California Surf Lifesaving Association

Policies and Procedures Manual

Updated: October 10, 2025

California Surf Lifesaving Association
Policies and Procedures Manual

TABLE OF CONTENTS

Section	Content	Pages
	Table of Contents	2-3
	Introduction	4
Section I	**Authority**	**5-6**
I-A	Creation of the Regional Administrative / Policies & Procedures Manual and Amendments Thereto	6
Section II	**Administrative**	**7-36**
II-A	CSLSA Logo	8
II-B	CSLSA Publications & Services	9
II-C	Equal Opportunity	10
II-D	Policy on Compliance with OSHA Blood-borne Pathogen Regulations	11
II-E	Adherence to USLA Code of Ethics	12
II-F	Awards & Special Presentations Criteria and Procedures	13-14
II-G	CSLSA Summers of Service	15-16
II-H	CSLSA Distinguished Honor Roll	17-18
II-I	Life Membership Criteria and Procedures	19-20
II-J	Meeting Dates of CSLSA Board of Directors	21
II-K	Conflict of Interest Policy	22-24
II-L	CSLSA Executive Board Delegate Travel Policy	25-26
II-M	Membership Duration and Dues	27
II-N	Dues Distribution	28
II-O	Competition Entry Fees Distribution	29
II-P	CSLSA Junior Lifeguard Grants and Awards Programs	30-32
II-Q	Selection Process for Regional, National, and International Exchanges	33-36
Section III	**Operational**	**37-41**
III-A	Meeting Decorum	37
III-B	Officer and Committee Reports	38
III-C	Board of Directors Meetings – Hosting	39-40
Section IV	**Financial**	**42-48**
IV-A	Tax Exempt Status	43
IV-B	Contract Approval	44
IV-C	Guidelines for Sponsorships	45
IV-D	Financial Practices	46-47
IV-E	Sponsorships & Promotions	48
Section V	**Competition**	**49-54**
V-A	Title of the Regional Lifeguard Championships	50
V-B	Regional Lifeguard & Junior Lifeguard Competitions	51
V-C	Dates of the California Surf Lifesaving Lifeguard Championships	52
V-D	Fees of the Regional Lifeguard Championships	53-54
Section VI	**Appendices**	**55-126**
A	Forms	56
	1. Chapter Application Form/Questionnaire	57-60
	2. Revocable Proxy Form	61
	3. Special Awards Application	62-63
	4. Distinguished Honor Role Application	64-65
	5. Life Member Application	66-67
B	Competition Guidelines	68-105
	Section 1 – Lifeguard Competition Guidelines	69
	Section 2 – U-19 Lifeguard Competition Guidelines6	70-93
	Section 3 – Junior Lifeguard Competition Guidelines	94-108
C	Suggestions and Examples for Hosting Board of Director's Meetings	109-117
D	Suggested CSLSA Distinguished Honor Roll Award Suggestions	118-119
E	Social Media Policy Handbook	120
	Introduction	121
	Definitions	122
	CSLSA Social Media Administrators & Liaisons	123
	Posting Policies	124

TABLE OF CONTENTS (Continued)

Content Guidelines 125
Liability & Legal / Acknowledgements 126

INTRODUCTION

The purpose of the Policies and Operational Procedures Manual is to detail the specific operating policies and procedures for the California Surf Lifesaving Association (CSLSA). It is intended to act as an adjunct to the Bylaws of the CSLSA. The manual contains a number of differing types of policies, which may be generally defined in the Bylaws. In addition, there may be procedures for the conduct of business by the United States Lifesaving Association (USLA), of which the CSLSA is a Member- Region.

The manual contains four main types of Policies and Procedures. First is a policy or procedure authorized by Bylaw, or which takes its' root from a Bylaw or an interpretation of a Bylaw; next, policies and procedures created by a Board of Directors' Resolution or Minute Action; and finally, normal business practices of non-profit organizations which may mandate policies or procedures.

In the original manual an effort was made to research all relevant policies and procedures created since the creation of CSLSA. This was accomplished through a thorough review of the Bylaws and Minutes of the organization since 1979. It was inevitable that some oversights might occur, hence a review and amendment process was again undertaken to correct errors and bring all the materials in the manual into proper alignment with the Bylaws and to delete items made redundant through recent changes in the Bylaws.

An attempt should be made to maintain an updated manual through semi-annual review of the minutes to ensure that our policies are created in that manner and are properly recorded here for future reference.

California Surf Lifesaving Association
POLICIES & PROCEDURES

Section I – Authority

Number: I-A

Adopted: April 15, 2011; Amended October 10, 2025

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.

   1. A list by name of all eligible voting delegates, by Chapter, shall be provided to the Secretary at the commencement of the meeting and shall be included in the Minutes.

   2. Any necessary Proxies shall be submitted to and documented by the Secretary.

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.

California Surf Lifesaving Association
POLICIES & PROCEDURES

Section II – Administrative

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

Number: II-B

Adopted: April 13, 2007; Amended October 10,2025

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.

F. **CSLSA Social Media** – the official social media of the California Surf Lifesaving Association.

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.

Number: II-D

Adopted: April 13, 2007

Authority: Board Resolution

SUBJECT: **POLICY ON COMPLAINACE WITH OSHA BLOODBORNE PATHOGEN REGULATONS**

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.

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.

Number: II-F

Adopted: March 28, 2025

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, photos, video footage, 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: awards@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.

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.

Number: II-G

Adopted: October 10, 2025

Authority: Board Resolution

SUBJECT: **CSLSA SUMMERS OF SERVICE NOMINATION AND SELECTION CRITERIA**

PURPOSE: *In order to provide specific criteria and procedures for nomination and induction of nominees to the "California Surf Lifesaving Association Summers of Service" award the following criteria shall be used:*

A. Background

The California Surf Lifesaving Association's "CSLSA Summers of Service" award has been created to recognize seasonal lifeguards for distinguished dedication to the lifeguard profession**,** persistent service to the public, to their personal health and physical body, moreover, for furthering the mission of the CSLSA: promoting beach safety and preventing and reducing aquatic injuries and death. The Summers of Service award commemorates and recognizes members and retirees who have served 30, 35, 40, 45, 50, or more summers of lifeguard service*.*

B. Award Categories and Eligibility Requirements

1. The Summers of Service award shall be allocated in two categories
   a. 30, 35, 40, 45 summers of service
   b. 50+ summers of service

2. Must be a current member of the CSLSA & USLA

   Except for the special case of 50+ category within one year of "retirement"

3. Must be a part time/seasonal/recurrent/non-career lifeguard who has worked a total 30, 35, 40, 45, 50 or more summers
   a. Summers from multiple agencies may be counted for cumulative time, one summer per calendar year
   b. Spirit of intent: this award is intended to recognize part time/seasonal/recurrent/non-career lifeguards, that is lifeguards who are not full time or permanent staff members. Across the Southwest region "part time" status means many different things. Nominators are encouraged to submit an application for their applicant. If there is any eligibility uncertainty, the application will be brought to the next Special Awards & Presentations committee meeting for a group vote.

C. Nomination Procedure and Award Administration

1. Nomination eligibility and applications open on Jan 1st of each calendar year
   a. Awards will be delivered during the summer season
   b. Recipients are expected to complete their milestone summer in good faith

   Ex: If an applicant is expected to complete their 30th summer by fall of 2025, this applicant would be eligible to be nominated on 1/1/25. The application will be processed and if approved, delivered during the summer of 2025, so the chapter can present to the recipient at the conclusion of summer 25 or as they see fit

2. Nominations for 30, 35, 40 and 45 may be submitted at each milestone

3. Nominations for the 50 and up category may only be submitted once

4. Nominations may be submitted up to one year after the summer they reach the milestone, Jun 1st of the following year.

   Applicants in the 50+ category may be submitted up to one year after they reach the milestone and including if they retire and if they are no longer members of the CSLSA/USLA at the time of submission because of retirement

5. Nominations shall be submitted via the Special Awards Application Form and sent to the SAP chairperson

6. Must be nominated by another member, cannot nominate yourself

D. Award Deliverables and Presentation

1. Digital certificate at 30, 35, 40, 45 years

2. Digital certificate and lapel pin at 50 years

3. Awards will be processed, manufactured and delivered as quickly as possible so that the recipients can be awarded at the conclusion of their milestone summer

4. Award deliverables may be handed in person via mail or email to chapter representatives or recipients

Number: II-H

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.

