



ADAPTIVE SPORTS CONNECTION

SKI VOLUNTEER

GUIDE

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INTRODUCTION

ABOUT ASC

Adaptive Sports Connection (ASC) is a 501 (c)(3) nonprofit organization established in 1992 and headquartered in Columbus, Ohio. Dedicated to serving veterans, children, and adults with disabilities, the organization's mission is to break through limitations with adaptive innovation, ensuring people of all abilities, the health benefits, freedom, and sense of belonging from recreation and outdoor experiences. Get Out Adventures (GOA) formed in 2021 as a social enterprise and division of ASC. GOA delivers outdoor recreational experiences to the public and people of all abilities. 100% of GOA net revenues fund ASC programs.

ASC VOLUNTEER PROGRAM

Volunteers are critical to the success of ASC activities and programs. Adaptive ski and snowboard volunteers provide a safe and positive learning experience for ASC's program participants, known as athletes. For more than 30 years, ASC has established a network of dedicated and committed volunteers to support its adaptive athletes. This guide was developed to provide the essential information for ski and board volunteers to get started on their day on the slopes.

Additional reference materials are available in the comprehensive ASC Volunteer Handbook at: <https://adaptivesportsconnection.org/wp-content/uploads/2023/04/2023-VolunteerHandbook-web.pdf>

CONFIDENTIALITY AND PRIVACY STATEMENT

Volunteers may have access to athlete information while volunteering. This may include medical information, as well as other personal data. Volunteers are not to disclose this information outside of ASC at any time during, or subsequent to, one's volunteer activities.

ASC asks that volunteers not share personal information regarding athletes (or other volunteers) when not applicable to the direct supervision and support of the athlete. In addition, athlete information should not be shared with other volunteers who are not attending the event or who may directly support the athlete.

ASC does not fall within the Health Insurance Portability and Accountability Act (HIPAA) guidelines in most cases when sharing information internally. However, sharing of personal athlete information must be for an approved reason and fall within HIPAA guidelines.

Any personal contacts of athletes are only shared when mutually agreed upon and not distributed by ASC. ASC does not sell or share any participant contact information with public organizations and businesses.

WORKING WITH ATHLETES

Before working with an athlete, review his or her Athlete Information found in the lesson assignment. If you notice anything concerning, notify program staff immediately. Be respectful of the information on the lesson assignment sheet. As a volunteer, you will be paired with an experienced instructor and utilize lesson plans and outlines to help athletes improve their skills on the snow, help to complete regular progress reports to track their successes, and comply with all program safety regulations. Volunteers of all skiing or snowboarding abilities will be matched with instructors and athletes according to their skills.

Other important factors to remember when interacting with athletes:

- Ensure that athletes are dressed and protected from existing weather conditions. Never take athletes into adverse weather with inadequate clothing or equipment.
- Check athletes for cold or numbness in their extremities, signs of heat loss, and his or her comfort level. If you are concerned, bring the athlete indoors and/or address the concerns with his or her caregiver.
- Do not administer any medication, prescription or non-prescription, to any athlete.
- Due to various athlete dietary restrictions and food allergies, do not provide food or meals to an athlete, unless it is food that they have brought with them.
- Ask permission before touching the athlete. Although many activities require physical contact (such as transfers), you should still ask for permission.
- If an athlete informs you that he or she is being mistreated or harassed during an ASC activity, report the incident to program staff immediately.



OPERATIONAL LOGISTICS

SNOW SPORTS SEASON CALENDAR

Adaptive ski and snowboard events take place every Saturday from January to mid-March, pending favorable snow conditions. What to expect as an ASC volunteer:

ARRIVAL TIMES

Volunteer arrival: Ski Ready at 8:30 a.m.

Volunteer pre-meeting: 8:45 a.m.

Athletes arrival: 8:45 a.m.

Morning lessons run from 9:00 a.m - 11:30 a.m.

Afternoon lessons run from 1:00 p.m. - 3:30 p.m.

TRAINING DATES

All ski and snowboard volunteers are highly encouraged to attend as many training sessions as possible. Key dates are as follows:

General Zoom training

Various dates November - December

Dry Land Training

October 28, 2023

November 4, 11, 18, 2023

On Hill Training

December 9, 16, 30, 2023

Mid-Season Training

Various dates January -March 2024

SPECIAL ASC SKI EVENT DATES

Veteran Ski Weekend - February 2-3, 2024

Light Up the Night - Date TBD

SKI FACILITIES

ASC operates adaptive ski and snowboard programming at Snow Trails in Mansfield, Ohio and Mad River in Bellefontaine Ohio.

Mad River Mountain

Location: 1000 Snow Valley Rd., Zanesfield, OH 43360

- Vertical Drop: 300 ft
- Elevation: 1,460 ft
- Snowmaking Coverage: 100%
- Lifts: 11 (5 chair lifts, 3 handle tows, 1 surface carpet, and 2 tubing surface carpets)
- Trails: 20
- Terrain Park: 1 (for all abilities)

Resort Map: <https://www.skimadriver.com/the-mountain/about-the-mountain/trail-maps.aspx>

Snow Trails Resort

Location: 3100 Possum Run Rd., Mansfield, OH 44903

- Vertical Drop: 301 feet
- Longest Run: 2,200 feet - Timberline trail - the “Longest Trail in Ohio”
- Base: 1,174
- Peak: 1,475
- Number of Lifts: 4 triple chairlifts, 2 double chairlifts, 2 Ski Conveyor Carpet Lifts, and 1 Tubing Conveyor Carpet Lift
- Trails: 19 - all 100% lighted for night skiing, snowboarding, and snow tubing
- Terrain Parks: 5 - Terrain Based Learning Park, Terrainasaurus Park, Alpine Terrain Park, Rustler Jump Line, and The Woods Terrain Park

Resort Map: <https://www.snowtrails.com/footer/trail-map>

WEATHER CANCELLATION POLICY

If the county the ski hill is located in (Richmond County for Snow Trails, Logan County for Mad River) or Franklin County are under a Level 2 Snow Emergency, ASC will cancel morning sessions then reassess for the afternoon.

ASC leadership continuously assesses ski conditions for safety of adaptive lessons. If it is decided that conditions are not favorable for adaptive lessons, the staff will make every effort to have a call made by 4 p.m. the day prior to the event.

Any cancellations will be communicated via email and the Adaptive Sports Connection Facebook page. No news is good news and the event is still on!

TICKET RENTAL POLICY

All volunteers receive a free lift ticket and equipment rentals (if needed) for the day they volunteer. While you are not required to volunteer for a full day, we do ask that if you do not volunteer for the afternoon session that you do not spend the afternoon free-skiing. After the conclusion of all lessons for the day, you are free to ski until the resort closes.

