

California Surf Lifesaving Association

Policies and Procedures Manual



Updated: April 15, 2011

Only corrections to formatting or additions of missing, previously approved amendments have been made as of this date.



California Surf Lifesaving Association

Policies and Procedures Manual

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Section I – Authority



California Surf Lifesaving Association Policies and Procedures Manual

Number: I-A
Adopted: April 15, 2011
Authority: Board Resolution
SUBJECT: **CREATION OF THE REGIONAL POLICIES & PROCEDURES MANUAL AND AMENDMENTS THERETO**

PURPOSE: In order to better clarify any creation, deletion or amendments to the California Surf Lifesaving Association Policies & Procedures 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.
- F. The Bylaws/Policy & Procedures Committee Chair/Secretary is to monitor prior to the Spring meetings of the Board of Directors to complete a review of the preceding Board meeting minutes, and make recommendations for updates in order to keep the manual current.
- G. The Bylaws/Policies & Procedures Committee Chair/Secretary is to monitor the USLA Bylaws/Policies & Procedures to make sure the CSLSA's Bylaws/Policies & Procedures are not in conflict.



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Section II – Administrative



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Number: II-A
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **CALIFORNIA SURF LIFESAVING ASSOCIATION LOGO**
PURPOSE: To define the official logo of the California Surf Lifesaving Association.

A. The logo of the California Surf Lifesaving Association shall be the following:



B. 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 buoy 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.

C. 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.

D. In utilizing the PMS Color Chart, the following colors are the official colors utilized on the CSLSA logo:

- | | |
|--------------|--------------|
| 1. Red | Number 1795c |
| 2. Navy Blue | Number 281 c |



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Number: II-B
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **CALIFORNIA SURF LIFESAVING ASSOCIATION PUBLICATIONS AND RESOURCES**
PURPOSE: To formulate a list of publications and resources materials available from the California Surf Lifesaving Association.

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 provided 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 – 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.



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Number: II-C
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **EQUAL OPPORTUNITY POLICY**
PURPOSE: Establish an Equal Opportunity Policy for the California Surf Lifesaving Association.

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.



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Number: II-D
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **POLICY ON COMPLIANCE WITH OSHA BLOODBORNE PATHOGEN REGULATIONS**
PURPOSE: To establish a policy on compliance with OSHA Bloodborne Pathogens Regulations for the California Surf Lifesaving Association.

The California Surf Lifesaving Association recognizes that all lifeguards are at risk of being exposed to Bloodborne pathogens regulations. 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.



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



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Number: II-F
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **AWARDS & SPECIAL PRESENTATIONS CRITERIA**
PURPOSE: To recognize those individuals who have made a significant contribution to the humanitarian goals and objectives of CSLSA and USLA.

The CSLSA is comprised of dedicated men and women in the open water lifeguard profession who wish to present awards in recognition of selfless acts performed by members and non-members within the Region.

Incredible feats of shoreline heroism are often performed by the men and women in the lifeguard profession; however lifeguards are not always present to perform these acts. In many cases the saving of life can be attributed to a stranger passing by a distress scene.

A. PROCEDURE FOR RECOGNITION

Any member may initiate a request for 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 Awards & Special Presentations 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 Awards & Special Presentations Committee
P.O. Box 366
Huntington Beach, CA 92648

Once the application is submitted, the Awards & Special Presentations 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 C.

If the committee approves the application in one of these categories, the application is then forwarded to the USLA Awards & Special Presentations Committee Chair. The USLA Chairperson then conducts a meeting of the USLA Awards & Special Presentations 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.

B. RECOGNITION CATEGORIES

1. ***Lifeguard Medal of Valor***
 - a. Created to give due recognition to an individual or group of lifeguards for performing an extraordinary rescue, 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.



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- b. Restricted to acts in which no primary family relationship exists between the rescuer and the rescued party(s).
- c. The application must be submitted within one year of the date the incident occurred. Usually, only those rescues 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 a CSLSA or USLA Medal of Valor with a certificate citing the action following approval by the appropriate Board of Directors.

2. ***Heroic Acts***

- a. Created to give due recognition to a lifeguard or non-lifeguard that has performed an open water rescue to an extraordinary manner.
- b. Restricted to acts in which no primary family relationship exists between the rescuer and the rescued party(s).
- c. The application must be submitted within one year of the date the incident occurred. Usually, only those rescues performed in open water within the confines of the CSLSA's membership base will be considered for the award.
- d. This award will be presented as a framed certificate citing the account of the heroic action.

3. ***Meritorious Act Award***

- a. Created to give due recognition to lifeguard(s) or non-lifeguard(s) who have performed any action of lifesaving which did not place the rescuer in jeopardy, and which brings credit to lifesaving or resulted in the saving of a life.
- b. This award may also be presented in recognition of actions which have contributed substantially to the goals and objectives of CSLSA.
- c. This award will be a framed letter, citing the action.



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Number: II-G

Adopted: April 15, 2011

Authority: Board Resolution

SUBJECT: **CALIFORNIA SURF LIFESAVING ASSOCIATION “DISTINGUISHED HONOR ROLL” NOMINATION & SELECTION PROCEDURE**

PURPOSE: In order to provide specific criteria and procedures for nomination and induction of nominees to the “*California Surf Lifesaving Association “CSLSA Distinguished Honor Roll”*” the following criteria shall be used:

A. Background

The California Surf Lifesaving Association’s “*CSLSA Distinguished Honor Roll*” has been created to commemorate and recognize members and non-members, who have achieved outstanding accomplishments or exceptional contributions to the furtherance of the goals and objectives of the California Surf Lifesaving Association. These achievements are not restricted in relation to the area of their contribution, but must have been significant in their application to CSLSA’s goals and objectives.

B. Nomination Procedure and Award Administration:

1. Nominations for the “*CSLSA Distinguished Honor Roll*” may only be made by a member in good standing of CSLSA Board of Directors, or Member of the CSLSA Executive Board.
2. Nominations shall be submitted on the attached form and must be submitted to CSLSA Secretary with an endorsement by a CSLSA Chapter President or Officer of CSLSA.
3. Nominations not endorsed by a CSLSA Chapter President or Officer of CSLSA shall not be considered.
4. Nominations shall contain a conclusive history covering the services, accomplishments, achievements, or contributions to CSLSA. The history shall be limited to two pages for each nominee.

C. Assessment, Approval, and Notification Procedure:

1. Applications shall be submitted confidentially to the CSLSA Secretary. It is recommended that such application be submitted 30 days in advance of a Board of Director’s Meeting.
2. Applications must be signed by the submitting Chapter’s President or Officer of the CSLSA.
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 “*CSLSA Distinguished Honor Roll*” has been submitted as described above, a committee will be convened to consider the application or applications.



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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.

Any member being considered for this award shall not participate in this process.

5. After any discussion, a secret ballot shall be taken. The ballots 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 shall be required to confirm induction into the "*CSLSA Distinguished Honor Roll*".
7. 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.
8. All nominations are to be treated as confidential and unsuccessful nominations will be advised only to the nominator(s) for the award.
9. If the candidate is approved, the President of the CSLSA shall choose the appropriate time and place to announce the induction of the nominee(s) to the "*CSLSA Distinguished Honor Roll*" but shall do so prior to the conclusion of the Board of Director's Meeting.
10. All persons involved in the selection process are strongly urged to keep the process and vote results confidential.

D. Number of Nominees

1. Submissions for the "*CSLSA Distinguished Honor Roll*" shall be limited to two (2) nominees per year. CSLSA understands the prestigious nature of this award and will consider applications appropriately.
2. In special circumstances the CSLSA Board of Directors may approve induction of more than two (2) per year by majority vote of the Board of Director, upon recommendation of the "Special Committee."

