.

| Skiing Skill.... | Lead to... | What we observe... |
|---------------------------------------|--|---|
| Balancing Movements | Maintaining balance | Stance, width of ski apart, Too far forward? To far back? |
| Tipping or Edging Movements | Adjusting the angle at which the edge of ski meets the snow (more or less angle) | More or less slipping or skidding, carving, holding an edge on a traverse... |
| Steering or Rotation Movements | Guiding the tips of the skis to determine the size and shape of a given turn | Steering the feet? “Swishing the tails of the ski” vs. steering the tips. Upper body rotation vs. lower body rotation? |
| Pressure Control | Managing the forces that build up on the ski and skier under differing conditions | Extension and flexion of legs to create and absorb pressure. |

¹ Professional Ski Instructors of America. This material is taken from the PSIA’s *Alpine Technical Manual: Skiing and Teaching Skills*, 2002.

TEACHING TO AN OUTCOME
AND
THE RESULTS A STUDENT TAKES HOME

Teaching to an outcome allows the teacher in the lesson to take his or her more advanced knowledge of the fundamental movements in skiing and create a lesson plan for the day which allows the student to achieve a specific result leading to an improvement in one or more of these movements. The result of an improvement in one of these fundamental movements will be a measurable result in the overall performance of the skier and his/her skis on the snow.

Every student will come to a lesson at a particular entry point with respect to the four fundamental skills or movements. By analyzing these movements of the skier at that entry point on any given day and any given set of conditions, we can determine the specific outcome(s) we would like to achieve in a particular skill area.

THE PROCESS OF MOVEMENT ANALYSIS
AND DETERMINING OUTCOMES²

- By observing and analyzing a skier's movements and movement patterns. (What is the stance or the width of skis? Is the skier tipping the skis onto an edge? What happens to the skier's balance at the end of turn? Is he/she thrown back on the skis or remaining balanced?)
- Determining 'cause and effect' relationships between what we observe in movements and how the skis are performing on the snow.
- Prioritizing the skills and movements that, if improved or enhanced, will have the greatest impact on the performance of the skis.
- Preparing a lesson plan based on that student's needs on that given day and given the conditions that exist on that day.

² Alpine Manual, Professional Ski Instructors of America

TERMINOLOGY & DESCRIPTION
OF
NEUROLOGICAL CHALLENGES/DISABILITIES

Below are listed some terminology words and some descriptions of the disabilities often seen at NEHSA in our students. Please do not forget through all the medical jargon and definitions that our students are each unique. It is possible to group disabilities and disciplines but we cannot “pigeonhole students”. One must understand that the diversities within even one disability category can vary greatly. Please treat each student as an individual. Please keep in mind that the foregoing descriptions and explanations only encompass some of the most commonly seen challenges. If your student has a neurological challenge that is not addressed below, please ask the Program Director for assistance with any questions you may have.

WORDS WITH DIGNITY
RESPECTFUL TERMINOLOGY

ACCEPTABLE WORDS

- person with a disability
- a person who has
- non-disabled
- utilizes a wheelchair
- deaf/non/verbal
- seizures
- emotional disorder
- mental illness
- developmentally delayed

WORDS TO AVOID

- crippled
- afflicted by or a victim of
- normi or normal
- restricted to; confined to
- deaf-mute, deaf and dumb
- fits
- “out there;” crazy
- insane
- retarded; retard

MEDICAL TERMINOLOGY FOR PERSONS WITH DISABILITIES

- **Developmentally Delayed:** Lower intellectual ability than normal and difficulties in learning and social adaptation.
- **Blind:** No useable vision.
- **Visually Impaired:** Limited useable vision.
- **Deaf:** No useable hearing.
- **Hearing Impaired:** Some useable hearing.
- **Aphasia:** Loss of speech or having disorganized speech.
- **Paraplegia:** Paralysis of the lower body.
- **Quadriplegia:** Paralysis of both upper and lower body.
- **Traumatic Brain Injury:** Reduced motor, emotional and cognitive skills due to head injury or stroke.

- **Seizure Disorder:** Experience resulting in the brain caused by abnormal electrical discharges. Symptoms and types of seizures, vary greatly. Discussing symptomatology, triggers and medication with the student or family member is imperative.

