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**AUSTRALIAN PROFESSIONAL SNOWSPORT INSTRUCTORS  
INCORPORATED  
BY LAWS  
04 MAY 2002**

**1. THE BOARD OF MANAGEMENT**

The board of management will be comprised of the following positions:

- President
- Alpine Technical Director
- Snowboard Technical Director
- Nordic Technical Director
- Telemark Technical Director
- A Mountain Representative from Falls Creek, Mt Hotham, Mt Buller, Perisher Blue, and Thredbo
- One Mountain Representative from Selwyn Snowfields, Mt Buffalo, Charlotte Pass, Ben Lomond, Lake Mountain, Mt. Field, Mt Thebarton or Mt Baw Baw.
- Snow Sports School Director representative

1.1 A representative from the ASAA shall be a permanent invitee to meetings (non-voting position)

1.2 Other Australian interest groups may apply in writing to become eligible for an elected Representative.

**2. DUTIES OF BOARD OF MANAGEMENT**

2.1 President

2.1.1 Chairperson of Board of Management, Annual General Meetings and Special General Meetings having a deliberative and casting vote.

2.1.2 Senior spokesperson and representative of APSI.

2.1.3 Ex-officio member of all committees.

2.1.4 To attend APSI examinations where possible.

2.1.5 To provide articles for inclusion in each edition of SnowPro.

2.2 Vice President

2.2.1 Share in the performance of the President's duties as appropriate, and act for the President when required.

2.2.2 In the absence of the President act as Chairperson of the Board of Management Meetings, Annual General Meetings and Special General Meetings.

### 2.3 APSI Technical Director

The Alpine Technical Director will assume the role of the APSI Technical Director to co-ordinate the Discipline Technical Directors where necessary (e.g., manual, trainers coordination, NED team training, Interski etc.)

### 2.4 Discipline Technical Directors

The role of the technical directors is to organize, coordinate, and oversee, with their technical committees, the instructor training and certification system for their discipline. There is a technical director for each discipline (alpine, snowboard, telemark, nordic).

### 2.5 Mountain Representatives

- 2.5.1 The Mountain Representative may delegate some or all of their duties to another APSI member from their resort.
- 2.5.2 To be active and available as the APSI representative on your mountain for the organisations members.
- 2.5.3 To assist the resort training coordinator to register candidates for training courses and exams.
- 2.5.4 To distribute the workbooks and manuals.
- 2.5.5 To promote APSI programs and activities to instructors at the Snow Sport School.
- 2.5.6 To liase between the APSI and resort management when necessary.

#### **When events are conducted at the Mountain representative's resort:**

- 2.5.7 Confirm participants and trainers with the Technical Director on the evening prior to the commencement.
- 2.5.8 Organise lift tickets for participants and trainers
- 2.5.9 Be available to register participants on the first day of a course between 8.00 am and approx 8.45 am, and for an examination between 7.30 am and approx 8.45 am.
- 2.5.10 Collect any outstanding course or membership fees from participants (NO CASH TO BE RECEIVED).
- 2.5.11 Register participants who have turned up on the day ONLY if places are available (check with Course Leader).
- 2.5.12 Distribute lift tickets.
- 2.5.13 Distribute and collect bibs utilised by candidates during examinations.
- 2.5.14 Collect Candidate Course Evaluation forms at the completion of APSI Courses and forward to Technical Director.
- 2.5.15 Forward any registrations forms, cheques, etc collected to the APSI office and include updated participant list.
- 2.5.16 Assist APSI Trainers during courses and exams.

**At the end of the season:**

- 2.5.17 To distribute APSI course receipts to participants from your Snow Sport School and bring any uncollected receipts to the October Board Meeting.
- 2.5.18 To conduct an election/nomination process at the end of each season for nominations for the annual award of Best Contribution to Snow Sport Instruction at the Ski Awards or any other appropriate awards for the October Board Meeting.
- 2.5.19 To conduct an election/nomination process at the end of each season for nominations for the APSI Sodergren Scholarships for October Board Meeting. .
- 2.5.20 To encourage members to apply for the Sodergren Foundation Grants.
- 2.5.21 To provide articles for inclusion in each main edition of SnowPro.