- E. The "*CSLSA Distinguished Honor Roll*" Award shall consist of a framed certificate citing the name of the inductee and a synopsis of their accomplishments.



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3. Positions Held as a Professional Lifesaver or Member Associations (if applicable):

4. Attach a written recommendation for the nomination from the Chapter Board of Directors, signed by the President of the Chapter verifying the outstanding accomplishments or exceptional contributions to the furtherance of the goals and objectives of the California Surf Lifesaving Association

Submitted by:

Name: _____

Phone: (_____) _____

Region: _____

Chapter: _____

Signature: _____

Date: _____

Procedure:

1. An application form and all pertinent written justification for the application shall be submitted confidentially to the CSLSA Secretary prior to a Board of Director’s meeting. It is recommended that such application be submitted 30 days in advance of a Board of Director’s Meeting.
2. All applications must be signed by the nominee’s Chapter President or an Officer of CSLSA.
3. The President shall convene a special meeting of one representative of each Chapter present at the Board of Director’s meeting, designated by the Presidents of such chapters, to meet and confer on any applications submitted for approval. Any nominee(s) submitted at this meeting shall be excluded from this process.
4. During this sub-committee meeting, the representatives shall review the application materials and then conduct a vote on the approval of a nominee, with a ¾ majority vote required of those present required to confirm each application.
5. The Committee Chair shall report the result of the vote to the President or Presiding Officer, who shall choose the appropriate time and place to announce the induction of the nominee(s) to the “CSLSA Distinguished Honor Roll”, but shall do so prior to the conclusion of the Board of Director’s Meeting.



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Number: II-H
Adopted: April 15, 2011
Authority: Board Resolution
SUBJECT: **LIFE MEMBERSHIP – CRITERIA & PROCEDURE**
PURPOSE: 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 unanimous vote of the committee shall be required to confirm 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.



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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 selection process are strongly urged to keep the process and vote results confidential.



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3. Positions Held as a Professional Lifesaver:

Employing Agency:

4. *Attach copies of recommendations from possible agency representative(s) to substantiate such service.*

5. *Attach a written and positive recommendation of the applicant's Chapter Board of Directors, signed by the President of the Chapter verifying the following:*

- a. *Minimum ten years active membership in CSLSA / USLA*
- b. *Outstanding service to CSLSA / USLA*
- c. *Member of the CSLSA / USLA Board of Directors or Executive Committee thereof*

Submitted by:

Name: _____

Phone: (_____) _____

Region: _____

Chapter: _____

Signature: _____

Date: _____

It is recommended that such application be submitted 30 days in advance of a Board of Director's Meeting.

Procedure:

1. Applications shall be submitted confidentially. It is recommended that such application be submitted 30 days in advance of a Board of Director's Meeting.
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 unanimous of the committee shall be required to confirm 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.
 - a. If a vote is positive for an applicant, the information is reported to the CSLSA President, who makes the appropriate announcement at their discretion.
 - b. If there is a negative vote for an applicant, the sub-committee shall keep that information confidential and the application shall be returned to the Chapter President by that chapter's representative.



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- Number:** II-I
- Adopted:** April 13, 2007
- Authority:** Board Resolution
- SUBJECT:** **Meeting Dates of CSLSA Board of Directors**
- PURPOSE:** To establish routine dates for meeting of the CSLSA Board of Directors
- A. In order to conduct business by the CSLSA Board of Directors at Spring and Fall meetings and prior to USLA Board of Directors meetings.
 - B. 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.



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

A. 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 B-2 of this policy, that a conflict of interest exists.

B. 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.



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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.

C. 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.



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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.

D. 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.

E. 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.

F. 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.
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.



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Number: II-K
Adopted: October 22, 2004
Authority: Board Resolution
SUBJECT: **CSLSA Executive Board Delegate Travel Policy**
PURPOSE: The following basic policy is a general guideline that allows flexibility when conditions warrant. The CSLSA President and Executive Board, through the authority of the CSLSA Board of Directors shall follow this policy and make changes if and when financial conditions change.

A. CSLSA DELEGATION TO THE USLA BOARD OF DIRECTOR'S MEETINGS

The CSLSA Executive Board selects the USLA Delegation from the CSLSA Executive Board.

Delegates are to represent the CSLSA at the USLA Board of Directors meeting and act accordingly.

The standard practice is to send the entire CSLSA Executive Board as a Delegation.

B. DELEGATION MANDATE

The CSLSA Delegation will follow the direction of the CSLSA Board of Directors and carry any mandate and/or have authority to negotiate, compromise, or decide what is in the best interest of the CSLSA.

C. DELEGATION COMPENSATION

The CSLSA Delegation will be compensated financially in the course of their duties. The standard compensation will be the following:

1. Reasonable travel expenses portal-to-portal
2. Lodging
3. Registration
4. The Delegation shall be financially responsible for all other costs unless the CSLSA Executive Board decides by majority vote to the contrary.
5. Any Delegate that does not meet their obligation will not be compensated. Any funding provided to such individual(s) must be reimbursed to CSLSA.
6. The CSLSA Executive Board shall determine what, if any actions are to be taken.
7. In times of fiscal difficulties and/or lack of USLA business, the CSLSA Executive Board will decide on a case by case basis as to the number of delegates and what financial assistance, if any, will be provided.

NOTE: The Junior Lifeguard Committee has control of Junior Lifeguard funds and may fund any part or all of the expenses necessary to meet the needs of the Junior Lifeguard Committee at a USLA meeting.



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Section III – Operational



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Number: III-A
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **MEETING DECORUM**
PURPOSE: To establish specific guidelines for meeting conduct and decorum of the California Surf Lifesaving Association and to insure that every effort shall be taken to establish 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.



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Number: III-B
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **OFFICER AND COMMITTEE REPORTS**
PURPOSE: To establish a procedure guiding the submission of Officer and Committee Reports to the Board of Directors.

- A. 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.

These Reports shall be called "Activity Reports."

- B. Reports of what actions transpire 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.

These reports shall be called "Action Reports."



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Number: III-C
Adopted: October 15, 2010
Authority: Board Resolution
SUBJECT: **Board of Directors Meetings – Hosting**
PURPOSE: The CSLSA recognizes that hosting a Board of Directors Meeting is an honor for the Host Chapter and a benefit to the organization. This policy is intended to clarify expectations of both the Host Chapter and the CSLSA, and to provide financial options for the Host Chapter to assist in ensuring a successful meeting for both parties.

A. Expectations of the CSLSA

1. The CSLSA will promote the meeting through the CSLSA website and announcements at the prior meeting.
2. The President or CSLSA representative will encourage all members and chapters to RSVP in a timely manner in order to assist Host Chapter with preparations.
3. The CSLSA will provide the number and names of special award recipients to the Host Chapter in a timely manner.

B. Expectations of the Host Chapter

1. Registration fees should be set at a reasonable rate. A maximum of \$50 shall be the cap for the registration fee without approval of the CSLSA Executive Board. Any registration fee over \$50 must be justified with a budget and approved by the CSLSA Executive Board.
 - a. The primary goal is for Chapters to break even on the finances. Registration in combination with sponsorship, vendors, etc. (where applicable) will formulate the Host Chapter budget. The Host Chapter must work within their budget, and should never lose money when hosting a CSLSA Board of Directors meeting.
 - b. Registration fees are to cover meeting costs only and not to be used as a revenue source for profit for the Host Chapter. Sponsors, vendor booths, etc. may also assist in keeping registration fees at a minimum.
 - c. Additional fundraising opportunities may present themselves to assist Host Chapters. Any profit garnered by the Host Chapter should be done by other means, i.e. raffles, additional sponsors, etc. and the meeting budget should not be compromised for the purpose of profit.