PERSONAL LUNCH AND MEALS

For most events, lunch/meals are not provided by ASC and are the responsibility of the volunteer. Volunteers are free to pack a lunch, purchase from the ski resort food court, or leave the ski resort to purchase food offsite, as long as they are back in time for their next assigned lesson. In the event that meals are provided for an event, that will be communicated to all volunteers prior to the event.



VOLUNTEER ROLES & RESPONSIBILITIES, SUPPORT STRUCTURE

SKI ADVISORY TEAM

Each ASC sport has a Sports Advisory Team made up of volunteers that report to a designated staff member. The Sports Advisory Team serves as a committee to improve and implement ski programming enhancements. Guidelines regarding Advisory Team structure are as follows:

- A Sports Advisory Team member may serve a maximum of two years in the role and may not serve on more than two sports at the same time.
- Each Sports Advisory Team will send a representative to the quarterly Operations Advisory Group meeting.
- Volunteers interested in assuming a Sports Advisory Team role can contact an ASC staff member. Staff will choose qualified volunteers to fill the roles based on current and/or upcoming openings.

The 2023-24 Snow Sports Advisors are:

Don Nehrkorn, *Equipment*

Teresa Ritchey, *Sports Advisor*

Mike Kenyon, *Sports Advisor*

Eric Schnabel, *Hill Advisor*

VOLUNTEER ROLE DESCRIPTIONS

Instructor Trainer (ASC Level 4)

Volunteer Title: Instructor Trainer

Position: Sport Instructor

Summary: Teach children and adults with disabilities how to progress in the sport safely, mentor rising volunteers, provide volunteer training

Responsible to: Event Lead Volunteer and Program Staff

Locations: Program Location

Commitment: 50% +1 of scheduled participant events and willing to teach at volunteer training events

Benefits: Access to volunteer appreciation events throughout the year and opportunities for professional development based on eligibility and qualification

Responsibilities:

- Provide a safe, fun, positive and informative learning experience for Adaptive Sports Connection athletes.
- Able to assess and teach the skill levels of all other categories (EH, QA, LI) and provide specific feedback for improvement in a positive manner.
- For instructional activities, utilize a sanctioned lesson plan or outline.
- Work with athletes and volunteers to set goals for the season and for each lesson; support the athlete to achieve their goal(s).
- Conduct and follow emergency procedures when required.
- Complete incident reports when necessary.
- Participate in pre-activity meetings with assigned Event Lead Volunteer or Program Staff.
- Report absent athlete(s) to staff or lead.
- Assist with recruiting and retaining other volunteers and athletes.
- Willing to attend and teach at volunteer training clinics.
- Mentor and instruct assistant volunteers towards achieving Instructor status.

Qualifications:

- Age requirement: 18 years or older.
- Understanding of PSIA/AASI principals desirable.
- Can teach a beginner alpine ski lesson.
- Understands differences between adaptive disciplines.
- Can safely use chairlift and assist chairlift load and unloads on adaptive lessons.
- Very strong skier on all terrain.
- Able to assess and teach the skill levels of all other categories (EH, QA, LI) and provide specific feedback for improvement in a positive manner.
- Work to grow, teach, and develop Lead Instructors.

- Capable of teaching an adaptive student from intermediate to advanced.
- Can conduct student assessments and teach other volunteers about student assessments.
- Ability to work with a wide variety of personalities, skill levels, and disabilities.
- Knowledge regarding people with disabilities and recreational activities.
- Leadership, communication, motivation, teaching, mentoring, and people skills.
- Ability to commit to all responsibilities and expectations.
- Have a positive attitude.
- Ability to facilitate a safe, fun, positive environment for Adaptive Sports Connection-sponsored activities.
- Ability to handle anger, stress, and/or conflict in a positive fashion.

Other Expectations:

- Complete required in-person and virtual training.
- Attendance and punctuality for all scheduled work. Arrive a minimum of 30 minutes prior to lesson commencement.
- No use or working under the influence of alcohol or **any other** controlled substance(s).
- First aid and CPR certification desired.

Lead Instructor (ASC Level 3)

Volunteer Title: Instructor

Position: Sport Instructor

Summary: Teach children and adults with disabilities how to progress in the sport safely, mentor rising volunteers, provide training periodically

Responsible to: Event Lead Volunteer and Program Staff

Locations: Program Location

Commitment: 50% +1 of scheduled participant events and willing to teach at volunteer training events

Benefits: Access to volunteer appreciation events throughout the year and opportunities for professional development based on eligibility and qualification

Responsibilities:

- Provide a safe, fun, positive and informative learning experience for Adaptive Sports Connection athletes.
- Complete athlete progress reports and make recommendations to athlete's performance.
- For instructional activities, utilize a sanctioned lesson plan or outline.
- Work with athletes to set goals for the season and for each lesson; support the athlete to achieve their goal(s).
- Conduct and follow emergency procedures when required.
- Complete incident reports when necessary.
- Participate in pre-activity meetings with assigned Event Lead Volunteer or Program Staff.

- Report absent athlete(s) to staff or lead.
- Assist with recruiting and retaining other volunteers and athletes.
- Willing to attend and teach at volunteer training clinics.
- Mentor and instruct assistant volunteers towards achieving Instructor status.
- 3 Conduct athlete assessments.

Qualifications:

- Age requirement: 18 years or older.
- Understanding of PSIA/AASI principals desirable.
- Strong skier on lesson terrain.
- Mastery of Movement Analysis for 1 or more adaptive discipline.
- Able to do a full adaptive student assessment.
- Able to select and fit equipment appropriate and safe for a student.
- Capable of teaching a student from beginner level to low intermediate level.
- Works to grow, teach, and develop Qualified Assistants.
- Provides excellent experience for student.
- Ability to work with a wide variety of personalities, skill levels, and disabilities.
- Knowledge regarding people with disabilities and recreational activities.
- Leadership, communication, motivation, teaching, mentoring, and people skills.
- Ability to commit to all responsibilities and expectations.
- Have a positive attitude.
- Ability to facilitate a safe, fun, positive environment for Adaptive Sports Connection-sponsored activities.
- Ability to handle anger, stress, and/or conflict in a positive fashion.

Other Expectations:

- Complete required in-person and virtual training.
- Attendance and punctuality for all scheduled work. Arrive a minimum of 30 minutes prior to lesson commencement.
- No use or working under the influence of alcohol or **any other** controlled substance(s).
- First aid and CPR certification desired.

