

# *California Surf Lifesaving Association*

## **Policies and Procedures Manual**



**Adopted: April 13, 2007**



# *California Surf Lifesaving Association* **Policies and Procedures Manual**

## TABLE OF CONTENTS

<b>Section</b>	<b>Content</b>
<b>Section I</b>	<b>Authority</b>
I-A	Creation of the Regional Administrative / Policies & Procedures Manual and Amendments Thereto
<b>Section II</b>	<b>Administrative</b>
II-A	CSLSA Logo
II-B	CSLSA Publications & Services
II-C	Affirmative Action
II-D	Policy on Compliance with OSHA Bloodborne Pathogen Regulations
II-E	Adherence to USLA Code of Ethics
II-F	Heroic Acts Awards Criteria and Procedures
II-G	Life Membership Criteria and Procedures
II-H	Meeting Dates of CSLSA Board of Directors
II-I	Conflict of Interest Policy
<b>Section III</b>	<b>Operational</b>
III-A	Meeting Decorum
III-B	Officer and Committee Reports
<b>Section IV</b>	<b>Financial</b>
IV-A	Tax Exempt Status
IV-B	Contract Approval
IV-C	Guidelines for Sponsorships
IV-D	Financial Practices
<b>Section V</b>	<b>Competition</b>
V-A	Title of the Regional Lifeguard Championships
V-B	Regional Lifeguard & Junior Lifeguard Competition Rules
<b>Section VI</b>	<b>Appendices</b>
A	Chapter Application Form
B	Revocable Proxy Form
C	CSLSA Competition Guidelines (USLA)
D	CSLSA Junior Lifeguard Competition Guidelines



*California Surf Lifesaving Association*  
**Policies and Procedures Manual**

*California Surf Lifesaving Association*  
**POLICIES & PROCEDURES**

**Section I – Authority**

**Number:** I-A  
**Adopted:** April 13, 2007



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Authority:** Board Resolution

**SUBJECT: CREATION OF THE REGIONAL ADMINISTRATIVE MANUAL/  
POLICIES & PROCEDURES AND AMENDMENTS THERETO**

In order to better clarify any creation, deletion or amendments to the California Surf Lifesaving Association Administrative Manual, the following system shall be used.

- A. Each Committee Chair should attempt to be cognizant of and identify potential changes, or impact upon Policies and Procedures in their report to the Board of Directors.
- B. Any proposed creation, deletion or amendment under New Business will be titled as such by the delegate making the motion.
- C. The presiding officer will clarify to the voting delegates, the change, creation or deletion prior to voting.
- D. Any item relating to a Policy and Procedure may be removed from a Committee Report for separate discussion and voting under New Business.
- E. A majority vote of delegates is required to adopt, amend or delete Policies & Procedures.



*California Surf Lifesaving Association*  
**Policies and Procedures Manual**

*California Surf Lifesaving Association*

**POLICIES & PROCEDURES**

**Section II – Administrative**



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** II-A  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT:** **CALIFORNIA SURF LIFESAVING ASSOCIATION LOGO**

The logo of the California Surf Lifesaving Association is the following:



The logo is the trademark of the California Surf Lifesaving Association. It consists of the crossed oars and ring buoy depicted above with the rendering of a lifeguard tower on the beach, with a rescue can hanging from the front of the tower and the sun depicted over the ocean in the background.

The words SURF LIFE SAVING ASSN. shall be imposed on the ring buoy with the name CALIFORNIA centered below the ring buoy.

The use of the California Surf Lifesaving Association logo is controlled by authority of the Board of Directors. Use of the logo must be consistent with the policies and procedures of the California Surf Lifesaving Association and the professional standards thereof. Use of the logo by entities outside of the California Surf Lifesaving Association must be authorized in writing by the Board of Directors.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** II-B  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT: CALIFORNIA SURF LIFESAVING ASSOCIATION PUBLICATIONS AND SERVICES**

Each year the California Surf Lifesaving Association (CSLSA) publishes various official publications for a number of purposes, which are generally designed to promote water safety and to highlight the competition activities of the CSLSA. They may include, but are not limited to:

- A. **CAL SURF NEWS** - the official newsletter of the California Surf Lifesaving Association which is mailed to the organization's membership. The content consists of articles on matters of interest to lifeguards, water safety personnel, the general public and all categories of memberships to CSLSA.
- B. **SURVIVING THE SURF** – a pamphlet explaining the hazards involved in swimming in the surf with safety hints on how to be safe in the surf environment.
- C. **RIP CURRENT POSTER** – a full color poster defining a rip current which is the most prolific cause of surf rescues. The poster depicts a rip current and provides safety hints on safe ocean swimming.
- D. **PUBLIC EDUCATION BOOTH** – a modular booth, which is used by chapters of the organization in public education displays and presentations. Numerous photos, charts and posters are used to depict various aspects of public safety.
- E. **CSLSA WEBSITE** – [www.cslsa.org](http://www.cslsa.org) – the official website of the California Surf Lifesaving Association. Links to chapters, USLA and other water safety organizations as well as specific information about the goals and objectives of CSLSA are provided in several formats. Copies of official documents, such as Minutes of Meetings, Bylaws, Policies and Procedures Manual, Competition Guidelines, etc. are available as downloadable documents.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** II-C  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT: AFFIRMATIVE ACTION**

It is the policy of the California Surf Lifesaving Association and all affiliated chapters to provide equal employment and membership opportunity to all people without regard to race, religion, color, ancestry, sex, age, or national origin and to promote the full realization of that policy through a positive and continuing program. The California Surf Lifesaving Association is fully committed to assuring equal opportunity and equal consideration to all applicants, members and employees in personnel matters including but not limited to, recruitment and hiring, training, promotion, salaries, and other compensation, transfer, layoff or termination should the association require employees.

This equal opportunity policy is and will continue to be communicated to all relevant audiences within the CSLSA.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** II-D  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT: POLICY ON COMPLIANCE WITH OSHA BLOODBORNE PATHOGEN REGULATIONS**

The California Surf Lifesaving Association recognizes that all lifeguards are at risk of being exposed to Bloodborne pathogens. Thus, the CSLSA supports compliance with the OSHA regulations concerning the prevention of exposure to bloodborne pathogens; educating personnel as to the nature and epidemiology for AIDS, HIV, HBV and other infectious bloodborne diseases. CSLSA strongly supports all lifeguard personnel being offered the most current inoculations available against all Hepatitis strains.

The CSLSA recognizes that any interpretation of the regulations that does not support this position is non-compliant and urges local members and chapters to take all advocacy steps to protect lifeguards.