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2. Host Chapters are to provide a continental breakfast for both mornings, one lunch on the first day, and one dinner on the first evening. Water and snacks throughout meeting would also be appropriate, but not mandatory. Lunch is to be provided by the Host Chapter for special award recipients and their families (see A.3.). The number of family members who attend may not be available until the presentations are made the day of the meeting. If the numbers are excessive, the CSLSA will negotiate cost with the Host Chapter. An example of past experiences at Board of Directors meetings, 16 lunches (recipients and family members included) have been covered by the Host Chapter.

C. Financial Options

1. Option I - Seed money.

- a. CSLSA may provide seed money to the Host Chapter that is financially unable to host a meeting without it.
- b. Seed money up to \$1,250 will be provided to the Host Chapter no later than 3 months in advance of the meeting to be hosted. Amount is based on 50 attendees at 50% of the registration fee, not to exceed \$25 per person.
- c. There will be a Seed Money Advancement Fee of \$50.
- d. A designated representative of the Host Chapter will sign a contract binding the Host Chapter to this agreement.
- e. Chapter accepting this option agrees to repay CSLSA:
 - 1) The full amount borrowed, plus the \$50 Seed Money Advancement Fee; or,
 - 2) If fewer than 50 attendees are present as determined by the official CSLSA registration sheet, the Host Chapter agrees to repay CSLSA 50% of the registration fee per registered attendee plus the \$50 Seed Money Advancement Fee. Repayment to CSLSA is due within 30 days of the last date of the meeting.
- f. In addition to the seed money repayment and Seed Money Advancement Fee amount described above, the Host Chapter additionally agrees to split any net income (profit) from the meeting registration and fund raising activities (i.e. raffles, sponsors, etc.) 50/50 with CSLSA based on the expense/revenue balance sheet for hosting the meeting.
- g. Any Host Chapter accepting this option agrees to provide a simplified expense/revenue balance sheet to CSLSA along with profit sharing payment. Profit sharing payments are to be made within 30 days of the last date of the meeting.



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2. Option II – No seed money provided by CSLSA
 - a. Chapters selecting this option assume all risks and maintain all profits from additional sources. No profits are to be from registration fees. As noted in Section B. “Expectations of the Host Chapter”.
3. Selection of Options
 - a. Host Chapters must notify the CSLSA President and the Treasurer which option they are selecting by the Board of Directors’ meeting preceding their event (6 months prior).
 - b. Host Chapters failing to notify the CSLSA of either option will default to Option II (no seed money).
 - c. In the event a Chapter cannot host a meeting they have committed to, the replacement Host Chapter can select either option at the time they are selected/confirmed.



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Section IV – Financial



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Number: IV-A
Adopted: April 10, 2009
Authority: Articles of Incorporation and Board Resolution
SUBJECT: **TAX EXEMPT STATUS**
PURPOSE: To recognize the Tax Exempt status of the California Surf Lifesaving Association and to document the appropriate Federal and State Tax ID Numbers thereof.

A. 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.

B. 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.



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- Number:** IV-B
- Adopted:** April 13, 2007
- Authority:** Article VIII-Section 1 of the Bylaws and Board Resolution
- SUBJECT:** **CONTRACT APPROVAL**
- PURPOSE:** To establish specific guidelines for approval of contracts on behalf of the California Surf Lifesaving Association.
- A. The Executive Board has the authorization to approve, ratify, and/or enter into contracts on behalf of the California Surf Lifesaving Association.
 - B. All contracts shall be sent to the Executive Board for review. Any necessary modifications are made if so indicated by such board.
 - C. When consensus is reached toward approval, the contract may be reviewed by legal counsel.
 - D. 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.
 - E. 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.



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Number: IV-C
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **GUIDELINES FOR SPONSORSHIPS**
PURPOSE: To establish guidelines for the types of items and business considered to be unsuitable for sponsorship of the California Surf Lifesaving Association, its programs, activities or materials.

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.

A. Products not permitted

1. Alcoholic beverages for any Junior Lifeguard related programs, activities, or materials.
2. Tobacco products for any CSLSA programs, activities, or materials.



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Number: IV-D
Adopted: April 13, 2007
Authority: Article VIII-Section 1 of the Bylaws and Board Resolution
SUBJECT: **FINANCIAL PRACTICES**
PURPOSE: 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/expenditures and 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.
3. The Treasurer shall provide a final report of account activity for the previous year at the Spring Meeting of the Board of Directors.



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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 or electronic authorization. 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.



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Section V – Competition



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Number: V-A
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **TITLE OF THE REGIONAL LIFEGUARD CHAMPIONSHIPS**
PURPOSE: To establish the official name of the California Surf Lifesaving Association Regional Lifeguard Competition.

The California Surf Lifesaving Association Regional Lifeguard Competition shall be called the:

“California Surf Lifesaving Championships”



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Number: V-B
Adopted: April 13, 2007
Authority: Board Resolution
SUBJECT: **REGIONAL LIFEGUARD & JUNIOR LIFEGUARD COMPETITION RULES**
PURPOSE: To establish guidelines for the operation of the CSLSA Lifeguard and Junior Lifeguard Competitions

A. LIFEGUARD COMPETITION RULES

The official rules of the California Surf Lifesaving Association's sanctioned competition are found in the **USLA LIFEGUARD COMPETITION RULES AND PROCEDURES** published by the USLA.

1. The USLA rules are used as a guideline for such competitions.
2. The rules of the regional competition and tournaments are the final authority governing all aspects of competition for the California Surf Lifesaving Association
3. The CSLSA Competition Committee reviews and makes all recommendations for changes in these rules through established USLA procedures.
4. A copy of the **USLA LIFEGUARD COMPETITION RULES AND PROCEDURES** and is available at:
<http://www.usla.org/resource/resmgr/docs/2009uslalifeguardrules.pdf>

B. JUNIOR LIFEGUARD COMPETITION RULES

1. CSLSA Junior Lifeguard competition rules are separate from the USLA Competition Rules and are updated and governed by the CSLSA Junior Lifeguard Committee.
2. The USLA rules do contain Junior Lifeguard Competition Rules which govern only national tournaments unless adopted by specific regions as their competition guidelines.
3. A copy of the **CALIFORNIA SURF LIFESAVING ASSOCIATION JUNIOR LIFEGUARD COMPETITION GUIDELINES** is attached as Appendix D.



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Section VI – Appendices



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APPENDIX A

Chapter Application Form



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CSLSA CHAPTER APPLICATION QUESTIONNAIRE

Name and title of person completing this application:

Name: _____

Title: _____

1. Name of Agency/ Organization:

2. Mailing Addresses:

Street Address: _____

City: _____

State / Zip Code: _____

3. Proposed Chapter:

Street Address: _____

City: _____

State / Zip Code: _____

4. Phone Numbers:

Emergency: (____) _____

Business: (____) _____

Fax: (____) _____

Weather/Surf: (____) _____

Jr. Lifeguard: (____) _____

E-Mail: _____

Website: _____

5. Type of Organization:

Lifeguard Department

Administered by another Department

A. Sector

(1) Public: City County State

Other: _____

(2) Type of Department: Fire Police

Harbor Recreation

Other _____



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(3) Private/Semi-Private (explain):

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
- (5) 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
- (5) When Taken?
 Before entry exam Before training Before hiring



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APPENDIX B

Revocable Proxy Form



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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



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APPENDIX C

CSLSA Lifeguard Competition Guidelines

Refer to USLA Guidelines which are available for download at:

<http://www.usla.org/resource/resmgr/docs/2009uslalifeguardrules.pdf>

USLA will adopt, where applicable, ILS rules for Ocean competitive events to assist making USLA more competitive internationally.

<http://USLA.org/events/2007DraftUSLAOCEANEVENTSILStandards.doc>



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APPENDIX D

CSLSA Junior Lifeguard Competition Guidelines



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JUNIOR LIFEGUARD
COMPETITION GUIDELINES

JUNIOR LIFEGUARD COMPETITION GUIDELINES
for the
CSLSA JUNIOR LIFEGUARD CHAMPIONSHIPS



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- 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
- 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 JG Coordinator or other designated representative attend the pre-meet meeting prior to the competition.