Qualified Assistant (ASC Level 2 or 3)

Volunteer Title: Qualified Assistant

Position: Assisting Lead Instructor during lessons

Summary: Assist children and adults with disabilities in learning how to progress in the sport safely under the supervision of an Instructor and mentor rising volunteers while working to improve their personal skill set

Responsible to: Instructor and Event Lead Volunteer

Locations: Program Location

Commitment: 50% of scheduled participant events and coteaching at least one volunteer training event per season

Benefits: Access to volunteer appreciation events throughout the year and stipends for professional development based on eligibility and qualification

Responsibilities:

- Provide a safe, fun, positive, and informative learning experience for Adaptive Sports Connection athletes.
- Contribute to athlete progress reports and make recommendations to the instructor about athletes's performance.
- Work with the instructor to monitor goals for the season and for each lesson; support the athlete to achieve their goal(s).
- Assist and follow emergency procedures when required.
- Complete incident reports when necessary.
- Participate in pre-activity meetings with assigned Event Lead Volunteer or Program Staff.
- Report absent athletes(s) to staff or lead.
- Assist with recruiting and retaining other volunteers and athletes.
- Participate in a minimum of one in-season clinic.
- Mentor and instruct Lesson Helper volunteers towards achieving Assistant Instructor status.
- Assist in athlete assessments.

Qualifications:

- Age requirement: 16 years or older.
- Working towards relevant certifications desirable.
- Comfortable skier on lesson terrain.
- Can teach a beginner alpine ski lesson.
- Understands differences between adaptive disciplines.
- Can safely use chairlift and assist chairlift load and unloads on adaptive lessons.
- Understands basic student assessments.
- Works to grow, teach, and develop Enthusiastic Helpers.
- Can perform 1 or more elements of an adaptive discipline with guidance.

- Ability to work with a wide variety of personalities, skill levels, and disabilities.
- Knowledge regarding people with disabilities and recreational activities.
- Developing: Leadership, communication, motivation, teaching, mentoring, and people skills.
- Ability to commit to all responsibilities and expectations.
- Have a positive attitude.
- Ability to facilitate a safe, fun, positive environment for Adaptive Sports Connection-sponsored activities.
- Ability to handle anger, stress, and/or conflict in a positive fashion.

Other Expectations:

- Complete required in-person and virtual training.
- Attendance and punctuality for all scheduled work. Arrive a minimum of 30 minutes prior to lesson commencement.
- No use or working under the influence of alcohol or **any other** controlled substance(s).
- First aid and CPR certification desired.

Enthusiastic Helper (ASC Level 1 or 2)

Volunteer Title: Enthusiastic Lesson Helper

Position: Assist with activities pertaining to lesson setup, execution, and clean up

Summary: Helpers or lesson helpers will assist with a variety of odd jobs, such as assisting athletes to get fitted in their gear, grabbing extra or different equipment, providing support during the lesson, making sure equipment is clean and returned after the lesson

Responsible to: Event Lead, Instructors, and Assistant Instructors

Locations: Program Location

Commitment: Minimum 1 event

Benefits: Access to volunteer appreciation events throughout the year

Responsibilities:

- Provide a safe, fun, positive, and informative learning experience for Adaptive Sports Connection participants.
- Complete incident reports when necessary.
- Participate in pre-activity meetings with assigned Hill Lead Volunteer or Program Staff.
- Assist with recruiting and retaining other volunteers and athletes.
- Developing knowledge regarding people with disabilities and recreational activities.
- Developing: understanding of the location, safe transport, and basic identification of adaptive equipment.
- Learn how to move equipment without personal injury or damaging equipment.
- Learn basic safety equipment.
- Be able to fit an athlete into required safety equipment (i.e helmet, life jacket, etc).
- Ensure athlete is dressed appropriately.

- Observe athlete assessments.
- Learn basic locations around the program area.

Qualifications:

- Age requirement: 16 years or older to work independently, if under 16 must volunteer alongside a supervising parent or guardian.
- Understands basic Disability Awareness.
- Understands and uses Person First Language and basic communication skills while working with people with disabilities.
- Understands and follows basic safety requirements of the program.
- Understands basic differences and uses of various pieces of adaptive equipment.
- Understands and follows ASC policies and procedures.
- Has basic skiing skills and understands the role of an umbrella skier.
- Ability to work with a wide variety of personalities, skill levels, and disabilities.
- Ability to commit to all responsibilities and expectations.
- Have a positive attitude.
- Ability to facilitate a safe, fun, positive environment for Adaptive Sports Connection-sponsored activities.
- Ability to handle anger, stress, and/or conflict in a positive fashion.

Other Expectations:

- Complete required in-person and virtual training.
- Attendance and punctuality for all scheduled work. Arrive a minimum of 30 minutes prior to lesson commencement.
- No use or working under the influence of alcohol or **any other** controlled substance(s).

Registration (ASC Level 1)

Volunteer Title: Registration Volunteer

Position: Registration Table

Summary: Oversees check-in of all program participants and volunteers, keeps accurate attendance records, ensures all waivers are signed, and provide sign-in sheets to ASC Staff at the end of the event

Responsible to: Event Lead, Instructors, and Assistant Instructors

Locations: Program Location

Commitment: Minimum 1 event

Benefits: Access to volunteer appreciation events throughout the year

Responsibilities:

- Take attendance.
- Ensure all liability waivers and media releases are signed.
- Conduct Emergency Procedures when required. Complete incident reports when necessary.

- Participate in pre-activity meetings with the assigned Event Lead Volunteer.
- When needed, supervise athletes during breaks.
- Assist with the cleanliness and upkeep of program facilities.
- Respond to the needs of staff, volunteers, and athletes as they arise.
- Other duties as assigned.

Qualifications:

- Age requirement: Must be 18 years or older
- Knowledge regarding working with people with disabilities.
- Ability to work with a wide variety of people, disabilities, skill levels, and personalities.
- Ability to commit to all responsibilities and expectations noted above.
- Have a positive attitude.
- Ability to facilitate a safe, fun, positive environment for Adaptive Sports Connection-sponsored activities.
- Ability to handle anger, stress, and/or conflict in a positive fashion.

Other Expectations:

- Complete required in-person and virtual training.
- Attendance and punctuality for all scheduled work. Arrive a minimum of 30 minutes prior to lesson commencement.
- No use or working under the influence of alcohol or **any other** controlled substance(s).
- First aid and CPR certification desired.

PERSONAL SKI LEVELS

There are several ski levels for volunteers and athletes. Ski level designations help volunteers and athletes self assess their skills and enable ASC to better pair them with appropriate lessons and volunteer teams.

Non-Skier	Level 1	Level 2	Level 3
Helps with registration and lesson organization	Ski/ride conservatively Prefer slower speeds	Ski/ride moderately Prefer a variety of speeds	Ski/Ride with more precision and technique.
Helps to get athletes through the equipment rental line and to find their instructor in a timely manner	Prefer easy or moderate slopes	Ski on varied terrain, including some difficult terrain.	A strong blend of skills, able to ski with confidence on blue and black runs
Assists with equipment fitting and transfers		<i>Note: All skiers who do not meet all qualifications of a level 1 or level 3 skier are classified as a level 2 skier</i>	
Equipment Maintenance			

ESSENTIAL ELIGIBILITY CRITERIA

Essential Eligibility Criteria (EEC) is a list of functions an athlete must be able to perform in order to safely participate in the program. Having a written EEC policy allows the volunteer to evaluate every athlete through a standard set of objective rules to ensure that there is no discrimination against any single person. These policies also allow staff and volunteers to understand and be comfortable with explaining the requirements for participation in a positive, inclusive manner.

