PSIA-AASI NORTHERN ROCKY MOUNTAIN REGION
2026–2027 Educational Staff Handbook

(a program of PSIA-NRM Educational Foundation Inc., a 501(c)(3) nonprofit organization)

WELCOME FROM THE CEO

Greetings NRM Snow Pros,

Welcome to the Educational Teams of **PSIA-AASI Northern Rocky Mountain Region**! This manual is designed to provide you with the information you will need to perform your job as a professional snow sports educator with PSIA-AASI Northern Rocky Mountain Region by describing, in general terms, our employment guidelines and policies. You are responsible for becoming familiar with, and complying with, the policies set forth in this manual.

In addition to this handbook, you should review our organizational policies, certification standards, and resources at **https://northernrocky.org/**.

- **Our Vision:** *Creating Lifelong Adventures Through Education*.
- **Our Mission:** *We support our members, as part of the snowsports industry, to develop personally and professionally, create positive learning experiences, and have more fun*.

Your work on the snow brings this mission to life for our ~1,500 members and member schools across Montana, Wyoming, North Dakota, and South Dakota. It is my job to provide you with the tools and training you need to serve our members and perform at your highest level. If there is anything I can do to help you in this mission, please do not hesitate to contact me.

Best wishes for a great season!

Herb Davis

CEO, PSIA-AASI Northern Rocky Mountain Region
PO Box 161052, Big Sky, MT 59716
Phone: (406) 581-6139 | Email: herb@northernrocky.org



DISCLAIMER & MONTANA EMPLOYMENT STATUS

The policies and procedures outlined in this manual supplement your seasonal agreement as a member of the PSIA-AASI Northern Rocky Mountain Region educational staff. PSIA-AASI Northern Rocky Mountain Region reserves the right to revoke, change, or supplement guidelines at any time with written notice to staff. Nothing in this manual creates an express or implied contract for permanent employment or guarantees any specific number of clinic or exam assignments.

Montana Wrongful Discharge From Employment Act (WDEA) Notice:

For employees working in Montana, employment is governed by the Montana Wrongful Discharge From Employment Act (MCA § 39-2-901). Unless otherwise specified in a written employment agreement, all new hires serve a **12-month probationary period** from the date of hire. During the probationary period, either the employee or PSIA-AASI Northern Rocky Mountain Region may terminate the employment relationship at any time, for any lawful reason, with or without cause or notice. Following completion of the probationary period, discharge requires "good cause" as defined under Montana law.

PURPOSE & REPORTING STRUCTURE

The PSIA-AASI Northern Rocky Mountain Region Education Staff actively contributes to the professional growth of our region by conducting ski and snowboard instructor training, prep clinics, specialty clinics, and certification assessments across our member schools. Staff members represent the top of their profession in terms of on-snow skill, movement analysis, people skills, and the ability to deliver education to a wide range of snowsports professionals.

- Curriculum guidelines and assessment standards for events are developed by the National organization and NRM Discipline and Specialty Chairs.
- Education Staff members report to their respective **Discipline Chair, Specialty Chair, or designated Event Lead/Coach** for supervision, clarification of job duties, or event-specific questions, and to the **NRM CEO / Office Staff** for employment, payroll, and administrative matters.



ELIGIBILITY FOR EMPLOYMENT & ONBOARDING

To be eligible for scheduled event assignments and compensation, you must meet the following requirements:

1. **Current Membership & Credentials:** Your PSIA-AASI National and ***Northern Rocky Mountain Region membership dues*** and required educational/training prerequisites must be current. You can be a dual member with another region but you do need to be a member of NRM.
2. **Pre-Employment Work Authorization (Montana HB 226 & Federal Law):** Prior to performing any paid work or attending paid training, you must complete **Federal Form I-9** and present valid identity and employment authorization documents in compliance with federal law and Montana's Legal Employment and Government Accountability Law (HB 226). *No employee may begin work until Form I-9 verification is completed*.
3. **Onboarding Packet (Due December 15):** All required employment forms—including **Form W-4**, **Direct Deposit authorization**, **Signed Receipt of Staff Manual**, and the **PSIA-AASI Code of Conduct**—must be completed and received by the NRM Office (info@northernrocky.org) no later than **December 15** (or prior to your first scheduled assignment, if earlier).

EQUAL OPPORTUNITY, ADA ACCOMMODATIONS & ANTI-HARASSMENT

Equal Employment Opportunity (EEO)

PSIA-AASI Northern Rocky Mountain Region is an equal opportunity employer. We select the best-qualified person for each position and prohibit unlawful discrimination in hiring, assignments, compensation, training, or termination based on race, color, national origin, ancestry, creed, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, age, physical or mental disability, marital status, uniformed service member or veteran status, citizenship status, or any other characteristic protected by Montana or federal law.

