



## **2023 Season**

### **CADS MT PAKENHAM DAILY/NIGHTLY SUPERVISOR'S RESPONSIBILITY GUIDELINES**

CADS Mount Pakenham (MPK) senior CADS instructors are assigned to the position of daily or nightly supervisors and are annotated in the schedule. The supervisor responsibility guidelines are as follows:

- ✓ Assigned supervisors are the main Point of Contact (POC) for all on-hill or off-hill CADS matters on that day or night at MPK
- ✓ Arrive at the hill at least 30 min before the first lesson and ensure all CADS folks know who you are (posted to the board) and that the resort manager at the front desk also knows that you are the CADS daily or nightly POC
- ✓ Through MPK management, ascertain whether there are any operations issues that could impact CADS lessons and ensure that all lead instructors are aware of the issues
- ✓ Review the schedule and ensure the CADS Office and CADS Storage Hut are unlocked and ready for use. At the end of day or night CADS operations, ensure the CADS office and Storage Hut are secure (handover to another instructor as necessary)
- ✓ Ensure all participants and volunteers have daily/nightly lift tickets or season's passes displayed
- ✓ Review the equipment requirements for the daily or nightly lessons
- ✓ Monitor the weather and the conditions and provide advice as necessary
- ✓ Check in with the senior CSPA Ski Patroller and ensure they know that you are the CADS POC
- ✓ Assist other volunteers as necessary and encourage all lead instructors to fill out the digital lesson binders as soon as practical after their lessons are completed