



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

12

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| Number: | II-F |
| Adopted: | April 7, 2017 |
| 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/open water aquatic 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

or via E-Mail (Preferred Method) at: specialap@cslsa.org

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.



California Surf Lifesaving Association

Policies and Procedures Manual

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.
- 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 and USLA Medal of Valor with a certificate citing the action following approval by the appropriate Board of Directors.

2. Public Safety/Military Non-Lifeguard Medal of Valor

- a. Created to give due recognition to an individual or group individuals 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.
- 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. 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 Medal of Valor with a certificate citing the action following approval by the appropriate Board of Directors.

3. 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.

4. 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.



California Surf Lifesaving Association Policies and Procedures Manual

14

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.
 - a. The committee shall be composed of one member of the Board of Directors from each Chapter wishing to participate.
 - b. Each Chapter shall be responsible for selecting their representative and a proxy vote shall not be permitted.



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

15

- c. The meeting shall be chaired by a person selected by the President of the CSLSA or presiding officer of the Board of Directors meeting.
 - d. 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.



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

16

Number: II-H
Adopted: April 7, 2017
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 to the CSLSA Secretary. It is recommended that such application be submitted 7 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 Life Membership has been submitted to the Secretary as described above, a committee will be convened to consider the application or applications.
 - a. The committee shall be composed of one member of the Board of Directors from each Chapter wishing to participate.
 - b. Any current Life Member present at the meeting shall be permitted to attend the committee meeting and participate in discussions, however, that Life Member may not have voting privileges unless they are the sole representative of their respective chapter.
 - c. Each chapter shall be responsible for selecting their representative and a proxy vote shall not be permitted.
 - d. The meeting shall be chaired by a person selected by the President or Executive Board designee of the CSLSA or presiding officer of the Board of Directors meeting.
 - e. 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.
 - f. A nominee may receive no more than one vote in opposition to confirm a Life Membership.
 - g. 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 ballots shall be destroyed.



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

- h. 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.
- i. All persons involved in the selection process are strongly urged to keep the process and vote results confidential.