General Essential Eligibility Criteria

Athletes must acknowledge the ability to perform the following EECs:

- Be able to manage personal care independently or with assistance of a companion.
- Be able to transfer on/off/in/out of equipment independently or with the assistance of a companion. You may need to provide a companion to assist with transfers depending on the program.
- Be able to follow verbal or visual instructions and effectively communicate independently or with assistance of a companion.
- Be able to refrain from behaviors that pose a risk (such as aggression, inability to set boundaries, lack of safety awareness, drug/alcohol use/influence) to self or others, independently or with the assistance of a companion.
- Use equipment appropriate for personal weight without going beyond or below weight capacity of program equipment.
- Be able and willing to wear appropriate protective and safety equipment, such as helmets.

Skiing and Snowboarding Essential Eligibility Criteria

Athletes must acknowledge the ability to perform the following EECs:

- Meet all General EECs.
- Be able and willing to follow Your Responsibility Code, either independently or with the assistance of a companion.
- Be able to (once shown) to load, safely ride, and unload the chairlift independently or with the assistance of a companion.
- Be able to, either independently or with the assistance of a companion, get up after a fall and continue skiing.
- Be able to tolerate winter temperatures while appropriately dressed for the duration of the lesson.



SKI VOLUNTEER RESPONSIBILITIES & GUIDELINES

As an ASC ski volunteer, you are expected to be courteous and professional in your interactions with athletes, families, community partners, medical professionals, ASC staff and other volunteers, as well as any outside sources you may contact for assistance.

In addition, Adaptive Sports Connection expects our ski volunteers to abide by the following guidelines:

- All instructors/volunteers must have read the general volunteer guidelines and responsibilities along with the skiing and snowboarding guidelines and responsibilities.
- Everyone is required to wear an approved and properly fitted ski helmet while skiing or riding.
- Everyone must know and abide by Your Responsibility Code at all times while skiing and riding.
- Volunteers should be familiar with their athlete's disability and other related conditions before starting the lesson by reading their participant profile and by performing a skier's assessment.
- All equipment must be checked before, during, and after each lesson. Any deficiency that affects the operational safety of the equipment must be reported to staff or a lead volunteer immediately and taken out of service until the issue is resolved. All equipment, regardless of condition, should be returned clean and free of snow to its proper place after each lesson.
- Anyone who has experienced a seizure in the last 24 months, or who you are not sure will remain safely seated on the chairlift, is required to wear a retention harness while riding the chairlift.
- When tethering any sit or stand equipment from behind, the tether line must be attached with a girth hitch to the instructor's skin at the wrist. This is to prevent the tether line from coming loose if the instructor loses their grip on the line, or if the instructor were to fall. The tether must be attached to the equipment with a carabiner or girth hitch. If applicable, the tether line must be attached to the manufacturer's recommended attachment point.
- Prior to using any sit ski equipment, ensure that the evacuation system is ready and accessible. All sit skis and bi-skis with fixed outriggers must be tethered by a volunteer at all times.

Skier's Responsibility Code

We all must consider our own actions and the actions of others when skiing or riding as we all enjoy the slopes together. To that end, please take a minute to familiarize yourselves with the Skier's Responsibility Code, brought to you by the National Ski Area Association. Simple, effective, and something that EVERY guest must know and practice on the mountain.

1. Always stay in control. You must be able to stop or avoid people or objects.
2. People ahead or downhill of you have the right-of-way. You must avoid them.

- Stop only where you are visible from above and do not restrict traffic.
- Look uphill and avoid others before starting downhill or entering a trail.
- You must prevent runaway equipment.
- Read and obey all signs, warnings, and hazard markings.
- Keep off closed trails and out of closed areas.
- You must know how and be able to load, ride and unload lifts safely. If you need assistance, ask the lift attendant.
- Do not use lifts or terrain when impaired by alcohol or drugs.
- If you are involved in a collision or incident, share your contact information with each other and a ski area employee.

When working with athletes and while skiing during personal time, instructors and volunteers should serve as role models for on-hill safety. Instructors should incorporate the Responsibility Code into their lessons and check for understanding.

Ski Area personnel have the ability to revoke someone's lift ticket if they are not following the guidelines set up in the Responsibility Code.

Ski Lesson Assignments

All ski volunteers registered for an event will receive an email the day before the event with their lesson assignment for the day. These assignments will help you become familiar with your athlete and volunteer team and be prepared for the upcoming event. Each athlete will be assigned a team of volunteers and will have a notes section. In this notes section you can find info about the athlete such as height, weight, diagnosis, anticipated equipment they will use, and any lesson notes from a previous instructor. These notes will guide you to find your fellow volunteers, understand your role for the day, and help you decide which equipment to prepare for your athlete. Remember to always do a full evaluation with your athlete and to ask any questions necessary to help you be prepared to administer a safe, fun, lesson. Note that these assignments are not necessarily set in stone, but due to personnel changes, may change at any point up to the lesson.

Sample volunteer assignment grid

	A	B	C	D	E	F	G
1	(R) = Rentals				Hill Lead	Harry Potter	
2					Registration	Jack Skellington	
3	Arrival by 8:30am Team Huddle by 8:45am First lesson starts at 9:00am				Photographer/ Social Media	Buzz Lightyear	
4							
5							
6							
7							
8	9:00 AM	Name	Comments		9:00 AM	Name	Comments
9			Age: 12 Height: 42" Weight: 63 lbs Disability: Partially paralyzed from the waist down, but able to transfer. He can stand with some assistance. Equipment: Bi ski Terrain: First Timer Never Ever			George Washington (R)	Age: 12 Height: 47" Weight: 68lbs Disability: Hearing loss and above knee amputee, left leg. Equipment: 34 Tracking Terrain: Beginner. This will be his first time skiing since his amputation. Prior to amputation, George skied with ASC and was able to handle most terrain at MRM.
10	Athlete	John Adams			Athlete		
11	Lead Instructor	Harry Potter			Lead Instructor	Willy Wonka	
12	Qualified Assistant	Ron Weasley			Qualified Assistant	Pippi Longstocking	
13	Enthusiastic Helper	Hermione Granger			Enthusiastic Helper	Sherlock Holmes	
14	Friend / Family	Abigail Adams (R)	Has never skied before.		Friend / Family	Martha Washington (R)	Martha is an accomplished skier
15	1:00 PM	Name	Comments		1:00 PM	Name	Comments
16			Age: 68 Height: 59" Weight: 190 Disability: VI, limited peripheral vision, right leg amputee above knee amputee Equipment: 3 Track + Partial Blind or all ski Terrain: First timer, but has goal to ski in Colorado in March				Age: 6 Height: 45" Weight: 60 Disability: Genetic disorder, unable to walk or talk, can support torso. Equipment: Mountain man junior w/ fixed outriggers. Intro to ski techniques, father assisted with chair lift basics. Landon enjoys more speed, has good balance, and can likely progress to hand held riggers. Terrain: Beginner I'd like to introduce hand held outriggers. I'd like to start the lesson with carpet run and work on ski basics, then allow him to be tethered on larger runs. He is 6, and has limited attention span, so recommend we keep the technical lesson short.
17	Athlete	Captain Hook (R)			Athlete	Mickey Mouse	
18	Lead Instructor	Peter Pan			Lead Instructor	Donald Duck	
19	Qualified Assistant	Tinkerbell			Qualified Assistant	Cinderella	
20	Enthusiastic Helper	Wendy Darling			Enthusiastic Helper	Goofy	
21	Friend / Family	Snatly (R)			Friend / Family	Minnie Mouse (R)	