**3. TECHNICAL COMMITTEES**

The Board of Management shall appoint Technical Committees in the following disciplines:

- (a) Alpine
- (b) Snowboard
- (c) Telemark
- (d) Nordic
- (e) Disabled
- (f) Children's (both Alpine & Snowboard)

Composition of Technical Committees will be as follows:

- Discipline Technical Director where appointed; or a Chairperson as appointed by the Board
- For Alpine and Snowboard: representatives from the five major resorts
- For Telemark, Nordic and Disabled at least three other members with both states represented.

3.1 The Technical Directors and Technical Committee's, are responsible for the following functions:

- 3.1.1 **TRAINERS COORDINATION.** The purpose of Trainers Coordination is to provide training to the trainers in all areas of the curriculum in preparation for the season. During the October technical committee meeting the theme for the following seasons Trainers' Coordination is established. The TDs prepare (together with their technical committees) Trainers Coordination during the months of May and June. The Alpine TD needs to liaise with the other TD's to coordinate any common areas.
- 3.1.2 **TECHNICAL COMMITTEE MEETINGS.** The TDs are to act as the chairperson of their technical committee. There are two technical committee meetings, one in June before Trainers Coordination, and one in October. Matters such

- as: trainers and resort training, member correspondence, red book, precourses, exams, trainers' coordination, NED team training, Interski, the training and teaching systems, and other areas are discussed.
- 3.1.3 BOARD MEETINGS. The TDs are to attend all APSI board meetings.
- 3.1.4 CALENDAR OF TRAINING COURSES AND EXAMS. The calendar is developed by the TDs during the October meetings and sent out to the snow sport school directors for approval. The calendar is finalized in January.
- 3.1.5 TRAINING AND EXAM ROSTER. The first roster draft is produced by the technical committees at the June meeting and confirmed at Trainers' Coordination. The TDs monitor the roster throughout the season to deal with inevitable changes.
- 3.1.6 TEACHING MANUAL. A supply of new manuals needs to be available for each resort's training coordinator to collect at Trainers Coordination. Every four years (approx) the manual is updated. The alpine TD is responsible for coordinating and writing the alpine section as well as coordinating with the other TDs regarding the lay out and common areas of the manual.
- 3.1.7 WORKBOOKS. Like the manuals, a supply of workbooks needs to be available for each resort's training coordinator to collect at Trainers Coordination. The TDs coordinate any workbook updates that need to be made and must ensure the amended version is sent to the Administrator, in electronic format, by March to be printed.
- 3.1.8 RED BOOK. The red book is reviewed during the October technical committee meetings and updated in October and November by the TDs.
- 3.1.9 SNOWPRO. The TDs are responsible for writing articles for each edition of SnowPro.
- 3.1.10 THE TRAINING SYSTEM. The training system needs constant development and improvement. The TDs are responsible for ensuring the training system remains at the cutting edge by observing the following areas:
- Industry needs
  - Resort needs
  - Ideas and concepts from other countries.
  - Seminars/literature relevant to the instructing profession.
- 3.1.11 TRAINING COURSES. When possible the TDs will attend training courses to observe the trainers and the curriculum.
- 3.1.12 TRAINER REVIEW. The TDs will write letters to all their trainers to inform them of their status for the next season.

## 4. EMPLOYEES

### 4.1 Trainers

TRAINERS. Trainers are required to sign an employment agreement prior to commencement each season. Trainers are required to:

- 4.1.1 Attend Trainers Co-ordination each year.
- 4.1.2 Fully understand the APSI Trainers and Examiners Manual (Red Book) in their discipline, By-laws and stay up to date with course and examination developments and changes.
- 4.1.3 Maintain an up to date knowledge and understanding of the Australian Teaching Method and content of APSI Teaching Manuals.
- 4.1.4 Conduct all courses and examinations professionally.
- 4.1.4 If contracted, use APSI sponsored equipment whilst representing APSI at any course, examination or related activities.
- 4.1.5 Trainers will wear the uniform provided.
- 4.1.6 Be a current financial member of APSI.
- 4.1.7 Trainers are expected to have a thorough knowledge of the relevant manual and can be expected to be tested on it throughout the season.
- 4.1.8 Trainers are to complete the workbooks in their discipline.
- 4.1.9 Other conditions and requirements as may be determined from time to time.

