

Women's Program Toolkit:

So, you want to host a women's program?

Updated May 2022



What kind of program will you host?

Consider:

- What you want your program to accomplish
- Who you would like to attend
- When you hope it will happen
- How much it will cost
- Who you need help from (instructors, ski area, colleagues)



FIRST THINGS FIRST

ASAP!

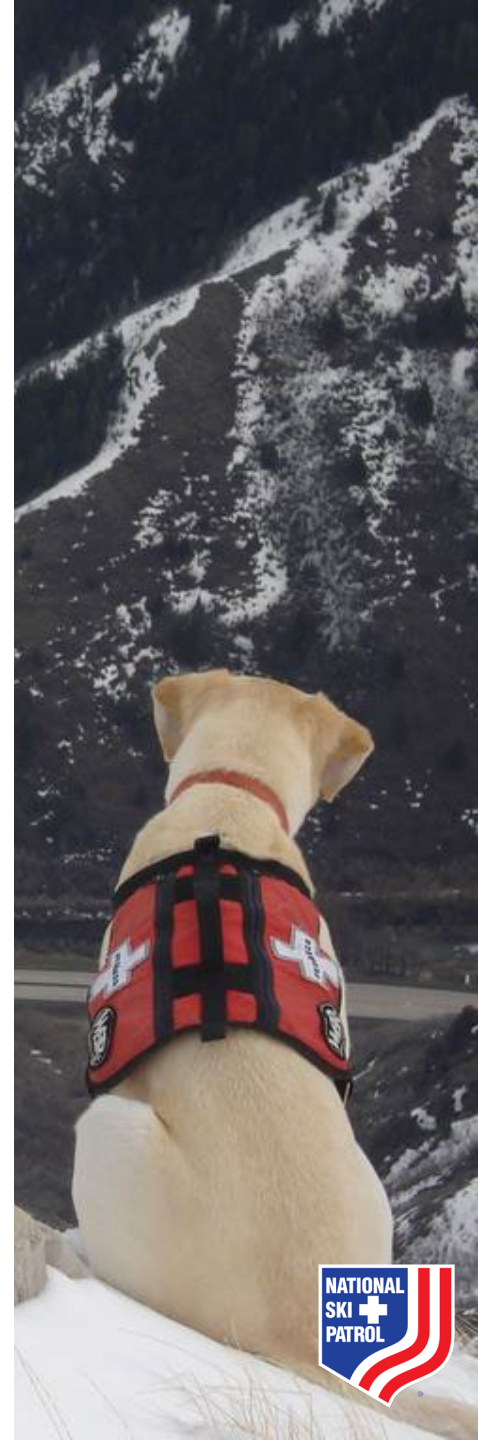
- Contact the resort
- Set a date
- Establish a budget
- Secure local resources and book instructors