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9. All competitors will legibly mark their designated entry numbers on both arms, between the shoulder and the elbow, with permanent black marker.
10. If a JG participant is found to have any questionable or offensive temporary body art, they shall be required to remove same at the direction of officials.

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. Within each division, the following personnel should be assigned:
 - a. Starter/Head Judge
 - b. Finish Judge
 - c. Water Judge
 - d. Safety Personnel

Beach Flags - The Starter will assign four additional Judges, each from a different chapter. If one of those judges has a competitor in the finals from his/her chapter, he/she will be replaced with another official.

2. The Starter/Head Judge for each division will make all rule interpretations. Any coach who has questions regarding a decision or call must contact ONLY the Starter/Head Judge or the Finish Judge. The Head Judge's decision will be final unless an appeal is filed immediately to the Competition Committee. (see # 5).
3. Coaches entering the race course area without contacting the Starter/Head Judge may cause disqualification of their competitor(s) for that event.



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4. 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.
5. The Junior Lifeguard Competition Committee will appoint a 3 person appeals board to make ALL final decisions regarding questionable judging issues. The board will be made up of 3 persons, all of whom represent a different region.
6. Conduct of coaches and competitors shall be to display the utmost courtesy and high ideals of sportsmanship and fair play at all times.
7. All distances of events are approximations in meters. Course placement

IV. DESCRIPTION AND RULES OF EVENTS

A. Distance Run

1. Entry is limited to 3 boys and 3 girls in each division.
2. Distances:
 - "AA" Division 2.0 k / 1.2 miles
 - "A" Division 2.0 k / 1.2 miles
 - "B" Division 1.5 k / 1.0 miles
 - "C" Division 1.0 k / .6 mile
3. Running shoes are optional.
4. The course will be on the beach with a line-up start and a funnel finish. The race will be an out and back run in the sand. A checkered flag turn marker will be set at 1/2 the total distance of the race, and each competitor will make a clockwise turn around the marker.
5. A competitor finishes when his/her body crosses the finish line at the neck of the funnel finish.

B. Distance Swim

1. Entry is limited to 3 boys and 3 girls in each division.
2. Distances:
 - "AA" Division 400 M ("AA" Course) - swim the entire U-shaped course.
 - "A" Division 400 M ("AA" Course) - swim the entire U-shaped 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 U-shaped with competitors completing the course as defined by their Division.



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5. The competitor finishes when his/her body crosses the finish line at the neck of the funnel finish.

C. Rescue Board Race

1. The Rescue Board Race will be limited to one male competitor and one female competitor 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)
4. The start of the race shall be from the water's edge at a starting line designated by the Starter/Head Judge.
5. 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



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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" 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 240 M per swimmer - swim around two designated flags in the course
 - "A" Division 240 M per swimmer - swim around two designated 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.



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6. Any interference to a relay team who is not yet finished, by a celebrating team who is finished, may be grounds for disqualification.

F. Beach Flags

1. Entry is limited to 2 boys and 2 girls in each division.
2. Event Description: From a prone position on the beach, competitors rise, turn and race to obtain a baton (Beach Flag) buried upright in the sand approximately 20 M away. Since there are always fewer batons than competitors, those who fail to obtain a baton are eliminated.
3. Starting Position: Competitors take their allotted positions, a minimum of 1.5 M apart at the start line. Competitors lie face down with their toes on the start line, with their heels together, hands, one on top of the other, with their fingertips to their wrist and with the head up. Elbows must be extended forward so that the chest is flat on the sand. The body's mid-line should be 90 degrees to the start line. No scooping of the sand or digging, or digging in of the feet is permitted.
4. The Start: prior to the start, a marshal shall:
 - a. place competitors in the order as drawn for the run-through;
 - b. accompany competitors to the starting area to ensure they are positioned in the proper order.
5. The referee shall:
 - a. check that all officials, judges and equipment are in position;
 - b. signal the official start of each race with a long whistle indicating that the competitors should take their positions on the Start Line;
 - c. signal the starter that the competitors are under the Starter's control.
6. The Starter shall:
 - a. be positioned out of view of the competitors;
 - b. issue the command "COMPETITOR'S READY" – competitors shall assume the starting position as described in part 2 of the Beach Flag rules.
 - c. On the Starter's command "HEADS DOWN, all competitors shall – at once, without delay – place their chins on their hands.
 - d. After a deliberate pause and when all competitors are stationary, the Starters shall signal the start with a whistle blast.
 - e. At the start signal, competitors shall rise to their feet and race to obtain a baton.
7. Starting infringements: The following behaviors are starting infringements in Beach Flags, and shall result in a starting infringement warning:
 - a. Failure to comply with the Starter's commands within a reasonable time.
 - b. Lifting any part of the body from the sand, or commencing any starting motion after the Starter's "HEADS DOWN" command prior to the start signal.



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- i. After 1 starting infringement, any competitor who subsequently commits a starting infringement shall be eliminated, regardless of whether or not the competitor previously infringed the start.
- ii. Competitors eliminated from the event shall retain the point score and/or placing as at that time of the event. If a competitor is disqualified or eliminated, the remaining competitors and batons shall be realigned with no re-draw of positions. The run-through shall continue with the current starting infringement in force until a fair start is effected.
- c. Disqualification
 - i. Competitors are not permitted to “deliberately impede” the progress of another competitor (See Deliberate Impedance in the Disqualification section which follows).
 - ii. Competitors are not permitted to pick up more than one baton.
8. Draw for positions: There shall be a preliminary draw for positions and further draws after each round. In semi-finals and finals, when contestants have been reduced in number to 8, there shall be a draw for positions after each run-through.
9. The number of competitors eliminated:
 - a. The Referee shall determine the number of competitors to be eliminated in each run-through of each heat.
 - b. No more than 3 competitors may be eliminated in any 1 run-through.
 - c. In semi-finals and finals, no more than 1 competitor can be eliminated in any run-through.
10. Run-offs: A run-off between the competitors involved shall if two or more competitors hold the same baton, and judges cannot determine which competitor’s hand grasped the baton first – regardless of the hand position on the baton.
11. The course – As shown in the following diagram, the course shall be approximately 20 M from the start line to the batons, and wide enough to provide for a minimum spacing of 1.5 M between each of the 16 competitors.
 - a. The start line shall be designated at each end by poles, 2 M high.
 - b. Batons shall be positioned in a line parallel to the start line, and so that a “perpendicular line” between any two adjacent competitors shall pass approximately through a baton.
12. Equipment and apparel
 - a. Beach Flags (batons) shall be made of tubular material approximately 250mm to 350mm in length and between 12.5mm and 25mm in diameter. They shall be colored to facilitate sighting and have a contrasting colored stripe of approximately 40mm width located some 100mm from one end.
 - b. Apparel – shorts and shirts and/or swimming apparel which comply with the team uniform requirements, may be worn at the competitor’s discretion. Team competition caps shall be worn at all times.



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13. Judging

- a. The Referee or Referee's appointee shall be positioned to maintain overall supervision.
- b. The Starter and Start Judges shall be placed at either end of the starting line to observe any starting infringements.
- c. Course judges shall be positioned a few meters behind the line of batons, to reclaim the baton from successful competitors and to set up the batons for each successive run-through.