- **Partial Seizures:** Also called focal seizures, occur in just one part of the brain. About 60% of people with epilepsy have partial seizures. There are generally no convulsions unless the patient has what is called a partial seizure secondarily generalized when a convulsion occurs after the partial seizure. Partial seizures are the most common type of seizure. A partial seizure can stimulate your emotions and your senses, make your body move, interfere with your perceptions, generate perceptions, and produce vivid, extended hallucinations that you can see or hear. Often the physician's report will stipulate the type. Symptoms of partial seizures can be mistaken for other disorders. For example, dreamlike perceptions of partial seizures may be mistaken for migraine headache, which also can cause a dreamlike state. However, the progression of symptoms tends to be the same or similar in each person, every time. There are two types in this category:
 1. Simple partial seizures: may cause unusual feelings or sensations that can take many forms, such as sudden, unexplained feelings of joy, anger, sadness, or nausea. It is common to hear, smell, taste, see, or feel things that are not real. During simple partial seizures, patients remain alert and aware. These seizures usually last just a few seconds.

2. **Complex partial seizures:** cause a change in or loss of consciousness. Altered consciousness can produce a dreamlike experience. Strange, repetitious behaviors such as blinks, twitches, mouth movements, or even walking in a circle occur. Throwing objects or striking walls or furniture, as if in anger or fear, may also occur. These seizures usually last just one or two minutes.
- **Sensory Seizures:** Some simple partial seizures consist of a sensory experience. The child may see lights; hear a buzzing sound or feel tingling or numbness in a part of the body. These seizures are sometimes called Jacksonian sensory seizures.
 - **Motor Seizures:** Other simple partial seizures consist of convulsive movements, which are generally clonic (jerking). Jerking typically begins in one area of the body: the face, arm, leg or trunk. Jerking may then spread from that part to other parts of the body. These seizures are sometimes called *Jacksonian motor seizures* and the spreading wave of the seizure is called the Jacksonian March. The process cannot be stopped.
 - **Generalized Seizures:** Generalized seizures affect areas of both sides of the brain, usually with loss of consciousness. The physician's report often stipulates the type. There are four types:
 1. **Tonic-clonic seizures:** Formerly called grand mal seizures, cause the person to cry out, stiffen, and fall. Shaking and tongue biting is common. This seizure, while perhaps the type of epilepsy most visible in the public mind, is not the most common. Approximately two-thirds of people with epilepsy have complex partial seizures.
 2. **Absence Seizures:** Formerly called petit mal seizures, cause staring, blinking, or twitching. They occur mainly in children who are often mistaken to be daydreaming.
 3. **Atonic Seizures:** Formerly called drop attacks, cause sudden loss of muscle tone. This type of seizure can literally cause a person to drop to the ground.
 4. **Myoclonic Seizures:** cause limbs to jerk suddenly, and often happen just after waking.

- **Status Epilepticus**

A term describing a state of recurring seizures between which consciousness does not return. This type of seizure demands immediate medical care, as it can lead to severe brain damage and even loss of life. This term should be studied in the event that it occurs on snow.

Defining seizure type can sometimes be difficult—seizure patterns can change because of hormone changes, diet, temperature, a simple cold virus or something as simple as sunlight flickering through trees. Some people experience more than one type of seizure, with no clear pattern. It is very important that the student's file be carefully reviewed as well as seeking out family members or caretakers with regard to the type or, sometimes, types of seizure disorder the student has.

- **Autism**

A disorder in which a young child cannot develop normal social relationships. The child prefers to be alone, will not cuddle and does not make eye contact. Autism contains a developmental delay component. One can deceive the challenge with intake conversations from parents.

- **PDD: (Pervasive Developmental Disorder)**

A less debilitating form of autism involving better communication skills and more eye contact.

- **Multiple Sclerosis: (MS)**

a disorder in which the nerves of the eye, brain and spinal cord lose layers of myelin (insulation), resulting in the loss of nerve sensations to the muscle sheaths.

- **Cerebral Palsy: (CP)**

A condition characterized by poor muscle control, spasticity, paralysis and other characteristics due to brain injury during pregnancy.