## **California Surf Lifesaving Association Policies and Procedures Manual**

**Number:** II-E  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT: ADHERANCE TO UNITED STATES LIFESAVING ASSOCIATION  
CODE OF ETHICS**

*THE CALIFORNIA SURF LIFESAVING ASSOCIATION, as a member region of the United States Lifesaving Association and realizing the fundamental responsibilities of a professional lifeguard toward mankind, the trust and confidence placed in them, the unwavering devotion to duty required of them and the dignity commensurate with their position, recognizes and adheres the following ethical principles of the USLA CODE OF ETHICS:.*

*THE MEMBER WILL:*

*Serve mankind through the diligent protection of life and property.*

*Remain totally loyal to their employer, community, state and nation.*

*Promote through youth and adult groups understanding of the privileges and responsibilities of American democracy.*

*Fulfill their responsibility by honoring, dignifying and actively supporting their profession.*

*Recognize the value of the profession and promote its future by inspiring promising young people to prepare for it.*

*Recognize the responsibility of the professional group for the conduct of its members.*

*Maintain relationships with associates based on mutual integrity, understanding and respect.*

*Maintain their health and a high level of fitness.*

*Attempt to think clearly and maintain objective points of view on controversial questions, being ever mindful of the welfare of others.*

*Show that they have a position of special trust and adhere to the standard of personal conduct acceptable for professional standing in the community.*

*Understand the requirements of effective organization and willingly work through channels.*

*Never allow personal feelings or dangers to self to deter them from their responsibilities.*

*THE MEMBER will strive to achieve these objectives and ideals, dedicating themselves before God to their chosen profession.*



# *California Surf Lifesaving Association*

## **Policies and Procedures Manual**

**Number:** II-F  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution

### **SUBJECT: HEROIC ACTS CRITERIA**

#### **A. PURPOSE**

The CSLSA is comprised of dedicated men and women in the open water lifeguard profession who wish to present awards in recognition of heroic acts performed within the scope of the Region.

Incredible feats of shoreline heroism have been performed. Men and women in the lifeguard profession are not always present to perform these acts, but in many cases the saving of life can be attributed to a stranger passing by a distress scene.

The primary purpose for creating this award system is to give due recognition to an individual performing a heroic act, who voluntarily risks their life to an extraordinary degree in saving, or attempting to save, another person, or sacrificed themselves for the benefit of others.

#### **B. SCOPE OF RECOGNITION FOR HEROIC ACTS**

CSLSA recognition is restricted to acts which show conclusive evidence that the person performing the act voluntarily risked their own life to an extraordinary degree in saving, or attempting to save, the life of another person, or voluntarily sacrificing themselves in a heroic manner for the benefit of others. It is restricted to acts in which no primary family relationship exists between the rescuer and the rescued party(s).

Heroic acts must be reported within one year of the date they occurred. Usually, only those acts performed in areas within the scope of the CSLSA's activities will be considered for awards.

#### **C. PROCEDURE FOR RECOGNITION**

Any member may initiate a request for heroic acts recognition, as long as that person initiating the request is not a direct family relation to the person that performed the act.

To bring an act to the attention of the Heroic Acts Committee, a written account of the incident accompanied by supporting material such as newspaper clipping, or witness statements should accompany a Heroic Acts Application form and be forwarded to:

CSLSA Heroic Acts Committee  
P.O. Box 366  
Huntington Beach, CA 92648

Once the application is submitted, the Heroic Acts Committee Chair brings the matter to the next regular meeting of the CSLSA Board of Directors. At that meeting a special meeting of the Committee is held to review the application to insure it's properly depicted in one of the categories defined in Section D.



# *California Surf Lifesaving Association*

## **Policies and Procedures Manual**

If the committee approves the application in one of these categories, the application is then forwarded to the USLA Heroic Acts Committee Chair. The USLA Chairperson then conducts a meeting of the USLA Heroic Acts Committee in a similar fashion as the CSLSA Committee.

If approved at the National level a national award is given. If denied, an award is given at the Regional level.

### **D. RECOGNITION CATEGORIES**

#### **1. *Lifeguard Medal of Valor***

- a. Created to give due recognition to an individual or group of lifeguards for performing a heroic act, who voluntarily risked their life, to an extraordinary degree, in saving, or attempting to save another person, or who sacrificed themselves for the benefit of others.
- b. Restricted to acts in which no primary family relationship exists between the rescuer and the rescued party(s).
- c. Heroic acts must be reported within one year of the date they occurred. Usually, only those acts performed in open water within the confines of the CSLSA's membership base will be considered for the award.
- d. This award may be presented as the CSLSA or USLA Medal of Valor with attached ribbon and a "perma-plaquet" certificate citing the heroic action following approval by the appropriate Board of Directors.

#### **2. *Letter of Commendation***

- a. Created to give due recognition to a non-lifeguard who voluntarily risked their life to an extraordinary degree in assisting a lifeguard in an open water rescue.
- b. This award will be a framed letter, citing the heroic action.

#### **3. *Award of Merit***

- a. Created to give due recognition to those persons (CSLSA or USLA members or non-members) who have contributed substantially to either association.
- b. This award will be presented as a framed certificate citing their service.



## ***California Surf Lifesaving Association*** **Policies and Procedures Manual**

### **4. *Heroic Acts***

- a. Created to give due recognition to a non-lifeguard that has performed an open water rescue to an extraordinary manner.
- b. This award will be presented as a framed certificate citing the account of the heroic action.

### **5. *Meritorious Act Award***

- a. Created to give due recognition to the person or persons, lifeguard or non-lifeguard, member or non-member, who have performed any act of lifesaving which did not place the individual in jeopardy, but which brings credit to lifesaving or resulted in the saving of a life.
- b. This award will be presented in a framed certificate citing the act.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** II-G

**Adopted:** April 13, 2007

**Authority:** Board Resolution

**SUBJECT: LIFE MEMBERSHIP – CRITERIA & PROCEDURE**

In order to provide specific criteria and procedures for awarding Life Membership the following criteria shall be used:

- A. To qualify for Life Membership in CSLSA an individual must meet the following criteria:
  1. The candidate shall have completed a minimum of twenty years of service as a professional lifeguard and/or lifeguard administrator; and
  2. been an active member of the CSLSA or its predecessors for at least ten years; and
  3. served as a member of the Board of Directors, Executive Board or as an elected officer of the CSLSA or its predecessors; and
  4. demonstrated significant contributions made in the furtherance of the goals and objectives of CSLSA through a written resume of achievements and contributions.
- B. The procedure for considering applications for Life Members shall be as follows:
  1. Applications shall be submitted confidentially.
  2. Applications must be signed by the applicant's Chapter President.
  3. The application must be submitted to the Secretary of the CSLSA in advance of a meeting of the Board of Directors to be considered at such meeting.
  4. At any Board of Directors meeting, prior to which an application for Life Membership has been submitted to the Secretary as described above, a committee will be convened to consider the application or applications. The committee shall be composed of one member of the Board of Directors from each Chapter wishing to participate. Each chapter shall be responsible for selecting their representative and a proxy vote shall not be permitted. The meeting shall be chaired by a person selected by the President of the CSLSA or presiding officer of the Board of Directors meeting.
  5. After any discussion, a secret ballot vote shall be taken. The votes shall be counted by the chairperson and any other person summoned to assist.
  6. A vote of a minimum of three quarters of the committee members present shall be required to confer Life Membership. Once the vote has been counted, the chairperson shall announce the results to the committee and inform the President of same, but shall not discuss the number of votes cast in favor or opposition and the ballots shall be destroyed.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

7. If the candidate is approved, the President of the CSLSA shall choose the appropriate time and place to announce the conference of Life Membership, but shall do so prior to the conclusion of the Board of Director's Meeting.
8. All persons involved in the Life Membership selection process are strongly urged to keep the process and vote results confidential.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** II-H

**Adopted:** April 13, 2007

**Authority:** Board Resolution

**SUBJECT: Meeting Dates of CSLSA Board of Directors**

In order to conduct business by the CSLSA Board of Directors at spring and fall meetings and prior to USLA Board of Directors meetings, CSLSA shall establish meeting dates for the Board of Directors one year in advance and where practical, at least two weeks prior to established USLA Board of Directors meetings.