14. Disqualification

- a. Each run-through or run-off shall be judged as a separate segment of this event. AN infringement in one segment shall not be carried over and counted against a competitor in a subsequent segment. A competitor eliminated from the event shall lose all standing from the event.
- b. Deliberate impedance: any competitor who commits deliberate impedance on another competitor shall be disqualified from the event. Deliberate impedance is defined as "the deliberate use of hands, arms, feet or legs to impede another competitor's progress."
 - i. A competitor may otherwise use his or her body to improve his or her position in obtaining a flag. A competitor may negotiate the shoulder and/or body in front of an opponent, but may not use hands, arms, feet or legs to obtain or remain in this position.
- c. If a competitor legally obtains this front position and maintains normal running action, the competitor behind is obliged to go around the competitor in front.
- d. A competitor may cross over in front of a slower competitor.
- e. If 2 or more competitors are guilty of deliberate impedance, the competitor who first uses hands, arms, feet or legs will be disqualified.

G. Run-Swim-Run

1. This event is open is limited to 3 boys and 3 girls per division.
2. Distances:

"AA" Division	640 M (200-240-200)	(Swim shall be the flag line)
"A" Division	640 M (200-290-200)	(Swim shall be the flag line)
"B" Division	600 M (200-200-200)	(Swim shall be one red buoys in the course)
"C" Division	550 M (200-150-200)	(Swim shall be one red buoys in the 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.



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- 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.
2. "AA" & "A" Divisions shall paddle a regulation length 10'6" USLA Rescue Board
3. "B" Division shall paddle an all soft board with a maximum length of 9 ft
4. "C" Division shall paddle an all soft board with a maximum length of 9 ft
NOTE: 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 consisting of a mix of boys and girls.
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.



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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.
8. The finish will be determined for each team when its last runner crosses the finish line.

J. Junior Ironguard

1. This event is limited to two female and two male competitors per Chapter.
2. Description: The event consists of a Swim, Run, and Paddle segments.
3. Distances:

“AA” Division	1,040 Total Meters	(240 M Swim, 200 M Run, 600 M Paddle)
“A” Division	1,040 Total Meters	(240 M Swim, 200 M Run, 600 M Paddle)
“B” Division	1,700 Total Meters	(200 M Swim, 200 M Run, 450 M Paddle)
“C” Division	1,500 Total Meters	(150 M Swim, 200 M Run, 400 M Paddle)
4. The swim leg begins from a start line on the beach at the left end of the competition course. Competitors will swim around the red buoy at the end of the course, passing the buoy on their right shoulder.
5. The run leg will begin on the beach to a turn flag 100 flag 100 meters up the beach. A turn marker will be placed where competitors will turn the flag on their right shoulder.
6. The paddle segment begins behind the start line and adjacent to the marker flag. Competitors will paddle a triangular course around the first red buoy and the yellow apex buoy, passing each on their right shoulder. They will return to the beach to the finish line.
7. There will be a judge stationed at the turn flag to direct competitors around the flag. There will be a water judge at the turns of the swim and paddle to monitor for infractions.
8. A competitor finishes when his/her body crosses the funnel FINISH LINE.



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V. AWARDS

1. Individual medals will be awarded through fifth place in each individual event.
2. Medals will be awarded to both the Rescuer and Victim through fifth place in the Rescue Race.
3. Medals will be awarded to each member of the Swim Relays through fifth place.



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JUNIOR LIFEGUARD
COMPETITION GUIDELINES

Course Drawings

JUNIOR LIFEGUARD COMPETITION GUIDELINES
for the
CSLSA JUNIOR LIFEGUARD CHAMPIONSHIPS



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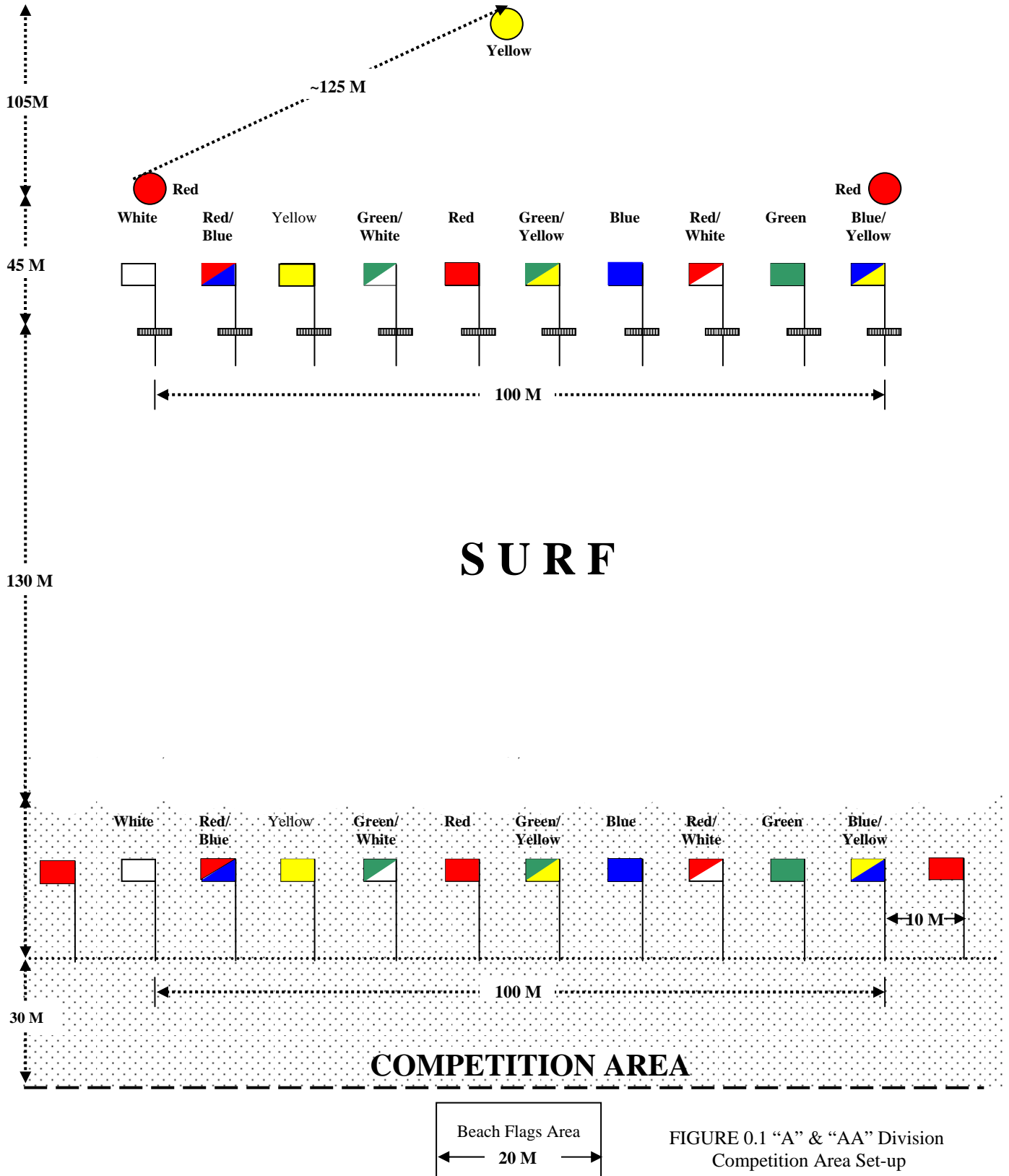