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Reasonable Accommodations (ADA & Pregnancy)

- **Disability Accommodations:** In compliance with the Americans with Disabilities Act (ADA), the Montana Human Rights Act, and the **PSIA-AASI ADA Accommodation Policy** (available at [https://northernrocky.org/ada-accommodation/], NRM provides reasonable accommodations to qualified employees and event participants with disabilities, unless doing so causes undue hardship. Staff requiring an accommodation should contact the NRM Office at least **four weeks prior** to an event (or as soon as the need arises).
- **Pregnancy & Nursing Accommodations:** Under the Montana Human Rights Act (MCA 49-2-310) and the federal Pregnant Workers Fairness Act (PWFA) / PUMP Act, NRM will not deny a reasonable leave of absence or reasonable job accommodation for pregnancy, childbirth, or related conditions, and provides reasonable break time and a private, non-bathroom space for nursing mothers to express breast milk.

Anti-Harassment & Non-Retaliation Policy

PSIA-AASI Northern Rocky Mountain Region does not tolerate unlawful discrimination, harassment, sexual harassment, or retaliation of any kind.

- **Prohibited Conduct:** Harassment includes derogatory remarks, slurs, jokes, or visual/physical conduct targeting any protected characteristic. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, propositions, repeated unwanted requests for dates, sexually explicit jokes or images, or conditioning any employment benefit on submission to sexual conduct.
- **Reporting & Investigation:** Anyone who experiences or witnesses discrimination, harassment, or retaliation—whether by a coworker, supervisor, resort employee, or event participant—should report it immediately to their Discipline Chair, the NRM CEO (info@northernrocky.org or 406-581-6139), or any member of the NRM Board of Directors. All complaints will be investigated promptly, discreetly, objectively, and thoroughly.

- **Strict Non-Retaliation:** NRM prohibits any form of retaliation against an employee for making a good-faith complaint or participating in an internal or government agency investigation.

PROTECTED LEAVES & CIVIC OBLIGATIONS (MONTANA LAW)

NRM complies with all applicable Montana and federal job-protected leave laws:

- **Jury Duty & Witness Leave (MCA 3-15-301):** Employees summoned for jury duty or subpoenaed as a witness will be granted unpaid time off without penalty or adverse action upon providing reasonable advance notice.
- **Public Office & Volunteer Emergency Responder Leave (Montana HB 667):** In accordance with Montana law (HB 667), NRM will not terminate or take adverse action against an employee for absences reasonably required to fulfill duties as an elected/appointed public official or as a volunteer firefighter or volunteer emergency medical/search-and-rescue provider. Please notify the NRM Office as soon as possible when emergency duties conflict with a scheduled assignment.
- **Military Leave (USERRA & MMSERA):** Employees serving in the U.S. Armed Forces, National Guard, or Reserves are entitled to all job-protection and reemployment rights under federal USERRA and the Montana Military Service Employment Rights Act (MMSERA).

PROFESSIONAL GUIDELINES

Communication

- **Timely Responses:** Education Team members must respond promptly to emails, phone calls, and event assignments from the NRM Office and Discipline Chairs.
- **Availability:** You must maintain a working voicemail and an active email address checked regularly during the season so the office and host resorts can reach you during business hours.
- **Proactive Feedback:** Share ideas, concerns, or scheduling conflicts with your Discipline Chair or the CEO as they arise—do not wait until right before an event or the end of the season.

- **Stay Informed:** Review NRM newsletters (*The Stoke*), exam prep materials, assessment forms, and staff updates posted on **https://northernrocky.org/** and **ProHub** **https://prohub.thesnowpros.org/sign-in**

Conduct & Appearance

- **High Visibility:** When working at an event or staying at event lodging, you represent PSIA-AASI Northern Rocky Mountain Region from arrival until departure.
- **Grooming & Uniforms:** Staff must be neatly groomed and wear professional snowsports attire, including the required NRM Education Team/discipline uniform where designated.
- **Code of Ethics:** Staff must uphold the highest professional standards, teach in alignment with PSIA-AASI philosophies, and comply with the PSIA-AASI Code of Conduct and NRM Bylaws.
- **Equipment Readiness:** You are responsible for maintaining safe, functional, and properly inspected snowsports equipment (skis/snowboard, bindings, boots, poles) for your duties.
- **Dressing Areas: Changing clothes in public areas (including parking lots or base lodges outside of restrooms/locker rooms) is strictly prohibited**, even over base layers or Lycra.
- **Tobacco & Smoke-Free Policy:** Smoking, vaping, or using tobacco/nicotine products is prohibited indoors and anywhere on the premises of an NRM event or host resort outside of designated resort smoking areas.
- **Drug & Alcohol Policy:** Reporting for duty under the influence of alcohol, cannabis, or illegal/impairing substances is strictly prohibited and grounds for immediate termination.