### 4.2 Rookie Trainers

Rookie Trainers are required to sign an employment agreement prior to commencement of each season. Rookie trainers are selected the day before Trainers Coordination by the technical committees in accordance with the following conditions

- 4.2.1 Alpine: Certified APSI Level 3 Accredited Instructors are eligible to apply for Rookie Trainer Selection.
- 4.2.2 Snowboard: Certified APSI Level 2 3 Instructors are eligible to apply for Rookie Trainer Selection.
- 4.2.3 Telemark: Certified APSI Level 2 Instructors are eligible to apply for Rookie Trainer Selection.
- 4.2.4 Nordic: Certified APSI Level 2 Instructors are eligible to apply for Rookie Trainer Selection.

Rookie trainers requirements:

- (a) Attend Trainers Co-ordination each year. During

trainers coordination the Technical Director will assign all rookies (for levels 1, 2, 3) to a training course. The rookies must attend the training course for a minimum of two days.

- (b) Nordic Trainers may not be appointed as Level 2 Trainers until they commence Level 3 Course.
- (c) Snowboard Level 3 Rookies must Rookie all 5 days of the Teaching, Demonstration and Free-riding block prior to the Freestyle and Racing block.
- (d) The trainer and the rookie decide on any segment of the course that the rookie is to present to the group (no longer than ½ an hour).
- (e) Potential Rookie Trainers at each level must attend all of that levels examination.
- (f) The Technical Committee may recommend promotion of a Rookie Trainer to the next level trainer prior to completion of the above requirements where appropriate.

#### **4.3 ADMINISTRATOR**

The Board shall appoint an administrator to manage the daily affairs of the APSI. Duties of the administrator are documented in their Position Description. The Administrator is required to sign an employment contract. Where possible the administrator is to act as Public Officer for the APSI.

### **5. MEMBERSHIP**

#### 5.1 Initial Application - Individual

- 5.1.1 Any individual wishing to join APSI for the first time shall make application on the specified form.
- 5.1.2 No member may take part in any APSI course, examination or activity prior to the granting of membership.
- 5.1.3 All new members will be required to pay a one-off joining fee as set by the Board of Management.

#### 5.2 Initial Application - Organisation

- 5.2.1 Any Organisation wishing to affiliate with APSI for the first time shall make application on the specified form. Such application shall be accompanied by a copy of the Organisations Constitution, Certificate of Business or equivalent.
- 5.2.2 The Constitution of the applicant must be acceptable to the Board of Management before the application may proceed.
- 5.2.3 New member organisations may be required to pay a one-off joining fee as set by the Board of Management.

### 5.3 Ongoing Membership

- 5.3.1 Individuals or organisations may confirm their continued membership on the prescribed form.
- 5.3.2 Organisations shall submit any amendments to their Constitution for approval by the Board of Management with the ongoing affiliation form.
- 5.3.3 The individual or organisation shall be regarded as a member until such time as they resign or their membership is withdrawn by APSI.
- 5.3.4 Members shall retain speaking and voting rights at all meetings up to and including the Annual General Meeting following the conclusion of the financial year.
- 5.3.5 Except as provided in these By Laws all members shall pay APSI the prescribed registration fee. No APSI registration fee shall be charged for APSI Honorary Life Members.
- 5.4 No person shall be considered registered with APSI until all registration details and fees have been received by APSI.
- 5.5 Any member who fails to register by March 31 in any year will incur a fee as set by the Board of Management.

## 6. **DELEGATES**

- 6.1 The Board of Management shall appoint members of APSI as Delegates to any such organisations as may be deemed necessary from time to time.
- 6.2 Delegates shall submit regular reports on matters affecting APSI.

## 7. **OFFICIAL LOGO, COLOURS AND DRESS**

- 7.1 The APSI logo shall be as specified in Schedule D.
- 7.2 The colours of APSI shall be process blue and white and for international representation shades of green and gold.
- 7.3 Official dress for Officers, Officials and representatives of the APSI shall be as decided by the Board.

## 8. **APSI AWARDS**

### 8.1 Life Members

- 8.1.1 Persons eligible to be nominated for Life Membership shall have complied with the guidelines outlined in



Schedule A.

- 8.1.2 Nominations on the prescribed form shall be submitted to the Executive Director not later than March 31.
- 8.1.3 The Board shall consider the nomination and may recommend the award to the Annual General Meeting. If the Board does not approve the nomination then the reasons shall be conveyed to the proposer.
- 8.1.4 The Annual General Meeting may approve a Board of Management nomination of any person as a Life Member.
- 8.1.5 Any member so appointed shall be issued with an APSI Life Member medallion or equivalent.
- 8.1.6 Life members shall have the same privileges as other members of APSI.