FIGURE 0.1 "A" & "AA" Division
Competition Area Set-up



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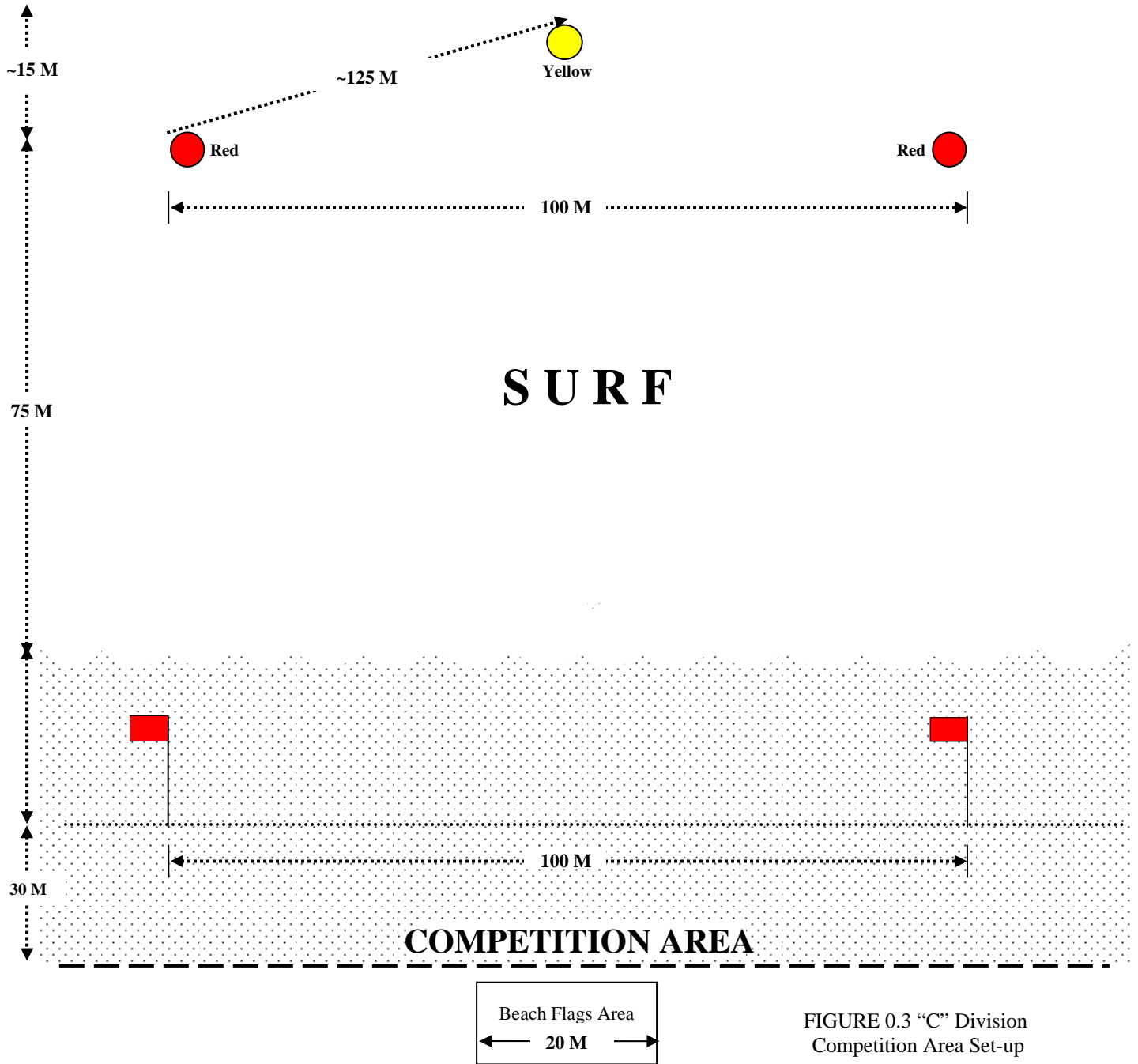


FIGURE 0.3 "C" Division
Competition Area Set-up



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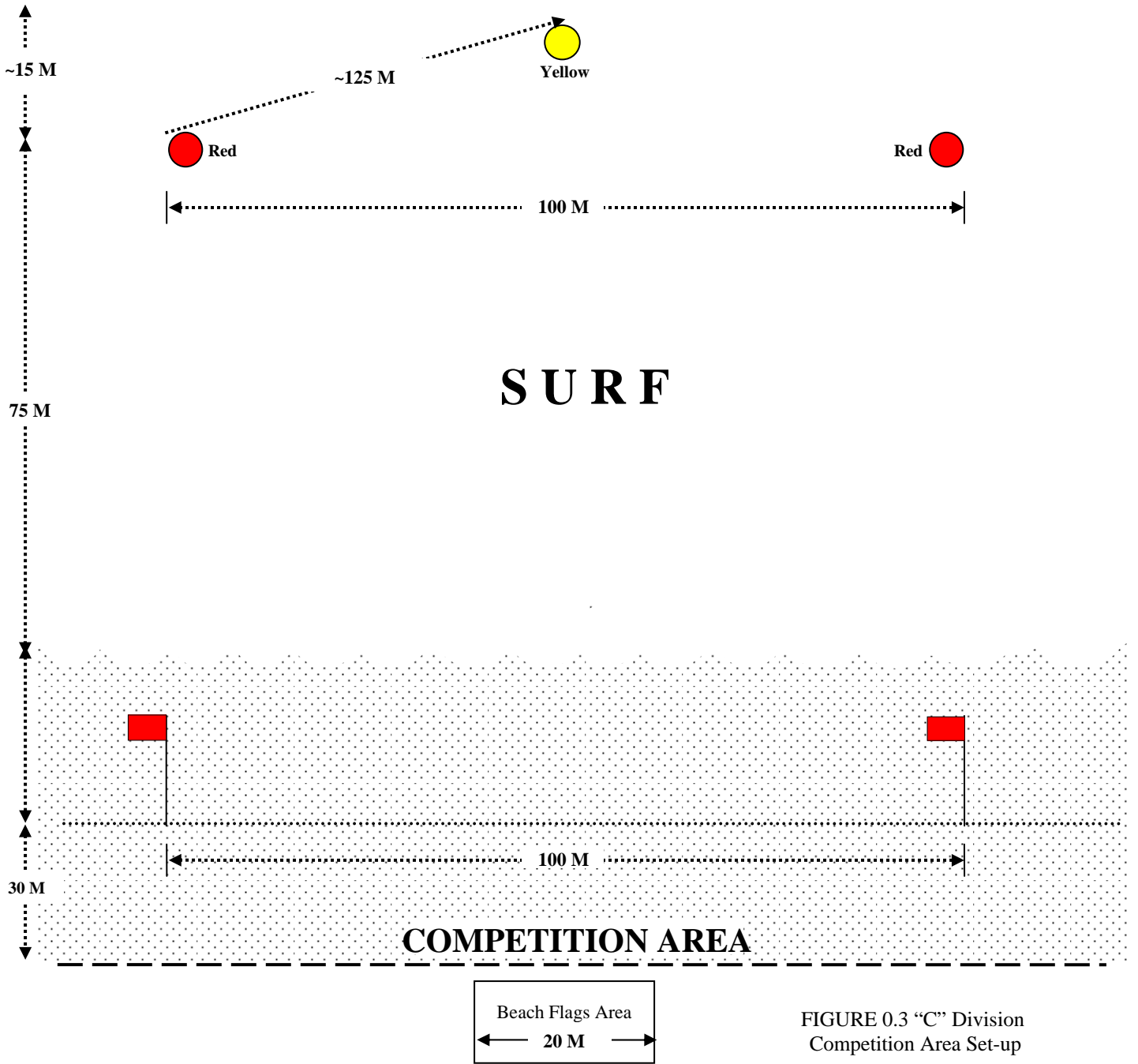


FIGURE 0.3 "C" Division
Competition Area Set-up



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APPENDIX E

**Suggestions and Examples for Hosting a
CSLSA Board of Directors Meeting**



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Suggestions and Examples for Hosting a CSLSA Board of Directors Meeting

Introduction

Hosting a Board of Directors meeting is not only an honor for the host chapter, but is a tremendous benefit to the organization. However, hosting can be very time consuming and can be stressful if not properly planned for. This document provides recommendations and tips for hosting a successful meeting.

