



OAS **Winter** Volunteer Handbook

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About This Handbook

This handbook is designed to equip you with the knowledge and awareness necessary to help people with disabilities have a fun and professional adaptive sports experience.

This handbook is supplementary to the OAS Volunteer Manual, which contains broad organizational information and policies. Together they provide essential information to prepare volunteers to best support the mission of Oregon Adaptive Sports.

Skiing Policies

OAS is committed to promoting skier safety. When you are skiing it is your responsibility to maintain control of your speed and course at all time to avoid harming yourself or others. You are solely responsible for knowing your own ability to negotiate any ski slope or trail and to ski within the limits of that ability.

Skiing Rules

- While skiing, on or off duty, you must wear and present the required pass or lift ticket.
- Helmets must be worn at all times while on lessons by everyone associated.
- Treat ski area employees with courtesy and respect; obey their requests.
- Be courteous to fellow skiers; do not use profanity.
- Ride the lift safely; do not “horseplay” while loading, riding, or unloading lifts.
- Do not ski fast in congested areas or areas posted with “slow” signs.

Obey the Skier’s Responsibility Code

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

Violation of skiing safety rules may result in termination as a volunteer and/or loss of skiing privileges at the ski areas.

Accident/Incident Procedures

It is the instructor or lead volunteer’s responsibility to determine how to proceed should an injury occur. If you have medical training or special expertise, communicate this to the instructor. As a team you can decide the proper course of action.

Steps to follow if an injury occurs:

1. Do not move the injured party unless he or she is in a life threatening position.,
2. Communicate with the injured party to ascertain the nature and degree of the injury.
3. Make sure that the area surrounding the incident is out of harm's way for you and the injured party. Be visible to skiers coming towards you and the injured party.
4. Continue to talk to with the injured party, provide comfort, and care within your level of first aid training.
5. Ask the injured party if he or she would like assistance from ski patrol.

6. If the injured party requests, or if you think ski patrol is needed, call ski patrol. If no cell service, tell at least two other skiers to ski directly to the nearest ski patrol to notify them of your location.
7. Cooperate with ski patrol. They are in charge of the scene once they arrive.
8. Focus on your communication with all people at the scene on the safety and comfort of those injured. Avoid discussing what you think happened or how you think the incident was caused.
9. Write notes on what you observed at the scene and any statements made by others. Get the names, addresses and phone numbers of any witnesses.
10. If necessary, send the injured person for appropriate medical care. If the injury is not serious, a local clinic or physician's office can usually provide service at a lower cost than an emergency room.
11. Notify the Program Coordinator immediately. Provide the name of the injured party, the nature of the injury, and location.
12. Return to the program office as soon as possible and complete an Incident Report Form and give it to the Program Coordinator in person.
13. If you suspect that equipment breakdown contributed to the injury, prevent its further use until full repairs and an equipment inspection has been completed.

Winter Specific Policies

- To use OAS' Mt Bachelor one-way bus passes, you must pick up the passes at the OAS Bend office prior to the lesson day. Bus passes may only be used on days that volunteers/instructors have a lesson.
- In general, all volunteers will arrive a half-hour before the first lesson begins to go over Participant Information Forms and get equipment ready. The instructor will obtain lift tickets for participants and volunteers. Lessons typically begin at 9:30am and 1:00pm. Volunteers will sign-in upon arrival to the OAS room.
- Your lift ticket is valid for the entire day. Once you are done volunteering and have turned in your bib, you can continue to ski on your own pursuant to the terms of the lift ticket.
- Once you have volunteered three days on the snow (After training), you will earn a free lift ticket starting the fourth day (for your personal use at Hoodoo or Mt Bachelor anytime) for each additional day you volunteer. To redeem earned lift tickets at Mt Bachelor you will go directly to the rentals ticket counter in Sunrise lodge (West Village from April until end of season) where a Mt Bachelor employee will verify your earned ticket from the record book and issue you the ticket. As per OAS' agreement with Mt Bachelor, up to two earned lift tickets may be used per day for you (the volunteer) and family members. Volunteer must be present to redeem earned tickets. Instructions on how to redeem earned comp tickets at Hoodoo will be given at the volunteer training days. Comp tickets do not roll over until the next year.
- Volunteer opportunities that are off snow (ie. office/event/outreach help) exist and interested volunteers should contact OAS to receive emails regarding off-snow opportunities.

Understanding the Equipment

The following information is intended to give you a working understanding of adaptive skiing equipment and terminology.

A. Two Track (2T)

1. *Without Poles:* Skier uses two skis only. Good for beginner who may use poles as they progress.
2. *With Poles:* Skier uses two skis with poles. Good overall body strength and ability to effectively use poles are necessary.

B. Four Track (4T)

1. *Without Poles:* Outriggers are required for extra support and balance. For individuals with two arms and two legs, natural or prosthetic, who are able to stand. Tip clamps, trombones, or edgie wedgie may be necessary if there is a lack of lateral muscle control. If braces are regularly worn, they can be worn in the ski boot while skiing based on participant preference. Slant boards, cants, or heel wedges are also helpful. Disabilities common to four track include cerebral palsy, post polio, brain injury. Muscular dystrophy, multiple sclerosis, ortho impaired, and spina bifida.
2. *Snow Slider:* A walker on skis, called the snow slider, is used in addition to two skis. Best method for individuals who have good upper body strength but require extra support to stand. The slider is tethered from behind while skiing. Participant's skis can have a tip retention device and a spacer bar if extra support is needed. Disability most common to the snow slider is cerebral palsy.

C. Three Track (3T)

One ski, two outriggers. This method of skiing is common for amputees. To properly adjust the outriggers, the grip of the outrigger should be placed next to the skier's hip joint when he or she is standing. The ski of the outrigger must be one inch off the ground. The cuff sits halfway between the wrist and elbow with the opening facing outward. As the skier progresses, the outrigger can be shortened to allow for more use of the leg. People with above-the-knee amputations often find three track the most successful way to ski.

D. Mono-ski

Mono-skiers have strong upper bodies and limited or no movement from the waist down. They should be able to use outriggers to move the ski on the flats and uphill slopes as well as lift and rotate the ski while seated in it. People with lower level injuries including paraplegia and ortho impairments most often use the mono-ski. In general, it is best if mono-skiers are able to perform the following tasks:

Trunk: While sitting, bend down and sit back up. Twist body with arms up.

Trunk Rotation: While sitting, pick up and object off the floor.

Lateral Movement: Resist hands being pushed forward, backward, side-in, side-out, and up and down.

Upper Body Strength: The student should also be able to lift him/herself up into the wheelchair.

Grip Strength: Should be able to grasp both of assessor's hands firmly.

E. Bi-ski

The bi-ski provides more stability than the mono-ski. It is equipped with optional outriggers which control lateral stability and assist in defining the arc of the turn. Anyone who has difficulty skiing in the mono-ski or has previously skied in the sit-ski can use the bi-ski. Disabilities common to bi-skiers include high-level injuries (C1-T7), quadriplegia, and people with severe MS, MD, CP, spina bifida, and multiple amputations. Bi skiers may be able to ski with hand-held outriggers. If they are unable to return to the neutral skiing position with hand held outriggers they may use fixed outriggers and the control bar (handlebars).

F. Snowboard

Most adaptive snowboard lessons employ a standard snowboard setup. Bamboo poles, ski poles, and the adaptive snowboard with a handrail may also be used.