8.2 Service Award

- 8.2.1 Persons eligible for a Service Award shall have complied with the guidelines as outlined in Schedule A.
- 8.2.2 Nominations on the prescribed form shall be submitted to the Administrator
- 8.2.3 The Board of Management shall consider the nomination and may grant the award. If the Board does not approve the nomination then the reasons shall be conveyed to the proposer.
- 8.2.4 Award recipients shall receive a Service Award Certificate or equivalent at any General Meeting.

**9. COURSES AND EXAMINATIONS**

- 9.1 Courses and Examinations shall be conducted at all levels of proficiency at least once each year, subject to snow conditions and sufficient applications being received.
- 9.2 Accreditation  
Courses and Examinations will be conducted as specified in the APSI By Laws and the APSI Trainers and Examiners Manual's (Red Book's). Each discipline has the following levels:
  - 9.2.1 Alpine:
    - (a) Children's Certificate
    - (b) Level One
    - (c) Advanced Children's Certificate
    - (d) Level Two
    - (e) Level Three
  - 9.2.2 Snowboard:
    - (a) Children's Certificate
    - (b) Level One
    - (c) Level Two
    - (d) Level Three
  - 9.2.3 Telemark:
    - (a) Level One

- (b) Level Two - dependent on demand (Refer By Law 8.2)

9.2.4 Nordic:

- (a) Level One (previously Assistant Instructor)
- (b) Level Two (previously Instructor 1)
- (c) Level Three (previously Instructor 2)

9.2.5 Disabled Certificate:

9.3 Recalls:

- (a) A recall is a dedicated training course designed to update instructors on current teaching techniques, progression and mechanics.
- (b) Recalls are applicable to Level 2 and 3 Instructors only.
- (c) Where an instructor has not attempted a higher level, participation at a Recall is mandatory at least every two (2) years in order for certification to be renewed.
- (d) The only exception to (c) is where an instructor has participated in the Rookie Selection, Trainers Co-ordination, National Education and Demonstration Team member or is an active APSI Trainer /ExaminerOnly these circumstances otherwise satisfy the Recall requirements.
- (e) A recall may be done as 12 hours of in-house training.

9.4 EXAMS.

The TD is responsible for the following tasks:

9.4.1 To make an analysis tape with questions. The questions need to be tested by the technical committee and trainers.

9.4.2 To write the theory papers. The theory papers also need to be proof read by the technical committee and trainers.

9.4.3 To ensure the exam roster is correct. For the CC and ACC portions an adequate number of children's examiners need to be rostered (for the first day only) to handle the children's teaches.

9.4.4 To be responsible for all exam materials (bibs, clip boards, marking sheets, pens, exam papers, analysis tapes)

9.4.5 To act as Chief of Exams.

9.4.6 To provide technical guidance to examiners. At the start of each exam the TDs are to meet with all the examiners to explain and discuss the plan (terrain, order of events, marking stations, demonstrators, contingency plan) for the two days.

9.4.7 To supervise marking. The TDs are to roam between marking stations to ensure the standard is correct and the marking is fair.

9.4.8 To act as chairperson for the compilation of exam results.

## 9.5 Board of Examiners

- 9.5.1 The Technical Directors roster the board of examiners for all the exams.
- 9.5.2 The Board of Examiners for any examination shall consist of at least three Senior Examiners.
- 9.5.3 The Technical Director or their appointment is the Chief of Exams.
- 9.5.4 The Board of Examiners shall examine the candidates in accordance with the procedures as set down by the Technical Committee and as specified in the Discipline's Red Book.
- 9.5.5 Exams may need to be rescheduled if the snow conditions are inadequate. This decision lies with the chief of exams.

## 9.6 Eligibility of Candidates

- 9.6.1 Be a minimum age of 16 years.
- 9.6.2 Be a financial member of APSI in good standing, and who does not owe APSI any money.
- 9.6.3 Meet the minimum training requirements as specified by the Technical Committees and included in the Red Book.
- 9.6.4 Equivalence Table  
Overseas-qualified instructors are eligible to participate in APSI Courses and Examinations as specified in Schedule C subject to the following conditions:
  - (a) Are a financial member of APSI
  - (b) Have completed the minimum teaching hours as required for each level