- **Asperger's Syndrome:**

A condition in which the individual demonstrates deficits in social development, restricted range of interest, and behaviors associated with autism but has normal development of communication or cognitive skills.

- **Achondroplasia:**

A rare genetic disorder characterized by an unusually large head (macrocephaly) with a prominent forehead (frontal bossing) and flat (depressed) nasal bridge; short upper arms and legs (rhizomelic dwarfism); and short hands with fingers that assume a "trident" or three-pronged position during extension. In achondroplasia, affected individuals have impaired ability to form bone from cartilage (endochondral bone formation).

- **Down's Syndrome** A chromosomal abnormality exhibiting mental retardation in combination with other birth defects. Physical manifestations include a short neck, joint laxity, oval-shaped eyes, and possibly short stature.
- **Amyotrophic Lateral Sclerosis (ALS)** Also known as Lou Gehrig's Disease, is a progressive wasting away of certain nerve cells of the brain and spinal column called motor neurons. The motor neurons control the voluntary muscles, which are the muscles that allow movement. It is a progressive, disabling, usually fatal disease. Walking, speaking, eating, swallowing, breathing, and other basic functions become more difficult with time. These problems can lead to injury, illness, and other complications.
- **Spinal Cord Injury:** Severe injury or disease to the spinal cord causing loss of sensation and loss of voluntary movement below the level of the injury. In general, the higher the level of injury, the greater the loss of function.

GUIDELINES FOR COMMUNICATION
&
SPECIFIC SAFETY GUIDELINES PER DIAGNOSIS

- When speaking to individuals with disabilities, speak directly to them not their companion, family or interpreter.
- When speaking to a person in a wheelchair for more than a few minutes, place yourself at eye level. Pull up a chair or kneel down if possible. This will create equality of position and spare both of you a sore neck.
- When greeting an individual who is blind or visually impaired, always identify yourself and others in the group. Speak in a normal tone of voice and let them know when you are changing positions. The basic adaptation is in communicating through talk and touch to replace the function of vision. Speak to your student to make him/her aware of your presence. Modulate your voice, speaking clearly and looking directly at your student. Do not raise your voice if the student does not have a hearing impairment. Be aware of the student's balance and any problems he/she might have with equilibrium. Give only one command at a time making it short and concise.
- When shaking hands with an individual who is blind or visually impaired they will usually offer their hand first.
- If you do not know what to do or how to help or communicate with someone, the best thing to do is ask.
- Teaching developmentally delayed students involves not so much a modification of technique but more so modifying the student's behavior and your communication with them. The key is to make it fun and create a positive atmosphere. When the Instructor is introduced to the student, the Instructor should have already been informed via the record as to any type of medication, medical problems or behavioral idiosyncrasies. Do not go out on snow without reading the student's file first. Pre-requisite equipment, safety precautions and teaching strategies may be available. Visual aids and actions are most productive when teaching the developmentally delayed. Working "in front" of the student and providing visual demonstrations will allow the student to gain a sense of security with the instructor ahead of him/her and nearby while also enhancing safety. It would be helpful to ask the parents what vocabulary is most commonly used to communicate. Any ideas from parents to assist with instruction are always helpful. For example, "what are the students likes/dislikes," so you will have something to talk about other than ski commands.
- Autism is a spectrum disorder; therefore, children will range quite a bit in ability. These are some typical characteristics and things to look for but not present in all autistic children. Autistic children tend not to like to be touched or have their "circle of personal space" invaded (picture a hoola hoop). Autistic children at the more severe end of the spectrum also tend not to make good eye contact and do not usually have much if any speech. These children are also very sensitive to sound (hyperacuisis) and light. Do not persist in trying to communicate if the child seems initially afraid or apprehensive. When preparing the child to dress for on-snow, it is advisable that a family member, aid or someone the child knows assists in dressing them. **DO NOT YELL** at an autistic child at any time. Always provide goggles before on-snow to prevent light sensitivity and sensory overload in the autistic child. Most autistic children are less apprehensive and more cooperative after getting to know you. Instead of providing verbal instructions, some kids benefit from supplementing with gestures, pictures or written instructions.

It is the family's responsibility to share the best communication technique with the staff. Most kids on the spectrum will be less anxious if they know what to expect. Explaining the expectation is often difficult when working with a child with autism. The general rule is to show rather than tell.