With the resort

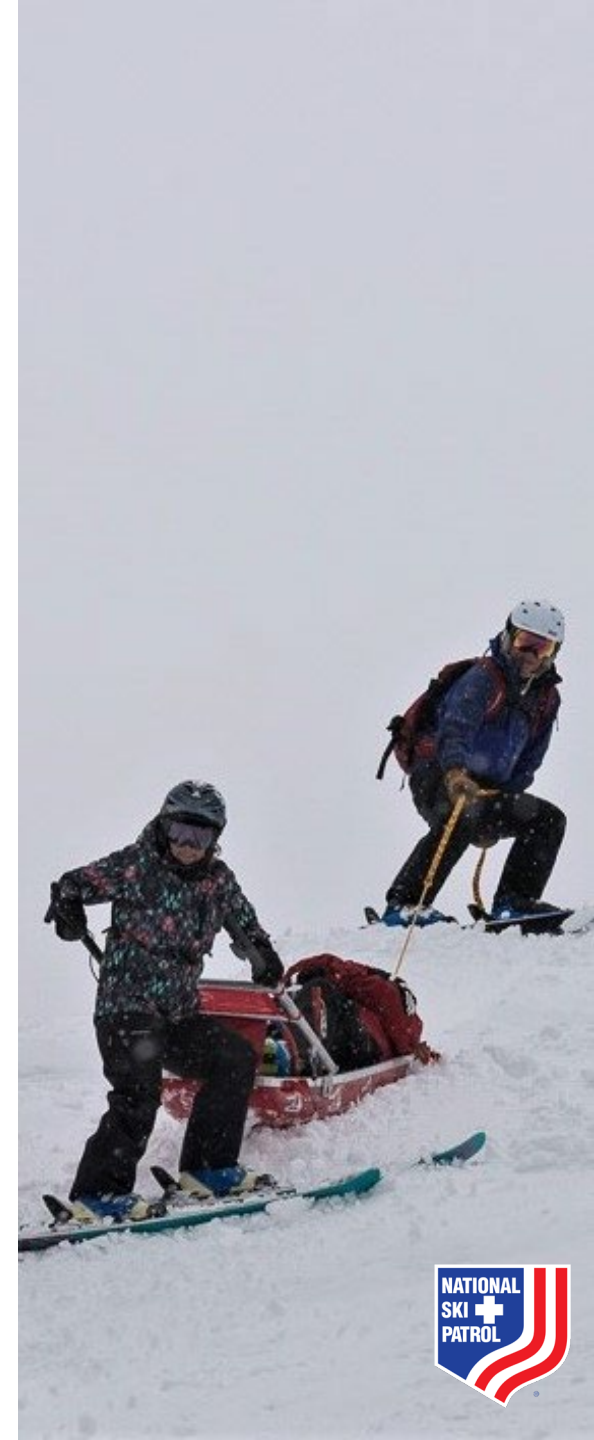
Contact mountain ops and patrol director (in person if possible) to clearly discuss:

- Your needs for clinic –
 - can we have it there, how many days (1- or 2-day, day or night, weekend or week)
 - maximum allowed participants vs what you approximate
 - tickets or lunch vouchers
 - meeting space
 - # toboggans / types of gear
 - Make sure you get commitments!



More resort and local patrol considerations

- Find out local patrol's protocol about what participants should wear (patrol uniform vs civilian)
- Determine the terrain available for training, including toboggans, snowsports enhancement (moguls, steep, groomed, off-piste), Avi, MTR, etc.
- Is there discounted lodging for participants?



Set the date

Once you have a date established, get the word out

Make sure it's on all calendars

- Division
- Region
- Local Patrol

Find a local liaison to help with communication and logistics



Budget considerations

Projected income from registration fees, capped at maximum number of participants

Instructor costs, including mileage and lodging

Meals

- Social gathering: potluck, meeting somewhere, community meeting (Invite local patrols to join)
- Lunches: bring lunch, vouchers from mountains, places “allowed to eat,” other

Swag bags

- Donated versus purchased items inside: FUN!



Local resources and instructors

Find a local patroller to help with logistics

Coordinate with region staff and liaisons

Recruit qualified instructors of desired discipline (have back-up scheduled with “cancel by” dates)

For Snowsports Enhancement Seminar

- PSIA/AASI Level 3 required (check division protocols)
- Ask local mountain instructors if they are willing to help – or find out if you are mandated to use them
- Solicit help from division PSIA liaison to find instructors, and ask if there are subsidized funds to send instructors



Six months out

Lodging

- Resort, VRBO, Air B& B, local patrol

Create communication portal

- Include rideshare, room-share

Determine timeline

- Deadline for registration
 - Limited? Paid first is first on the list

SPREAD THE WORD!

- Division meetings
- Patrol director, patrol rep, region advisers
- Contact Division Women's Program Supervisor for potential participants list
- Post on division/region/patrol website
- Social media – national, division, regional, local patrols, etc.

Invite pro patrol and encourage shift coverage



Start of the ski season

Check with mountain contacts – Is that flyer posted??

Register the course – have IOR and IT

- nsp.org → course schedule
- Toboggan instructor NSP #s required

Online sign-up and registration

- Jotform.com
- Include ski/ride
- Skill level
- Clinic goals
- Payment (PayPal, Venmo, etc.)



