

Volunteer Resource Guide

Updated 10/2017



VERMONT ADAPTIVE Ski & Sports

PO Box 139
Killington, VT 05751

www.vermontadaptive.org

THINK: State-wide
THINK: Year-round
THINK: Legacy

Why Volunteer?

- make friends
- give back
- enjoy the outdoors
- be part of something bigger
 - share a skill
- gain leadership experience
- get to know your community
 - have an impact
 - learn new skills
 - challenge yourself
 - explore a career
 - be part of a team
 - build your resume
- be an agent of change
 - for fun!

No matter what your reason, we want to thank and commend you for your interest in joining us as we provide one of the ultimate equalizers for people with disabilities.

Vermont Adaptive cannot provide year-round programming without its volunteers. The staff is small, and Vermont Adaptive operates as facilitator, but it is the volunteers that enable Vermont Adaptive to make a difference in the lives of others. Thanks to kind, passionate and dedicated people like you, each year Vermont Adaptive -

- offers more than 3,000 outings
- tallies more than 24,000 hours of volunteer service
- saves more than \$370,000 in instructor costs from volunteers' time

“No act of kindness, no matter how small, is ever wasted.” — Aesop

Introduction to Vermont Adaptive Ski and Sports

Vermont Adaptive Ski and Sports is a 501c(3) non-profit organization. Our Federal ID or Tax ID is 74-2472938. We are listed as a non-profit affiliate tax member of Disabled Sports USA. We were founded in 1987 as Vermont Handicapped Ski Association.

Mission

Vermont Adaptive Ski and Sports is committed to furthering the equality and independence of individuals with disabilities by providing access and instruction to sports and recreational activities.

Values

- Respect for diversity and the worth and dignity of all individuals
- Transparency, integrity and honesty
- Commitment to excellence in all we do

Positioning Statement

Vermont Adaptive Ski and Sports is a nationally recognized organization that empowers people of all abilities through inclusive sports and recreational programming regardless of ability to pay. In addition to sports, year round programming options integrate environmental, holistic wellness, and competitive training philosophies for people of all ages with cognitive, developmental, physical, and emotional behavioral disabilities.

Statement of Belief

Vermont Adaptive Ski and Sports believes that recreation provides a physical, mental and social experience that is immeasurable in promoting self-confidence and independence in an individual. Therefore, we encourage all ages and disabilities to participate in our year-round recreational sports programs, and provide support for people who need financial assistance in order to participate with Vermont Adaptive.

History

Vermont Adaptive, founded by Laura Farrell in 1987, started at Ascutney Mountain Resort as the Vermont Handicap Ski Foundation. It was the first disabled skiing program in Vermont that worked with people of all ages and abilities and promoted the beneficial aspects associated with sports and recreation.

During this same time, Laura and her running and equine friends and dedicated supporters of the organization established the VT 100 and the VT 50 races to help subsidize the organizational expenses.

In 1989 The Ski Foundation grew to include summer activities such as canoeing and rock climbing in Southern Vermont. By 1991 the adaptive skiing program expanded to Northern Vermont, beginning winter program operations at Sugarbush Resort.

By 1996, the organization offered full-time statewide programs and adopted the name Vermont Adaptive Ski and Sports with the mission to provide year-round recreational opportunities to individuals with disabilities.

In 1998, Vermont Adaptive expanded its summer programming by collaborating with Lake Champlain Community Sailing Center to bring an Adaptive Water Sports program to the Champlain Valley.

Vermont Adaptive moved its southern programs and operational headquarters to Pico Mountain Resort in 1999, centralizing administration.

In the spring of 2000, Vermont Adaptive played a large part in the development and creation of the first inclusive camp in Chittenden County. "Partners in Adventure" pairs able bodied and disabled campers ages 11-17 together for adventure and activities.

In 2002 Vermont Adaptive developed, trained and sponsored a disabled alpine ski team to participate in the Diana Golden Race Series held throughout the Northeast. The series is designed to allow disabled athletes to become familiar with the sport of alpine ski racing in a fun and supportive environment.

In 2004, Vermont Adaptive aligned itself with the US Paralympics as an official partner and Paralympic Sport Club. Paralympic Sport Clubs are responsible for promoting awareness for the Paralympic Games and for developing programs and competitive events for physically disabled athletes. The US Paralympics is the sanctioning body for the US Olympics and hosts the Paralympics Games following the Olympic Games.