- NEHSA volunteers should always request assistance from another volunteer, student, chaperone or guardian when escorting a student to the restroom. For liability reasons, do not go into the restroom alone with your student. Volunteers are not required to assist students who need help using the restroom. If this is an issue with a particular student, we will typically require a family member, counselor, or teacher be available to assist the student.
- Students with Multiple Sclerosis (MS) and Cerebral Palsy (CP) will be very sensitive to cold. It is imperative the student be dressed appropriately for cold weather. They tend to have low tone and sensitivity to feel too cold or too hot. Check their feet and hands intermittently to insure they are tolerating weather conditions properly. This would also be applicable in a person who has had a brain hemorrhage or stroke. Low sensation to temperature is a common problem when the brain is affected in any way.
- Students with spinal cord injury have an extensive array of characteristics and symptoms. The most dangerous of symptoms to watch for is called autonomic dysreflexia. (considered an emergency situation). The condition is a hypertensive (high blood pressure) crisis where the SCI person experiences severe sweating, goose bumps, flushed feeling, chilling without fever, severe pounding headache and increased spasticity (involuntary movements or tremors). Be aware of your student's condition when you are leaving the Lodge and be cognizant of any changes in their neurological symptoms as the day goes on. Cold intolerance is evaluated by touching the skin, watching skin tone, and mental status of your student (i.e. extreme swings in temperament).

All of the teaching methods for the different disciplines are available in handouts from the Program Director's office. It is highly recommended that new volunteers and returning volunteers pursue a clinic session/training to receive hands-on education in each discipline area. Clinic leaders should ascertain the skiing ability of the new volunteer participants.

GUIDELINES FOR UNDERSTANDING STUDENT MEDICATION REGIMEN

Medications used for the neurologically impaired students are intricate and powerful. Often many combinations of medicines are used to make the patient as comfortable as possible. There can be significant side effects from medicines if not taken properly or even when taken properly. When suddenly physically active, in particular, medicines may wear off more quickly because of increased metabolism. If your student is on any medicines at all, it is important to politely inquire whether they have eaten within a reasonable period before physical exertion. In the situation of the person with a seizure disorder or epilepsy, it is important to inquire when their last seizure was, note the permission slip in the file from the physician and inquire whether there is any particular "trigger" factor involved in your student's disorder. There are many types of seizure disorders. Many epileptics or seizure prone patients can remain seizure free for a number of years and, suddenly, for no apparent reason can have a seizure. **DO NOT ASSUME** the patient will not ever have another seizure. Use all outlined precautions for protecting your student.

If a student has a seizure, roll them on their side, do not attempt to put anything in their mouths, radio or send your assistant for Ski Patrol and wait! Do not attempt to administer First Aid on your own.

A volunteer can educate themselves either by asking their student, a student's family member, NEHSA volunteers with medical background or the medical information dictionary in the lodge. If there is a first time lesson with a person of a particularly complex medical condition with which the volunteer is uncomfortable, the volunteer should seek assistance from the Program Director. At that time, another instructor will be assigned with the first assigned volunteer put on as an assistant. This process will educate the less experienced volunteer with this particular disability.

If there are particular symptoms you are concerned about that the student is unable to explain, please consult the student's caregiver or the Program Director. There are many medications used in seizure disorders and some of the common medications are Dilantin, Tegretol, Phenobarbital, and many many others. These types of medicines (anticonvulsants) often cause headache, nausea and sleepiness. It is important to be polite and not too invasive with a student. In order to provide the safest and most productive lesson for the student that day and in the future, volunteers should attempt to educate themselves. Seizure disorder students often benefit with the use of red tinted goggles, which reduces the chances of certain types of focal stimulation, which causes seizure activity. Often, a student will want to return to their original volunteer for subsequent lessons (this is not always possible to accommodate) and in this case, it is especially advantageous to be familiar with your student's challenges.