4 – 6 weeks out

Choose your format

- Slide vs. toboggan (or as applicable)
 - Day of toboggan only
 - Half-day clinics: choose your fun
-
- Create agenda



It's getting closer!

2 weeks prior

Confirm

- Registration
- Instructor commitment

Obtain gifts for instructors if desired

1 week prior

Give # of participants to mountain for comps/etc. (if applicable)

Close registration

Create nametags

- laminated / zip tied
- covered in tape
- duct tape on helmet



3 – 5 days out

COMMUNICATION TIME

Let participants know:

- Tentative schedule
- Meeting time and place
- Sign/bring release form
- What to wear
- Bring tip money
- Expectation for meals
- Leader contact information



3 – 5 days out (cont.)

Let instructors know:

- How many participants
- If you need all instructors vs less (ideal ratio 1:3 with toboggans, SES 1:8-10)

Print all materials, including extra releases

Make signs as needed

Gather all swag

Check the weather

Notify participants of any changes



One day prior

Print off registration list from
NSP/online

Check the weather

Travel safely!

Obtain tickets if possible



Day of event – early morning

- Check in with Patrol Director/team leader about procedures/protocols for the day
- If you have not yet, obtain lift tickets for participants and instructors
- Instructor meeting to share:
 - Plan for the day
 - Any special events
 - Special protocols
 - *Reiterate that instructors are to anticipate any issues and mitigate them before they happen!*



GO TIME!

- Introductions/icebreakers
- Create identifier for group if not wearing uniforms (tutu, pipe cleaners, bandanas)
- Encourage participants to speak up if not comfortable – we're here to have fun and be safe!
- Distribute tickets, wickets, trail maps and leader phone numbers
 - Have a designated meet-up spot
 - Identify bathroom locations
- Assign accountability buddies
- Keep track of participants
- Take a warm up run to assess skill level
- Have a contingency plan for weather
- Thank sponsors!

GIVE A SHOUT!

@squawalpine

#squawalpi

@TheSnowPros

@NatSkiPatrol

@USSAExcellence

@HESTRAGLOVES

#hestraglov

@LEKI_USA

#lekiusa

@wendwaxworks

#WENDWAX

@tahoeteas

@SnowSugarShop

tahoebathandcandleworks

@HEAD SKIS

#HEADwhat'syo

@ELAN SKIS

#elanskis



Build the sisterhood!

- Respect the desire to network
- This may be the first time these ladies are outside of their local patrol or on a bigger mountain.



It's over, now what?

Survey/feedback form

- [surveymonkey.com](https://www.surveymonkey.com)

Thank you notes

touchnote.com postcard

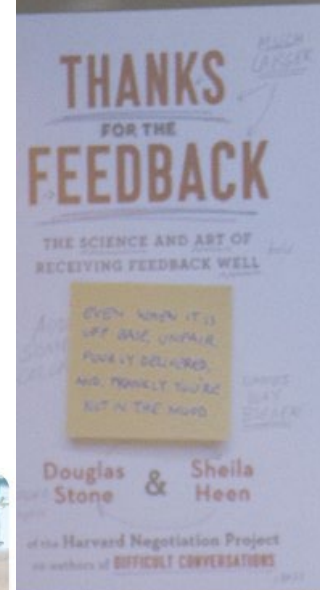
Write article for
local/division/national
media

- Report to National
Program Advisor #
attendance

Keep waivers – must stay
with IOR for 5 years
(confirm this?)



THANKS FOR THE FE



when it's off base



Other activities

- Yoga
- Hot tub
- Dinner (progressive and/or potluck)
- Tours
- Sledding/tubing/snowmobiles
- Massage
- Wine tasting/breweries
- Karaoke
- Trivia/games
- Knot tying



Resources

NSP Women's Program Adviser – Tanya Thomas

womens@nspserver.org

Division Supervisors:

- Alaska: Alyssa Keill
- Central: Kerstin Hammarberg
- Eastern: Kristen Russo
- Far West: Trudy Nye
- Intermountain: Kristen Barlage
- Pacific Northwest: Sallye Seelye
- Southern: Amanda Perryman
- Rocky Mountain: Kathleen Utley
- Professional: Janna Allen