Athlete Goal Setting

Goal setting is an important aspect of programming that ensures the athlete is meeting his or her objectives. Goal setting and success is individual to each athlete. Before each lesson, have a conversation with the athlete and/or his caregiver to discuss desires and expectations. It is important to note that goals might not always be directly related to the activity (skiing, snowboarding, etc.), and instead, may be social, emotional or physical in nature.

If possible, create SMART goals - Specific, Measurable, Attainable, Relevant, and Time-Bound. The more specific the objective is, the easier it is to hold each other accountable.

Examples of SMART objectives in snow skiing:

- By the end of the season, _____ will attempt 3 “blue” runs.
- By the third lesson, _____ will engage in appropriate conversation with two volunteers and one athlete.
- _____ will demonstrate parallel turning by the end of the series.

Examples of ‘poor’ objectives:

- _____ will get better at skiing.
- _____ will have fun.

Post-Lesson Notes Procedures

Progress report notes are an important part of every ASC lesson. Progress report notes help staff, volunteers, and athletes track goal-setting, athlete improvement, and athlete behavior. Progress report notes are also an important way for Instructors to communicate tips, tricks, and lesson plans for an athlete who may have more than one instructor over the course of several lessons.

It is vital that the lead instructor fill out the Post-Lesson Notes for each lesson where either athlete goals or progress toward those goals have changed. While the lead instructor on a lesson is ultimately responsible for completing the Post-Lesson Notes, all volunteers on the lesson can give input toward the contents. The Post-Lesson Notes link can be accessed in the “important links” section of this document, in the volunteer assignment email, via a QR code posted at the program location, or in a follow up email after the event. Post-Lesson notes need to be completed no later than two days after the event so they can be recorded and included in the following week’s athlete notes.



ADAPTIVE SKIING FUNDAMENTALS

CHAIRLIFT PROTOCOLS

Always explain the loading procedure to the athlete and volunteer team before loading. Be sure to focus on safety. Allow the athlete to be as independent as is safely possible.

- Perform a dry run with the athlete before you get in line to get on the chair lift. Confirm all safety devices are present, operational, and accessible (safety strap, evac system)
- Make sure that athletes keep all items that are held in their hands (outriggers) in front of their body or free from getting caught during the load.
- Use proper lifting techniques. Lift with your legs, not with your back.

BEFORE EVERY CHAIR LIFT OPERATION

- Lead Instructor confirms the role of each person involved in the chair lift load/unload and assigns a “Load Lead”. This person will be the voice and communicate with the lift operators and rest of the team
 - Load lead determines who is responsible for any load assist steps (lifting, calling load speed, handling safety strap, etc)
 - Confirm any lift pins are in the proper setting
 - Confirm safety strap is attached and accessible
 - Confirm positioning of athlete if applicable (not in forward ski position, but in load position)
 - Checks all straps are secure
- If there is a change in personnel involved in the load/unload, the Lead Instructor will determine if a practice load is needed and execute accordingly

Loading Speeds

Prior to entering the loading ramp, the Load Lead should notify the lift attendant of the desired speed of the chair for loading, unloading, and if there are any special instructions.

- It is the Load Lead’s responsibility to make certain that the lift attendant knows the desired speed for the load and unload before entering the load area. Never assume the lift operator knows that you want a full speed load or will remember what speed you need from the last run you took. Also, do not assume a lift operator at the top of the chairlift will know that you want the chair to stop. The Load Lead should communicate with the bottom lift operator what unload speed you want at the top

- It is acceptable to let empty chairs pass if either the volunteer or the athlete is not ready to load. If anyone on the load operation is uncomfortable with the process, call for the lift to stop
- Once on the lift, follow load procedures appropriate for that piece of equipment
 - *Be sure to move any load assist switched to unload position if needed after the safety strap has been attached*

Unloading Guidelines

- Unlock carabineer and unwrap the safety line 20-30 feet prior to the unload, or at a time determined by the Load Lead and communicated to the assistant instructor. Try to make the distance unlocked from the chair as short as possible. Always keep a hand on the device once the strap is removed. Coach the student to sit up tall with shoulders back. Do not have the athlete lean forward until the actual dismount.
- Explain the unloading procedure to the student prior to unloading.
- The Load Lead should make visual contact with the lift operator and indicate your desired speed for the unload (stop, slow, full speed) via hand gestures
- The Load Lead determines what help they need from the other ASC person & communicates accordingly
- The Load Lead counts down the procedure
- The Load Lead safely guides the sit skier off of the chair lift
- If the safety of the unload is in jeopardy, remain on the lift and notify the lift operator to stop the chair. Never jump from the chairlift.

AFTER THE UNLOAD

- Lesson lead checks all strapping of the athlete
- Ski position of athlete is checked and moved as needed
- Load pins are moved and put back in ski position
- Ensure safety strap is returned to the correct position for skiing

Safety Harness and Straps

- All athletes using a mono, bi ski, ski bike, sit snowboard and all athletes wearing a harness must be secured to the chair with a safety strap. The safety strap should be connected as soon as possible.
- For the unload, verify that the carabiner between the last tower and the ramp and as late as is possible.
- Always use two person communication - communicate that safety strap is being attached to chair and receive acknowledgement from other person
 - The person NOT working the strap will hold the sit ski & chair
 - Strap is wrapped around the chair and attached back to itself.

- Strongly recommend that the ASC person keeps their hand on the strap at all times as a reminder to unstrap
- Strongly recommend that the person handling the safety strap do with either bare hands or thin gloves to avoid delays in hooking or unhooking

Hand Signals for Skiing



FULL SPEED
Thumbs up



HALF SPEED
Thumbs down



FULL STOP
Slash hand across throat

SAFETY EQUIPMENT POLICIES

ASC uses a wide variety of equipment during its winter programs. To keep our equipment organized and in good working condition, please remember to:

- Check all equipment before, during and after your lesson. Any deficiency that affects the operational safety of the participant's equipment must be reported to program staff and the equipment should be taken out of service. Fill out an equipment repair tag and attach it to the piece of equipment.
- Clean all equipment of snow, ice, dirt and water before and after use.
- Return all equipment to its proper place after use.