Vermont Adaptive and United States Association for Blind Athletes (USABA) partnered in 2007 to offer the first National Winter Festival "learn to ski, learn to race and Nordic event" for visually impaired and blind athletes. The organization has hosted the event ever since.

Sadly, in 2008, Vermont Adaptive lost a great friend, Jim Hutchinson. For many years Jim served on the Board of Directors; Jim was a volunteer, a Race Director for the VT 100, and at one time served as the

Executive Director. Through his active involvement his presence is inherently woven into the fabric of the organization we are today.

To better serve Chittenden County, in 2008 Vermont Adaptive expanded to a third Winter Program location at Bolton Valley Ski Area. Its proximity to Burlington and the rest of Chittenden County provide a convenient location for many year-round residents.

The inaugural Century Ride to Benefit Vermont Adaptive began in 2011 by the Black Family sponsored by the Lookout Tavern in Killington. This event quickly grew and Long Trail Brewing partnered in 2012 as the title sponsor. The event remains a strong source of operational funding along with the VT 100 and VT 50.

In 2013 Vermont Adaptive completed construction of the first adaptive sports center in Vermont, the Andrea Mead Lawrence Lodge at Pico Mountain. This is a fully accessible space designed for the unique needs of our clients and families for programs, administration and storage. This project was completed in partnership with the Pico Ski Education Foundation.

Looking Ahead

As our organization continues to make plans for the future, we would like everyone to be familiar and able to support our strategic plan and vision for the next three to five years. Join us as we expand our programming to include EcoAble Adventures environmental programming, CORE Connections wellness retreats, School Recreation Inclusion Days, year-round veterans programming and events.

Organizational Structure

Board of Directors

Vermont Adaptive Ski and Sports Board of Directors consist of up to 13 members, in addition to non-active honorary members. Vermont Adaptive's Board Members serve anywhere from one to three year terms, and are nominated based on skill-set to keep a diverse board with expertise in Governance, Finance, Strategic Planning, Fundraising, and Networking.

Staff

The Vermont Adaptive staff consists of an Executive Director, Managing Director, Office Manager, Development Coordinator, Director of Marketing and Communications, Director of Strategic Partnerships, Senior Program Coordinator, (2) Regional Program Coordinators, and a Projects and Services Coordinator. Additional support comes from seasonal interns or sub-contracted employees.

Interns

Vermont Adaptive's goal is to oversee 12-20 intern positions annually. Intern expectations vary depending on the desired outcome. College mandated internships for course credit are more structured. Many interns are current college students with an interest in recreation management, nonprofit management, outdoor education, adventure therapy, physical education, marketing and communications, therapeutic recreation and many other fields of study, but our program is not limited to students. There is

a possible stipend for interns that qualify, with financial needs.

Volunteers

Vermont Adaptive is a volunteer-based program with more than 400 volunteers who help in the offices, assist in program areas, teach lessons and help with special events and fundraising. Volunteers must participate in required clinics, complete a schedule of their availability throughout the season and commit to helping with five full days of lessons or special events during the year. During the ski season Vermont Adaptive offers volunteers ski ticket vouchers for their personal use, but many volunteers assist without asking for anything in return. With our growing year-round programs and events, volunteers must help at least two days outside of the winter program season. In addition to ski ticket vouchers, other items or specialized training opportunities or certifications are offered depending on your participation level.

Program Goals

- ✓ To provide opportunities for people with disabilities to partake in new life challenges through Vermont Adaptive programs and experience the mental, physical, emotional, and social aspects of sports and recreation.
- ✓ To provide information so participants become knowledgeable and comfortable with the safety factors related to sport or recreational activity.
- ✓ To aid clients in becoming self-sufficient, independent participants.
- ✓ To provide quality information and training to our volunteers so they can aid their students in achieving their individual goals.
- ✓ To create a positive environment for volunteers to learn and participate in the Vermont Adaptive programs.
- ✓ Balance safety and adventure.

Program and Organizational Objectives

Promote Vermont Adaptive on a year round basis through the newsletter, conferences, school presentations, exhibiting opportunities, press releases, social media, flyers and other media outlets so the public is informed.