# *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** II-I  
**Adopted:** April 13, 2007  
**Authority:** Article III, Section 1 of the Bylaws and Board Resolution  
**SUBJECT:** **CONFLICT OF INTEREST POLICY**

## A. Purpose

The purpose of this conflict of interest policy is to protect the interests of the California Surf Life Saving Association (CSLSA) when it is contemplating entering into a transaction or arrangement which might benefit the private interest of an officer or director of CSLSA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any state and federal laws governing conflicts of interest in nonprofit and charitable organizations.

## B. Definitions.

1. "Interested person" means any director, principal officer, or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below.
2. A person has a "financial interest" that has, directly or indirectly, through business, investment or family:
  - a. An ownership or investment interest in any entity with which CSLSA has a transaction or arrangement,
  - b. A compensation arrangement with CSLSA or with any entity or individual with which CSLSA has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CSLSA is negotiating a transaction or arrangement.
3. "Compensation" includes direct and indirect remuneration as well as not-insubstantial gifts or favors.
4. A financial interest is not necessarily a "conflict of interest." A person who has a financial interest may have a conflict of interest only if the governing board or appropriate committee decides, pursuant to Section C-2 of this policy, that a conflict of interest exists.

## C. Procedures

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of any financial interest and be given the opportunity to disclose all material facts to the governing board and members of committees with governing board-delegated powers considering the proposed transaction or arrangement.



## ***California Surf Lifesaving Association*** **Policies and Procedures Manual**

2. After disclosing the financial interest and all material facts, and after any discussion with the governing board or committee, the interested person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
3. If a conflict of interest is determined to exist,
  - a. An interested person may make a presentation to the governing board or committee, but after the presentation, he/she shall leave the meeting during the discussion of and voting upon the transaction involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee shall, if deemed appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether CSLSA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity which would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in CSLSA's best interest, for its own benefit, and whether it is fair and reasonable.
  - e. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. If the governing board or committee has reasonable cause to believe a member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford him/her an opportunity to explain the alleged failure to disclose.
5. If, after hearing the member's response and after making such further investigation as may be warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **D. Records**

The minutes of the governing board and all committees with board-delegated powers shall contain:

1. The names of all persons who have disclosed or who otherwise were found to have an actual or possible conflict of interest, the nature of the financial interest actually or possibly giving rise to the conflict of interest, the action taken to determine whether the conflict of interest existed, and the board's or committee's determination.



## ***California Surf Lifesaving Association*** **Policies and Procedures Manual**

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **E. Compensation**

1. A voting member of the governing board who directly or indirectly receives compensation from CSLSA for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who directly or indirectly receives compensation from CSLSA for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who directly or indirectly receives compensation from CSLSA for services is precluded from providing information to any committee regarding compensation.

### **F. Annual Statements.**

Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement, which affirms that such person:

1. Has received a copy of this conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands that CSLSA is charitable and in order to maintain its tax exemption it must engage primarily in activities, which accomplish one or more of its exempt purposes.

### **G. Periodic Reviews; Use of Outside Advisors.**

1. To insure that CSLSA operates in a manner consistent with its charitable purposes and does not engage in activities which could jeopardize its tax-exempt status, periodic reviews shall be conducted, including at a minimum:
  - a. Whether compensation arrangements and benefits are reasonable, based upon competent survey information, and the result of arm's-length bargaining.
  - b. Whether partnerships, joint ventures and arrangements with management organizations conform to CSLSA's written policies, are properly documented, reflect reasonable investment or payments for goods and services, are in furtherance of CSLSA's charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

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2. In conducting these reviews, CSLSA may, but is not required to, use outside advisors. If outside advisors are used, their use shall not relieve of the governing body of its duty to ensure that periodic reviews are conducted.



*California Surf Lifesaving Association*  
**Policies and Procedures Manual**

*California Surf Lifesaving Association*

**POLICIES & PROCEDURES**

**Section III – Operational**



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** III-A  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT: MEETING DECORUM**

It shall be the policy of the California Surf Lifesaving Association that every effort shall be taken to insure that a professional atmosphere and bearing are maintained at all meetings of the CSLSA Board of Directors, Executive Board and any committees thereto. The following shall be standing policies regarding any meetings relative to the CSLSA:

- A. No smoking is allowed in the meeting rooms of the California Surf Lifesaving Association Board of Directors, Executive Board or any committee meeting area.
- B. No alcoholic beverages may be consumed in the meeting rooms of the California Surf Lifesaving Association Board of Directors, Executive Board or any committee meeting area, while such meetings are being conducted.
- C. All participants in meetings of the California Surf Lifesaving Association Board of Directors, Executive Board or any committee shall maintain a professional bearing at all times and refrain from the use of profanity and other derisive or derogatory language that may demean or offend others in attendance at such meetings.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** III-B  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT: OFFICER AND COMMITTEE REPORTS**

Reports of activities and accomplishments shall be presented verbally and in writing (50 copies for General Board meetings) by Officers and Committee Chairpersons. One printed and one electronic copy shall be submitted to the Secretary for inclusion in the minutes of the meeting as attachments thereto. Furthermore, reports of what transpires at each committee meeting during such General Board Meeting, shall be presented verbally, and with one printed and one electronic copy presented to the Secretary for inclusion in the Minutes of the meeting as attachments thereto within 15 days to allow the Secretary to meet their 30 day Bylaw obligation.



*California Surf Lifesaving Association*  
**Policies and Procedures Manual**

*California Surf Lifesaving Association*  
**POLICIES & PROCEDURES**

**Section IV – Financial**



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** IV-A  
**Adopted:** April 10, 2009  
**Authority:** Articles of Incorporation and Board Resolution

**SUBJECT: TAX EXEMPT STATUS**

The California Surf Lifesaving Association is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

**The organization's Employer Identification Number is 33-0511304.**

The California Surf Lifesaving Association is exempt from State Franchise Tax or Income Tax under the provisions of Section 23701d of the Revenue and Taxation Code of the State of California.

**The organization's Tax Identification Number is 1204390.**



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** IV-B  
**Adopted:** April 13, 2007  
**Authority:** Article VIII-Section 1 of the Bylaws and Board Resolution  
**SUBJECT: CONTRACT APPROVAL**

The Executive Board has the authorization to approve, ratify and/or enter into contracts on behalf of the California Surf Lifesaving Association.