SAFETY, CLASS HANDLING & INCIDENT REPORTING

On-Snow Safety & Class Handling

- **NSAA "Your Responsibility Code":** All staff must know, obey, and always model the National Ski Areas Association (NSAA) Your Responsibility Code (printed at the end of this manual).

- **Mandatory Helmet Policy: Helmets are mandatory for all NRM employees at all times while skiing or riding at lift-served resorts during NRM events, clinics, exams, and training.**
- **Group Management:** Never leave your group unattended during a clinic or assessment. Tailor terrain, speed, and tasks to the abilities, fitness, and goals of all participants in your group.
- **Host Resort Rules:** Familiarize yourself with host resort boundaries, slow zones, avalanche closures, and terrain park rules prior to leading a group. Never ski or ride closed terrain or duck ropes. Never load an unattended chairlift.
- **Bloodborne Pathogens & First Aid:** Follow host resort ski patrol protocols for on-slope injuries. Use protective gloves and eye protection to prevent blood/bodily fluid contact.

Participant Injuries

- If a participant in your group is injured, you must complete an **NRM Incident Report Form** completely, regardless of how minor the injury appears. https://northernrocky.org/staff-resources/
- Submit the report **immediately** (or at the very next break/lunch off the snow) to the NRM Office. If Ski Patrol transports a participant, follow up as soon as practical while ensuring the rest of your group is safely supervised.
- For serious injuries or emergencies, contact **CEO Herb Davis immediately at (406) 581-0375**.

Staff Injuries & Workers' Compensation

- **Immediate Reporting:** If you or a coworker are injured while working, notify **CEO Herb Davis immediately at (406) 581-0375** and complete an NRM Incident Report Form (unless severe injury delays reporting until medically feasible). Failure to report promptly may delay or preclude Workers' Compensation benefits.
- **Workers' Compensation Coverage:** NRM carries Workers' Compensation coverage through the **Montana State Fund**. Injured employees should seek initial care from

the host resort's first aid/ski patrol and coordinate follow-up care through Montana State Fund approved providers via the NRM Office.

- **Off-Duty Free Skiing:** Free skiing or riding before or after an event, during lunch breaks, or after leaving your group is personal time and is **not** covered by Workers' Compensation.

EVENT WORKDAY & PAPERWORK

Event Workday Schedule

- **Standard Hours:** Event workdays are normally **8:00 AM – 5:00 PM** (with a scheduled lunch break). Attendees are generally instructed to arrive by 9:00 AM or earlier depending on event logistics.
- **Weather Contingencies:** If severe weather, lift closures, or hazardous snow conditions prevent on-snow activity, coordinate with fellow staff and have an indoor or virtual contingency plan ready.
- **Exam & Specialist Debriefs:** Assessment staff must remain available at the conclusion of exams/specialist events (or via phone/online if travel conditions require) to provide candidate debriefs. Written assessment comments must be specific, constructive, objective, and aligned with national scoring standards.

Rosters & Payroll Submission

- **ProHub Rosters:** Access your event rosters and participant contact details in **ProHub** using your **thesnowpros.org** login.
- **Electronic Submission:** Record attendance, pass/fail results and assessment form accurately in **ProHub** immediately following the event.
- **Online Payroll:** Submit your work hours via the **NRM online payroll portal** promptly after each event and **no more than 14 days after the completion of the event**.

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COMPENSATION, TRAINING & EXPENSE REIMBURSEMENT

Pay Scale, Overtime & Pay Frequency (2026 Montana Compliance)

- **Compensation & Pay Periods:** The NRM CEO establishes event pay rates in consultation with the Discipline Chairs. NRM compensates non-exempt employees for all hours worked in accordance with Montana and federal law. Payroll is processed **biweekly (every 2 weeks)**, and wages are issued within **10 business days** following the close of each pay period (MCA 39-3-204).
- **Minimum Wage & Training Pay:** In compliance with Montana's 2026 Minimum Wage Law (MCA 39-3-409), **no employee may be paid less than $10.85 per hour** (increasing to **$11.20 per hour on January 1, 2027**) for any required work, mandatory training, or required understudy/shadowing days.
- **Overtime:** Non-exempt employees who work more than **40 hours in a fixed 7-day workweek** (Sunday–Saturday) will be paid overtime at **1.5 times** their regular hourly rate (MCA 39-3-405). Overtime must be pre-approved by the CEO.
- **Voluntary Training:** Voluntary personal education (such as National Academy or non-required clinics) is unpaid and non-reimbursable; staff are encouraged to apply for NRM Educational Foundation scholarships.
- **Make-Up Training:** If a valid emergency prevents attendance at a required fall/season training session, the Discipline Chair may assign a mandatory make-up session prior to assigning events. Staff are eligible for a training make-up no more than **once every four years**.