- ✓ Keep records and track client responses to their lesson/outing experience.
- ✓ Incorporate into every lesson elements of safety techniques.
- ✓ Keep track of client's progress reports and discuss his/her goals with interested parties.
- ✓ Train volunteers with current national standards and techniques and provide time for volunteers to practice these skills.
- ✓ Encourage and assist volunteers in their efforts to pursue personal development related to disabled sports and special needs populations.
- ✓ Collect feedback, at the end of programs and clinics and throughout the season, from the volunteers to ensure that their needs are being met and their Vermont Adaptive experience is positive.

- ✓ Communicate to our volunteers, donors, participants through our website.

Program Areas and Offices

Vermont Adaptive Ski and Sports has several program offices. The year round administrative headquarters and the Central/Southern program office are located at Pico Mountain at Killington, at Vermont Adaptive's Andrea Mead Lawrence Lodge.

The Northern program offices are located in the Mount Ellen base lodge at Sugarbush Resort and at the Bolton Valley Ski Area base lodge and are utilized seasonally. The Community Sailing Center on Lake Champlain is a Summer program office in the Burlington region. Each office handles the daily activities for each region, and coordinates Vermont Adaptive volunteers who assist with the program. Most of Vermont Adaptive program areas and administrative office spaces are donated rent free to us by our host mountains and community partners.

Our Winter Resort Partners donate all lift tickets to make our programs possible. We work very hard to ensure our host relations are positive and that our resort partners are thanked and appreciated for supporting our programs and organization.

Current Adaptive Programs & Regions

Winter

Skiing and Snowboarding: Pico Mountain, Sugarbush Resort, and Bolton Valley Ski Area. Occasionally: Mad River Glen, Suicide Six, and Killington. We also strive to help other mountains on a request and availability basis.

- Snowshoe Adventures
- Nordic Adventures, varying resorts, parks
- Weekend Adventure Outings, Events and Camp

Spring through Fall

- Therapeutic and Adaptive Horseback Riding: Moonrise Farm, Taftsville
- Hiking Adventures: statewide
- Tandem Cycling and Mountain Biking: regional and statewide

Summer

- Canoeing & Kayaking, Paddle Boarding: Lake Bomoseen, Castleton; Chittenden Reservoir, Chittenden; Lake Champlain, Burlington; Stoughton Pond, Springfield; Lake Elmore; Waterbury Reservoir, Waterbury; Other locations by reservation
- Adaptive Cycling and Mountain Biking: Burlington Bike Path, Burlington; Castleton Rail Trail, Castleton. Montpelier/Waterbury areas; Pittsfield Bike Trails; Lebanon, NH Rail Trail; Other adventures by reservation
- Sailing: Lake Champlain, Burlington
- Adventure Weekends (camping, water-skiing): varying statewide locations, state parks, etc.
- Veterans Weekly Paddling, Cycling, Mountain Biking, Climbing, and BBQ: Burlington

Year Round

- Indoor Rock Climbing: Petra Cliffs, Burlington; Green Mountain Rock Climbing Center, Rutland
- EcoAble Adventures and Explorers: Statewide
- School Recreation Inclusion: Statewide
- CORE Connections Wellness Retreats - Statewide
- Veterans Programming: Statewide

Other miscellaneous activities as requested

- Beeper Baseball, Goalball, Tennis, Paralympic Sports, Events: Statewide

Every program site is different in nature, and host mountain contracts or other partner agreements vary site to site. These are updated annually by the Resort Contact, Executive Director and Program Coordinator. Because our programs are constantly expanding, we appreciate your help year-round. This includes a variety of programs and events including the VT 100, the VT 50 and Long Trail Century Ride, as well as winter events.

DID YOU KNOW?

- Vermont Adaptive's operating budget is approximately \$950,000 a year.
- More than 3,000 outings are provided a year.
- The cost of one outing for the consumer can range from a mere \$35 for a two-hour canoeing session to \$120 for a full day alpine ski lesson, including instructors, ticket and adaptive equipment.
- All of the school and advocacy groups we work with are subsidized, and participants receive the same one-on-one experience as any individual who participates.
- The average true expense of a lesson or outing to the organization is over \$120.00 per individual per outing per activity.
- Vermont Adaptive receives only \$100,000 in program fees each year.
- There is over \$50,000 worth of adaptive sports gear we want to buy this year on our Wish list.

We offer more than \$12,000 in sliding scale fee scholarships each year to participants with limited financial means.

Staff

The Vermont Adaptive staff consists of an Executive Director, Managing Director, Office Manager, Development Coordinator, Director of Marketing and Communications, Director of Strategic Partnerships, Senior Program Coordinator, (2) Regional Program Coordinators, and a Projects and Services Coordinator. Additional support comes from seasonal interns or sub-contracted employees.