- A. All contracts shall be sent to the Executive Board for review. Any necessary modifications are made if so indicated by such board.
- B. When consensus is reached toward approval, the contract may be reviewed by legal counsel.
- C. Each committee and officer of the California Surf Lifesaving Association has the duty to provide budgeting goals and objectives to the Executive Board to provide contract development guidelines.
- D. The Executive Board is authorized to act on behalf of the organization between meetings of the Board of Directors, but shall submit any such action for review and approval of the General Board at the next regularly scheduled meeting thereof.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** IV-C  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution

**SUBJECT: GUIDELINES FOR SPONSORSHIPS**

The following is a definition of the types of items, business or products, which are considered unsuitable for sponsorship of the California Surf Lifesaving Association, its programs, activities or materials. This is a partial list, which is intended to highlight the controversial sponsorship issues. Additional items, business or products may be added at the discretion of the Board of Directors.

Products not permitted

- A. Alcoholic beverages for any Junior Lifeguard related programs, activities or materials.
- B. Tobacco products for any CSLSA programs, activities or materials.



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** IV-D  
**Adopted:** April 13, 2007  
**Authority:** Article VIII-Section 1 of the Bylaws and Board Resolution  
**SUBJECT: FINANCIAL PRACTICES**

This policy outlines the practices of the California Surf Lifesaving Association regarding the use of funds in the association's treasury. It is the intent of this policy to provide a general guideline for the Treasurer, Executive Board and Board of Directors in operating with funds for the business of the CSLSA. These actions may be made as necessary, even if in conflict with the guidelines which follow.

### A. EXPENDITURES

1. Funds may not be spent which have not been approved for expenditure by the Executive Board or which have been approved for projects by the Board of Directors.
2. Expenditures or reimbursements for routine Board related business expenses shall be submitted to the Treasurer for payment. Submissions shall be in the form of standard invoices or receipts for materials or services rendered. Wherever possible payment shall be rendered within 30 calendar days of receipt of such invoices or receipts.

### B. BUDGET

1. The Treasurer will be the representative of the board for oversight of all income and expenditure functions. It shall be the responsibility of the Treasurer to make appropriate recommendations to prevent deficit spending and to advise the Executive Board of any pending fiscal problems that can be reasonably anticipated.

### C. ACCOUNTING

1. The Treasurer shall account for all funds of the California Surf Lifesaving Association. A full balance sheet including itemized income and expenditures, current funds on hand, shall be provided to the Board of Directors at the start of each Board of Directors Meeting. Furthermore, the Treasurer shall update the Executive Board in writing at each Executive Board Meeting as to the current state of the financial condition of the CSLSA.
2. The Treasurer shall maintain separate accounting for funds to targeted issues, goals or projects. These funds will remain in the general fund and may include board directed funds, contracted funds, donations, grants, or similarly specified moneys.



## ***California Surf Lifesaving Association*** **Policies and Procedures Manual**

3. The Treasurer shall provide a final report of account activity for the previous year at the Spring Meeting of the Board of Directors.

### **D. SIGNATURES ON CONTRACTS AND ACCOUNTS**

1. Contracts requiring signatures of the Executive Board shall be executed by both the President and Secretary of CSLSA. Original copies of such contracts shall be kept by the Secretary with copies to the Treasurer and any other Board member requesting same.
2. Signatures on applicable checking or savings accounts shall be by Executive Board direction with only one signature required. It is recommended that the Treasurer and the Secretary both be empowered individually to sign on behalf of the organization, with additional authorized signatures as deemed appropriate by the Executive Board.



*California Surf Lifesaving Association*  
**Policies and Procedures Manual**

*California Surf Lifesaving Association*

**POLICIES & PROCEDURES**

**Section V – Competition**



## ***California Surf Lifesaving Association*** **Policies and Procedures Manual**

**Number:** V-A  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT:** **TITLE OF THE REGIONAL LIFEGUARD CHAMPIONSHIPS**

The official name of the California Surf Lifesaving Association Regional Lifeguard Competition shall be:

**“California Surf Lifesaving Championships”**



## *California Surf Lifesaving Association* **Policies and Procedures Manual**

**Number:** V-B  
**Adopted:** April 13, 2007  
**Authority:** Board Resolution  
**SUBJECT:** **REGIONAL LIFEGUARD & JUNIOR LIFEGUARD  
COMPETITION RULES**

### A. LIFEGUARD COMPETITION RULES

The official rules of the California Surf Lifesaving Association's sanctioned competition are found in the **USLA NATIONAL LIFEGUARD CHAMPIONSHIPS RULES OF CONDUCT** published by the USLA. The USLA rules are used as a guideline for such competitions. The rules of the regional competition and tournaments are the final authority governing all aspects of competition for the California Surf Lifesaving Association.

The CSLSA Competition Committee reviews and makes all recommendations for changes in these rules through established USLA procedures.

A copy of the UNITED STATES LIFESAVING ASSOCIATION COMPETITION RULES is available at: [http://www.usla.org/events/2005\\_USLA\\_Rules.pdf](http://www.usla.org/events/2005_USLA_Rules.pdf)

### B. JUNIOR LIFEGUARD COMPETITION RULES

CSLSA Junior Lifeguard competition rules are separate from the USLA Competition Rules and are updated and governed by the CSLSA Junior Lifeguard Committee.

The USLA rules do contain Junior Lifeguard Competition Rules, which govern only national tournaments unless adopted by specific regions as their competition guidelines.

A copy of the CALIFORNIA SURF LIFESAVING ASSOCIATION JUNIOR LIFEGUARD COMPETITION GUIDELINES is attached as Appendix D.



*California Surf Lifesaving Association*  
**Policies and Procedures Manual**

*California Surf Lifesaving Association*

**POLICIES & PROCEDURES**

**Section VI – Appendices**



# *California Surf Lifesaving Association* **Policies and Procedures Manual**

## **APPENDIX A**

### **Chapter Application Form**



# California Surf Lifesaving Association

## Chapter Application Form

Proposed Name of Chapter: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Date of Visitation: \_\_\_\_\_ (Attach written report of findings from visitation)

Application Fee:  Paid \$250  Waived

Explain: \_\_\_\_\_  
\_\_\_\_\_

Recommendation to Board:  Approve Application  Disapprove Application

Explanation if to Disapprove:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature(s) of Reviewing Officers:  
\_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken by Board of Directors:  Approved Application  Disapproved Application

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Regional Secretary



6. Areas Guarded and/or Patrolled by Agency:

Types of Beaches:  Ocean  Bay  Lake  River

Other: \_\_\_\_\_

7. Number of Lifeguard Employees:

A. Permanent: \_\_\_\_\_

B. Seasonal: \_\_\_\_\_

8. Number of Administrative Personnel:

A. Permanent: \_\_\_\_\_

B. Seasonal: \_\_\_\_\_

9. Lifeguard Requirements:

A. Permanent:

(1) Minimum Age: \_\_\_\_\_

(2) Vision Requirement: \_\_\_\_\_/\_\_\_\_\_  Corrected  Uncorrected

(3) Hearing Acuity: \_\_\_\_\_

(4) Medical/Physical Exam Required?  Yes  No

When Taken?

Before entry exam  Before training  Before hiring

B. Seasonal:

(1) Minimum Age: \_\_\_\_\_

(2) Vision Requirement: \_\_\_\_\_/\_\_\_\_\_  Corrected  Uncorrected

(3) Hearing Acuity: \_\_\_\_\_

(4) Medical/Physical Exam Required?  Yes  No

When Taken?