## 9.7 Registrations

- 9.7.1 The Where possible for Alpine and Snowboarding, the resort training coordinator together with the resort representative are responsible for organising the registration of candidates at their resort. All the candidates' names and credit card details will be faxed to the APSI Office on a prescribed form and by the nominated closing date. At the same time the Technical Directors are to be contacted to confirm numbers of candidates. Registration for nordic and telemark candidates shall be made by the candidates on the prescribed form and lodged with the APSI Office by the nominated closing date.
- 9.7.2 All participants shall be financial members of APSI. No person will be able to participate unless all monies owing to APSI have been paid.
- 9.7.3 The course fee and fees must accompany the registration.
- 9.7.4 Late Registrations

- (a) Registrations received after the closing date will only be accepted if vacancies exist and will be required to pay the fee as set by the Board of Management.
- (b) Registrations on the first day of a course/examination will only be accepted if places are available and will required to pay the fee as set by the Board of Management

#### 9.7.5 Withdrawals/Cancellations

APSI will make a charge for any withdrawal or cancellation. It must be cancelled in writing and will take effect from the date APSI receives the written cancellation. Refunds are made on the following scale:

- (a) Withdrawals may be made prior to the closing date of any course or examination and will be eligible for a refund less an administration fee as set by the Board of Management.
- (b) Withdrawals after the course/examination closing date will be eligible for a refund less an administration fee as set by the Board of Management
- (c) No refund will be given in any other circumstances except as provided in 8.7.5 (e).
- (d) Participants may apply for a refund to the Administrator in writing if there are medical grounds or the participant can prove hardship for not participating. An administration fee as set by the Board of Management will apply.
- (e) Where a participant does not complete a Training Course or Examination due to injury or illness the participant may apply in writing to the Executive Director to participate in the next available course or examination. A Medical Certificate must accompany the application.
- (f) If 8.7.5 (e) is accepted by the Executive then the participant shall be offered a place in the next available course or examination free of charge.

#### 9.8 ISIA Stamp

Instructors who hold the following certification are eligible to receive the ISIA stamp as long as the additional requirements set out in 9.8.1 are met.

1. Alpine Level 2
2. Alpine Level 3
3. Snowboard Level 2
4. Snowboard Level 3
5. Telemark Level 2
6. Nordic Level 2
7. Nordic Level 3

- 9.8.1 From the season 2002 onwards all new candidates applying for the ISIA stamp have to comply to the following ISIA criteria:
- First Aid Certificate
  - Recall requirements (two days every two years)
  - Snow and avalanche theory training (to be conducted by a qualified ski patroller)
  - Snow and avalanche course
  - Second language training
  - Second discipline experience

## 9.9 Recognised First Aid Qualifications

The following First Aid Qualifications are recognised by APSI:

1. ASPA
2. St John's Ambulance Level 2 / Senior First Aid
3. Red Cross Senior First Aid
4. Leaders Wilderness First Aid
5. Ambulance Service Victoria Level 2
6. Parasol - 24 hour course
7. Paramedic First Aid Services Level 2

Other qualifications will be reviewed on request.

## 10. **NATIONAL EDUCATION AND DEMONSTRATION (NED) TEAM**

NED TEAM. The purpose of the NED team is to provide an opportunity for the trainers to develop the training system and develop their own skills in all areas of the curriculum. The TDs, together with their technical committees, are responsible for establishing the selection criteria. The selection panel is chosen by the Board of Management. The TDs are also responsible for training the NED team. The Alpine TD is responsible for liaising with the other TDs to coordinate cross-training.

### 10.1 National Education and Demonstration Team Member Responsibilities

Members selected in either the National Education and Demonstration Team will be required to demonstrate and commit to the following:

1. Demonstrate a commitment to the APSI education, training and accreditation program by participating actively as a trainer and examiner for the entire period covered by the team/squad.

2. To attend all scheduled training sessions or other programs as deemed necessary by the coach and APSI Board. This includes being available for all promotional activities such as media and sponsor launches.

## 11. **INTERSKI**

INTERSKI. The Board of Management, Technical Directors, technical committees and NED Team members together decide on the merit of participating at Interski. The Board of Management and Technical Directors make the ultimate decision who and how many of the NED Team members go to Interski.

### 11.1 Interski Team Management

11.1.1 The elected APSI Technical Director is the Interski Team Coach.

11.1.2 A Team Manager and other support staff will be appointed by the Board of Management as required.

#### 11.1.3 Interski Coach

- (a) The Interski Coach is responsible to:

Provide input into Interski team selection.