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.

Number: II-I

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.

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.

Number: II-J

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.

Number: II-K

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.

2. 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.
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; and
2. has read and understands the policy; and
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 inurnment 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.

Number: II-L

Adopted: October 8, 2020

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.

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

   The CSLSA Executive Board selects the USLA Delegation from the CSLSA Executive Board based on Article VIII of the CSLSA Bylaws.

   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.

2. 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.

3. DELEGATION COMPENSATION

   The CSLSA Delegation will be compensated financially in the course of their duties. CSLSA will assist with reasonable compensation as follows:

   A. Travel expenses portal-to-portal based on funds available, up to, but not exceeding:
      1) Airfare will be reimbursed for coach class tickets.
      2) Ground transportation from the airport to the hotel and back should be as economical as is practical.

   B. Lodging based on funds available, up to, but not exceeding:
      1) Double occupancy of standard room for the nights of the meeting at the host hotel rate.
      2) Each delegate is compensated for ½ of room cost.
      3) Delegates who elect not to share a room with another delegate will only be compensated for ½ of the total room cost, unless there is no delegate available to share a room.

   C. Registration – As established by the hosting entity.

   D. The Delegation shall be financially responsible for all other costs unless the CSLSA Executive Board decides by majority vote to the contrary, based on funds available.

   E. Any Delegate that does not meet their fiduciary obligation will not be compensated. Any funding provided to such individual(s) must be reimbursed to CSLSA.

   F. The CSLSA Executive Board shall determine what, if any actions are to be taken.

   G. In times of fiscal difficulties and/or lack of USLA business, the CSLSA ~~Executive~~ Board of Directors will decide on a case by case basis as to the number of delegates and what financial assistance, if any, will be provided.

H. From the period of time between the CSLSA Board of Directors meeting and the USLA Board of Directors meeting, the CSLSA Executive Board shall have the flexibility to alter the numbers of CSLSA Delegate(s) based on new and significant information not made available at the time of the CSLSA Board of Directors meeting.

Should the Executive Board have to make a decision that is conflict with what the Board of Directors stated, the Executive Board shall notify the Board of Directors at the next meeting as to the reasons for said decision.

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. Every effort shall be made to adhere to the policies and procedures established for delegates in regard to registration, transportation, and lodging.

Number: II-M

Adopted: April 7, 2017; Amended October 10, 2025

Authority: Board Resolution

SUBJECT: **MEMBERSHIP DURATION AND DUES**

PURPOSE: To define the term of membership duration.

A. Duration of Membership

1. Individual membership in all categories of membership, except Perpetual Membership, shall extend from July 1 each year to June 30 of the following year.
2. Perpetual Membership is a membership category in which members elect to pay a one-time membership fee and, shall not expire on an annual basis.

B. Dues

1. Individual dues all in membership categories shall be determined by the Board of Directors.
2. Perpetual memberships shall be a one-time dues assessment in an amount determined by the Board of Directors.

   The current Perpetual Membership fee is $500.

C. Good Standing

1. A member shall be considered in Good Standing when their dues are paid in full as established in CSLSA Bylaws Article VI Section 3-B and Article VII Section 3-B-4:

   Individual members must submit their dues in accordance with the deadline established by their Chapter, ensuring that CSLSA receives payment no later than October 1 of each year, as outlined by Bylaw VI.
2. Members who fail to remit dues by the deadline shall be considered not in Good Standing and may forfeit privileges associated with membership, including voting rights, eligibility for office, and participation in CSLSA sponsored events or programs, until such time as dues are paid in full.
3. Perpetual Members shall remain in good Standing provided they maintain compliance with all other requirements of membership, as dues are satisfied by their one-time payment.

Number: II-N
Adopted: October 11, 2024
Authority: Board Resolution
SUBJECT: **DUES DISTRIBUTION**
PURPOSE: To define distribution of dues.

Dues Distribution

A. Lifeguard Membership Dues

   USLA fulfillment costs deducted prior to USLA/CSLSA percentage split

   1. 50% to USLA after fulfillment deduction
   2. 50% to CSLSA after fulfillment deduction

B. Junior Lifeguard Membership Dues

   USLA fulfillment costs deducted prior to USLA/CSLSA percentage split

   1. 50% to USLA after fulfillment deduction
   2. 50% to CSLSA after fulfillment deduction

Number: II-O

Adopted: October 7, 2022

Authority: Board Resolution

SUBJECT: **COMPETITION ENTRY FEES DISTRIBUTION**

PURPOSE: To define distribution of income associated with Championship and/or competition registration fees.

A. Guidelines for negotiating contracts between the CSLSA and the Host and/or Chapter for the CSLSA Lifeguard Championships, CSLSA U-19 Championships, CSLSA Junior Guard Championships or any other CSLSA sanctioned event.

   1. Entry fees should be a financial split of 75% for the CSLSA Treasury and 25% to the Host Chapter per each category.
   2. However, if the Host Chapter chooses to donate more of the entry fees to the CSLSA, the CSLSA amount may exceed the 75% amount.

B. Of the funds received, distribution of the contracted CSLSA Treasury's 75% or higher entry fees amount for each category shall be dispersed as follows:

   1. CSLSA Lifeguard Championship and/or competition Entry Fees:
      a. 37.5% to CSLSA General Fund
      b. 37.5% to CSLSA Lifesaving Sport Committee
      c. 25% Discretionary – to be determined by the CSLSA Lifesaving Sport Committee, subject to approval by the Board of Directors.

   2. CSLSA U-19 Championship and/or competition Entry Fees:

      a. 100% to CSLSA Junior Guard Committee
      b. Discretionary – to be determined by the CSLSA Junior Lifeguard Committee, subject to approval by the Board of Directors.

   3. CSLSA Junior Guard Championship and/or competition Entry Fees:

      a. 100% to CSLSA Junior Guard Committee
      b. Discretionary – to be determined by the CSLSA Junior Lifeguard Committee, subject to approval by the Board of Directors.

Number: II-P

Adopted: April 13, 2018

Authority: Board Resolution

SUBJECT: **CSLSA Junior Lifeguard Grants and Awards Programs**

PURPOSE: To define distribution of funds associated with grants and to define special Junior Lifeguard awards processes.

A. General

1. Only active CSLSA Chapters shall be eligible to apply for a CSLSA Junior Lifeguard Grant.
2. Such Chapters may apply for only one grant of up to $1,000 per year.
3. Definitions:
   a. *Review Panel* – an odd number of non-partisan members appointed by the Junior Lifeguard Committee Chair who will make recommendations on grants and awards to the Junior Guard Committee prior to the Board of Directors meeting.
   b. Junior Lifeguard Committee – one representative from each Chapter in attendance who shall have voting rights on the *Review Panel's* recommendations.

B. CSLSA Grants for Junior Lifeguard Programs

1. The maximum amount of grant money available each year shall be determined by the Junior Lifeguard Committee based upon specific income source(s) from the previous year, which may or may not include carry over funds.
2. Requests for grant monies shall be in writing on the form provided, submitted by the Program Coordinator and co-signed by the Chapter President and Chief Officer of the agency making the submission.
3. Submission must be received in writing, on the appropriate form, by the Junior Lifeguard Committee no later than _____ of each year.
4. The request shall clearly state what the grant monies will be used for and how the award will impact the subject Junior Lifeguard program.
5. There shall be itemized documented accounting of how the grant money is going to be spent provided with the application.

C. Grants will be offered in the following categories:

1. Equipment - Award of up to $1,000 for equipment used in and for the applying Junior Lifeguard Program.
2. Logistics - Award of up to $1,000 to help fund transportation, recruitment, materials, public education program and other areas, relating directly to the applying Junior Lifeguard program.

3. Training - Award of up to $1,000 for the training of personnel directly involved in the applying Junior Lifeguard Program.