Before entry exam  Before training  Before hiring

10. Certification Requirements for Lifeguards

A. Meets USLA Standard for Advanced Agency

B. Meets USLA Minimum Standard

C. Agency has been Certified by USLA  Date: \_\_\_\_\_

D. Agency Meets following standards:

Type of Certification	Required	
	Yes	No
ARC Lifesaving	<input type="checkbox"/>	<input type="checkbox"/>
ARC W.S.I	<input type="checkbox"/>	<input type="checkbox"/>
CPR		
Heart Association	<input type="checkbox"/>	<input type="checkbox"/>
ARC - Professional Rescuer	<input type="checkbox"/>	<input type="checkbox"/>





# *California Surf Lifesaving Association* **Policies and Procedures Manual**

## **APPENDIX B**

### **Revocable Proxy Form**



# *California Surf Lifesaving Association* **Policies and Procedures Manual**

## **REVOCABLE PROXY**

The undersigned, as a duly elected member of the \_\_\_\_\_ Chapter of the California Surf Lifesaving Association, hereby revokes any previous proxies and appoints \_\_\_\_\_ as the undersigned's proxy for the Board of Director's Meeting on \_\_\_\_\_.  
Insert Dates

This proxy shall extend to \_\_\_\_\_ the right to vote, execute consents, and otherwise represent those interests of the \_\_\_\_\_ Chapter in the same manner and with the same effect as if the undersigned were personally present at any such meeting and voting or personally acting on any matters submitted to the Board of Directors or its committees for approval or consent.

This proxy is revocable at any time, and unless revoked, shall terminate on \_\_\_\_\_.  
Insert Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Chapter Title



# *California Surf Lifesaving Association* **Policies and Procedures Manual**

## **APPENDIX C**

### **CSLSA Lifeguard Competition Guidelines**

Refer to USLA Guidelines which are available for download at:

[www.usla.org/events/rules.asp](http://www.usla.org/events/rules.asp)

USLA will adopt, where applicable, ILS rules for Ocean competitive events to assist making USLA more competitive internationally. The new standards are available for download at:

Proposed 2007 USLA Events written to ILS rule standard.



# *California Surf Lifesaving Association* **Policies and Procedures Manual**

## **APPENDIX D**

### **CSLSA Junior Lifeguard Competition Guidelines**

# *California Surf Lifesaving Association*



## **JUNIOR LIFEGUARD COMPETITION GUIDELINES**

**JUNIOR LIFEGUARD COMPETITION GUIDELINES  
for the  
CSLSA JUNIOR LIFEGUARD CHAMPIONSHIPS**

**I. OVERVIEW** -- These guidelines are established as a format for the CSLSA Junior Lifeguard Championships, and are approved by the CSLSA Junior Lifeguard Committee. The purpose is to provide for a fair and equal standard of competition between Junior Lifeguard Chapters.

**II. ELIGIBILITY**

A. All competitors must be currently enrolled and actively participating with the chapter they represent as a Junior Lifeguard, and may NOT have received compensation for work as a Junior Lifeguard and/or Lifeguard within the chapter for which they are competing.

B. All competitors at the CSLSA Junior Lifeguard Championships must be current members of the United States Lifesaving Association.

C. Competition classifications (as of July 1 of the current year):

"AA" Division - 16 and 17 years of age

"A" Division - 14 and 15 years of age

"B" Division - 12 and 13 years of age

"C" Division - 9 to 11 years of age as

**III. GENERAL COMPETITION FORMAT**

**A. Competition Events**

1. Shall be held in "AA", "A", "B" and "C" Divisions.
2. Entry is limited in certain events and competitors shall be designated prior to the commencement of the event.
3. Heats, if required, shall be established prior to the commencement of the event, with consideration made to keeping same Chapter competitors in separate heats.
4. There will be no team or regional scoring. All events will be for individual awards through five places.
5. All competitors **MUST** wear a surf cap, which represents their chapter when competing in an event. **FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION FROM THE EVENT.** Such caps shall be distinctive to the chapter and may not carry advertising slogans or logos with the exception of the manufacturer of the cap itself.

Swim caps do not qualify as surf caps.

6. Poor sportsmanship and seditious language will be grounds for disqualification.
7. Alcoholic beverage or tobacco advertising is absolutely not permitted on any Junior Guard equipment, uniforms or competition gear.
8. Each chapter must have the coordinator or a designated representative attend the re-meet meeting prior to the competition.

## B. Entry Limits

1. A competitor may compete in a maximum of three events.
2. For individual events, refer to the rules of the event for entry limitations.
3. In relay events, teams consisting of six members, no more than four members may be of one gender.  
Examples:
  - A. Four girls and two boys
  - B. Four boys and two girls
  - C. Three boys and three girls
4. A competitor may move up in a division, but not down; a competitor must remain in the division in which he/she initially competes.
5. In the Rescue Race, both competitors must compete within their age group division.
  - A. If a competitor moves up a division, they are prohibited from competing in the rescue race.
6. Failure to comply with the entry limit guidelines may result in the disqualification of a competitor from the meet.

## C. Safety and Judging

1. The Meet Manager, Meet Officials and Resolution Official will oversee the meet.
  - A. The Resolution Official shall be in charge of hearing all disputes. Resolution of disputes is to be initiated by the Start/Finish Judge, by contacting the Resolution Official. The Resolution Official will request that each side prepare a short written response to the dispute. Resolution of the dispute will normally take place within one hour. The Resolution Official will consult with two other impartial officials. The ruling of the Resolution Official is final.
    - 1) Protests must be filled prior to the awarding of medals for each event.
    - 2) Medals will normally be awarded immediately after each event.
2. Within each division, the following personnel should be assigned:
  - A. Starter/Head Judge
  - B. Finish Judge
  - C. Water Judge (Junior Lifeguard Instructors or Lifeguards; no Juniors)
  - D. Safety Personnel
  - E. Beach Flags - The Starter will assign four additional Judges to assist with officiating of the event.
3. The Starter/Head Judge for each division will be responsible for following these Competition Guidelines.

- A. Each Start/Finish line shall be marked by a line in the sand. The line in the sand will also be delineated by a pair of orange cones, one on each side of the line.
4. Any disqualification should, if possible, be confirmed by two officials.
5. The Starter/Head Judge will make all final decisions. Any coach who has questions regarding a decision or call must contact ONLY the Starter/Head Judge or the Finish Judge. Further discussion on a matter must be initiated by the Starter or Finish Judge. (by contacting the Resolution Official).
6. The Resolution Official will have the final ruling on any dispute.
7. Coaches and/or parents entering the race course area without permission of the Starter/Head Judge may result in the disqualification of their competitor(s).
8. At no time shall parents of competitors be allowed in the competition area. All rule questions, or decision clarifications will be brought to the attention of officials by coaches only. Parent interference will be cause for disqualification of their competitor from that event.
9. Each team must provide at least one volunteer to work the competition as an official (Lifeguards are preferred).

#### **IV. DESCRIPTION AND RULES OF EVENTS**

##### **A. Individual Distance Run**

1. Entry is limited to 3 boys and 3 girls in each division.
2. Distances:
  - "AA" Division - 3.0 k / 2.0 miles
  - "A" Division - 3.0 k / 2.0 miles
  - "B" Division - 2.3 k / 1.5 miles
  - "C" Division - 1.5 k / 1.0 mile
3. Running shoes are optional.
4. The course will be on the beach with a line-up start and a funnel finish.