Tips for Hosting a Meeting

As described above, hosting a meeting can be stressful. However, this stress can be greatly reduced by starting the planning process very early and creating a “meeting committee” to assist with various job duties. A Project Manager should be assigned to coordinate and oversee the entire process and assure deadlines are being met and resources are provided. Four to five committed people are needed in order to avoid the full burden falling on one person.

A. Timeline for Meeting Preparation

Following is a suggested timeline for planning and preparation for the meeting:

5 months prior to meeting:

1. Form a committee and assign responsibilities (assure members of committee will be available throughout process – essential for agencies hosting spring meeting as your planning is done over the winter months).
2. Create preliminary budget (see Sample Budget section).
3. Reserve meeting room location.
4. Reserve golf if necessary (6 months in advance is better).
5. Contact local hotels to determine the recommended option.
6. Secure dinner location.
7. Begin work on the flyer.

4 months prior to meeting:

1. Complete flyer including all information for meeting date/time/location/golf/hotel info
2. Email completed flyer to CSLSA webmaster.
3. Make a list of desired donations (surf stuff/clothing/gift cards).
4. Assign each committee member 2 - 4 local potential donors (surf Shop/sporting goods store/restaurant, etc).
5. Determine and order meeting registration gift (T-shirts or water bottles, etc.).

3 months prior to meeting:

1. Continue to work on donations. Follow-up with managers and store owners.
2. Contact potential breakfast/lunch caterers.
3. If not already done, order meeting registration gift.



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2 months prior to meeting:

1. Secure breakfast caterer (if using a caterer for breakfast).
2. Secure lunch caterer.

1 month prior to meeting:

1. Make sure work schedule includes extra help for meeting day.

2 weeks prior to meeting:

1. Meeting with committee to work out any last minute issues. Follow-up on any outstanding problems.
2. Purchase non-perishable items.

1 week prior to meeting:

1. Pay any deposits to caterers (if not already done).
2. Verify donations
3. Prepare post-meeting "Thank You" letters to sponsors.

2 days prior to meeting:

1. Purchase non-perishable items (if not already done).

1 day prior to meeting:

1. Purchase perishable items.

B. Hotel Reservations

1. Find accommodations that are in close proximity (walking distance preferably) of the dinner location that is planned for Thursday evening.
2. Provide CSLSA members a few options for accommodations options (\$\$ and a \$\$\$)
3. Ask manager of hotel if they offer groups discounts (25 – 30 rooms needed). This should be completed six months in advanced.
4. Request the hotel manager provide you something in writing such as a room proposal listing the dates and the discount that is being offered for CSLSA members.
5. If the hotel offers a discount ...ask members to mention that they are CSLSA member when making the reservation and ask for the CSLSA member discount. Advertise the available discounts on the CSLSA flyer.
6. Provide links to all accommodations on the flyer.
7. Provide maps at the CSLSA meeting on Thursday to all the different accommodations that are recommended.
8. Send a thank you letter to the hotels that offered discounts.



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C. Registration Gifts

1. Determine gift (registration give-away) in advance. Typical gifts include a T-Shirt. As an example, San Clemente gave out metal water bottles and canteens at the Spring 2010 meeting. These items were purchased from www.discountmugs.com.
2. Obtain the CSLSA logo from Bob Moore. This logo is not to be used for anything other than the CSLSA registration gift.

D. Optional Golf Day (Wednesday)

1. Ask local golf courses if they offer group discounts for golf tournaments.
2. Reserve the requested date as soon as possible (6 months in advance is recommended).
3. Reserve a minimum of five tee times for a total of 20 golfers.
4. Advertise golf tournament on the CSLSA flyer. Information on the flyer should consist of the following information: When, Where, Cost and instructions regarding RSVP for golf.
5. Require golfers to RSVP at minimum 2 or 3 weeks in advanced.
6. A couple days or day before the golf outing...send an email out to all the golfers who RSVP'd and list everyone who is playing in each group along with their respective tee times. Also, let them know what type of tournament play will be played.
7. Provide a goody bag for golfers. Goody bag could be things such as golf tees, golf balls, golf towel with agency logo embroider on the towel, Agency lifeguard shirt, snacks, water and sun block. Any combination of things like that put in a bag and handed out to everyone playing golf before everyone tees off.
8. Prizes should be for lowest team score and closest to the pin and longest drive. Prizes could range from assortment of anything. Most prizes are gift certificates for food and or merchandise of any type.
9. Send a thank you letter to the person(s) responsible for providing the discounted green fees.

E. Flyers

Create and email flyer 4 months in advance and email to website@cslsa.org Flyer should include contact information, golf outing, hotel, dinner location. Be sure to include contact phone number or email addresses and physical addresses to locations so people can plug them into an online search engine.



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F. Maps

Create Google maps for attendees, including:

1. Meeting location (from north and south)
2. Hotels (from meeting location)
3. Dinner (from meeting location)
4. Golf (from north and south)

*Include addresses for all locations – some attendees use GPS on phone/in car.

G. Meeting supplies

1. Power strips (at least 2)
2. Extension cords (at least 2)
3. Microphone and speakers
4. Podium
5. Raffle tickets
6. Pre-printed maps from meeting location to suggested hotels and dinner location. Include physical addresses and phone numbers if possible.
7. Raffle bucket (where purchased tickets can be stored – San Clemente used a child's sand bucket)
8. Ice chests or buckets (2 depending on size)
9. Bold Markers/Dry Erase Markers (to create last minute signs)
10. American Flag
11. Table cloths
12. Paper goods (cups, plates, foil, napkins, utensils)
13. Serving platters
14. Serving utensils

H. Workers

You'll need to schedule employees or have volunteers available to assist with registration, set up room and food, assist with clean-up, and be available throughout the day to keep supplies stocked. Following are suggested schedules for assignments:

1. Meeting set-up first day (0630-1000): Four people who can go to store (day before or morning of) and deliver supplies to meeting location by 6:30 am. Having tables and chairs set up the night before is a great help, otherwise plan on more time in the morning. By 8:00, two of the people will be needed to work registration table. By 10:00, registration table can close and two people can leave. Two should stay to assist with late registrations, keeping food supplies stocked, and general assistance.



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2. Lunch first day (1130-1:30): Four people needed for pick-up of food and set up and to assist with lunch and cleanup. One person should stay after 1:30 to assist with meeting needs throughout the day.
3. Meeting clean-up first day (1700): If room will be used the next day and supplies can stay, fewer people are needed. If room needs to be broken down and completely cleared, four people are needed to assist.
4. Meeting set-up second day (0700-0900): Three people for morning, with one person staying throughout meeting.
5. Clean-up second day (1200-1330): Three to four people needed for clean-up/breakdown.

Sample schedule:

Schedule	# of Helpers	Assignment
Day 1 0630-1000	2	Set-up/food
Day 1 0630-1000	2	Set-up/food/Registration table by 8 am
Day 1 0800 to 1700	1	General meeting assistance
Day 1 1130 to 1330	4	Lunch set up/service
Day 1 1700-1800	1	All day help (can be someone from list above)
Day 2 0700-0900	3	Morning set-up. One person needs to stay throughout meeting to assist.
Day 2 1200-1330	3 to 4	Clean up/breakdown

I. Registration

You will need at least two people to cover registration between 8 am and 9:15 am. One person is sufficient after that for any stragglers. A box with miscellaneous items is very handy.