D. Grant Submission Approval Procedure

1. A *Review Panel* shall review all applications prior to the Board of Directors meeting and shall make recommendations to the Junior Lifeguard Committee Chairman.
2. During the *Review Panel* meeting, the members present shall review the application materials and then conduct a vote on the submissions.
3. The *Review Panel* shall report the results of their findings to the Junior Lifeguard Committee Chairman, who shall then bring those results to the Junior Lifeguard Review Committee meeting.
4. The Junior Lifeguard Committee shall then review the *Review Panel's* recommendations and make a final decision on each submission.
5. The Junior Lifeguard Committee Chair shall report the Committee's findings as part of the Action Report given during the Board of Director's meeting.
6. The Junior Lifeguard Committee Chair shall follow-up with the CSLSA Treasurer to work out the details of how and when the financial award will be made.
7. A documented accounting of expenditures utilized from the award shall be presented to the Junior Lifeguard Committee by the next CSLSA Board of Director's meeting or the funds shall be reimbursed to the CSLSA's Junior Lifeguard account.

E. Other Junior Lifeguard Awards

1. CSLSA Junior Lifeguard of the Year

   a. Submissions for Junior Lifeguard of the Year shall be submitted no later than _____ each year.

   b. Shall be submitted in writing by the Junior Lifeguard Program Coordinator on the application form provided,

   c. Co-signed by the Chapter President.

   d. Co-signed by chief officer of the agency making the submission.

   e. The application shall define the qualities and/or actions of the Junior Lifeguard being submitted that qualifies them to receive such award.

   f. The applicant shall be a member of CSLSA.

   g. The *Review Panel* is to review award applications and make recommendations to the Junior Lifeguard Committee prior to the Board of Director's meeting.

   h. The Junior Lifeguard Committee is to vote on the *Review Panel's* recommendations.

      1) If the *Review Panel's* recommendations are approved; candidates must be put forth by the Junior Lifeguard Committee Chair to the Board of Directors for approval.

2) If the *Review Panel's* recommendations are rejected, the Junior Lifeguard Committee must either determine that there are no recipients or put forth their recommendations based on the applications submitted for a vote.

i. The Junior Lifeguard Committee Chair shall follow-up with the CSLSA Treasurer to work out any monetary compensation to the award winner(s), and the Junior Guard Committee Chair must monitor the process until completion of such action as required per Junior Lifeguard Committee and Board of Director's mandate.

2. Junior Lifeguard Artwork Contest

a. Junior Lifeguards shall submit their artwork to their Program Coordinator who shall then submit the artwork to the Junior Lifeguard committee no later than _____ _____ each year.

b. The artwork should depict the current theme as established by the CSLSA Junior Lifeguard Committee.

c. All applications shall be submitted in writing by the Junior Lifeguard Program Coordinator on the application form provided, with the artwork attached.

d. The *Review Panel* is to review award applications with accompanying artwork and make recommendations to the Junior Lifeguard Committee prior to the Board of Directors meeting.

e. The Junior Lifeguard Committee is to vote on the *Review Panel's* recommendations.

1) If the *Review Panel's* recommendations are approved; candidates must be put forth by the Junior Lifeguard Committee Chair to the Board of Directors for approval.

2) If the *Review Panel's* recommendations are rejected, the Junior Lifeguard Committee must either determine that there are no recipients or put forth their recommendations based on the applications submitted for a vote.

f. The Junior Lifeguard Committee Chair shall follow-up with the CSLSA Treasurer to work out any monetary compensation to the award winner(s), and the Junior Lifeguard Committee Chair must monitor the process until completion of such action as required per Junior Lifeguard Committee and Board of Director's mandate.

Number: II-Q

Adopted: October 11, 2024

Authority: Board Resolution

SUBJECT: **SELECTION PROCESS FOR REGIONAL, NATIONAL, AND INTERNATIONAL EXCHANGES**

PURPOSE: To define the process of selecting CSLSA Members who represent the CSLSA for the purpose of sanctioned exchanges. Representatives who are selected to represent the CSLSA on a sanctioned exchange will be known as an "Exchange Delegate".

A. The CSLSA President shall appoint the Exchange Committee Chair or a more appropriate individual depending on the exchange type. The designated individual shall create a flyer with the requirements needed to qualify for the application process.

    1. Notification of a sanctioned exchange shall be posted on the cslsa.org website, e-mail, social media, and other means as appropriate, i.e. CalSurf News.

    2. Optimal notification period would be during the summer months when most CSLSA Members are on duty. However, timeliness may alter the optimal notification period. The appointed person in-charge of the process will determine the timeline for posting of requirements, deadline for accepting applications, selecting oral board participants, scheduling oral boards, and notifying the CSLSA President of the selection process and results including alternates in case a selected individual is unable to fulfill their obligation.

    3. The CSLSA President will make the approval based on recommendations by the person in-charge. The CSLSA President shall present his/her selection(s) to the CSLSA Board of Directors for approval. The appointed individual in-charge of the process shall notify the applicants of the Board of Directors decision for Exchange Delegate(s).

B. General guidelines for the Exchange Delegate selection process.

    1. Committee Chair/Person In-Charge responsibilities.

        a. Determine what is required and the timeline needed to meet the needs of the proposed exchange.

        b. Organize all the information including deadline date for applications and an approximate date(s) for oral interviews in a flyer format for distribution.

        c. Distribute information to all CSLSA members.

        d. Receive the applications

        e. Select an oral board, schedule date(s) and time(s) for interviews.

1) Recommended three-person panel.

   a) Panel members may include individuals who have participated as an Exchange Delegate in the past that is being interviewed.

   b) Life Member.

   c) Exchange Committee member.

   d) Person In-Charge ad hoc committee member.

   e) Member of the Board of Directors who has demonstrated leadership in the CSLSA.

   f) The above list intends to increase participation by getting more people involved in the process. However, if unable to complete the panel, Executive Board members, minus the President who is already part of the process, may serve on the oral board panel.

2) Committee Chair/Person In-Charge organizes the oral board process but does not participate as a member of the three-person panel.

3) Tabulate the results of the three-person panel.

4) Organize the results list ranking the candidates in order from top candidate to the last candidate.

5) Notify the CSLSA President of the results.

6) Upon CSLSA Board of Directors approval, notify the Exchange Delegate(s) and the alternate. Then notify the remainder of the applicants that they did not get selected.

C. CSLSA President responsibility

1. Appoint Exchange Committee Chair/Person In-Charge.

2. Work with Exchange Committee Chair/Person In-Charge throughout the process.

3. Receive and process the Exchange Committee Chair/Person In-Charge exam process and the ranking list of the candidates for the Exchange Delegate(s).

4. Review the process and ranking list then make the decision as to selection(s) to be presented to the CSLSA Board of Directors for approval.

D. International Travel.

1. Must have a valid passport.

2. Passport must be valid at least six months of the intended return date..

E. Code of Ethics and Disciplinary Actions.

1. Policy and Procedure II-E, Adherence to United States Lifesaving Association Code of Ethics.

2. Bylaw Article VII Section 5, Suspension, Expulsion, or Termination of Delegates, Chapters, or Members.

F. Different Exchange(s) recommendations.

1. New Zealand Exchange

a) Applications due on September 15th unless otherwise stated by the Exchange Committee Chair.

b) Applicant must be a current USLA/CSLSA professional, Alumni, or Life Member.

c) Applicant must have been a member three consecutive years of USLA/CSLSA membership as described above.

d) Applicant must submit two letters of recommendation that attest to the fitness of the candidate to represent the CSLSA.

e) Applicant must submit one letter of intent.

f) Oral interview will be determined by the Exchange Committee Chair. A couple of options would be either in person, via video conference, or any other option that would meet the needs of the oral panel.

g) The oral panel shall use the same criteria in evaluating each applicant. Preference will be given to the following qualities:

1) Active participation in the CSLSA/USLA, such as attendance at Board of Director meetings.

2) Other types of volunteerism in CSLSA/USLA activities such as regional championships, national championships, and/or international championships.

3) Leadership in their local Chapter in good standing.

h) Potential Stipend.

1) If there is a stipend available, one-half of the stipend will be presented to each Exchange Delegate at the Fall Board of Director meeting where the Exchange Delegate must attend unless special dispensation has been made with the Exchange Committee Chair.

2) After a conclusion of the exchange, each Exchange Delegate must attend, unless special dispensation has been made with the Exchange Committee Chair, the following Spring Board of Director meeting and make a brief and comprehensive presentation to the Board of Directors.

3) If there was a stipend available, and all obligations have successfully and professionally been met, the second half of the stipend will be presented to each Exchange Delegate.

i) Board of Director Registration Fees.