Travel, Meals & Lodging Reimbursement Policy

- **Submission Deadlines:** Authorized expenses incurred by board members, task force and committee members, education team members, staff, and other authorized representatives must be submitted on the current electronic Reimbursement Form within **14 days** of the expense. Under IRS Accountable Plan rules, any reimbursement request submitted more than **60 days** after the expense is incurred will be treated as taxable income if approved as an exception.

- **Fiscal Year-End Cutoff:** To accommodate the close of our fiscal year, all expense reimbursement requests for the 2026–2027 season must be received by the NRM Office no later than **May 1, 2027**. *(**Note: All hours worked and compensable travel time must be submitted promptly on your biweekly timesheet within 14 days of completing the event**.)*
- **Itemized Receipts:** Itemized receipts—showing the vendor, date, itemized purchases, and total paid—must accompany all expenses, including meals, lodging, airfare, parking, and other pre-approved expenses. *(Note: Fuel receipts are only reimbursed for rental cars or NRM-owned vehicles; personal vehicle travel is reimbursed via the mileage rate below.)*
- **Formatting & Submission:** Summary credit card slips and blurry photos are not accepted. Please combine all supporting documents into a **single legible PDF file** before uploading. If you cannot access the electronic form, email your PDF receipts and expense details to the NRM CEO (info@northernrocky.org).

Travel & Compensable Travel Time

- **Airfare vs. Mileage:** PSIA-AASI NRM will reimburse the least expensive economy airfare reasonably available. Mileage reimbursement will not exceed the cost of comparable airfare, and vice versa. Airfare purchases must be approved by the NRM CEO prior to booking. If a traveler requests a schedule change after booking, the traveler is responsible for the change fee; exceptions for severe weather or medical emergencies will be evaluated on a reasonable-person basis.
- **Compensable Travel Time (Non-Exempt Staff):** Non-exempt staff traveling to and from assigned events or mandatory training located **more than 100 miles** from their personal residence are compensated for actual travel hours worked at the established NRM training/travel hourly rate in each direction.
- **Mileage & Carpooling Incentive:** PSIA-AASI NRM reimburses **$0.50 per mile** for authorized travel to and from events or meetings when driving a personal vehicle. Drivers who carpool with at least one other authorized NRM representative may claim an additional **$0.10 per mile** carpooling incentive (**$0.60 per mile total**),

provided all passengers are listed on the reimbursement form. Only the vehicle driver/owner may claim mileage reimbursement.

- **Route & Mileage Verification:** Employees must record actual driving mileage and travel time on their electronic timesheet. Travel time and mileage are verified using a standard mapping service (e.g., Apple Maps or Google Maps) following the most expedient route.
- **Parking & Tolls:** Legitimate parking fees and highway tolls are reimbursed at actual cost with an itemized receipt.

Meals

- **Overnight / Out-of-Area Travel (> 100 Miles):** PSIA-AASI NRM reimburses actual meal expenses (with itemized receipts) up to **$68.00 per day** when traveling more than 100 miles from your personal residence and meals are not provided by NRM or the host resort. This includes mandatory training days.
    - **Per-Meal Guidelines:** Up to **$16.00** for Breakfast, **$22.00** for Lunch, and **$30.00** for Dinner *(up to the $68.00 daily combined maximum; if one or more meals are provided by NRM or the host resort, the daily maximum is reduced by the guideline amount for the provided meal(s))*.
- **Local / Same-Day Events (≤ 100 Miles):** When working within 100 miles of your personal residence, breakfast and dinner are not reimbursed. Lunch (up to **$22.00** with an itemized receipt) is reimbursed only when lunch is not provided and meets applicable business-meal criteria.
- **Business Meeting Meals:** Reimbursement requests for business meals must include an itemized receipt, a list of all attendees, and the specific NRM business discussed.
- **Alcohol Prohibited:** PSIA-AASI NRM does not reimburse for alcohol under any circumstances. Any alcohol on a receipt must be deducted—along with its proportional tax and tip—before submitting.