##### **B. Individual Distance Swim**

1. Entry is limited to 3 boys and 3 girls in each division.
2. Distances:
  - "AA" Division - 360 M ("AA" Course) - swim the entire flag line on the course.
  - "A" Division - 360 M ("A" Course) - swim the entire flag line on the course.
  - "B" Division - 300 M ("B" Course) - swim the two red buoys on the course
  - "C" Division - 250 M ("C" Course) - swim the two red buoys on the course
3. The course shall start on the beach with a lineup start and end on the beach with a funnel finish.

4. The swim course shall be rectangular in shape.
5. The competitor finishes when his/her body crosses the finish line at the neck of the funnel finish.

#### C. Individual Rescue Board Race

1. The Rescue Board Race will be limited to one male competitors and one female competitors in "A", "B" and "C" Division per chapter. "AA" Division shall be limited to two boys and two girls.
2. Distances:
  - "AA" Division - 600 M ("AA" Course) – paddle all three buoys on the course
  - "A" Division - 600 M ("A" Course) – paddle all three buoys on the course
  - "B" Division - 450 M ("B" Course) – paddle all three buoys on the course
  - "C" Division - 400 M ("C" Course) – paddle all three buoys on the course
3. Board Specifications:
  - "AA" and "A" Boys and Girls - 10'6" or smaller Rescue Boards (as defined by USLA competition guidelines)
  - "B" Boys and Girls - 9 feet or smaller SOFT boards
  - "C" Boys and Girls - 9 feet or smaller SOFT boards
4. The start of the race shall be from the water's edge at a starting line designated by the Starter/Head
5. Judge. The finish will be a line finish on the beach.
6. A competitor finishes when his/her body crosses the finish line, in the funnel, board in hand.

#### D. Rescue Race

1. The Rescue Race will be limited to one two-person team per chapter in each Division. Teams may be male, female or male/female combination.
2. Distances:
  - "AA" Division - 260 M ("AA" Course)
  - "A" Division - 260 M ("A" Course)
  - "B" Division - 200 M ("B" Course)
  - "C" Division - 150 M ("C" Course)
3. Equipment:
  - b. Rescue buoy (small Burnside-type buoy)
  - c. Swim fins (for rescuer only).
  - d. Wetsuits (optional, for victim only)
  - e. Each competition team must provide their own equipment

#### 4. Course and Race Conduct:

- a. Victims shall swim to the appropriate distance off shore marked by either the flag line on the "AA" & "A" Division course or two buoys on the "B" & "C" course. They will hold onto the flag base ("AA" & "A" Divisions) or a line stretched between the buoys ("B" & "C")
- b. Divisions) while staying in line with the buoys. Pulling the line toward shore and inside the buoys may result in disqualification.
- c. Judges shall be placed at each end of the marker line to ensure no infractions.
- d. The rescuer starts from the beach at the START/FINISH LINE established by the Starter/Head Judge.
- e. The rescuer may wear their fins from the start if so desired.
- f. The rescuer swims to the victim and returns to shore pulling the victim behind. The victim may assist by kicking, but only while the rescuer is swimming, MUST HAVE BOTH HANDS ON THE BUOY AT ALL TIMES.
- g. For safety purposes, when running, the victim need only keep one hand on the buoy.
- h. The team finishes when BOTH competitors cross the FINISH LINE with all equipment, i.e. both fins and the rescue buoy.
- i. The victim must cross the FINISH LINE holding on to the buoy with at least ONE HAND.

#### E. Swim Relay

1. Each chapter may enter only one six-person Relay Team consisting of a mix of boys and girls (as specified by rule V-C).
2. Distances:
  - "AA" Division - 260 M per swimmer - swim around two flags in the course
  - "A" Division - 260 M per swimmer - swim around two flags in the course
  - "B" Division - 200 M per swimmer - swim around one red buoy in the course
  - "C" Division - 150 M per swimmer - swim around one red buoy in the course
3. All competitors must sit in a straight line in their designated lane before and after swimming their portion of the relay. After swimming their individual leg of the relay, each swimmer shall sit in order they swam, with their surf cap pulled down around their neck.
4. The relay exchange shall be a hand tag behind the START/FINISH LINE. Disqualification will result from an early start.

5. The finish will be determined for each team when its last swimmer crosses the START/FINISH LINE.
6. Any interference to a relay team who is not yet finished, by a celebrating team who is finished, maybe grounds for disqualification.

#### F. Individual Beach Flags

1. Beach Flags will be limited to two boy and two female competitors in each Division per chapter.
2. Flexible flags (batons) will be used.
3. Competitors will lie face down with their toes on the start line, heels together, fingers overlapping one on top of the other, and their head up facing the starter. Elbows must be extended from the body so that the chest lies flat on the sand and the body shall be perpendicular to the start line. Elbows of competitors should not be touching. Competitors are allowed to level sand, but scooping or digging of the sand and/or mound building is not permitted.
4. The command for the start will be "heads up...heads down" then, when all competitors are motionless, a whistle blast will sound the start.
5. Motion after the "Heads Down" command may result in disqualification. Any competitor lifting any part of his/her body from the sand prior to the start signal will be disqualified.
6. Grabbing, pushing, tripping or shoving, or any type of blatant action that impedes the progress of another competitor will not be permitted and will be grounds for disqualification.
7. Each competitor may pick up only ONE flag.
8. Should two competitors have equal possession of a flag, the competitor whose hand is closest to the white mark of the center of the flag will determine the winner. If both competitors have equal position to the tape, then a run-off between the two competitors will occur immediately.
9. Flags will be arranged in a straight line, parallel to the start line, twenty meters from the start line. The flags will be placed so that all competitors have an equal opportunity to obtain a flag.

#### G. Individual Run-Swim-Run

1. This event is open is limited to 3 boys and 3 girls per division.
2. Distances:
  - "AA" Division 670 M (200-270-200) (Swim shall be two flags in course)
  - "A" Division 670 M (200-270-200) (Swim shall be two flags in course)
  - "B" Division 600 M (200-200-200) (Swim shall be one red buoy in course)
  - "C" Division 550 M (200-150-200) (Swim shall be one red buoy in course)

### 3. Course and Race Conduct

- a. The first run leg will begin on the beach with a line start. A flag turn marker will be placed at the opposite end of the course to indicate the turn for the run segment.
- b. A swim turn flag will be placed adjacent the Start/Finish line where competitors will enter the swim leg.
- c. Each competitor must round the same turn flag after the swim
- d. Upon leaving the water and rounding the turn flag each competitor will run to the opposite end of the course, round the turn marker and run to the funnel finish at the original start line.
- e. A competitor finishes when his/her body crosses the funnel FINISH LINE.
- f. There will be a Judge stationed at each turn flag to direct competitors around each turn marker. There will be a water Judge at the turn of the swim to monitor for infractions.

