



GUIDELINES FOR U.S. SKI & SNOWBOARD PODIUM CLUB RECERTIFICATION

The U.S. Ski & Snowboard Club Podium Certification Program is designed to be a dynamic process. The basis of the initial application is a team driven, in depth self-assessment conducted by the U.S. Ski & Snowboard Club; including submittals, worksheets, self-assessment standards worksheets and a final self-report, as well as an interview (Bronze) or site visit(s) (Silver/Gold) conducted by the U.S. Ski & Snowboard Club Certification Team. The assessment is a holistic look at the organization, and addresses an extensive set of standards within the following eight (8) domains:

- Leadership and Governance
- Finance and Funding
- Fostering Club Culture
- PR, Communications and Marketing
- Human Resources
- Child/Athlete Protection
- Club Programming
- Club Logistics

The outcome of the initial certification process provides the Club and the U.S. Ski & Snowboard Club Certification Team with a clear working knowledge and understanding of the Club's strengths, weaknesses, opportunities and threats. This information is intended to be incorporated into the Club's planning processes and short and long term strategic objectives.

Every four (4) years, Podium Certified Clubs apply to renew their certification. They may apply to stay at their current level (Bronze, Silver or Gold) or apply for advancement to the next level (Bronze to Silver or Silver to Gold).

The application for renewal is built upon the initial certification process. It asks the Club to apprise the Certification Committee of any major changes in areas such as leadership, staffing, facilities, resort relations, etc. and to verify that all principles and practices reported on and scored in the previous certification application remain in place. Much of the U.S. Ski & Snowboard Certification Team's focus will be on gaining an understanding of what action steps have been implemented in areas identified as needing improvement, and what the outcomes of those steps have been. Following that, there will be an in-depth look into the Club's demonstration of programming philosophies, principles and practices. A written final report is to be drafted by the Club and submitted to U.S. Ski & Snowboard for review following the final interview or site visit. This report, along with all the required submittals, worksheets and standards scoresheets, will be reviewed by the U.S. Ski & Snowboard Certification Team, and the Team will incorporate their observations and comments into the report. When approved, the certification renewal will become effective May 1, 2018.

As the first step in this process, please have the three members of your Certification Team (one staff, one board and one community representative) sign and return the U.S. Ski & Snowboard Certification Agreement.

Worksheets (Templates provided by U.S. Ski & Snowboard)

- Current State Worksheet
- Staffing Worksheet
- Athletic Performance Worksheet
- Training Phases Worksheet
- Volunteer Statistics Worksheet
- Amended Certification Standards Scoring Workbook

Other Documents

Current S.W.O.T. Analysis
Copy of current Strategic Plan
Copy of most recent year-end financial report: Actual to Budget
Copy of written agreements/MOUs with strategic partners (eg. Resort)

RECERTIFICATION FINAL SELF-ASSESSMENT REPORT GUIDELINES (Template provided by U.S. Ski & Snowboard and drafted by the Club **FOLLOWING** Site Visit; to include the following:

Summary of the self-study and assessment findings
Description and demonstration of the steps that have been taken in specific areas that were identified as opportunities or needing improvement during the previous certification process
A basic plan/statement for how organizational and athletic performance will be measured moving forward and major benchmarks for the next 4-year review
Recommendation and justification for new certification level

The U.S. Ski & Snowboard Certification Committee will review and add comments for the Club's perusal.

Timeline

September/October 2017 – Site Visit #1

All submittals (with the exception of the final report) should be completed and received by U.S. Ski & Snowboard prior to the Fall site visit.

January/February 2018 – Site Visit #2

Club Certification Team will meet with club to observe and evaluate on-snow practices.

March 1, 2018

Final self-report due to U.S. Ski & Snowboard

May 1, 2018

Notification of Certification Status