Develop and conduct a program for Interski team training sessions.

Provide reports on progress to APSI Technical Committees and Board.

Present a Final Report on Interski, the team and other items as determined by the Board of Management

- (b) Remuneration package to be negotiated.

#### 11.1.4 Team Management

- (a) The Administrator is responsible for:

Maintaining contact with all squad/team members including informing them of training and participation obligations.

Plan adequately and well in advance for all squad/team trips (utilise APSI recommended Travel Agent).

Organise travel and accommodation for the squad/team.

- (b) The Interski Team Manager is responsible on tour to:

Handle all the financial requirements of the team whilst on trips.

and Ensuring everyone is informed of all time schedules, travel arrangements, training competition arrangements whilst on tour.

Act as intermediary for squad members.

Prepare and distribute Media Releases

Liase with sponsors and ensure that sponsorship contracts are adhered to.

Attend relevant meetings

- (ii) Remuneration package to be negotiated.

#### 11.2 Interski Team Member Responsibilities

Members selected in the Interski Team will be required to demonstrate and commit to the following:

1. Demonstrate a commitment to the APSI education, training and accreditation program by participating actively as a trainer and examiner for the entire period covered by the team/squad.
2. To attend all scheduled training sessions or other programs as deemed necessary by the coach and APSI Board. This includes being available for all promotional activities such as media and sponsor launches.
3. To use APSI Interski sponsored equipment and clothing for all Interski related activities and functions as per the person's individual sponsorship agreement.
4. To agree to study other country presentations and participate in workshops or sessions as allocated by the coach or APSI

Board.

Selection does not constitute any guarantee that an Australian Interski Team will participate at the next scheduled Interski event.

## **12. MEETINGS**

### **12.1 Annual General Meeting**

The time, place and agenda for the Annual General Meeting shall be determined by the Board, and shall include the following:

1. Welcome by the President
2. Apologies
3. Confirmation of Minutes of Previous AGM
4. Presentation of Annual Report and Financial Statement in accordance with the Constitution and Section 30(3) of the Act.
5. Election of Board of Management
6. Appointment of Officers (Rule 13.1 of Constitution)
7. Amendments to the Constitution
8. Election of Life Members
9. General Business of which due notice is given

### **12.2 Board of Management**

The time, place and agenda for Board of Management Meetings shall be determined by the Executive, and shall include the following:

1. Welcome by the President
2. Apologies
3. Confirmation of the minutes of the previous Board of Management meeting
4. Business arising from previous minutes
5. Correspondence
6. Reports
7. Financial Report
8. General Business
9. Next meeting

### **12.3 Attendance Penalties**

Elected and appointed members of the Board of Management who absent themselves from three consecutive meetings without acceptable reason or apology may have their position declared vacant by the Board of Management.



#### 12.4 Accidental Omission

The accidental omission to give Notice of a meeting, or the non-receipt of such notice shall not invalidate the proceedings of any meeting.

#### 12.5 Meeting Attendance

Any person may be invited to attend meetings but may not take part in such meetings without the permission of the Chairperson. They may not vote, and may be asked to leave at any time, but a particular person may be required or requested to stay.

#### 12.6 Rules of Debate

The Rules of Debate shall be as laid down in Schedule B.

### **13. AUTHORITY TO MAKE PUBLIC STATEMENTS**

Authority to make public statements on behalf of the APSI is vested in the Executive.

### **14. FINANCE**

14.1 All APSI accounts and firm commitments shall be authorised and passed as follows:

14.1.1 Executive - a limit of \$7,500 per singular non-budgeted transaction.

14.1.2 Single non-budgeted Transactions greater than \$7,500 require the approval of the Board of Management.

#### 14.2 Auditor

The auditor shall not be affiliated with APSI and will be a practising member of a recognised institute of Accountants.

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## **SCHEDULE A LIFE MEMBER GUIDELINES**

For Life Membership the emphasis is on outstanding service or contribution to APSI and snow sport instruction.

The nominee should already hold a Service Award. For the Board of Management to recommend a nomination, the nominee should have met one or more of the following guidelines:

1. Served at least ten years as a member of the Board of Management or its antecedent bodies.
2. Served at least ten years as a member of a Technical Committee, and during this period have been directly involved with the implementation and development of APSI training and accreditation programs.
3. Other service to APSI over a period of time and involvement considered comparable to the above.

