

MEMORANDUM

TO: PROSPECTIVE POWDERHOUND SKI & SNOWBOARD INSTRUCTORS

FROM: ALICE BUSCH, THERAPEUTIC RECREATION

SUBJECT: 2022-2023 Therapeutic Recreation Ski & Snowboard Programs

DATE: October 21, 2022

The Spokane Park and Recreation Department's Therapeutic Recreation Ski & Snowboard Program will be held at the Mt. Spokane Ski and Snowboard park. We will start off the season with an informational meeting for new instructors wanting to learn about the entire TRS ski program volunteer opportunities which will be on **Wednesday, December 7th from 6PM-7:30PM at Park Operation located at 2304 E. Mallon.** At this meeting, we will outline the program, go over expectations, fill out paperwork, and meet a few returning instructors. This is a great opportunity to encourage new people to come learn about the programs!

The Powderhound program teaches people ages 6 + with developmental disabilities to ski or snowboard. Meeting location is the Yurt at Lodge #1. Season dates are Saturday, January 21st through March 4th. The 3rd Annual Powderhounds Cup will be held Saturday March 11. No Powderhounds at Mt. Spokane on February 4. The program will be divided into a morning and afternoon sessions.

Mandatory Instructor Clinics :

Dryland training **Friday Jan 13 6-8pm** at Corbin Community Center, 827 W. Cleveland. On snow training will occur **Jan 14-15, 2023 from 9am-4pm** meeting at the Yurt located at Mt. Spokane Lodge #1. These clinics will help teach new and returning instructors skill progressions and new teaching techniques. We will be observing your ability to work with people, your ability to ski, and your ability to teach to ensure a quality program. Instructors are asked to commit to volunteering the entire 6 week program so that we can have consistency with the instruction of our students.

During the program, *Saturday morning* session volunteers will meet at 8:45 am to receive a lift ticket and need to be at the building no later than 9:00 am for a staff meeting, assignments, equipment check, warm - up run, etc. Volunteers will need to be ready to teach lessons from 9:30 am-12 pm, then do paperwork, put away equipment etc. until 12:30 pm. If volunteering for the *Saturday afternoon* session, volunteers will meet at 12:15 pm for pre-lesson meeting, and teach lessons from 1- 3:30 pm, then put away equipment, do paperwork, etc. until 4 pm.

Instructors teaching one lesson a day will be able to ski free during non-lesson time. At the end of three weeks the half-day instructors will earn the ability to purchase one incentive lift to line ticket for \$15, a new instructor a value of \$70. If instructors choose to teach two lessons a day

for 3 weeks, they will be able to purchase an incentive ticket for each full day. Do not sell these incentive tickets or you will be dismissed from the program immediately. They may be used for friends or family. Spokane Parks and Recreation will be paying for the daily tickets used while you are instructing.

Anytime not teaching (free skiing), the volunteer instructor will NOT be covered as a city volunteer under workman's compensation.

Returning instructors who volunteered at least 4 weeks last season are encouraged to purchase a season pass for Mt. Spokane at \$100 plus tax. The mountain is offering this amazing deal to help support our TRS ski programs. Passes will be good at the start of the season. The season pass helps to keep the costs down for the program as Spokane Parks and Recreation will be paying for the daily tickets used while you are instructing. Please notify Alice or Roger if you are interested. The passes can be purchased at the mountain once the volunteer registration process has been completed.

Our last day, Saturday March 11th will be our 3rd annual Powderhounds Cup! We will have courses set, and time both students and instructors. There will be prizes and great food! We will be looking for sponsors so please let us know if you are interested or have someone we can contact.

We appreciate Washington Special Olympics, however we will not be participating in 2023.

A firm commitment to the program is ESSENTIAL! Please let the Ski Coordinator know in advance if you are unable to teach. **Don't wait until Saturday to call if you know in advance.** Many people meet at the dryland & on snow clinics and set up car pools.

Please use the attached registration form, fill out the background check (which **REQUIRES** a social security number in order for us to process the city required background check) and attach your payment option with checks made payable to Spokane Parks and Recreation. Volunteer Registration fee is \$55. A \$20 discount will be given to those returning instructors with a season pass.

We are looking forward to a fun and exciting ski season. If you have any questions, please call Powderhound Coordinator Roger Schramm at 509.999.8586 or me at 509.625-6245. See you on the mountain!!