Retention Harness

- a. Any athlete who has experienced a tonic-clonic seizure (formerly grand mal) within the last 24 months is required to wear a retention harness while riding the chairlift. It is recommended that an athlete who has experienced any other kind of seizure within the last 24 months wear a retention harness on the chairlift.
- b. If your participant does have a seizure while on the chairlift:
 - i. Remain calm, and ensure your own personal safety before attempting to assist the person having a seizure.
 - ii. Do not attempt to hold the person.
 - iii. Notify the lift attendant before reaching the top that you will require a full stop to unload. Do not unhook the retention strap from the chair until you have come to a full stop at the top of the Chairlift.
 1. Ask the lift attendant to notify Ski Patrol.
 2. Once Ski Patrol has taken control of the student's well-being, notify your Lead Instructor and an ASC staff member.

3. Go to the ski patrol room to see what you can do to help the family. Often it is helpful to gather equipment etc. If the person is alone, we are often the only person they know and can make it less scary.
4. File an incident report.

Helmets

- ASC requires athletes, volunteers, and any participating family and caregivers to wear helmets when actively participating in Downhill Skiing, Downhill Snowboarding, and any other activity when directed by staff and released parties.
- The selection and use of an appropriate helmet is the sole responsibility of the user. ASC will not be liable for any injury or damages resulting from failure to use a helmet or incorrect use or selection of a helmet.
- For a helmet to be effective, it must fit properly. To ensure proper fitting, follow these steps.
 - ✓ Try it On – The helmet should feel snug all the way around the head, without being too tight so the student feels pressure spots. If excess space occurs between the helmet and the head, it is likely too large.
 - ✓ Shake Test – If applicable or appropriate, with the helmet on, have the student shake their head around. If the helmet moves on its own, it is too big. When moving the helmet to the left, right, up and down, the skin on the head should move with the helmet without the helmet shifting on its own.
 - ✓ Adjust the Straps – The Y of the side straps should meet just below the ear, and the chin strap should be snug against the chin so that opening the mouth very wide pulls the helmet down a little.

Adaptive Considerations for helmets

Non-Standard Sizing – Some athletes cannot wear typical helmets for various reasons including but not limited to surgically implanted shunts, hearing aids, skull deformities, and large or small head size. While minimal padding can be added to the helmet to help with non- standard fit, note that any modifications to the helmet may affect the integrity and effectiveness of the helmet as well as the manufacturer's warranty. Instead, consider purchasing a helmet directly from a manufacturer that is intended for a non-standard size. Students may also consult with their physician or therapist for personalized advice on helmet fit.

Cochlear Implants – It is recommended that athletes not use their cochlear implant during sports activities requiring helmets due to increased risks of damage to the head or the implant should an impact occur. Instead, work through a communication plan prior to participation, such as guiding by sight, that makes sense.

WARNING: *Outdoor activities are inherently dangerous and use of a helmet is no guarantee of safety and the activities requiring the use of a helmet may expose the athlete to forces that exceed the limits of protection provided by a helmet.*

High Visibility Vests

Athletes with visual impairments are required to wear an appropriate VI (visually impaired) vest. Guides and instructors of participants with visual impairments are required to wear a VI vest.

Equipment Tethers

- When tethering any sit or stand equipment from behind, the tether line must be attached with a girth hitch to the volunteer's skin at the wrist. This is also true if you are tethering a stand-up skier. This is to prevent the tether line from coming loose if the volunteer loses his or her grip on the tether line, or if the volunteer were to fall. The tether line must be attached to the equipment with a carabiner or a girth hitch. If applicable, the tether line must be attached to the manufacturer's recommended attachment point.
- When tethering a stand-up skier, acceptable points of attachment between the tether and student are the tips of the skier's skis or a waist harness.
- When tethering a stand-up snowboarder, acceptable points of attachment between the tether and student if the front or back of the board, or a waist harness.
- When tethering a ski bike acceptable points of attachment between the tether and the student is below or behind the seat on the back of the seat post.
- All tethers must be approved Adaptive Sports Connection tethers.
- Adaptive Sports Connection strongly encourages the use of two separate tethers (as opposed to one long tether line) when tethering a bi-ski. New bi-ski instructors should expect to practice tethering with two individual tethers.

Sit Skis

- When teaching mono ski lessons, always use a heel piece binding block to prevent the bucket from being ejected out of the bindings.
- Prior to using any sit-ski equipment, ensure that the evacuation system is ready and accessible. This includes having a locking carabiner available for use in the event of a chairlift evacuation.
- In any situation where an athlete in a piece of equipment cannot self-arrest, then the equipment should be tethered via two points of contact to the volunteer at all times. All sit-skis with fixed outriggers must always be tethered by the volunteer. There are no exceptions to this rule.
- All fixed outriggers must come off the bi-ski before loading a chair lift. Fixed outriggers should also be removed if you are doing a full run with a bucket assist. This is for the safety of the volunteers and the athlete.
- Tethering prevents runaway equipment. If any volunteer does not feel comfortable being fixed to the tether line or does not have the necessary skill to tether, make alternate arrangements. The safety of the volunteer is as important as the safety of the athlete.

Incident Report Policy

Any incident related to ASC must be reported to the program staff in a quick, accurate, and responsible manner. Please adhere to the following guidelines if you witness or experience an incident while volunteering.

Reporting Policy Steps**GET HELP**

Send one or more competent persons (preferably an adult) to get help (ski patrol if at the ski hill). Have them note the exact location of the injured person so that they know where to send help.

PROTECT THE ACCIDENT SITE

Ensure the accident site is secure from any environmental or human factors. If possible, clearly mark the site to direct where help is needed.

PROTECT THE INJURED PERSON

Do not move the injured person except when it is necessary to protect them. In a life-threatening situation, apply immediate first aid to the best of your capability. Stop severe bleeding by direct pressure. If you are trained in CPR, begin artificial respiration if the injured person is not breathing. Treat for shock by keeping the injured person warm, comfortable, and lying down until help arrives. Avoid any contact with body fluids (such as saliva and blood) without protection. Never administer food, drink, or medications. Stay calm. Talk to the injured person; tell them what is happening. Obtain witnesses' names, addresses, and phone numbers.

DO NOT DISCUSS THE INCIDENT

Do not discuss the incident with anyone other than your Adaptive Sports Connection staff, volunteers involved in the incident, and emergency medical personnel. Do not give an opinion, place blame, or admit guilt – just state the facts. Legal liability for an incident is never determined on the scene. If it becomes an issue, all relevant facts and circumstances are investigated and analyzed. Statements such as “I shouldn’t have ...” or “I’m sorry ...” are usually interpreted as an admission of legal liability that obscures other relevant facts.

