

TRAVELING EVENT REQUEST FORM & POLICIES

The purpose of traveling events 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 assessments. Available traveling events are clinics and Level 1 assessments. These events are available to all PSIA-AASI Rocky Mountain member schools.

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**. This is a **HARD** deadline, any request's submitted within 3 weeks of the event will not be accepted.
- **Traveling events cannot conflict with a calendared event.** The office will determine if the requested dates conflict with a scheduled event. If there is no conflict, we will proceed with setting up the event.
- Once a traveling event is approved, 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.
- All participants must be **current** PSIA-AASI members and **meet all prerequisites** for the desired clinic/assessment.
- **Minimum Criteria: 9 participants per on-snow event (unless the event requires a smaller maximum number). Contact the office for approval if you do not have a full group.**
- Please refer to the Events Calendar (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 events.**
- **All participant event registrations must be submitted 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 if needed
- Initial event registration and event details must be communicated by the school, the office will send a general event confirmation email out with the event registration email
- Monitor and make sure the minimum number of event registrations are received.

Please keep this page for your records

PSIA



AASI

ROCKY MOUNTAIN DIVISION
Professional Ski Instructors of America
American Association of Snowboard Instructors

Please make sure this form is completed in full before submitting.

Please submit this request to zayne@psia-rm.org.

TRAVELING EVENT REQUEST

Snowsports School _____ Contact Person _____

Email _____

Shipping Address _____ State _____ Zip Code _____

Phone Number _____

Approximate Number of Participants _____ Clinic Dates _____

Type of event(s) requested: _____

Staffing (please note whether confirmed or tentative) _____

Group Meeting Location & Time for First Day of Event (We generally start events between 8:45-9 a.m.)

- Completed online event registrations, with payment, must be received in the PSIA-RM office **no later than 2 weeks** prior to the event.