### H. Rescue Board Relay

1. All divisions can enter one six-person team, consisting of a mix of boys and girls (as specified in Rule V-C)
2. "AA" & "A" Divisions shall paddle a regulation USLA Rescue Board of 10 feet 6 inches in length
3. "B" Division shall paddle a soft board with a maximum length of 10 feet
4. "C" Division shall paddle a soft board with a maximum length of 9 feet
  - a. Handles (ropes) are permitted on all rescue boards)
5. Distances (the course shall be triangular in shape):  
"AA" Division - 600 M ("AA" Course) – paddle all three buoys on the course  
"A" Division - 600 M ("A" Course) – paddle all three buoys on the course  
"B" Division - 450 M ("B" Course) – paddle all three buoys on the course  
"C" Division - 400 M ("C" Course) – paddle all three buoys on the course
6. The board exchange shall occur 15 feet in front of relay team members.
  - a. A line will be drawn to indicate the 15-foot area;
  - b. the next paddler will stand and await the crossing of any part of the board before stepping over the line for the completed exchange.
  - c. An early start will result in disqualification.
7. All competitors must remain in their designated after paddling their individual leg of the relay; each paddler shall sit in order they paddled, with their surf cap pulled down around their neck.

## I. Run Relay

1. All divisions can enter one six-person team (as specified by rule V-C)
2. The Head Judge will determine lane assignments. In final heats, winning teams will receive the first draw of lanes.
3. The event shall be a shuttle-type relay consisting of a 50-meter sprint to a cone, going around the cone clockwise, and sprinting 50 meters back to the starting line.
4. Runners must remain in their designated lane before and after running their portion of the relay.
5. Runners will carry a baton and hand it off to the next runner behind the relay start line. Only the final runners in each relay team will wear a Junior Guard shirt to represent his/her chapter.
6. No running starts.
7. A hard baton, which is 12 inches long and approximately 1-inch in diameter, shall be provided by the hosting chapter.

**V. AWARDS** -- Individual medals will be awarded through fifth place in each individual event. Medals will be awarded to both the Rescuer and Victim through fifth place in the Rescue Relay Race. Medals will be awarded to each member of the Swim Relays through fifth place.

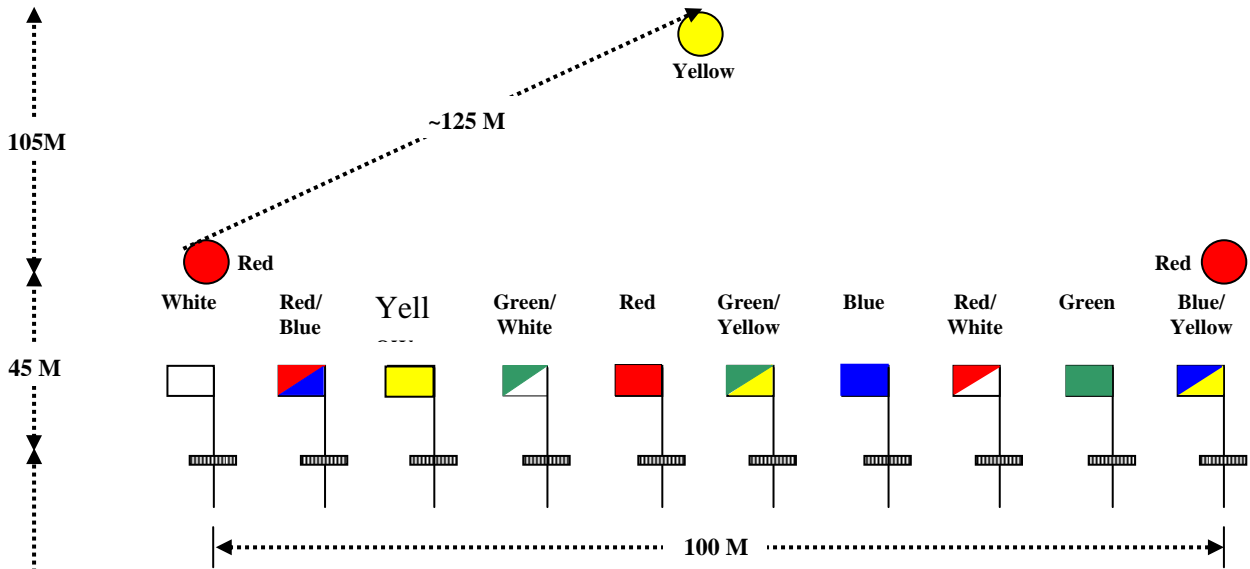
# *California Surf Lifesaving Association*



## **JUNIOR LIFEGUARD COMPETITION GUIDELINES**

### **Course Drawings**

**JUNIOR LIFEGUARD COMPETITION GUIDELINES  
for the  
CSLSA JUNIOR LIFEGUARD CHAMPIONSHIPS**



**S U R F**

130 M

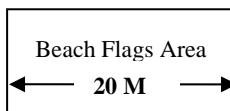
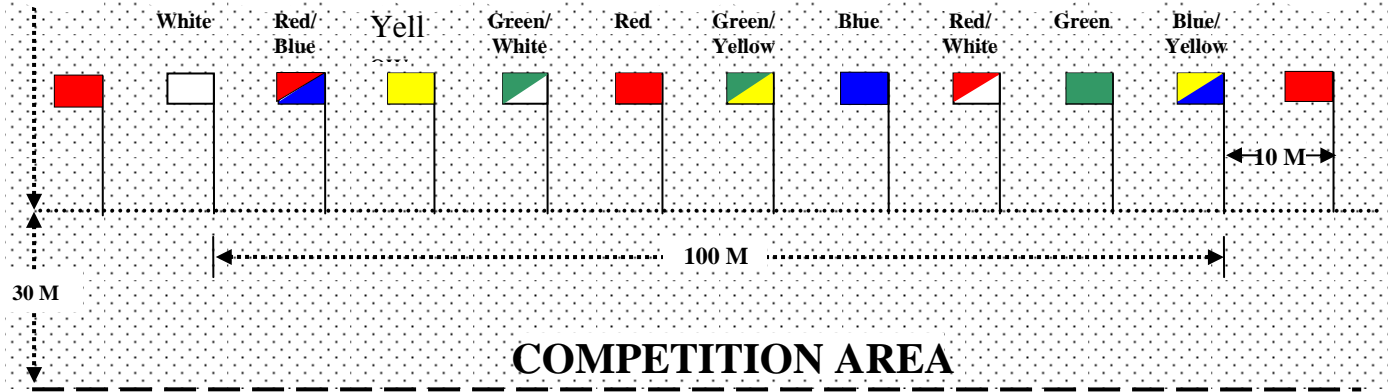