SKI AND EQUIPMENT CONSIDERATIONS

Pace progressions and learning situations to the individual. Make sure the student is dressed appropriately and in layers. There is extra clothing in the lodge for participant use if they arrive unprepared for the cold weather. Use ski bras when necessary especially when the student is unable to form a wedge. Remember to only use this as a training device so that the student does not become dependent on it. Also, evaluate the necessity of poles and determine whether to wait or introduce them right away. Sit-skis of all types must stay in designated beginner area until both the instructor and the Program Director reach appropriate confidence level. Tethers should be used at the discretion of the instructor to main safety.

EQUIPMENT ROOM

There are three types of NEHSA equipment for use on the slope: **board**, **sit-down** and **stand-up**:

- **Snowboards** and boots are stored upstairs, and include both strap and step-in gear. Ensure you get advice for the appropriate size and type of snowboard for your student. *Helmets are required and wrist straps highly recommended.*

- **Sit-down** equipment consists of bi-skis, mono-skis, and dual-skis of various types stored downstairs. This equipment is quite complex and extraordinarily expensive. If you are a new volunteer for sit-down students, a lengthy apprenticeship is required before qualifying as an independent instructor. Much experience can be gained by boot loading (helping instructors load and unload students from the lifts). Ancillary sit-down equipment consists of tethers for the instructors and outriggers for the student. Appropriate length for both is a necessity. Skis for tethering are available. See the last paragraph below.
- **Stand-up** equipment is simpler, but more extensive. Volunteers will often be asked to assist in outfitting students for their first session. Volunteers need to familiarize themselves with all the available gear so that they can ensure their students have the optimum fit and type. Adjustments may be required, and the slope side instructor is often the best judge. If you are not sure, ask the shop techs or the director. All of this stand-up equipment is stored in the main floor shop and includes:
 - **Boots** are available in rear-entry (looser and lighter) and buckle (better control). Help the shop techs fit your student by sizing the feet and making sure the boot is comfortable.
 - **Skis**: students capable of some control will learn quicker with shaped skis but you may find that a student just learning to stand up on the snow may find straight skis easier.
 - **Poles** are available with straps or shaped handles according to skier preference. Beginners are discouraged from using poles.
 - **Adaptive accessories**: Ski “walkers” and bamboo pole restraints are stowed downstairs, while tethers, ski-bras, outriggers and other devices are in the shop. Get advice for the appropriate type and size of accessory for your student.
 - **Helmets** are available in sizes from XXS to XXXL. They are required for all students and all volunteers.

Use of NEHSA equipment: New skis and boots are for the use of students only. This is to conform to the grants that paid for this equipment and to ensure that it lasts. Tethering is very tough on skis. Volunteers may use the skis hung downstairs that are more efficient for tethering. Feel free to use any NEHSA poles and helmets. Students and volunteers using NEHSA equipment will fill out equipment cards in ink—they will be kept on file in the shop and, if skis are issued, will indicate appropriate binding settings assigned by certified shop technicians. Indemnification regulations require that these shop technicians initial the cards in ink every time they issue skis and indicate the setting they used. Do not use NEHSA skis unless you have the shop check you and your student’s binding settings. You are responsible for returning your own and your student’s equipment to the appropriate storage place every day. Make sure it is clean, snow-free, and buckled. If there are equipment problems, attach a signed “yellow sheet” explaining the problem, so the item can be held out of use until repaired. NEHSA tools or equipment can be used off-site or held overnight only with the explicit permission of the Program Director or responsible Shop Technician. NEHSA members using such gear will sign for it and indicate the expected date of return in the back of the NEHSA Shop Log and will ensure it is signed back in on return.

UNIFORM POLICY

Owned NEHSA jackets should not be worn at other mountain areas in the role of “instructor” when free skiing. However, if you are at another mountain participating in their disabled program, we encourage you to wear your NEHSA jacket. This identifies you not only as an ambassador of NEHSA but also shows the skill level of our instructors and assistants.

FUND RAISING

Outdoor recreation for everyone is our philosophy at NEHSA. Each season we look forward to many exciting new developments and projects. This year we have been fortunate in that many of our Grants have provided us with excellent new equipment.

Sustaining existing programs and creating accessible, meaningful and fun recreational opportunities is always inviting. One challenge associated with offering positive programming is funding. NEHSA is a non-profit organization. Our Board of Directors, volunteers and members work with individuals, foundations, and corporations to raise funds. The Board of Directors is always seeking to develop new sources of revenue via planned giving, matching gift programs and our special events.