## **SERVICE AWARD GUIDELINES**

The standard or level of service required is the regular routine performance of a function or office over the prescribed period. For the Board of Management to recommend a nomination, the nominee should have met one or more of the following guidelines:

1. The nominee should have served APSI for a period not less than five years as:
  - a) Office Bearer of APSI
  - b) Technical Committee Member
  - d) Other service that the Board of Management may consider comparable

## **NOMINATION FORMS**

Full details of service should be included on the nomination form.

Nominations may be made by:

1. Two elected officers of the Board of Management.
2. Two registered members.

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## **SCHEDULE B RULES FOR DEBATE**

1. Preference of speaking shall be given to the first member to attract the attention of the Chair.
2. Members must address their remarks to the Chair.
3. A proposal must be moved and seconded before it can be debated. Only one amendment may be received at a time, and must be disposed of before another is received. Any number of amendments may be proposed.
4. A motion will be put to the vote immediately unless a member rises to oppose the proposal. In this case the Chair should seek a sequence of those opposed to the proposal followed by a supporter of the proposal. When this sequence is completed the Chair should seek to put the motion to the vote.
5. Prior to putting the motion to the vote the mover has the right of final reply. After the reply the Chair will allow no other discussion before putting the motion to the vote.
6. At any time during a debate a member may propose 'that the motion be put'. If this proposal is seconded and carried, the mover has the right of final reply, then the Chair must then put the motion to the vote. The Chair will not permit any debate on this procedural motion.
7. Unless with the leave of the Chair, no member may speak:
  - ◆ more than once on any motion
  - ◆ for more than three minutes on any motion.
8. If formal Notice of Motion has been given, and the proposer is absent, the motion will proceed if moved and seconded from the floor of the meeting.
9. Ex-officio members of committees shall not have voting rights.
10. A motion of adjournment may be proposed at any time, without discussion, if seconded and carried it will be acted upon.

### **AUTHORITY OF THE CHAIR**

1. Subject only to a motion of dissent from their ruling, the Chairperson shall have unlimited authority over any motion before the Chair, and shall be the sole interpreter of the Rules of Debate.
2. A motion of dissent from any ruling of the Chair must be made prior to any other business being commenced. No debate shall be permitted other than the mover and a right of reply by the Chairperson.

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## **SCHEDULE C**

### **APSI EQUIVALENCE TABLE**

(As at 3/06/11)

Overseas-qualified instructors are eligible to participate in APSI Courses and Examinations subject to the following conditions.

- a. Is a financial member of the APSI.
- b. Have completed the minimum teaching hours as required for each level.
- c. Consults with the Resort Training Co-ordinator who, together with the APSI Technical Director, will assess the request and determine whether it is appropriate.
- d. Applies only to the certified discipline.
- e. All Telemark equivalence requests to be submitted to the APSI Office in writing addressed to the Telemark Technical Committee.

#### **Group 1**

If the above conditions have been fulfilled (a and b), all instructors are eligible to participate in the APSI Level 1.

#### **Group 2**

If the above conditions have been fulfilled (a, b and c) an instructor holding a current Group 2 certification are eligible to participate in Level 2.

OBSV Anwarter (Tyrol, from 1996 on)  
BASI Level 3 – alpine only  
PSIA Level 2  
CSIA Level 2  
NZSIA Level 1  
JOKYOSHU (Joshu) Japan  
Swiss Level 1 (Vorkurs)  
AASI Level 2 Snowboard

#### **Group 3**

If the above conditions have been fulfilled (a, b and c) an instructor holding a current Group 3 certification are eligible to participate in APSI Level 3.

Full Certification (any country, other than those listed in Group 4)  
BASI Level 2 – Alpine only  
OBSV Landesschilehrer  
CSIA Level 3  
KYOSHI (Jokyoshi) Japan  
Swiss Full (Patentierungskurs) – alpine only  
AASI Level 3 – Snowboard  
CASI Level 3 – Snowboard  
NSSIA Level 2 – Snowboard

## Group 4

If the above conditions have been fulfilled (a, b and c) an instructor holding a current Group 4 certification are eligible to participate in APSI Rookie Trainer Selection

CSIA Level 4  
PSIA DCL Trainer  
NZSIA Level 2  
BASI Level 1  
OBSV Staatlicher  
French Full  
JOKYNKYOSHI (Kyoshi) Japan  
Swiss Full (Patentierungskurs) – snowboard only

The Technical Committee will review applications from other certification holders on request.