COMPLETE AN INCIDENT REPORT FORM

Fill out an Incident Report Form with your Lead Volunteer or an Adaptive Sports Connection staff member. Review the blank Incident Report Form at the end of this section. No matter how small the incident may be, it’s important for your Lead Volunteer and the staff to know about it. When filling out an Incident Report Form:

- Use legible writing.
 - Use complete sentences.
 - Be objective.
 - Get the names and witness statements of all those who saw the incident.
 - Complete the form as soon as possible after the incident, within 24 hours.
 - Do not leave any blank lines. Do not abbreviate. Instead of “N/A”, write “does not apply”.
- REMEMBER**, the Incident Report Form may be the only thing you have to refer to five years after the incident. Make it accurate, succinct, and complete.

FOLLOW-UP

An ASC staff member will follow up with the person once they’ve been treated. Contact your Lead Volunteer and/or the ASC staff member to check on the status of your athlete after their injury.

Personal Equipment Storage

Space at ASC storage facilities is limited. To maintain an organized, clean, and safe space, we ask that volunteers not store any personal equipment or items in ski program sheds or offices overnight. Please leave as many personal items in your car as possible and take all personal items home with you at the end of the event.

***Exception:** Volunteers may leave well marked personal skis in the ski racks inside the front door of the program office at Snow Trails from week to week. Volunteers must take personal skis home after the last event of the season. ASC is not responsible for lost or stolen items left in the program office.

Terrain Park Rules

Ski areas participate in a safety initiative for terrain parks called [Park Smart](#) that provides common sense guidelines for how to use the parks. The acronym stands for:

Start Small: Work your way up and build your skills.

Make a Plan for every feature you plan to use, every time.

Always Look before you drop.

Respect the features and other users.

Take It Easy: Know your limits. Ride within your ability.

Anyone using ASC equipment may not intentionally leave the ground (get air) in order to protect themselves and the equipment.

METHODS OF ADAPTIVE SKIING

Depending on the athlete's level of disability, there are several ways to ski using different types of adaptive equipment.

Four-track

Four-track skiing is an ideal technique for persons with a wide variety of disabilities, including double amputees, spina bifida, cerebral palsy, muscular dystrophy, multiple sclerosis, stroke, head trauma, paraplegia, and polio. An individual who is capable of standing independently or with the aid of outriggers could ski four-track using **two skis with two hand-held outriggers** for balance/support, giving the skier four points of contact with the snow. Outriggers are metal forearm crutches with ski tips on the ends, some having adjustable brakes to aid with balance if necessary.

In addition to outriggers, ski stabilizers or tip clamps (ski connectors) can be used for lateral stability if needed. A tip clamp can also allow a student's strong side to help control the weaker side. The design of tip clamps allows the skis to stay in a wedge or parallel position while skiing.

Three-track

Three-track skiing is stand-up skiing using **one full-size ski and two handheld outriggers** for balance/support, giving the skier three points of contact with the snow. Individuals with above-knee amputations and single limb weakness typically use this method of skiing. It also can be suitable for those with cerebral palsy, muscular dystrophy, multiple sclerosis, post-polio syndrome, arthritis, spina bifida, spinal cord injury, and traumatic brain injury. Three-track skiing requires strong leg and arm strength, and may not be for those who have weakness in their remaining limbs.

Two-track

Two-track skiing is suitable for any skier who **stands on two skis and does not require outriggers**. The skier can stand and maintain balance while in motion, although adaptive equipment (tethers, spacers, ski connectors, etc.) may be used to aid in leg strength. Two track skiing is best suited to students with developmental and cognitive disabilities, mild cerebral palsy, visual impairment, hearing impairment, traumatic brain injury, Fragile X Syndrome, epilepsy, Friedreich's Ataxia, Autism Spectrum Disorder, Asperger Syndrome, and spina bifida.

There are many below-knee amputees who can ski using the two-track methods thanks to advancements in prosthetics (carbon fiber, durable systems and sockets, improved suspension) that make it possible. However, not every prosthetic knee can withstand the forces of alpine skiing, so a skier should consult with their prosthetist first to determine the best type of components for their intended activity.

Mono-skiing

Mono-skiing utilizes a molded shell with a single ski underneath it. An individual uses handheld outriggers for balance, requiring strong arms and good core strength and trunk balance. Individuals who have lower limb impairments and reasonable trunk stability and balance use mono-skis. Those with brain trauma, post-polio syndrome, muscular dystrophy, cerebral palsy, multiple sclerosis, spina bifida, spinal cord injuries and double amputees are good candidates for mono-skiing.

Bi-skiing

Bi-skiing utilizes a molded shell with two skis underneath it. The bi-ski is designed for those who use a wheelchair or have difficulty walking even when assisted by crutches, canes or walkers. The typical candidate for the bi-ski would be an individual with a mid- to high-level spinal cord injury, cerebral palsy, multiple sclerosis, spina bifida, muscular dystrophy, amputees, or other severe balance impairments.

A bi-ski can be skied independently like a mono-ski using the same type of handheld outriggers or can be skied with the assistance of an instructor using fixed outriggers and tethers (reins attached to the back of the bi-ski). Skiers turn by either moving their head and shoulders or by using handheld outriggers. A bi-ski can be a choice for a new sit-down skier before moving on to the mono-ski, depending on the shared goals of the skier and instructor.

Visual Impairment (VI)

Visual Impairment (VI) is not a barrier to fun on the slopes. Athletes learn to ski or board with the assistance of a specifically trained guide. For VI skiers, the guide may ski first, but facing backwards to the student; students with peripheral vision can be guided from the side. A guide can also call out instructions from behind the skier. The key is for the student and guide to determine the best method of communication before the lessons begin.

Ski Bike

The Ski Bike is essentially a modified bicycle frame with handlebars and a long seat attached to skis. A ski bike is a great way to fill the gap between stand-up and sit-down skiing. Ski bikes can be ridden independently or tethered if needed. Ski bikes require a certain amount of balance and leg/arm coordination to maneuver safely in a mountain environment. This includes but is not limited to people with balance, muscular or strength problems, multiple sclerosis, amputees, cognitive impairments or temporary disabilities (knee injuries or hip replacements).

Slider

Slider skiing is with a frame that is mounted on skis and provides forearm support to aid with balance and control. While using the slider the athlete will also be wearing two skis. It is useful for athletes with significant balance challenges. This includes but is not limited to people with multiple sclerosis, traumatic brain injury, and cerebral palsy. The slider will may be connected to the instructor for speed control and steering assist (tethering).



ATHLETE EVALUATION OVERVIEW

The athlete evaluation overview helps volunteers gain a complete picture of the athlete's goals and abilities in order to create a realistic lesson plan. The assessment must consider:

- The Cognitive, Affective, and Physical (CAP) aspects of disability.
- The athlete's stance, gait, balance, strength, and mobility.
- Medications the athlete is taking and any side effects.