1) Registration fees are waived when Exchange Delegate(s) attends the Fall Board of Director meeting for the sole purpose of being introduced to the Board of Directors.

2) Registration fees are waived when Exchange Delegate(s) attends the Spring Board of Director meeting for the sole purpose of presenting to the Board of Directors.

California Surf Lifesaving Association
POLICIES & PROCEDURES

Section III – Operational

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.

Number: III-B

Adopted: April 13, 2007; Amended October 10, 2025

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 by Officers and Committee Chairpersons. One electronic copy shall be submitted to the Secretary in advance of the presentation with a follow-up printed copy to be included with the Minutes.

   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 followed by an 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 Bylaw obligation.

   These reports shall be called “Action Reports.”

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 $60 shall be the cap for the registration fee without approval of the CSLSA Executive Board. Any registration fee over $60 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.
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.
3. Lunch is to be provided by the Host Chapter for up to five special award recipients and one guest per recipient, for a maximum of 10 lunches (see A.3.). The Host Chapter has the option to provide free lunches for additional guests or may charge them an amount not to exceed a reasonable fee for a comparable lunch or the actual cost for the lunch at the Host Chapter's discretion.

In the event the Host Chapter elects to charge additional guests, notification to the recipients should be made along with the invitation. The Host Chapter will be responsible for notifying the Special Awards and Presentations Committee Chair of this at least 60 days prior to the meeting. The CSLSA will be responsible for payment for lunches for additional award recipients (beyond the first five) and one guest per recipient. This cost shall not exceed the actual cost for the lunch paid by the Host Chapter. Payment for lunches paid for by the CSLSA will be made within 30 days following the meeting.

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.

2. Option II – No seed money provided by CSLSA

   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.

NOTE: Examples of hosting procedures, sample costs, etc. are noted in Appendix C.

California Surf Lifesaving Association
POLICIES & PROCEDURES

Section IV – Financial

Table of Contents

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.

Number: IV-B

Adopted: April 13, 2007

Authority: Article VIII-Section 1of 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.

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.

Products not permitted

A. Alcoholic beverages for any Junior Lifeguard related programs, activities, or materials.

B. Tobacco products for any CSLSA programs, activities, or materials.

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.
2. 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.

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.

Number: IV-E

Adopted: October 11, 2013

Authority: Board Resolution

SUBJECT: SPONSORSHIP AND PROMOTION

PURPOSE: This policy outlines the practices of the California Surf Lifesaving Association regarding sponsorship and promotions. The goal of the CSLSA Board of Directors is to enter into non-exclusive agreements for the purposes of sponsorship and promotion.

A. The CSLSA Board of Directors
   1. May authorize agents to negotiate agreements with potential sponsors.
   2. All such agreements must be approved by the CSLSA Board of Directors.
   3. Any exclusive or non-conflict agreements must be disclosed during negotiations, and must include the extent of exclusion and exclusivity.

B. The Executive Board
   1. Is authorized to act on behalf of the organization between meetings for the Board of Directors; but
   2. Shall submit any such action for review of the Board of Directors at the next regularly scheduled meeting.

C. The Sponsorship Committee
   1. Shall assist and track fundraising, sponsorship, promotion and grant activity;
   2. Shall identify potential sponsorship conflicts and report them to the CSLSA Board of Directors;
   3. Shall partner with the CSLSA Website Committee to maintain active sponsor links; and
   4. Shall maintain the following current and historical lists:
      a. Benefits (i.e. signage at events, website and newsletter advertising, etc.) for potential sponsors.
      b. Past sponsors

D. Membership benefits and discounts

   Hosts of Board of Directors Meetings, Regional and National Championships may contract with vendors for support, whether in-kind or monetary donations, or as on-site vendors. All agreements must comply with agreements entered into by the USLA, CSLSA, and may be limited by City, County or State rules and regulations.

California Surf Lifesaving Association
POLICIES & PROCEDURES

Section V – Competition

Number: V-A

Adopted: April 7, 2017

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 Competitions shall be called:

A. “California Surf Lifesaving Championships”
B. “California Surf Lifesaving U-19 Championships”
C. “California Surf Lifesaving Junior Lifeguard Championships”

Number: V-B

Adopted: April 7, 2017

Authority: Board Resolution

SUBJECT: **REGIONAL LIFEGUARD, U-19 & JUNIOR LIFEGUARD COMPETITION RULES GUIDELINES**

PURPOSE: To establish guidelines for the operation of the CSLSA Lifeguard**,** U-19, and Junior Lifeguard Competitions

~~A.~~ LIFEGUARD COMPETITION GUIDELIES

The official rules of the California Surf Lifesaving Association's sanctioned competition are found in the ***USLA LIFEGUARD COMPETION 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 COMPETION RULES AND PROCEDURES*** and is available at*:*

   http://www.usla.org/resource/resmgr/docs/2013uslalifeguardrules.pdf

B. U-19 COMPETITION RULES

1. USLA rules are used as guidelines for competitions U-19 Lifeguard competition.
2. The USLA rules contain the Lifeguard Competition Rules, which govern regional and national competitions.
3. A copy of the ***CALIFORNIA SURF LIFESAVING U-19 COMPETITION GUIDELINES*** is attached as Appendix D.

C. JUNIOR LIFEGUARD COMPETITION GUIDELIES

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.

Number: V-C

Adopted: April 12, 2024

Authority: Board Resolution

SUBJECT: **DATES OF THE CALIFORNIA SURF LIFESAVING LIFEGUARD CHAMPIONSHIPS**

PURPOSE: To establish the official date(s) of the California Surf Lifesaving Championships, California U-19, and California Surf Lifesaving Junior Lifeguard Championships

The California Surf Lifesaving Championships, California Surf Lifesaving U-19 Championships, and California Surf Lifesaving Junior Lifeguard Championships shall be held on the following annual date(s)

A. California Surf Lifesaving Championships - the fourth Saturday of July
B. California Surf Lifesaving U-19 Championships - The Friday prior to the California Surf Lifesaving Championships
C. California Surf Lifesaving Junior Lifeguard Championships - The Friday prior to the California Surf Lifesaving Championships

The date(s) may be changed with a vote of the Board of Directors.

At no time shall the California Surf Lifesaving Championships conflict with the International Surf Festival lifeguard competitions which are held on the first partial or whole weekend in August.

Number: V-D

Adopted: April 12, 2024

Authority: Board Resolution

SUBJECT: **FEES OF THE REGIONAL LIFEGUARD CHAMPIONSHIPS**

PURPOSE: To establish the official fees of the California Surf Lifesaving Championships, California Surf Lifesaving U-19 Championships, and California Surf Lifesaving Junior Lifeguard Championships

There will be a competition entry fee for all competitors competing in the California Surf Lifesaving Championships, California Surf Lifesaving U-19, and California Surf Lifesaving Junior Lifeguard Championships. A portion of the moneys will be distributed as outlined in the California Surf Lifesaving Association Policies & Procedure Manual II-N.

The official fees for the California Surf Lifesaving Championships, California Surf Lifesaving U-19, and California Surf Lifesaving Junior Lifeguard Championships shall be proposed, discussed, and voted on by the Board of Directors at the Fall Board of Directors meeting.

There shall be two fees for each competition: Early Registration and Late Registration. When establishing fees and date(s) of Late Registration, the Board of Directors shall adhere to the following guideline:

A. California Surf Lifesaving Championships
   1. Early Registration
      a. The fee shall not be equal to the membership fee for the USLA.
      b. The fee shall be equal to or not exceed 25% of the fee of the previous year's California Surf Lifesaving Championships fee.
      c. Early Registration will end no sooner than fourteen (14) days prior to the start of the competition or a date agreed upon by the Board of Directors.
   2. Late Registration
      a. The fee shall not be equal to the membership fee for the USLA.
      b. The fee shall be equal to or not exceed 25% of the late fee of the previous year's California Surf Lifesaving Championships fee.
      c. Late Registration will begin no sooner than thirteen (13) days prior to the start of the competition or a date

B. California Surf Lifesaving U-19 Championships
   1. Early Registration
      a. The fee shall not be equal to the membership fee for the USLA.
      b. The fee shall be equal to or not exceed 25% of the fee of the previous year's California Surf Lifesaving U-19 Championships fee.
      c. Early Registration will end at noon on the day prior to the start of the competition or a date agreed upon by the Board of Directors.

