



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

The U.S. Ski & Snowboard 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 scoring workbook and a final report, followed by a U.S. Ski & Snowboard interview (Bronze) or site visit (Silver/Gold). The assessment is a holistic look at the organization, and addresses an extensive set of standards within the following eight (8) key domains:

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

A U.S. Ski & Snowboard Club that has been awarded a Podium Level Certification may apply for advancement from Bronze to Silver, or Silver to Gold level certification following their initial certification (***timeline must be agreed upon with U.S. Ski & Snowboard Club Development Manager***) or during the regular recertification application cycle. The application for advancing to the next level will be similar to the initial certification application process. It will allow the Club to apprise the Certification Committee of any major changes in areas such as leadership, staffing, resort relations, etc. and verify that all principles and practices reported in the initial application remain in place, as well as improvements have been made in areas identified as needing them.

Requests should be submitted in writing to the Club Development Manager eadams@ussa.org. The U.S. Ski & Snowboard Certification Committee will work closely with the applying Club to ensure that the Club meets or exceeds the criteria for the desired level and that any and all areas of concern identified through the initial certification process have been addressed and there is a plan in place for sustained improvement in those areas.

Once all necessary documentation, including requested submittals, worksheets and self-assessment report are in place, a site visit will be scheduled by U.S. Ski & Snowboard to review the self-assessment materials and verify demonstration of performance in all areas. A final report will be generated by U.S. Ski & Snowboard within three (3) months of the visit, declaring the outcome of the application.

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)

Final Self-Report (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

CERTIFICATION ADVANCEMENT FINAL REPORT GUIDELINES

When applying for certification advancement, the self-assessment final report is the last step for the Club. This report will 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 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.