The first step is a **Visual Assessment**. This begins when initially meeting the athlete and noting general observations, and then more specific questions to the athlete. Things to consider in visual assessment include:

- What assistive devices is the athlete using? His/her mobility and need for assistive devices will help you understand which adaptive equipment they may need.
- Did the athlete require assistance opening the door? This will give you a clue to their grip strength and coordination, as well as their degree of independence.
- If the athlete is using a wheelchair, what type is it? Manual or electric? This can give you insight to the athlete's coordination and balance, as well as to their functional muscle groups.
- Is the athlete outgoing or withdrawn? Are they excited or fearful about their lesson? This will help you to determine an appropriate teaching style.
- Is the athlete dressed appropriately? Lack of appropriate attire most likely indicates that this is an athlete who has never skied or boarded before.

Next, perform a **Physical Assessment**. This allows you to gather specific information about the athlete's disability and physical condition. Some questions to get you started are:

Does the athlete have any related or unrelated secondary disabilities such as vision or hearing loss?

- How long has the disability been present? People with a recent injury may be weak or unaccustomed to their current situation.
- Has the athlete undergone major surgery in the last year? This could require a different setup or teaching method.
- Is the athlete taking any medication and, if so, what are the side effects?

As you gather more information, you may need to do some simple exercises to help you evaluate:

- **Functional Musculature:** Determine which muscle groups the athlete can or cannot use.
- **Strength:** Evaluate the primary muscle groups needed for a specific discipline of adaptive skiing or riding.
- **Balance:** Have the athlete lean to one side and return to upright. Try again with their eyes closed.
- **Coordination:** Have the athlete perform physical tasks, looking for fluidity and efficiency of motion.
- **Flexibility and Range of Motion:** Athletes with disabilities often have restricted range of movement due to joint fusion, muscle rigidity, or muscle atrophy.
- **Motor and Sensory Deficits:** Use questions and simple tests to determine what parts of the body the student can feel and control.
- **Vision and Hearing:** Some athletes may forget to mention secondary visual or auditory impairments that are less obvious than the primary impairment. Vision should be tested inside and outside to assess the effects of bright light and shadow. If the athlete has a hearing impairment, find out how severe it is. Does the athlete wear a hearing aid or rely on sign language? Do they hear better out of one ear than the other?
- **Front/back foot for snowboarding:** Have they snowboarded or skateboarded before, if so what foot do they put first? What foot do they kick a ball with? Do they have a prosthetic? Stand behind them and without them knowing push them slightly to see which foot they step out with.

In addition to these questions, also ask about the athlete's prior experience with skiing and other sports. By the time the assessment is complete, you should have important insights into the athlete's needs, abilities, and goals for the lesson, helping you to tailor the equipment, teaching style, and lesson area to help the athlete be as successful.

FIRST-TIME ALPINE SKI PROGRESSION

A. Flat Land

- a. Introduce the Equipment
 - i. Make sure your athlete understands how to buckle boots and straps, get in and out of bindings or ski, and how to carry skis.
- b. Boots Only
 - i. Have your athlete move around in boots. Go through all the movements they may need with their skis on such as wedge, sidestepping, turning, stepping from foot to foot, etc.
- c. One Ski On
 - i. Continue to explore the same movements as you did with boots only. This allows athletes to get a feel for sliding while they still have the “emergency break” of one foot.
 - ii. Spin in a circle using small steps, touch the tip and then the tail of the ski to the snow, sidestep, and glide like a skateboard. Make sure to do this with the other ski as well.
- d. Two Skis on Flats
 - i. Make sure the area you are doing this drill is actually a totally flat area!
 - ii. Practice the same movements as with one ski such as turn in a circle using small steps, side stepping, and gliding forward.
 - iii. Add in things such as rolling knees in/out to engage edge, practice a wedge, etc.

B. Slight Hill

- e. Safety is critical. Never choose a slope where an athlete who cannot stop could run into another person or object. Ideal terrain offers a flat transitioning area to a slight downhill and then to a counter uphill slope.
- f. Two Skis Climbing a Small Hill
 - i. Explain the “fall line” Show side stepping by rolling knees and ankles into the hill.
 - ii. If your athlete is capable of learning to side step, show them how to do it.
- g. Straight Runs
 - i. Balanced stance is key here, do as many runs as needed to achieve a balanced, upright stance with hips over the feet as much as possible.
 - Remind athletes to stand tall and keep shins touching front of boots.
- h. Gliding Wedge
 - i. Show your athlete how to steer their skis into a wedge shape. Suggest that they “spread” their feet into a wedge or “open” into a wedge.
 - ii. A gliding wedge gives athletes a wide base of support and “pre-edges” so they can learn to turn without changing edges.

- i. Breaking Wedge
 - i. Once your athlete can make a wedge in balance without crossing tips or other problems, show your student how to open the wedge larger to control speed and to stop.
 - ii. Learning to stop is an essential movement required before going up the chairlift. If your student is not capable of independent speed control, you must use a retention device.

C. Wedge Turns

- j. Once your athlete can make a wedge stop, show them how to “point” their skis in the direction they want to go.
- k. Using cones or flags are helpful for this exercise.
 - i. Use words like “twist your legs” or “turn your feet”.
 - ii. Unless your athlete has a physical limitation that prevents it, you should always introduce athletes to direction changes by turning their legs, not by pressuring the outside ski. This will be added later.

ADDITIONAL TRAINING INFORMATION

Ski Spectacular Information

The [Hartford Ski Spectacular \(Ski Spec\)](#), hosted by Move United at the Beaver Run Resort in Breckenridge, Colorado, is one of the nation’s largest winter sports festivals for people with disabilities. The week-long event offers ski and snowboard lessons, a race camp, Level I Race (Ski Spec Challenge Race), Nordic skiing and free clinics (in Nordic skiing, biathlon, curling, and sled hockey). There is also a [Ski Spec Instructor Academy](#) (formerly PSIA-AASI National Adaptive Academy) for Instructors, along with great opportunities for networking and fellowship with others in the adaptive ski space.

Any volunteer who volunteered during the prior ski season may attend Ski Spec, and through several donations and grants, ASC covers event registration fees and lift tickets for any interested volunteer to Ski Spec. Volunteer travel, lodging, food, and other incidental expenses for this event are not covered by ASC. On a case by case basis, you may request additional travel stipends which will be fulfilled as funding allows.

Overview of PSIA/AASI

More than 33,000 individuals belong to PSIA-AASI (Professional Ski Instructors of America and American Association of Snowboard Instructors), making it the world’s largest organization dedicated to skiing and snowboarding. Founded in 1961, PSIA-AASI:

- Establishes certification standards for instructors and develops education materials to help members reach their certification goals.
- Inspires lifelong passion for the mountain experience.
- Provides members with innovative and practical resources.

Many ASC volunteers are PSIA-AASI certified, although PSIA-AASI Certification is not a requirement to volunteer. ASC uses PSIA-AASI standards as the basis for all training and qualifications within the adaptive ski and ride program.



ADAPTIVE SPORTS CONNECTION

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