2. Late Registration
   a. The fee shall not be equal to the membership fee for the USLA.
   b. The fee shall be equal to or not exceed 25% of the late fee of the previous year's California Surf Lifesaving U-19 Championships fee.
   c. Late Registration will begin at noon on the day prior to the start of the competition or a date agreed upon by the Board of Directors

D. California Surf Lifesaving Junior Lifeguard Championships
   1. Early Registration
      a. The fee shall not be equal to the membership fee for the USLA.
      b. The fee shall be equal to or not exceed 25% of the fee of the previous year's California Surf Lifesaving Junior Lifeguard Championships fee.
      c. Early Registration will end at noon on the day prior to the start of the competition or a date agreed upon by the Board of Directors.
   2. Late Registration
      a. The fee shall not be equal to the membership fee for the USLA.
      b. The fee shall be equal to or not exceed 25% of the late fee of the previous year's California Surf Lifesaving Junior Lifeguard Championships fee.
      c. Late Registration will begin at noon on the day prior to the start of the competition or a date agreed upon by the Board of Directors

California Surf Lifesaving Association
POLICIES & PROCEDURES

Section VI – Appendices

APPENDIX A

Forms

FORM TITLE	Page Number
Chapter Application Form	46-49
Revocable Proxy	50
Special Awards Applications Form	51-52
Distinguished Honor Roll Application	53-54
Life Member Application	55-56

Adopted: April 7, 2017

CSLSA CHAPTER APPLICATION FORM

Proposed Name of Chapter: _____

Date of Application: _____

Date Received: _____

Date of Review: _____

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

Application Fee: ☐ $250 Paid: _____
Date

Explain: _____

_____

Meets all requirements of Article VI – Section 2 of the CSLSA Bylaws. ☐ Yes ☐ No

If No, Explanation:

_____

_____

_____

Recommendation to Board: ☐ Approve Application ☐ Disapprove Application

Explanation if to Disapprove:

_____

_____

_____

_____

_____

_____

Signature(s) of Reviewing Officers:

_____ _____

Date: _____ Date: _____

Action Taken by Board of Directors: ☐ Approved Application ☐ Disapproved Application

Verified by: _____ Date: _____
CSLSA Secretary

CSLSA CHAPTER APPICATION 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_____

(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

10. Certification Requirements for Lifeguards

A. Meets USLA Standard for Advanced Agency ☐

B. Meets USLA Minimum Standard ☐

C. Agency has been Certified by USLA ☐ Date: _____

D. Agency Meets following standards:

Type of Certification	Required Yes	No
ARC Lifesaving	☐	☐
ARC W.S.I	☐	☐
CPR - Heart Association	☐	☐
ARC - Professional Rescuer	☐	☐
First Aid ARC - Level:_____	☐	☐
EMT	☐	☐
Other:_____	☐	☐
Scuba - Certification by: _____	☐	☐
Other (please be specific):		
_____	☐	☐
_____	☐	☐
_____	☐	☐

11. Please describe your organization, including the chain of command, the statistical level of activities you perform on an annual basis and any other pertinent information you think is important about your service. (Use additional pages as needed.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

REVOCABLE PROXY

(Please print all information clearly)

The undersigned, a member of the _____ Chapter of the California Surf Lifesaving Association, is hereby granted a proxy to vote at the CSLSA Board of Director's Meeting on _____.
Insert Date(s)

This proxy shall extend to _____ the right to vote, execute consents, and otherwise represent those interests of the _____ Chapter 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 before, shall terminate on _____.
Insert Date

_____
Name of Delegate carrying this Proxy (Printed Clearly)

_____
Signature of Delegate carrying this Proxy

Special Awards Application Form

***Proposed Recipient*:**

Name: _____

☐ Lifeguard
- USLA Member: ☐ Yes ☐ No
- Years of Service: _____
- Region: **Southwest** Chapter: _____
- Agency: _____

☐ Non-Lifeguard
- Has applicant received any formal rescue training? ☐ Yes ☐ No
  If Yes, please describe briefly: _____
  _____

Date of Action: _____ / _____ / ____ / _____ Time: _____ ☐ AM ☐ PM
Day of Week Month Date Year

***Category of Award*:** *(refer to attached Awards Definition and Mark the Submission Category)*

☐ ***MEDAL OF VALOR*** *(Lifeguard Personnel Only)*
☐ ***MEDAL OF VALOR*** *(Non-Lifeguard, Public Safety & Military Only)*
☐ ***HEROIC ACT*** *(Lifeguards and Non-Lifeguards)*
☐ ***NATIONAL LIFESAVING AWARD*** *(Lifesaving agencies or groups)*
☐ ***MERITORIOUS ACT AWARD*** *(Lifeguards and Non-Lifeguards)*
☐ ***AWARD OF MERIT*** *(Lifeguard Personnel Only)*
☐ ***LETTER OF COMMENDATION*** *(Non-Lifeguards Only)*
☐ ***SUMMERS OF SERVICE*** *(Lifeguards Only)*

***Incident Description*:**

Briefly describe the scene of the incident and its environment: _____

Heroic Acts Application
Page Two

Describe the peril of the person(s) rescued:_____

_____

_____

_____

_____

Describe the actions taken by the applicant::_____

_____

_____

_____

_____

Please attach news clippings, photos, videos, report or other materials to aide in describing this incident*

*** FOR COMMITTEE USE ONLY****

Submitted by:

Name: _____ Phone: (_____) _____

Region: _____ Chapter: _____

Signature: _____ Date: _____

Action Taken by Regional Committee

☐ Approved for (category): _____

☐ Rejected Signature: _____ Date: _____

Action Taken by National Committee

☐ Approved for (category): _____

☐ Rejected Signature: _____ Date: _____

☐ Initial Submission to Region

☐ Forwarded to USLA Committee by CSLSA Committee Chair.

Return Applications to:

California Surf Lifesaving Association
Awards & Special Presentations Committee
P.O. Box 366
Huntington Beach, CA 92648

Or via E-Mail to the Committee (preferred method) at: **specialap@cslsa.org**

CSLSA Distinguished Honor Roll Application Form

CSLSA Secretary – P.O. Box366 – Huntington Beach, CA 92648

The candidate must have demonstrated an exemplary, positive and productive contribution to his/her agency as an employee and to both the regional and national organizations.

1. Proposed Recipient:
   - Name: _____
   - Chapter: _____
   - Agency: _____
2. Award Criteria (Check all that apply)
   - ☐ The candidate has achieved outstanding accomplishments or exceptional contributions to the furtherance of the goals and objectives of the CSLSA.
   - ☐ Submissions for this award shall be limited to two nominees per year, with an exception being granted by a vote of the Board of Directors upon recommendation of the Sub-Committee.
3. Award submissions:
   - Nominations may only be made by the nominating Chapter, a member of the CSLSA Board of Directors, or a member of the CSLSA Executive Board.
   - Nominations shall be submitted on this form to the CSLSA Secretary with an endorsement of the CSLSA Chapter President or Officer of CSLSA. Nominations without such endorsement shall not be considered.
   - Nominations shall contain a conclusive written history covering the services, accomplishment, achievements, or contributions to CSLSA or USLA. Such history shall be limited to two pages for each nominee.
   - Nominations shall be submitted confidentially to the CSLSA Secretary. It is recommended that such application(s) be submitted no less than 30 days in advance of a Board of Director's Meeting.
   - Applications must be signed by the submitting Chapter's President or Officer of the CSLSA.
   - Assessment, Approval and Notification Procedures
     - At the Board of Director's Meeting, a Sub-Committee will be convened to consider the application or applications.
     - The Sub-Committee shall be composed of one member of the Board of Directors from each Chapter wishing to participate.
     - Each Chapter shall select their representative and a proxy vote shall not be permitted The Sub-Committee meeting shall be chaired by a person selected by the President of the CSLSA or the presiding officer of the Board of Director's Meeting.
     - Any member being considered for this award shall not participate in this process.
     - After discussion, a secret ballot shall be taken, with the ballots counted by the chairperson and one other sub-committee member selected by the chairman.
     - A vote of ¾ of the Sub-Committee shall be required to confirm induction into the "CSLSA Distinguished Honor Roll".
     - Once the ballots have been counted the Chairman shall announce to the committee and inform the President, or presiding officer, the result of same, but shall not discuss the number of votes cast in favor of, or opposition to the nomination. Following the vote, the ballots shall be destroyed.
     - All persons attending the sub-committee meeting are strongly urged to keep the process and vote results confidential.

