



## PSIA - Rocky Mountain - AASI

### Rocky Mountain Ski Instructors Educational Foundation



## TRAVELING CLINIC/EXAM FORM & POLICIES

The purpose of traveling clinics is to bring the latest information and developments in modern ski and snowboard teaching techniques to your area and also to prepare potential certification candidates for exams. Available traveling events are Clinics and Level 1 exams. These events are available to all PSIA-AASI Rocky Mountain member schools that are not scheduled for multiple clinics and exams.

Traveling events will not be scheduled unless the following conditions are met:

- Requests must be submitted by a Ski Area Manager or PSIA-AASI-RM Ed Staff Member with the attached request form (no phone requests) ***at least 3 weeks prior to the event.***
- **Participants will be able to register for the event in two different ways.** Once a traveling event is requested, the office will set up an online event registration (will not be visible on the PSIA-AASI event calendar) and you can share that unique event registration link with the participants for online registration. If any participants want to register with a paper application instead, you will need to collect all of those applications and submit them all together, to the office at least 2 weeks prior to the start of the event. All event registrations, both paper and online, must be received in the office no later than 2 weeks prior to the event.
- All participants must be ***current*** PSIA-RM-AASI members.
- ***Minimum Criteria: 9 participants per on-snow event (or) Cost equal to clinic/exam rates for 9 participants per event. In-door events require a minimum of 15 participants.***
- Please refer to the Events Calendar ([www.psia-rm.org](http://www.psia-rm.org)) for clinic and exam fees. The RM office will cover expenses for the clinic/exam leader(s).
- In the event a clinic leader is not available for the dates requested, the office will suggest alternate dates.
- **ALL policies regarding cancellations, switches and "no shows" will apply to traveling clinics and traveling exams.**
- **All clinic/exam applications or online registrations must be received and paid for 2 weeks before the scheduled event or your event will be cancelled.**

It is the ski school's responsibility to provide the following items for a traveling clinic. Please use this as a check list:

- Meeting place or meeting room must be arranged and paid for by requesting school
- Laptop computer, screen and projector must be provided by the requesting school (we will provide DVD)
- Notification/confirmation notices will **NOT** be sent out to participants by PSIA-AASI RM - all details are to be verified and sent to participants by the ski school.
- Submit the required number of completed applications or online registrations WITH payment.

**Please keep this page for your records**



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When submitting your traveling clinic forms please make sure you've included:

- Completed traveling clinic/exam request form (this form)
- Any paper registration forms for participants not registering online.
- You must include a credit card number to cover any applications that are submitted without payment or to cover the cost of up to 9 applications.

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### TRAVELING CLINIC/EXAM REQUEST

Ski School \_\_\_\_\_ Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Shipping Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ FAX \_\_\_\_\_

Credit Card Number (MC, Visa or Amex) We need to have a credit card on file to cover any unpaid applications \_\_\_\_\_

Approximate Number of Participants \_\_\_\_\_ Clinic Dates \_\_\_\_\_

Type of event(s) requested: \_\_\_\_\_

Staffing (please note whether confirmed or tentative) \_\_\_\_\_

- All registration materials for traveling clinics and exams must be collected by the requesting area and sent to the Rocky Mountain office.
- Completed clinic/exam request forms must be received in the PSIA-RM office ***no later than 3 weeks*** prior to the event.
- Completed clinic/exam applications or online registrations, with payment, must be received in the PSIA-RM office ***no later than 2 weeks*** prior to the event.

Required information must include:

1. Completed application forms from all participants
2. Payment for all participants
3. Registered instructor applications (if applicable) or members can create new member account online
4. Please fax the traveling request form and completed applications to (970) 879-6760

For Internal Use:

Reg. Forms:		#'s		Staff:		Lodging:	
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