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Cell 509.720.3099
abusch@spokanecity.org
Therapeutic Recreation Services Supervisor
Spokane Parks and Recreation
2304 E. Mallon
Spokane, WA 99202

Roger Schramm 509.999.8586
roger.l.schramm@gmail.com



THERAPEUTIC RECREATION SERVICES
 2304 E Mallon Avenue
 Spokane, WA 99202
 Alice Busch (509) 625-6245
 abusch@spokanecity.org

Volunteer Ski/Snowboard Instructor Form

New Instructors		<input type="checkbox"/> 12549 Powderhounds \$55	<input type="checkbox"/> 12554 Blue Waxers \$10				
		<input type="checkbox"/> 12550 Adaptive \$55					
Returning Instructors	Returning Instructors w/ Season Pass		Returning Instructors No Season Pass				
	<input type="checkbox"/> 12548 Powderhounds \$35		<input type="checkbox"/> 12553 Powderhounds \$55				
	<input type="checkbox"/> 12552 Adaptive \$35		<input type="checkbox"/> 12551 Adaptive \$55				
Powderhounds Availability *Check Box By Available Dates							
Saturday	1/21	1/28	2/11	2/18	2/25	3/4	3/11
<input type="checkbox"/> Morning Session 8:45 AM – 12:30 PM				<input type="checkbox"/> Morning Session 8:30 AM – 12:00 PM			
<input type="checkbox"/> Afternoon Session 12:15 PM – 4:00 PM				<input type="checkbox"/> Afternoon Session 11:30 AM – 3:00 PM			
Prefer to Teach Ski Snowboard							
Ability Level Adv. Beginner (Green runs) Intermediate (Blue runs) Expert (Black runs) Competitive							
Certification P.S.I.A. <input type="checkbox"/> Other: _____							
First Aid/CPR <input type="checkbox"/> First Aid/CPR Card State: _____ Expiration Date: _____							

Name: _____
 Last _____ First _____ M.I. _____

Mailing Address: _____
 Number Street _____ City _____ Zip _____

Email Address: _____

Day Phone: _____ Are you over age 18? Yes No

Cell Phone: _____ If No, date of birth: _____

Emergency Contact _____ Emergency Phone _____

Are there any physical or health concerns which should be taken into account for safe and suitable placement?

Where did you hear about the program? _____

Please list ski/snowboard experience: _____

Have you volunteered in this particular program before? Yes No How many years? _____

Do you prefer to instruct a particular student? No Yes Who? _____

Do you need a nametag? No Yes Name as it will appear: _____

2023 Season Training Clinics

ALL NEW Instructor Meeting for Powderhounds, Blue Waxers and Adaptive- Wednesday December 7th from 6PM-7:30PM
 @ Park Operations, 2304 E. Mallon Ave.

Powderhounds- Dryland Training, New & Returning instructors, Fri, Jan 13th 2023, 6-8pm at Corbin Community Center, 827 W. Cleveland.
 On Snow Training. January 14th-15th, 2023. 9am-4pm @ Yurt located at Mt. Spokane Lodge #1.

Blue Waxers-Nordic Snow – Sat. Jan 7th, 2023 9am-12pm, @ Selkirk Lodge – MUST have Sno-Park Permit

Adaptive- Dryland Training New & Returning Instructors – Fri. Jan. 13th, 2023 6-8pm, @ Park Operations 2304 E. Mallon Ave

New Instructors- Sat/Sun Jan 14th-15th, 2023 8:30am-4pm @ Mt. Spokane Adaptive Snow Sports Chalet

Returning Instructors-Meet Sat. Jan 14th, 2023 1-8pm @ Mt. Spokane Adaptive Snow Sports Chalet – Sunday is optional



**Notice for Applicant/Employee
A-4 Authorization**

**'Notice of Intent' and 'Authorization' To Obtain an Investigative Consumer Report for Employment or
Other Legitimate Permissible Purposes**

The undersigned applicant/employee is hereby notified that _____ (**Employer**) may obtain an investigative consumer report for employment purposes through ACRANet. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, professional license, credit and/or driver's record history. Applicant/employee acknowledges that he/she is herein informed of his/her right to request within a reasonable period of time after receiving this notice, a complete and accurate disclosure of the nature and scope of the investigation requested. Such disclosure will be mailed or otherwise delivered to applicant within five days from the date of the applicant/employee's request for disclosure or such report was first requested by employer, whichever is the later. Applicant/employee further authorizes the above named company to obtain an investigative consumer report through ACRANet for employment purposes at this time or anytime during the applicant/employee's tenure with employer.

Print Full Name: _____

Former Name/Maiden Name (list all): _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Previous Address: _____

City: _____ **State:** _____ **Zip:** _____

Social Security Number: _____

Date of Birth: ____ / ____ / ____

(In order for factual information to be obtained & reported, your date of birth and social security number are requested. This information is used solely for verification purposes in compliance with the Fair Credit Reporting Act.)

Driver's License # (if applicable) _____ **State of Issue** _____

Signature: _____ **Date:** _____

Exhibit “C”

Appendix A to Part 601

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you—such as if you pay your bills on time or have filed bankruptcy—to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, the CRA may charge you a fee, which shall not exceed the amount established by the Federal Trade Commission on January 1 of each year.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s – to which it has provided the data—of any error). The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of statement if future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdate information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your consent.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damage from violators.** If a CRA, user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934--FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051