☐ Attach a letter of 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 CSLSA or USLA.

☐ Positions Held as a Professional Lifesaver or Association Member

Positions Held:	Agency, Chapter or CSLSA:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Submitted by:

Name: _____ Chapter: _____

Signature: _____ Date: _____

Action Taken by Sub-Committee:

☐ Approved

☐ Rejected

Name: _____

Signature: _____ Date: _____

California Surf Lifesaving Association
Policies and Procedures Manual

Life Member Submission Form

CSLSA Secretary – P.O. Box 366 – Huntington Beach, CA 92648

Applicants must have demonstrated an extraordinary, positive and productive contribution to their agency as an employee and to both the region and national organizations.

1. ***Proposed Recipient:***

   - Name: _____
   - Region: _____
   - Chapter: _____
   - Agency: _____

2. ***Life Member Criteria*** (Check all that apply)

   ☐ ***A.*** The candidate shall have completed a minimum of twenty years of service as a professional lifeguard and/or lifeguard administrator or equivalent title; and

   ☐ ***B.*** been an active member of the USLA or its predecessor for at least ten years; and

   ☐ ***C.*** served as a member of the Board of Directors, Executive Board or as an elected officer of the USLA or its predecessor; and

   ☐ ***D.*** demonstrated significant contributions made in the furtherance of the goals and objectives of USLA through a written resume of achievements and contributions.

3. ***Attach a Resume of Candidate's career achievements and volunteer contributions to Open Water Lifesaving***

4. ***Positions Held as a Professional Lifesaver:*** ***Employing Agency:***

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

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

   a. ***Minimum ten years active membership in Region and USLA***
   b. ***Outstanding service to Region and USLA***
   c. ***Member of the Regional and USLA Board of Directors***

7. ***Submit this application and all supporting documentation to the CSLSA Secretary no less than one week before the Board of Directors meeting at which it shall be considered.***

Submitted by: Name: _____ Region: _____

Signature:: _____ Date: _____

Table of Contents

Procedure:

1. An application form and all pertinent written justification for the application shall be submitted **confidentially** to the CSLSA Secretary no less than **7 days prior** to a Board of Director's meeting.
2. All applications must be signed by the nominee's Chapter President and carry with it a letter of verification of approval by the Chapter's Board of Directors.
3. The CSLSA Secretary shall submit the confidential application and all supporting documentation to the CSLSA President or Executive Board designee at the beginning of a Board of Director's meeting.
4. The CSLSA President or Executive Board designee shall appoint a representative to convene and Chair a special meeting of one representative of each Chapter present at the Board of Director's meeting, designated by the Presidents of such Chapters, and to be known as the Life Member Sub-committee, to meet and confer on any applications submitted for approval.
5. During this sub-committee meeting, the representatives shall review the application and supporting documentation and the nominee's Chapter President or designee shall have the opportunity to address the committee members in support of the application. After discussion, the Chair shall distribute ballots and conduct a secret vote. A nominee may receive no more than one vote in opposition of the Life Member Sub-Committee to confirm such application.
   A. If a vote is positive for an applicant, the information is reported to the CSLSA President or Executive Board designee, who shall determine the appropriate time to announce the award of Life Membership.
   B. If there is a negative vote for a nominee, the sub-committee Chair shall advise the nominating Chapter's representative.

Action Taken by Life Member Sub-Committee

☐ Approved ☐ Rejected Signed _____ Date: _____

Printed Name _____

APPENDIX B

CSLSA COMPETITION GUIDELINES

- SECTION 1 Lifeguard Competition
- SECTION 2 U-19 Competition
- SECTION 3 Junior Lifeguard Competition

SECTION 1

CSLSA Lifeguard Competition Guidelines

TO BE ADDED WHEN WE GET THE INFORMATION FROM USLA ON THEIR FINAL CHANGES

SECTION 2

CSLSA U-19 Competition Guidelines

Table of Contents

I. OVERVIEW

These guidelines are established as a format for the Lifeguard National U-19 Championships, and are approved by the USLA. CSLSA has adopted these rules in their entirety for use in the California Surf Lifesaving Association Championships.

II. ELIGIBILITY

A. All competitors in the U 19 division must be currently enrolled and actively participating with the Chapter they represent as a Junior Lifeguard, (aged 16 or 17), or professional Lifeguards (aged 16, 17 or 18).

B. All competitors at the National Lifeguard Championships or CSLSA Regional Championships must be current members of the. CSLSA and USLA.

C. Competition Classifications**:** U-19 Division – 16, 17, or 18 years of age on the day of the competition.

D. U-19 competitors who are NOT paid, professional Lifeguards may NOT compete in Open Lifeguard competitions.

III. GENERAL COMPETITION FORMAT

A. Competition Events

1. Shall be held in the U-19 Division
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 third place.
5. All competitors MUST wear a surf cap, which represents their chapter when competing in an event.
   a. Failure to comply may result in disqualification from the event..
   b. Such caps shall be distinctive to the chapter and may not carry advertising slogans or logos with the exception to the manufacturer of the cap itself.
6. All event distances are final, as printed in *Section V – Description and Rules of Events*.
7. Alcoholic beverage or tobacco advertising is absolutely not permitted on any U-19 equipment, uniforms, or competition gear.
8. All competitors will legibly mark their designated entry numbers on both arms, between the shoulder and the elbow, with a permanent black marker.
9. If a participant is found to have any questionable or offensive temporary body art, they shall be required to remove same at the discretion of officials.

B. ENTRY LIMIT

1. There is no limit to the number of events an individual competitor may enter.
2. A Chapter's entries into an event are limited to the rules of that event as outlined in *Section V – Description and Rules of Events.*
3. Individual events in the U-19 division will have separate male and female events.
4. Relay events may be all male, all female, or co-ed.
5. Maximum Competitors per Heat

2 K Beach Run	Open – No Maximum
Surf Swim	32
Rescue Board Race	16
Rescue Race	10 – 4 person teams
Run-Swim-Run	32
Ironguard	16
Surf Ski	16
Board Rescue Race	10 – 2 person teams
Beach Flags	Open – No Maximum

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
2. The Starter/Head Judge for each division shall make all rule interpretations. Any coach who has questions regarding a decision or call must contact ONLY the Starter/Head Judge or 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.
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 Lifeguard Competition Committee will appoint a 3 person appeals board to make ALL final decisions on formal protests. The board will be made up of 3 persons, all of whom represent a different Region of USLA or a different Chapter of the CSLSA.
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 is final and will not be altered unless surf, weather, tide and/or safety dictate.

IV. AWARDS

All events will be for individual awards 1st through 3rd places.

V. DESCRIPTION AND RULES OF EVENTS

A. 2 KM Beach Run - This U 19 event is open. Chapters may enter as many competitors as they wish.

1. **Event Description**

   a. Competitors race 2000 meters on the beach in two 1000 meter legs as follows: On the starting signal competitors race along the left side of the lane to round (clockwise or right-shoulder turn) the turning pole 1000 meters distant, and then return 1000 meters to the starting pole and then race to the finish line.
   b. Jostling or obstructing another competitor so as to impede their progress is not permitted.
   c. Judges shall be placed to observe the conduct of the event as well as determine competitors' place at the finish line.
   d. The finish is judged on the competitor's chest crossing the finish line. Competitors must finish on their feet in an upright position.

2. **The Course** shall be laid out on the beach parallel to the water's edge in two 1000m lanes. The Head Judge may set an alternate course on beaches with restricted space.

3. **Start Line** shall be designated by a brightly colored synthetic cord stretched between 2 poles.

4. **Finish Line** shall be an extension of the Start Line toward the water. The end of the Finish Line shall be marked by a third pole. The Head Judge shall determine the length of the Start/Finish Line.

5. **Running Lanes** shall be divided into 2 lanes parallel to the waterline. The lanes shall be divided by colored tape, bunting, or other appropriate material.

