

TRANSFER PROCEDURE: **FOR CUSTOMERS REQUIRING TRANSFER ASSIST**

Transferring a guest to a mono or bi-ski requires good body mechanics. Using proper body mechanics will keep your back healthy and your guest safe.

- 1) Determine the direction of transfer. Does your guest prefer transferring to his/her right or left side?

- 2) The transfer:
 - a) Bring the guest towards the front of the wheelchair seat.
 - b) Foot placement: guest and yours:
Place the guest's inside leg (the leg nearest the ski) onto the ski. Straddle the outside leg.
 - c) Keep shoulders, hips and knees aligned (stacked) when performing the transfer. **DO NOT ROTATE** (twist) your upper body. Twisting can injure your back.
 - d) Keep knees bent and hips low. The purpose is to transfer the guest using your legs not your back. This is a key skill for tall ski instructors.
 - e) Stay close to the guest - almost like a hug. Place your head over the customer's shoulder opposite the direction of transfer.
 - f) While in front of your guest, reach under the customer's arms and place your hands below the shoulder blades. Pull the guest forward to unweight the guest's buttocks. **DO NOT** lift vertically through the guest's arm pits. You will take away the guest's ability to use the arms to assist you during the transfer.
 - g) As you transfer the guest from the wheelchair to the ski, keep your shoulders hips and knees stacked, hips and knees bent while pivoting through your feet. See #c. **EASE THE GUEST INTO THE EQUIPMENT.**

REMEMBER: Your leg muscles are much stronger than your back muscles.