Staff biographies can be found online at: <https://www.vermontadaptive.org/staff-members/>
 Contact information can be found on the back of this manual.

Erin Fernandez	Executive Director
Maggie Burke	Managing Director
Kim Jackson	Director of Marketing and Communications
Jeff Alexander	Director of Strategic Partnerships
Robert “Kip” Dalury	Office Manager
Macleod “Mac” Janney	Development Coordinator
Tom Alcorn	Senior Program Coordinator
Kelly Walsh	Northern Program Coordinator
Olivia Joseph	Sugarbush/Central Program Coordinator
Shannon Currie	Program & Services Coordinator

Code of Conduct and Vermont Adaptive Ski and Sports

Vermont Adaptive has traditionally demanded and received the highest ethical performance from its volunteers and staff. In an effort to maintain the high standard of conduct expected and deserved by the public and to enable the organization to continue to offer its services, Vermont Adaptive operates under the following Code of Conduct, applicable to all volunteers and staff.

Dismissal

Volunteers who act inappropriately and misrepresent the organization, do not adhere to the rules, policies, or procedures or who repeatedly fail to perform a volunteer assignment satisfactorily despite supervisory support and other corrective action interventions are subject to dismissal.

Code of Conduct

No volunteer member shall:

- a. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of Vermont Adaptive.
- b. Accept or seek, on behalf of himself or any other person, any financial advantage or gain of other than nominal value, which may be offered as a result of the volunteer's affiliation with Vermont Adaptive.
- c. Publicly utilize any Vermont Adaptive affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of Vermont Adaptive.
- d. Disclose any confidential, medical or proprietary Vermont Adaptive information that is available solely as a result of the volunteer's affiliation with Vermont Adaptive to any person not authorized to receive such information, or use to the disadvantage of Vermont Adaptive any such

confidential medical or proprietary information, without the express authorization of Vermont Adaptive.

- e. Knowingly take any action or make any statement intended to influence the conduct of Vermont Adaptive in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.
- f. Operate or act in any manner that is contrary to the best interests of Vermont Adaptive.

In the event that the volunteer's obligation to operate in the best interests of Vermont Adaptive conflicts with the interests of any organization in which the individual has a financial interest or an affiliation, the individual shall disclose such conflict to Vermont Adaptive upon becoming aware of it, shall absent himself or herself from the room during deliberations on the matter, and shall refrain from participating in any decisions or voting in connection with the matter.

Code of Ethics

Vermont Adaptive's mission can only be realized through a common code of ethics upheld by our officers, board of directors, volunteers and staff.

- We expect integrity, honesty, and trustworthiness in our work; courage in our decisions; and dedication to Vermont Adaptive's values and beliefs.
- We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another. We share information when appropriate without sacrificing confidentiality.
- We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
- We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
- We expect our actions to demonstrate our care for others and the community as a whole. We support each other in a humane manner. We care about the well-being of each other, the community, and Vermont Adaptive as an organization.
- We expect all volunteers and participants to adhere to safety regulations outlined in the volunteer manual as well as DSUSA waivers and waivers signed for our partner organizations.

SPRING- SUMMER- FALL PROGRAMS

PADDLING

Vermont Adaptive has a fleet of canoes, tandem kayaks, solo kayaks and stand up paddleboards providing plenty of opportunity to paddle on Lake Champlain, Wrightsville Reservoir in Waterbury, Stoughton Pond in Springfield, Lake Bomoseen in Castleton, and reservoirs in the Rutland/Killington area. There are many waterways throughout Vermont that we have access to as well. We have several trailers to transport boats statewide for group events, picnics, EcoAble Adventures and camping. We can provide outings on many waterways across the state at the request of a client or group as well.

SAILING

Vermont Adaptive offers group and individual sailing on Lake Champlain through our partnership with The Community Sailing Center.

ROCK CLIMBING

Together with Petra Cliffs Climbing Center and Green Mountain Rock Climbing Center Vermont Adaptive offers indoor climbing experiences.

CYCLING

Vermont Adaptive has a fleet of traditional and adaptive bikes including tandem, hand cycle, tricycle, recumbent, downhill mountain bikes and other unique bikes for exploring the bike paths of Burlington, the Castleton Rail Trail, the mountains and trails of our resort partners, and road training for events like the Long Trail Century Ride. We partner with Local Motion in Burlington and other Bike Safety advocacy groups throughout the region.