NEHSA is recognized as a 501(C)(3) non-profit organization with the Internal Revenue Service. As such, any fundraising activity must be reviewed by the Board of Directors to ensure that we, as an organization, comply with the IRS rules and regulations. Any monies received by a member on behalf of NEHSA have to be turned over to the Treasurer to maintain NEHSA’s tax-exempt status.

Giving your time as a volunteer is greatly appreciated! Because of your commitment to NEHSA, you can be a tremendous asset in assisting our fund raising efforts by identifying people, including yourself, your employees, co-workers or other organizations that may wish to support our program. Please contact our Program Director as it is anticipated that every member shall volunteer for at least one fund raising event some time in the “off season” or year round to help with our fund raising efforts. During this particularly difficult time in our country, fund raising has become increasingly more difficult. NEHSA needs everyone more than ever participating in these efforts.

**New England Handicapped Sports Association
Acknowledgement & Receipt and
At Will Letter of Understanding
2014/2015**

I [REDACTED] HAVE READ THE NEHSA VOLUNTEER HANDBOOK and I understand that the contents of it are presented as guidelines and policies in process and they are in effect as of the date of publication of this manual. The NEHSA Board of Directors reserves the rights to modify, revoke, suspend, terminate or change any or all policies or procedures, in whole or in part, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute, an employment contract between NEHSA and any one or all of its volunteers. NEHSA's Board of Directors is the sole interpreter of all policies stated in this handbook based on feedback through the NEHSA membership and its' insurance requirements.

I have read this document and understand that NEHSA is an "at will" volunteer organization. I understand that "at will" means:

TERMINATION OF VOLUNTEER SERVICES

Volunteering privileges at NEHSA is not a permanent arrangement; the right to volunteer within the organization is not of any specific duration. A volunteer may be terminated at any time, either by the Program Director or by a member of the Board of Directors, upon notice, with or without any cause if there are violations of the NEHSA handbook or Mt. Sunapee rules and regulations.

A volunteer does not acquire a "property right" in his or her volunteer position. Both the volunteer and NEHSA are free to terminate volunteer services at any time, upon notice for any reason or for no reason at all.

I [REDACTED] have read the policies and procedures outlined in this handbook, and understand them fully. If at any given time I feel I do not understand the policies or procedures of the organization, I understand that I may contact the Program Director, NEHSA President, or NEHSA Vice President. I understand that if I fail to sign the document that my membership privileges will be revoked or not reinstated, whatever the case may be.

VOLUNTEER SIGNATURE:

[REDACTED]

DATE:

[REDACTED]

Please return this signed form to the NEHSA Program Director or Volunteer Coordinator before the first volunteer day.

4-V-14

Disabled Sports USA Waiver & Release of Liability, and Media Release Agreement

Disabled Sports USA, and its affiliated Chapters ("Released Parties") are non-commercial, not for profit activity providers. The purpose of this agreement is to exempt, waive and relieve Released Parties from any and all liability for wrongful death, personal injury, and property damage, including, but not limited to, liability arising from the negligence of Released Parties. "Released Parties" include Disabled Sports USA, New England Handicapped Sports Association and their representatives, administrators, directors, agents, coaches, employees, and volunteers; other participants, sponsoring agencies, sponsors, and advertisers; and, if applicable, the owners, operators, and lessors of premises on which the activities or events take place.

In consideration of the undersigned Participant being allowed to participate in any way in Disabled Sports USA and/or New England Handicapped Sports Association related events and activities, the Undersigned ("Undersigned" means only the Participant when the Participant is age 18 or older or it means both the Participant and the Participant's parent or legal guardian when the Participant is under the age of 18) agrees and acknowledges as follows:

1. **Risks of Activity.** Participant will be taking part in activities that can be hazardous and involve the risk of physical injury and/or death. The activities are inherently dangerous and Undersigned fully realizes the dangers of participating in the activities. The dangers and risks of the activities include, but are not limited to the condition of the premises and equipment, and the acts, omissions, representations, carelessness, and negligence of the Released Parties. Recognizing the risks and dangers, the Undersigned voluntarily chooses for Participant to participate in the activities and expressly assumes all risks and dangers of the participation in the activity, whether or not described above, known or unknown, inherent, or otherwise.
2. **Release and Indemnification.** Undersigned (a) unconditionally releases, forever discharges, and agrees not to sue the Released Parties for any claims or causes of action for any liability or loss of any nature, including personal injury, death, and property damage, arising out of or relating to Participant's participation in the activities, including, but not limited to claims of negligence, breach of warranty, and/or breach of contract the Undersigned may or will have against the Released Parties; and (b) agrees to indemnify, defend, and hold harmless the Released Parties from and against any liability or damage of any kind and from any suits, claims or demands, including legal fees

and expenses whether or not in litigation, arising out of, or related to, Participant's participation in the activities.

3. **Helmet Use.** Undersigned agrees that Participant shall use a helmet when participating in the following activities: Alpine skiing, cycling, equestrian, ice hockey, outdoor rock climbing, snowboarding, white water kayaking, white water river rafting, and any other activity when directed by Released Parties. Undersigned understands that a helmet is in no way a guarantee of safety and that no helmet can protect the wearer against all foreseeable impacts to the head, and that the activities can expose the Participant to forces that exceed the limits of protection provided by a helmet. Undersigned agrees to assume full responsibility for complying with this paragraph and that Released Parties shall not be liable for any injury or damages resulting from Participant's failure to use a helmet.

4. **Miscellaneous.** Undersigned agrees (a) Participant will not engage in any activities prohibited by any applicable laws, statutes, regulations and ordinances; (b) this agreement shall be governed by the laws of the State of NH and the exclusive jurisdiction and venue for any claim shall be located in the state courts located in Merrimack County, NH; and (c) this agreement shall be binding upon the subrogors, distributors, heirs, next of kin, executors, and personal representatives of the Undersigned.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND ITS CONTENTS. I AM AWARE THAT I AM RELEASING LEGAL RIGHTS THAT OTHERWISE MAY EXIST.

| | | |
|--------------------------------|--|-------------|
| | | |
| Participant's Signature | Participant's Name (please print clearly) | Date |

FOR PARTICIPANTS UNDER THE AGE OF 18

Undersigned parent or legal guardian acknowledges that he/she is not only signing this Agreement on his/her behalf, but that he/she is also signing on behalf of the minor and that the minor shall be bound by all the terms of this agreement. Additionally, by signing this agreement as the parent or legal guardian of a minor, the parent or legal guardian understands that he/she is also waiving rights on behalf of the minor that the minor otherwise may have. The Undersigned parent or legal guardian agrees that, but for the foregoing, the minor would not be permitted to participate in the activities. If signing as the parent or guardian of a minor Participant, signing adults represent that they are a legal parent or guardian of the minor Participant.

| | | | | | |
|--------------------|--|-----------------------------------|---------------------|------------------------|-------------|
| | | | | | |
| Minor's DOB | Parent/Legal Guardian Signature | Parent/Legal Guardian Name | Relationship | Emergency Phone | Date |

MEDIA RELEASE FORM

MEDIA/PHOTO WAIVER: Undersigned authorizes and gives full consent to Released Parties to copyright and/or publish for public view any and all photographs, digital recordings, videotapes and/or film in which Participant appears. Undersigned agrees that Released Parties may transfer, use, or cause to be used, these digital recordings, photographs, videotapes, or films for any exhibitions, public displays, publications, commercials, art and advertising purposes, television programs, and internet without limitations or reservations.

| | | |
|--|--|---------------------|
| | | |
| Participant's Signature | Participant's Name (please print clearly) | Date |
| | | |
| Parent/Legal Guardian Signature | Parent/Legal Guardian Name | Relationship |
| | | Date |

Disabled Sports USA – Revised 09/2014

**STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR
PARENTAL PERMISSION AS DEFINED IN RSA 276-A:4 VIII AND LAB 1002.02
FOR THE EMPLOYMENT OF YOUTH AGE 16 OR 17**

Youth's name: _____ Date of Birth ____ / ____ / ____
(please print) (month, day, year)

Youth's Address: _____
Street City State Zip

I, _____, grant permission for my son, daughter or legal ward
(Name of parent or legal guardian)

To be employed with _____
(Name of employer)

Located at _____
Street City State Zip

Description of work _____

Date Signature of parent or legal guardian

For information regarding the requirements of RSA 276-A, the New Hampshire Youth Employment Law, please contact the New Hampshire Department of Labor at 271-6294, or 271-1492.