Lodging

- **Pre-Approval & Double Occupancy:** Lodging expenses must be approved in advance by both your Discipline Chair and the NRM CEO. Lodging is reimbursed at actual cost (room rate and taxes only) based on **double occupancy** whenever sharing a room with another NRM representative is an option. Itemized hotel folios must be submitted for reimbursement. If an individual chooses a single room or room upgrade when double occupancy is available, they are responsible for covering the cost difference above the double-occupancy rate. *(Exceptions apply when an odd number of representatives attend or for documented accommodation needs approved in advance by the CEO.)*
- **100-Mile Rule & Companions:** There is no lodging reimbursement for stays within 100 miles of your personal residence unless pre-approved by the NRM CEO due to severe weather or multi-day consecutive scheduling. Only authorized PSIA-AASI NRM representatives will be reimbursed; there is no reimbursement for family members, spouses, dependents, significant others, or pets.

Liability Insurance

Professional Liability coverage is provided as a PSIA-AASI when working sanctioned events. Supplemental personal coverage (such as AFLAC) is optional at the employee's expense.

DISCIPLINE & TERMINATION

In accordance with Montana law, following the 12-month probationary period, discharge is based on good cause, including failure to satisfactorily perform job duties, disruption of operations, or violation of NRM or host resort policies. Examples of serious misconduct that may result in immediate termination (including during probation) include:

- Disregarding host resort boundaries, cutting ropes, skiing/riding closed trails, or violating *Your Responsibility Code*.
- Placing clinic or exam participants in unsafe terrain or leaving a group unattended to free ski.
- Working under the influence of alcohol or impairing drugs.

- Unlawful discrimination, harassment, sexual harassment, retaliation, fighting, or abusive/offensive conduct toward participants, coworkers, or resort personnel.
- Falsifying rosters, scorecards, timecards, or expense reimbursements.

CONTACT DIRECTORY

PSIA-AASI Northern Rocky Mountain Region Office

PO Box 161052, Big Sky, MT 59716 | Office: (406) 581-6139 | Email: info@northernrocky.org

- **CEO:** Herb Davis — Emergency Cell: (406) 581-0375 | herb@northernrocky.org
- **Member Services Director:** Jessica Quay — memberservices@northernrocky.org
- **Education Director:** Jill Ims and Chumbley — education@northernrocky.org

Discipline & Specialty Chairs

- **Snowboard Discipline Chair:** Paul Monk, nrm.snowboard@gmail.com
- **Telemark Team:** Dylan Ault, dylan.panama@gmail.com
- **Alpine Discipline Chair:** Brenna Kelleher, nrm.alpine@gmail.com
- **Adaptive Education Chair:** Chad Biggerstaff, nrm.adaptive@gmail.com
- **Cross Country Discipline Chair:** *TBD*
- **Children's Specialty Chair:** Joe Poole, joeskipro@gmail.com, nrm.children@gmail.com
- **Senior Teaching Specialty Chair:** Andy Copeland, copelandandy@hotmail.com

NSAA "YOUR RESPONSIBILITY CODE"

Always stay in control. You must be able to stop or avoid people or objects.

1. People ahead or downhill of you have the right-of-way. You must avoid them.
2. Stop only where you are visible from above and do not restrict traffic.
3. Look uphill and avoid others before starting downhill or entering a trail.
4. You must prevent runaway equipment.

5. Read and obey all signs, warnings, and hazard markings.
6. Keep off closed trails and out of closed areas.
7. You must know how and be able to load, ride, and unload lifts safely. If you need assistance, ask the lift attendant.
8. Do not use lifts or terrain when impaired by alcohol or drugs.
9. If you are involved in a collision or incident, share your contact information with each other and a ski area employee.

Know the Code. It's Your Responsibility. (Officially endorsed by the National Ski Areas Association)

ACKNOWLEDGMENT & RECEIPT OF 2026–2027 EDUCATIONAL STAFF MANUAL

I acknowledge that I have received a copy of (or accessed electronically at https://northernrocky.org/) the **PSIA-AASI Northern Rocky Mountain Region 2026–2027 Educational Staff Manual**. I understand that it is my responsibility to read, understand, and comply with all policies, safety rules, and procedures contained in this manual, as well as the PSIA-AASI Code of Ethics and NRM Bylaws.

I understand that this handbook is not a contract for permanent employment, that my employment is governed by the policies herein and applicable Montana law (including the 12-month probationary period under the Montana Wrongful Discharge From Employment Act), and that PSIA-AASI Northern Rocky Mountain Region may update these policies with written notice.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

*Please return this signed acknowledgment page to the NRM Office (info@northernrocky.org) by **December 15**.*