FIGURE 0.1 "A" & "AA" Division Competition Area Set-up

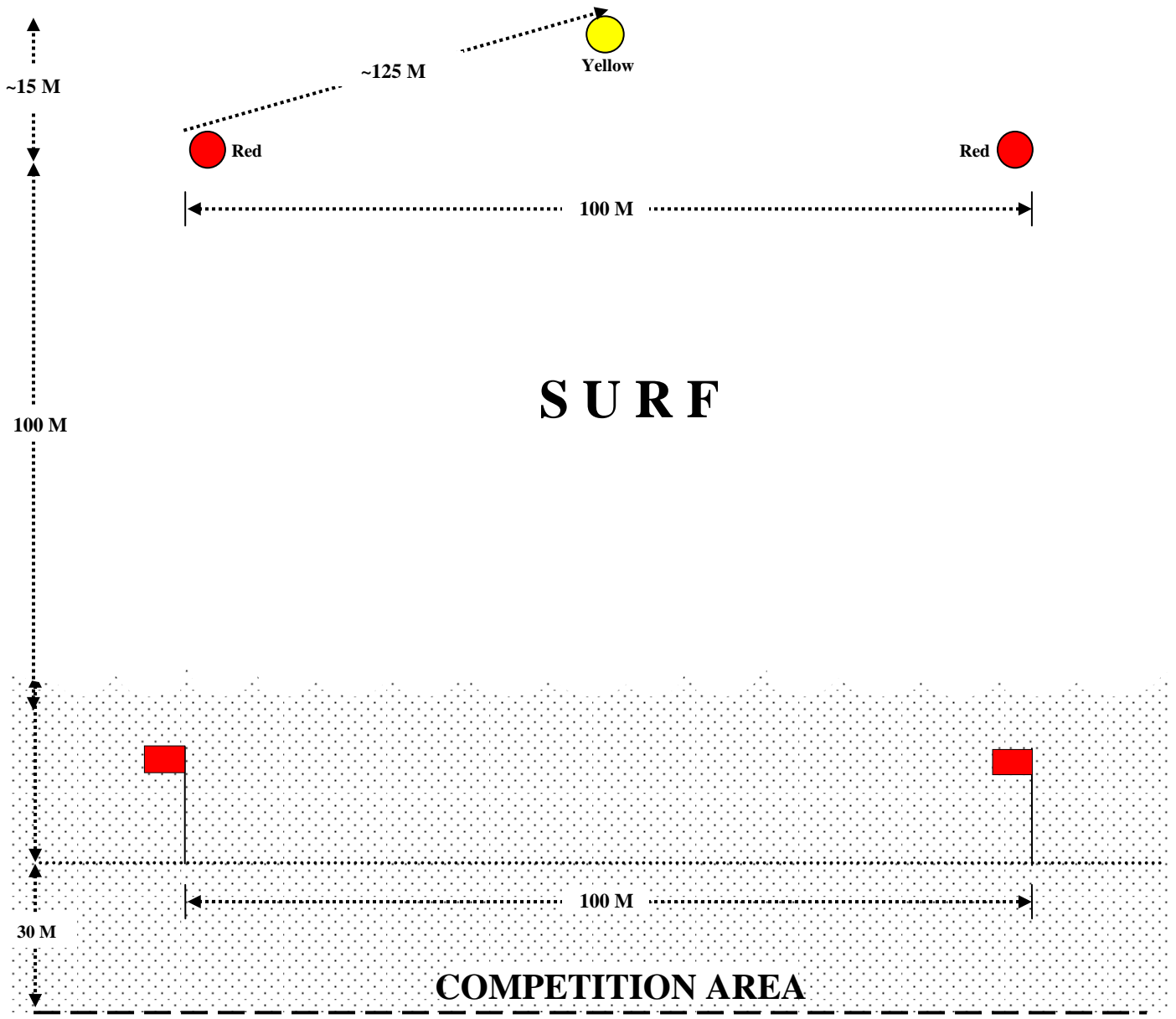


FIGURE 0.2 "B" Division Competition Area Set-up

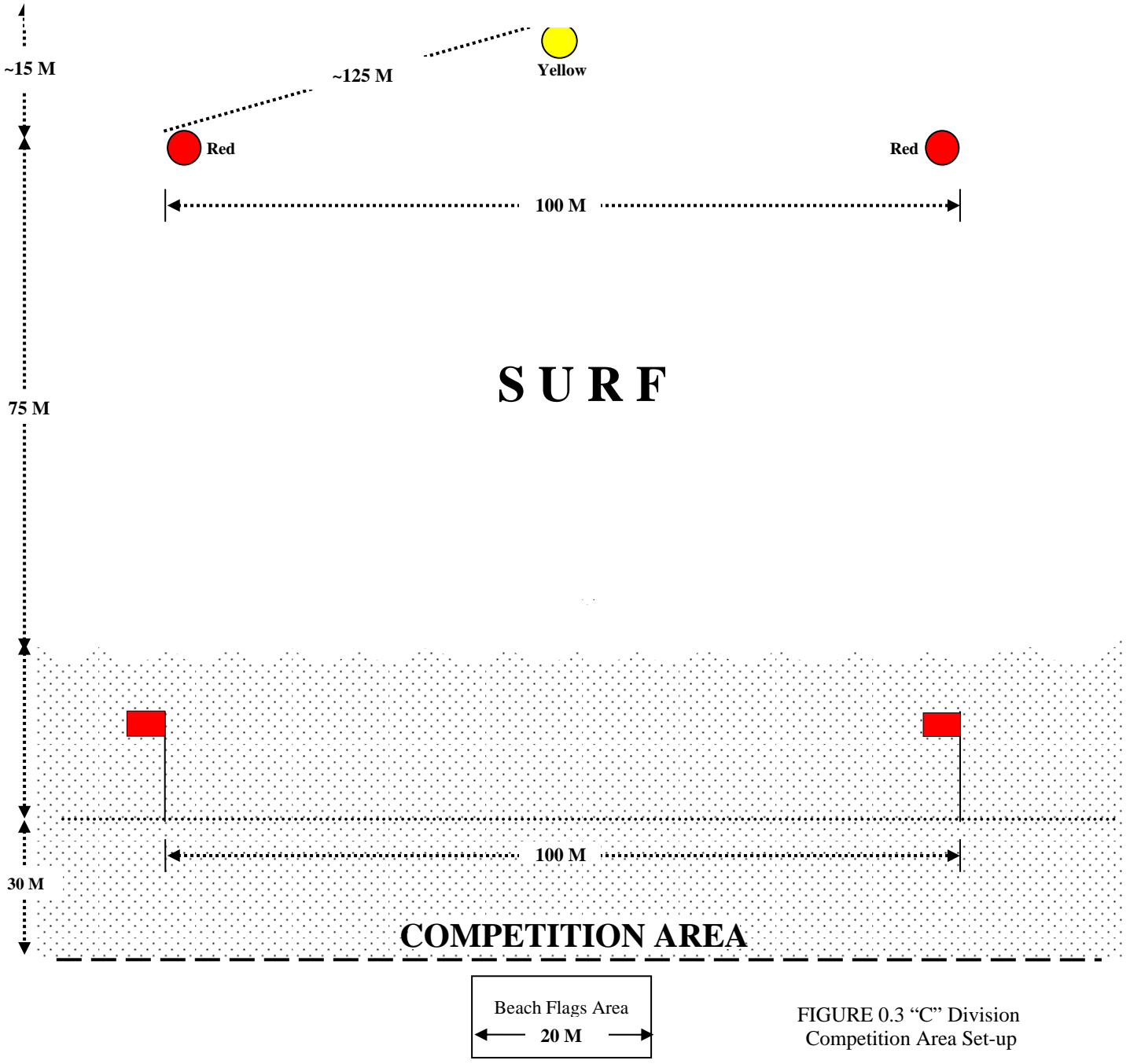


FIGURE 0.3 "C" Division Competition Area Set-up