6. A flag or pole situated 1000m from the start at the end of the lane divider shall designate the turning point.

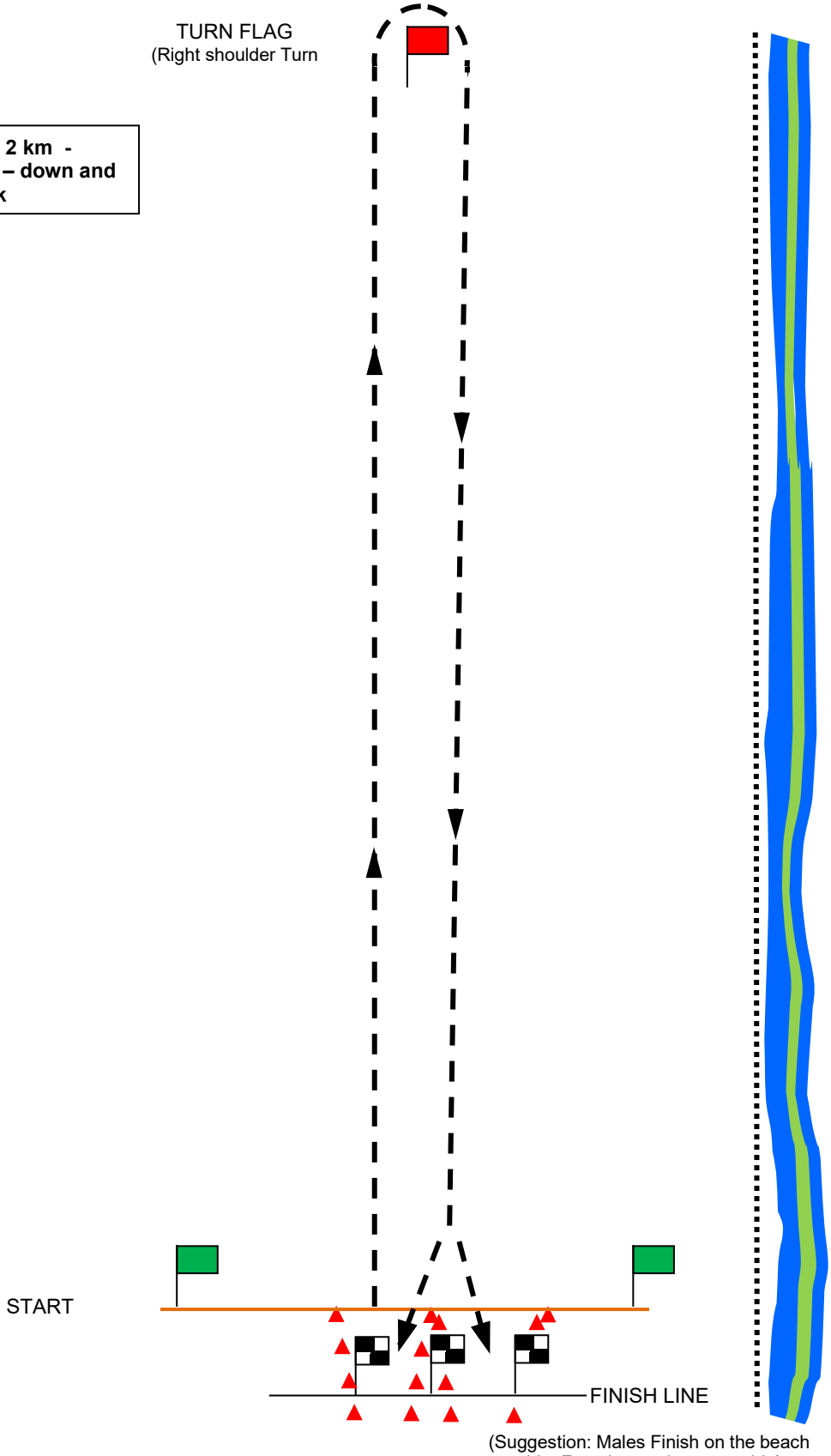
7. **Equipment and apparel** shall be shorts and shirts, which comply with team uniform requirements, may be worn at the competitor's discretion. <u>All competitors must wear beanies</u> with appropriate team colors. Shoes are optional.

8. **Judging**

   a. The judges shall be positioned at one side of the course to maintain overall supervision.
   b. Break judges shall be positioned about 5m away, in line, and on either side of the starting line. If a break occurs, the break judges shall report the competitors to the Starter who shall issue a warning.
   c. Course judges may be appointed to insure the competitors run the coursed without interference to other competitors.
   d. A judge shall be positioned at each turning pole to insure no unnecessary jostling or interference occurs.
   e. Finish judges shall select final place finishes.

9. **Disqualification** in addition to the General Rules, the following behavior shall result in disqualification: Failure to complete the course as defined and described.

DISTANCE 2 km -
COURSE: 1 km – down and back



BEACH RUN

Table of Contents

B. Surf Race

This U 19 event is open. Chapters may enter as many competitors as they wish.

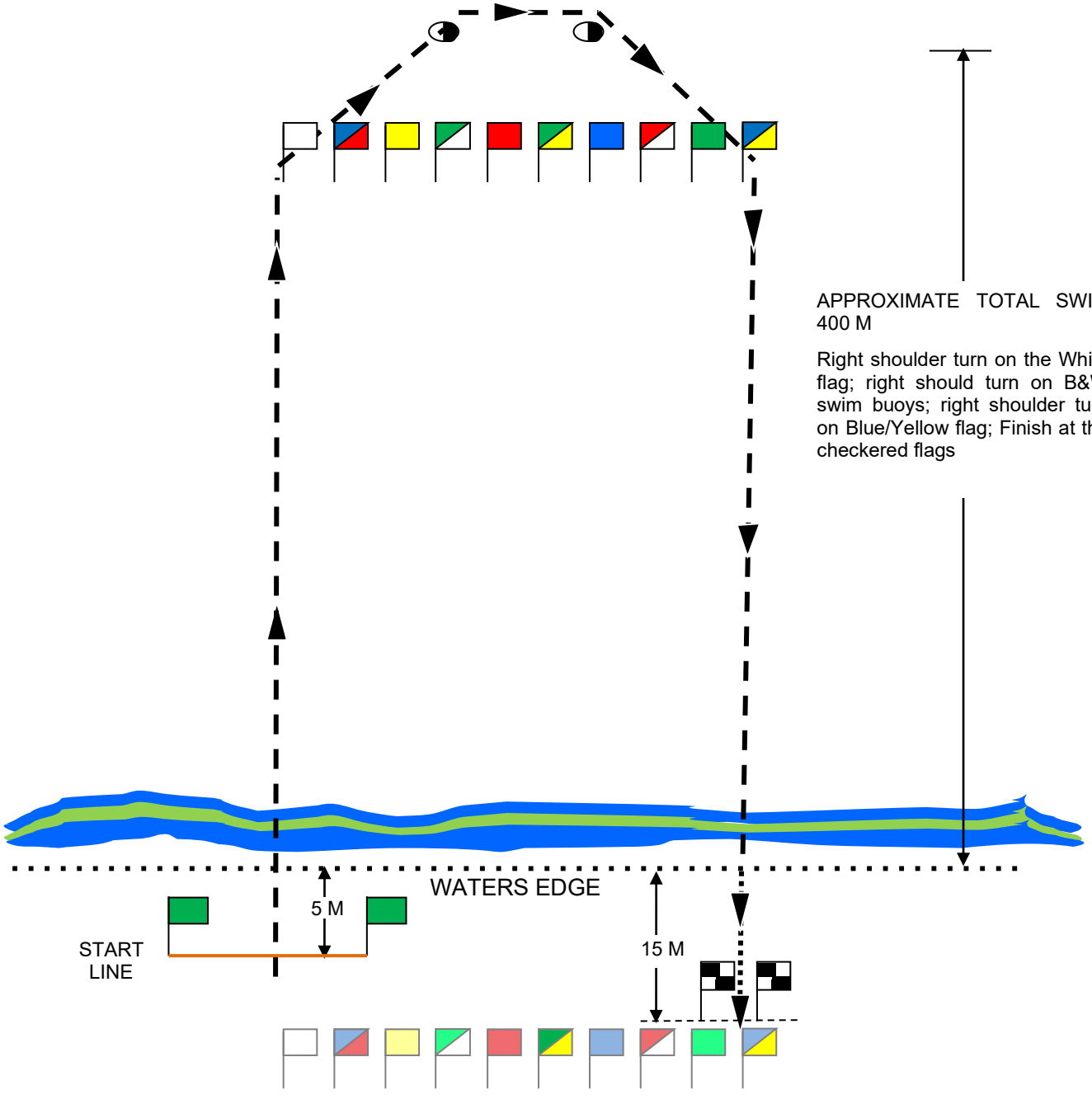
1. **Event Description**
   a. With a running start into the surf from a start line on the beach, competitors swim around the 400m course designated by the passing the white flag and two black and white buoys on their right shoulder, then on to the Blue and Yellow flag to the finish line between two flags on the beach.
   b. To facilitate the recording of placing after the finish, competitors may be positioned either:
      1) on a straight line drawn as approximately a 30-degree angle from the finish line and up the beach; or
      2) on a series of line 10m behind and at right angles to the finishing line, an 5m apart.
2. **The Start Line**

