

# INSTRUCTORS DAILY OPERATIONS WORKBOOK 07/08

\*Please complete this workbook by researching answers in the accompanying Instructor Handbook and submit to school administration prior to processing in.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## **Mammoth Ski and Snowboard School Mission**

Great teachers creating lifelong skiers and riders  
through Safety, Fun and Learning

## **Mammoth Ski and Snowboard School Vision**

To be the #1 Ski & Snowboard School in North  
America

### **Job Description:**

The principal functions of ski and snowboard instructors are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **Duties and Responsibilities:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Clock in:** Please clock in no earlier than \_\_\_\_\_ minutes prior to your scheduled line up.

**Lesson and line up times:** Please review the current brochure or lesson start times. Line up is \_\_\_\_\_ minutes prior start time.

**Group Lessons:** Our policy is to have manageable class sizes. During peak times class sizes will be larger than non-peak times. Instructors should personalize lessons by \_\_\_\_\_ in every lesson.

**Private Lessons:** One to \_\_\_\_\_ guests. Private lessons sell out on a regular basis. Booking well in advance is recommended.

**Uniforms:** You may not wear any part of your uniform on your \_\_\_\_\_.

**Hang Tags and Class Lists:** The hangtag is the child's report card for the lesson. You must \_\_\_\_\_ and personalize each child's card.

**Class Lists:** Fill out a class list for all \_\_\_\_\_ lessons and give to your supervisor \_\_\_\_\_ leaving the area.

**Terrain Park Guidelines:** The only lessons allowed in Terrain Parks are specific \_\_\_\_\_ freestyle lessons, (Family Fun Parks are the exception).

**Teaching in Family Fun Parks:** All Classes must read or have read to them the terrain park safety information \_\_\_\_\_ entering these areas. **No Exceptions.**

**On Hill Safety:** Instructors should always reduce speed to appropriate levels in \_\_\_\_\_ and always ski/ride displaying proper use of \_\_\_\_\_.

**Chair Riding Guidelines:**

1. SHOW children how to load chair while watching others from \_\_\_\_\_ the lift line.
2. Tell kids what to do while on the chair: "\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_."
3. Tell kids how and when to \_\_\_\_\_ from the chair.
4. Organize kids into pairs and have them take straps off wrists \_\_\_\_\_ entering ski school line.
5. TWO children per chair seated on \_\_\_\_\_ so the child can hold on to outside pole/armrest. Three children on quads/six packs with Instructor in \_\_\_\_\_ are OK.

6. OK for instructor or use your best judgment when having \_\_\_\_\_ ride with children.
7. Communicate with lift attendant, ticket scanner, and public as needed. Be \_\_\_\_\_!
8. Tell \_\_\_\_\_ what you need them to do to help your class to load the chair properly, (i.e. pull them out, needs help loading chair, etc.)
9. Teach children how to load and unload the chair at \_\_\_\_\_ speed.
10. Only ask to have the chair slowed down if necessary.
11. \_\_\_\_\_ children when they do it right.
12. Restraining bars are no guarantee of anyone's safety. If in the instructor's judgment, using the restraining bar compromises the child's safety, then use of the bar is \_\_\_\_\_ recommended.
13. Children's classes riding the gondola need to have an \_\_\_\_\_ Hosts, patrollers, off duty employees, and adult guests are acceptable.
14. When possible, the Instructor will ride on the first chair during the groups \_\_\_\_\_ up the chair lift, until the majority of the class is comfortable unloading the lift. During subsequent rides up the lift the Instructor will then ride on the \_\_\_\_\_ of the group.

These are guidelines, (as with any aspect in teaching children, safety is paramount – use your best judgment.

**Parent Pick Up:** Instructors will identify the parent or guardian by the \_\_\_\_\_ the parent.

**Free Skiing/Riding Policy:** You may free ski before, during and after work in your uniform on a scheduled workday IF you are \_\_\_\_\_, (punched out).

**Skiing/riding to another lodge to teach:** If traveling to another lodge and your are on the clock, there are designated runs you must use:

From Canyon to Main: Ch 16 to \_\_\_\_\_ to Ch 2 to \_\_\_\_\_.  
 From Main to Canyon: Ch 6 to \_\_\_\_\_ to Ch 10 to Solitude to \_\_\_\_\_.  
 From Canyon to Little Eagle: Ch 8 to Chickadee to \_\_\_\_\_.  
 From Little Eagle to Canyon: Ch 15 to Chickadee to \_\_\_\_\_.

**Forms** – All forms must be complete and filled out \_\_\_\_\_ and \_\_\_\_\_. All forms require your \_\_\_\_\_.

**Employee accidents:** If you are injured in the course of your employment \_\_\_\_\_ notify your \_\_\_\_\_ or the Human Resources Department. You must fill out the appropriate paper work \_\_\_\_\_.

**Guest Injuries:** Notify your \_\_\_\_\_ as soon as possible and fill out the \_\_\_\_\_ form that day.

## **Appendix A**

### **Emergency Procedures**

**Lost Child Policy:** Radio call “\_\_\_\_\_”: In the event that a child in your class gets separated from you, call the appropriate office, using a telephone at the top or bottom of any lift.

Woollywood \_\_\_\_\_ Canyon Lodge \_\_\_\_\_

**Lost adult student procedure:** If a guest gets separated during the lesson, inform a \_\_\_\_\_ as soon as possible.

### **Student injuries:**

- Do not attempt to \_\_\_\_\_ the injured student.
- Do not try to \_\_\_\_\_ or \_\_\_\_\_ and injured student.
- Make sure you communicate the \_\_\_\_\_ of the injury and a clear description of the \_\_\_\_\_.

## **Appendix B**

### **Class handling**

#### **On the hill:**

- After your first run (\_\_\_\_\_). Check back in with your supervisor for late students.
- Practice and teach \_\_\_\_\_ skiing.
- Use \_\_\_\_\_ class formation techniques, (instructor leads, student leads, buddy up, etc.). This will minimize the risk of a collision.
- Do not stop your class under a \_\_\_\_\_.

All Day Lesson Includes Lunch – Mammoth Kids 7-12:

- Lunch may be taken at \_\_\_\_\_, Main Lodge or grizzly Court, (Canyon Lodge).
- Lunch will last no longer than \_\_\_\_\_ hour.

All Day Lesson Includes Lunch – Mammoth Kids 5-6:

All children eat lunch at \_\_\_\_\_ or Canyon Kids.

Lunch will begin at 12:00 noon and end at 12:50.