RSA 276-A:4

I. No youth shall be employed or permitted to work in any hazardous occupation, except in an apprenticeship, vocational rehabilitation, or training program approved by the commissioner.

VI. No youth 16 or 17 years of age who is duly enrolled in school shall be permitted to work more than 6 consecutive days or more than 30 hours during the school calendar week, which shall be Sunday through Saturday.

VII. No youth 16 or 17 years of age who is duly enrolled in school shall work for more than 6 consecutive days or 48 hours in any one week during school vacations, including summer vacation. For purpose of this paragraph, "summer vacation" means June 1 through Labor Day

VIII. No youth 16 or 17 years of age, except a youth 16 or 17 years of age who has graduated from high school or obtained a general equivalency diploma, shall be employed by an employer unless the employer obtains and maintains on file a signed written document from the youth's parent or legal guardian permitting the youth's employment.

RSA 276-A:13 Night Work. - No such youth shall be employed or permitted to work at night work more than 8 hours in any 24 hours nor more than 48 hours during the week. If any youth is employed or permitted to work more than 2 nights each week, for any time between the hours of 8 o'clock p.m. and 6 o'clock a.m. of the day following, such employment shall be considered night work.

Lab 1002.03 Hours Limitations.

(c) Pursuant to RSA 276-A:13, any youth scheduled to work more than 2 nights in a week past 8 o'clock p.m. shall not be permitted to work more than an 8 hour shift during that particular week.

Hazardous Occupations are as defined in Federal Child Labor Bulletin Requirements in Nonagricultural Occupations "Child Labor Bulletins No. 101" Order No. 1 through Order No. 17 Revised September 1991.

This form must be file with the employer prior to 16 or 17 year old youth performing any work.

Office Use:
Dues Paid

I F G

Date Paid

Initials



Office Use:

Membership # _____

Date Entered

Initials

MEMBERSHIP 2014/2015

New England Handicapped Sports Association

PRIMARY MEMBER _____ Returning _____ New _____

Date of Birth _____ Age _____ Male _____ Female _____

Eligible family members & Date of Birth(s) _____

Address _____

City _____ State _____ Zip _____

Phone (home) (____) _____ (work) (____) _____ Ext _____

Cell (____) _____ e-mail _____

Please communicate with me via: E mail _____ Home phone _____ Work Phone _____ Cell _____ USPS _____

Are you a Military Veteran? Yes No If Yes Branch and Years of Service _____

Students I enjoy:

Snow sports Summer sports other (please specify) _____

Volunteers: I would like to volunteer for the following:

Snow sports Summer sports Equipment repairs
 Water sports Fundraising Office
 Other (please specify) _____

Do you have any medical conditions/limitations that we should be aware of? Yes No

If Yes, please specify _____

Membership Prices:

Individual: \$45
Family: \$70
Group: \$100
Cash, Visa, MasterCard,
or Check payable to NEHSA

Emergency Contact

Name _____

Relationship _____

Phone _____

Please visit www.nehsa.org to download a complete package of required paperwork



NEW ENGLAND HANDICAPPED SPORTS ASSOCIATION

CORI REQUEST FORM

As a volunteer for NEHSA, I understand that a criminal record check will be conducted for conviction and pending criminal case information and that it will not necessarily disqualify me.

The information below is correct of the best of my knowledge.

Volunteer Signature

Date

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: ____ - ____ - ____

LIST CURRENT RESIDENCE: _____

LIST CURRENT PHONE NUMBER: _____

PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE OR ANOTHER FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION.

NEW ENGLAND HANDICAPPED SPORTS ASSOCIATION
BOARD OF DIRECTORS
2014-2015

President: Todd Manglass
Vice President: Erik Wheeler
Treasurer: Jeff Nechanicky
Secretary: Henry Morneault

Executive Director: Tom Kersey

Advisors: Bruce Johnstone
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