

1. Requests for clinics must be submitted in writing (USPS, E-mail or Fax) to:
Current RMSRO Clinic Chairman or Current RMSRO President
2. In order to allow RMSRO adequate time to arrange for required, qualified clinic instructors (2-person team), the requests must be received no later than thirty (30) days prior to the proposed clinic date.
3. Clinic request must contain complete clinic information: type of clinic, potential clinic date(s) and times, clinic location and contact information for person responsible for submitting request. Unless there are unusual circumstances all clinics above the CO level will be held after the fall RMSRO update clinic.
4. The club/organization requesting the clinic is responsible for all costs of the clinic including instructors' expenses. A ten dollar (\$10) RMSRO fee will be collected from each attendee.
5. CO and Update Clinics require a scheduled minimum of two (2) hours. Full day clinics require a minimum of six and one-half hours (6.5). Full day clinics may be held over two(2) days
6. If clinic request is approved by RMSRO, site representative will be notified via e-mail no later than fifteen (15) days prior to first day of clinic, and posted on the RMSRO web site.
7. If clinic request is approved by RMSRO, RMSRO will provide copies of current materials along with the appropriate exam and key to the qualified instructor.
8. If clinic request is approved by RMSRO, USSA clinic standards must be followed:
 - a. Competition Official (CO) prerequisite for specialty area certification must be observed.
 - b. Current education materials must be used.
 - c. Downloading, printing, and/or reading the applicable Study Guide is not accepted in lieu of actual attendance at a clinic.
 - d. On-line clinics are not authorized.
 - e. If scheduled clinic requires an exam, only current exam may be administered. Exams expire on June 1 of competition year.
 - f. Exams must be completed at the clinic site; "take-home" exams are not authorized.
 - g. Computers are not allowed for calculations and/or 2nd-run Start List preparation in applicable exams.
 - h. Study Guides are not allowed as replacement for current rule books when completing applicable exams.
 - i. Use of prior years' exams, whether intended as a "practice exam" or as a replacement for current exam, must not be allowed.
9. Any clinic that does not follow the above policy will not be accepted for credit towards USSA Alpine Official Certification.
10. These are recommendations, the Board may vary this standard for good cause on a case by case basis