Registration supplies:

1. Receipts (suggestion: Pre-make/pre-number receipts with cost of one person to attend event. If one person pays for more than themselves, they receive as many receipts as necessary. This will cut down on registration time – most time consuming part of registration is writing receipts)
2. Pens (bring plenty of extras)
3. Pencils (just in case)
4. Stapler
5. Tape (scotch and packing)
6. Paperclips
7. Rubber bands
8. Post-it notes
9. Scissors
10. Calculator
11. Cash box
12. \$50 - \$100 in change (small bills such as \$1's, \$5's, \$10's)



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J. Food

1. Breakfast – Day 1. Plan on all attendees eating, plus any guest speakers such as the Mayor, City Manager, etc.
 - a. Lunch - Day 1. Lunch for the first day will include all attendees, plus any special guests such as Heroic Act or Medal of Valor recipients and their families.
2. Dinner - Day 1. Anticipate all attendees, plus approximately 10 extra dinners for spouses or friends.
3. Breakfast – Day 2. For breakfast on the second day, anticipate approximately 2/3rds of total attendees from day 1.
4. Water, soda, snacks – Both days.
 - a. Water - 5 flats from Costco
 - b. Soda – 3 cases from Costco
 - c. Ice & containers – Both days
 - i. 2 ice chests or buckets
 - ii. 4 large bags of ice per day

K. Fund raising - Raffles

1. Assign each person 2 to 4 potential donors to contact (surf Shop/sporting goods store/restaurant, etc). Assigning contacts will avoid multiple lifeguards from approaching the same donor.
2. Keep a detailed list of who donated what and the approximate value. This list can be used for follow-up “thank you” letters or gifts after the event.
3. Offer a receipt with your non-profit tax-payer ID# (if available).
4. Raffle tickets (Smart & Final -\$7.99 per roll. One roll is sufficient).

L. Vendors

Vendors typically pay between \$100 and \$200 to have a booth on Thursday (off to the side, in the back or in an adjoining room). If they wish to speak, the required fee should go up to a minimum of \$250 and they will be allowed 5 minutes to address the Board of Directors and talk about their product. You may choose to accept a combination of cash and donated items for your raffle. For example if you require a \$250 fee, you could allow the donation of an item valued at \$150 and \$100 cash.



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M. Special Awards or Presentations

The Special Awards/Presentations Chairman or Secretary will let you know if there are any award recipients and how many guests are anticipated. Adjust the lunch order to include these guests along with anticipated meeting attendees. Awards are normally presented between 11:40 and noon the first day. Vendors who are making presentations should be given 5 minutes of time just prior to awards (11:30 to 11:40 or so).

N. Cash Management

Never leave the cash box unattended and assign one person to be responsible for all monies collected. Storing the cash box in a locked vehicle (out of sight) when not being used is a good option.

O. Budget

Your budget will be largely determined by the anticipated number of attendees. For centrally located meetings (Orange County & LA County), higher numbers of attendees can be expected. Meeting locations at extreme ends of the region may have fewer attendees; however, this is not a guarantee. The CSLSA secretary may be able to provide the number of attendees at the last meeting held in your vicinity to assist. As a baseline, you can use 50 attendees as an estimate and adjust from there, based on current economic conditions, meeting location, time of year (fall or spring), important issues being presented at the meeting (elections, etc.), etc.

In general, registration fees should be used to cover meeting expenses only and are not designed to create a profit for the host chapter. Additional revenues can be obtained via fundraising events such as raffles. Golf or other outings are paid by participants and are not part of the meeting budget process. In general, registration fees will be used for meeting gifts, food, snacks, supplies, and room rental if necessary.

Two sample budgets are shown. The first is a simplified planning budget based on 50 attendees at \$50 per person. This is a baseline to use to begin building your budget. You will need to adjust projected number of attendees as described above. The second budget is a detailed version based on a meeting held in San Clemente with 65 projected attendees at \$55 per person.

1. Sample of a Simple Planning Budget for 50 Attendees @ \$50 per person

	Per Person	Total
Registration Gift	\$ 9	\$ 450
Breakfast	\$ 6	\$ 300
Lunch	\$ 10	\$ 500
Dinner	\$ 20	\$ 1,000
Supplies (paper goods, water, etc.)	\$ 5	\$ 250
Total	\$ 50	\$ 2,500



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2. Detailed Budget for 65 Attendees @ \$55 per person (Based upon the Spring 2010 Meeting hosted by San Clemente)

Registration Income

Anticipated # of attendees:	65
Registration fee	\$ 55
<hr/>	
Anticipated Income	\$ 3,575
Actual Income (63 attendees)	\$ 3,465

Meeting Expenses

Gifts (100 water bottles and 100 canteens)	\$ 827.00
Breakfast Day 1	\$ 230.40
Lunch	\$ 572.01
Dinner	\$ 1,299.60
Breakfast Day 2	\$ 86.98
Coffee	\$ 10.86
Flavored Creamers	\$ 17.38
Sugar/stirrers	\$ 6.56
Water	\$ 28.88
Soda	\$ 36.83
Ice	\$ 29.90
Juice	\$ 11.36
Paper goods (plates, utensils, etc.)	\$ 37.12
Snacks/Cookies	\$ 38.59
Lunch/Dinner tickets (use raffle tickets)	\$ -
Misc. Supplies (platters, foil, etc.)	\$ 16.13
Paper for table cloths	\$ 32.60
<hr/>	
Total Meeting Expenses	\$ 3,282.19

Fund Raising Expenses

Raffle Tickets	\$ 8.70
"Thank you" Gifts for sponsors	\$ 200.00
Raffle Prizes	\$ 100.00
<hr/>	
Total Fund Raising Expenses	\$ 308.70

Total Income

Registration Fees (63 paid)	\$ 3,465.00
8 Extra Dinners @ \$20 each	\$ 160.00
20 water bottles or canteens sold @ \$5 each	\$ 100.00
Raffle Income	\$ 495.00
<hr/>	
Total Income	\$ 4,220.00



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Total Expenses

Meeting Expenses	\$ 3,282.19
Raffle Expenses	\$ 308.70
Total Expenses	\$ 3,590.89
Net:	\$ 629.11

Breakdown of Meals from Sample Detailed Budget shown above

	Quantity	Cost	Tax	Total
Breakfast Day 1				
Burritos	65	\$ 1.99	8.75%	\$ 140.67
Cinnamon Rolls (28 in package)	5	\$ 6.59	8.75%	\$ 35.83
Danish (packages of 30)	4	\$ 12.39	8.75%	\$ 53.90
Total Breakfast Day 1				\$ 230.40
Breakfast Day 2				
Fruit (tray)	2	\$ 39.99	8.75%	\$ 86.98
Cinnamon Rolls (28 in package)	0	\$ 6.59	8.75%	\$ -
Danish (packages of 30)	0	\$ 12.39	8.75%	\$ -
Total Breakfast Day 1				\$ 86.98
Lunch				
Catered Lunch	80	\$ 7.15	0.00%	\$ 572.01
Total Lunch				\$ 572.01
Dinner				
Buffet Style	65	\$ 16.28		\$ 1,058.50
Tax			8.75%	\$ 92.62
Gratuity				\$ 148.48
Total Dinner				\$ 1,299.60



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APPENDIX F


CSLSA Life Member Distinguished Honor Roll
Suggestions and Examples of Awards



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Sample Certificates

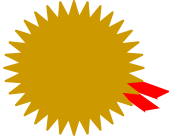
California Surf Life Saving Association
Life Member



The Board of Directors of the California Surf Lifesaving Association, a regional organization of lifesavers dedicated to the humanitarian cause of saving lives in the aquatic environment do hereby bestow the honor of Life Membership upon


Robert Q. Jones

whose service and dedication has greatly contributed to the advancement of water safety and modern lifesaving within California and the United States.



Approved: Month 00, 2000
John W. Smith
John W. Smith, President

California Surf Life Saving Association
Distinguished Honor Roll



The Board of Directors of the California Surf Lifesaving Association, do hereby induct

Robert Q. Jones

into the California Surf Lifesaving Association's *Distinguished Honor Roll* in recognition of his/her outstanding accomplishments or exceptional contributions to the furtherance of the goals and objectives of the California Surf Lifesaving Association.



Induction Date: Month, 00, 2000
John W. Smith
John W. Smith, President