ECOABLE ADVENTURES, HIKING AND CAMPING

All programs can be tailored to individual needs and wants. Nothing is beyond the realm of possibility.

Educational Resources

Disability Awareness

- United Spinal Association- [Disability Etiquette](#)

Adaptive Skiing

- Professional Ski Instructors of America- [Adaptive Snowsports Manual](#)

Adaptive Snowboarding

- Disabled Sports USA – [Adaptive Snowboard Tips](#)

Adaptive Paddling

- Team River Runner - [TBI, PTSD, DBVI, Cognitive Challenges, Amputees, Needs](#)
- Adaptive Resources - [American Canoe Association](#)

Adaptive Cycling

- Disabled Sports USA - [Cycling](#)

How to do a wheelchair transfer

- Wheelchair Transfer - [MedlinePlus](#)

Working with individuals with PTSD

- The American Nurses Foundation - [PTSD Toolkit](#)

Pressure Sores

- Medline Plus - [Identifying & Handling Pressure Sores](#)

Spinal Cord Injuries

- Types of Spinal Cord Injuries - [Types of Spinal Cord Injuries](#)
- Understanding Spinal Cord Injuries - [Spinal Injuries 101](#)
- Medicine Net - [Spinal Cord Injury Overview](#)

Common Gaits in Athletes

- Common & Uncommon Gaits - [Gait Slideshow](#)
- Stanford Medicine - [Gaits Examination Video](#)

Behavior Management

- Australian Society for Evidence Based Teaching [Top Ten Behavior Management Strategies](#)
- Crisis Prevention Institute [Behavior Management Strategies](#)

ADAPTIVE RECOMMENDED READING LIST

PSIA (2003) **PSIA Adaptive Snowsports Instruction Manual**

PSIA (2002) **PSIA Alpine Technical Manual** (1st edition)

Zeller, Janet. (2009) **Canoeing & Kayaking for People With Disabilities**

Linda J. Crockett (2001) **Core Concepts For Snowsports Instructors**, PSIA

O'Leary, Hal (1994). **Bold Tracks** (3rd edition), Colorado, Cordillera Press

PSIA E/EF (1997) **PSIA-E/EF Adaptive Snowboarding Guide**

PSIA-AASI (2000) **Children's Instruction Handbook Alpine Skiing and Snowboarding**

PSIA (1996) **PSIA Children's Instruction Manual**

Ellen Post Foster (1998) **Skiing and the Art of Carving**, Turning Point Ski Foundation

Vail-Beaver Creek (2001) **Alpine Handbook**

VERMONT ADAPTIVE SKI AND SPORTS – HOW TO CONTACT US

Senior Program Coordinator, Tom Alcorn

Winter Programs at Pico Mountain; Summer Programs in Rutland County, Southern Vermont
south@vermontadaptive.org 802.786.4991 ext. 25 • M: 802.353.7584

Program Coordinator, Kelly Walsh

Winter Programs at Bolton Valley; Community Sailing Center, Chittenden County/Burlington Programs in the Summer

truenorth@vermontadaptive.org 802.786.4991 ext. 27 • M: 802.353.3178
 LCCSC: 802.864.2499 (Summer Only)

Program Coordinator, Olivia Joseph, CTRS

Winter Programs at Sugarbush Resort and surrounding areas; Mountain Biking Program (regional)

north@vermontadaptive.org 802.786.4991 ext. 26 • M: 802.343.1193

Executive Director, Erin Fernandez

director@vermontadaptive.org

802.786.4991 ext. 21 • M: 802.353.8129

Managing Director, Maggie Burke

managingdirector@vermontadaptive.org

802.786.4991 ext. 30

Director of Strategic Partnerships, Jeff Alexander

partners@vermontadaptive.org

802.786.4991 ext. 29

Office Manager, Kip Dalury

office@vermontadaptive.org

802.786.4991 ext. 22

Director of Marketing and Communications, Kim Jackson

pr@vermontadaptive.org

802.786.4991 ext. 24 • M: 802.345.9730

Development Coordinator, Macleod “Mac” Janney

development@vermontadaptive.org

802.786.4991 ext. 23 • M: 802.345.4025

Projects and Services Assistant, Shannon Currie

projects@vermontadaptive.org

802.786.4991 ext. 31