## SCHEDULE D LOGO

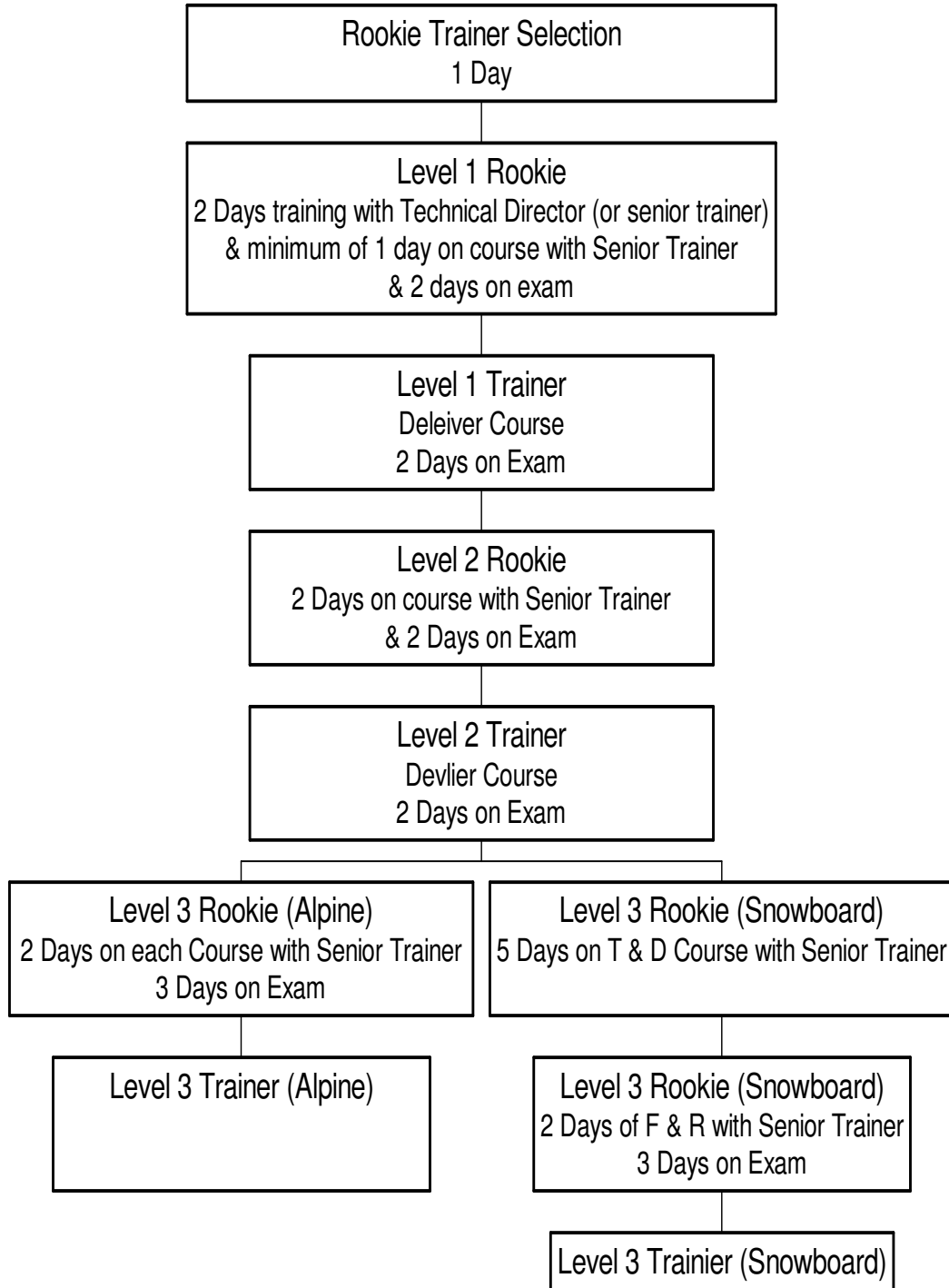
### 1. Logo

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## SCHEDULE E TRAINER & EXAMINER LEVELS

The following chart outlines the recommended requirements that must be completed at each level. (By Law 3.5) Promotion from one level to the next is subject to an annual performance review by the disciplines Technical Committee. (By Law 3.3.6) and approval by the Board of Management.



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