   A brightly colored cord stretched between two poles approximately 40m apart shall be situated 5m from the water's edge, centered on buoy number 1.
3. **The Course**
   a. As shown in the following diagram, the U-shaped course shall be approximately 400m from start to finish.
   b. To ensure fair starts and finishes, alignment of the start finish line start line and finish line to the buoys may be altered at the discretion of the Head Judge, depending on the prevailing sea conditions.
   c. The Swimming Course
      1) Shall be marked by buoys (as indicated in the diagram), the furthest situated approximately 170 m beyond knee-deep water.
      2) Water distances may vary depending upon sea conditions.
4. **The Finish Line**

   Between two flags positioned 5 m apart, shall be situated approximately 15 m from the water's edge, centered on buoy number 10.
5. **Judging**
   a. Competitors must finish on their feet in an upright position.
   b. The finish is judged on the competitor's chest crossing the finish line.
   c. Judges shall be placed to observe the conduct of the event as well as determine competitor's place at the finish line.
6. **Disqualification**

   In addition to the General Rules, the following behavior shall result in disqualification:

   a. Failure to complete the course as defined and described.
   b. Any shifting or hassling for position in the finish funnel.



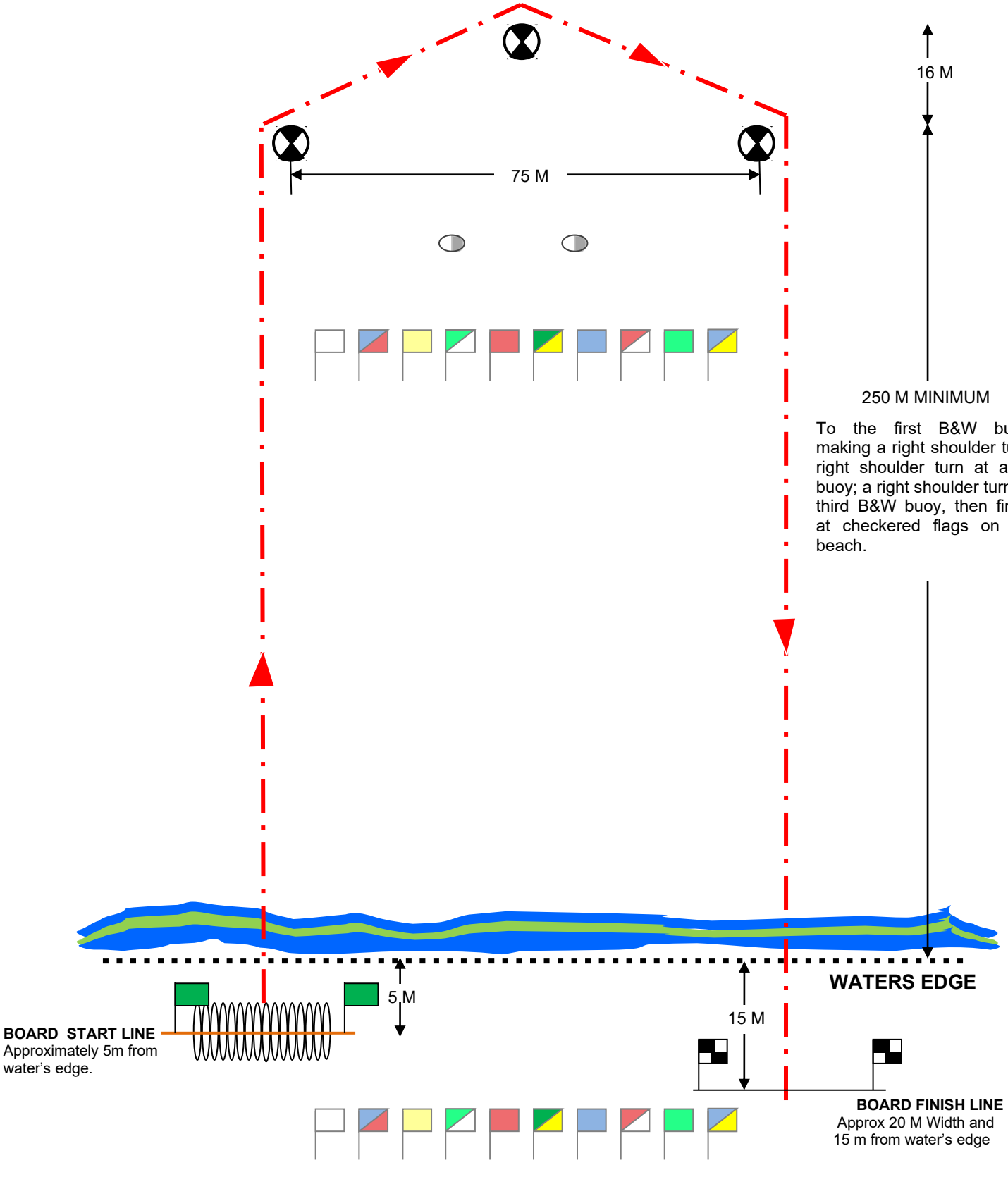
SURF RACE

Table of Contents

A. **Board Race**

This event is Open. Chapters may enter as many competitors as they wish.

1. **Event Description**
   a. Competitors stand behind the Start Line on the beach with their boards, approximately 1.5 m apart.
   b. At the start signal, competitors enter the water, launch their boards, and paddle the course marked by buoys, return to the beach, and run across the Finish Line.
   c. Competitors are not permitted to hold or otherwise interfere with other competitors' boards or deliberately impede their progress
2. **The Course**
   a. The course layout shall be as detailed in the following Board Race diagram.
   b. To ensure fair starts and finishes, alignment of the start finish line start line and finish line to the buoys may be altered at the discretion of the Head Judge, depending on the prevailing sea conditions.
3. **Buoys**
   a. Three buoys of the same color and equal in size to a 50-ltre drum shall be used; two "turning buoys" shall be place approximately 75 m apart, and a minimum 250 m distance from knee-deep water at low tide.
   b. The third "apex" buoy shall be placed midway and approximately 16 m seaward from the turning buoys, thus forming an arc with them.
4. **The Start Line**
   a. Depicted by a bright colored cord, shall be situated on the beach approximately 5 m from the waters' edge.
   b. It shall be 30 meters in length and marked by two poles at either end.
   c. The middle of the Start Line should be aligned with the first turning buoy, but may be altered at the discretion of the Head Judge depending on the prevailing conditions to allow competitors a fair passage around the buoy.
5. **The Finish Line**
   a. Shall be situated on the beach approximately 15 m from the water's edge.
   b. It shall be 20 m in length and marked at each end by a flag on a pole.
   c. Finish flags shall be the same color as the course buoys.
   d. The middle of the Finish Line should be aligned with the third turning buoy, but this may be altered by the Head Judge depending on the prevailing sea conditions.
6. **Equipment – *Boards***
   a. *See Section 6 of the United States Lifesaving Lifeguard Competition Rules and Operational Procedures – Equipment Standards*.
   b. The use of a replacement board is permitted provided that the competitor recommences the race from the start line.
   c. Replacement boards may be brought to the Start Line by a fellow team member providing they do not cause any interference to other competitors.
7. **Judging -** The finish is judged on the competitor's chest crossing the finish line
8. **Control of Craft** – Competitors may lose contact and control of their board without necessarily being disqualified. To complete the race, competitors must have rounded all three buoys and have (or regained) their board to cross the Finish Line.
9. **Disqualification -** In addition to the General Rules, the following behavior shall result in disqualification: Failure to complete the course as defined and described.



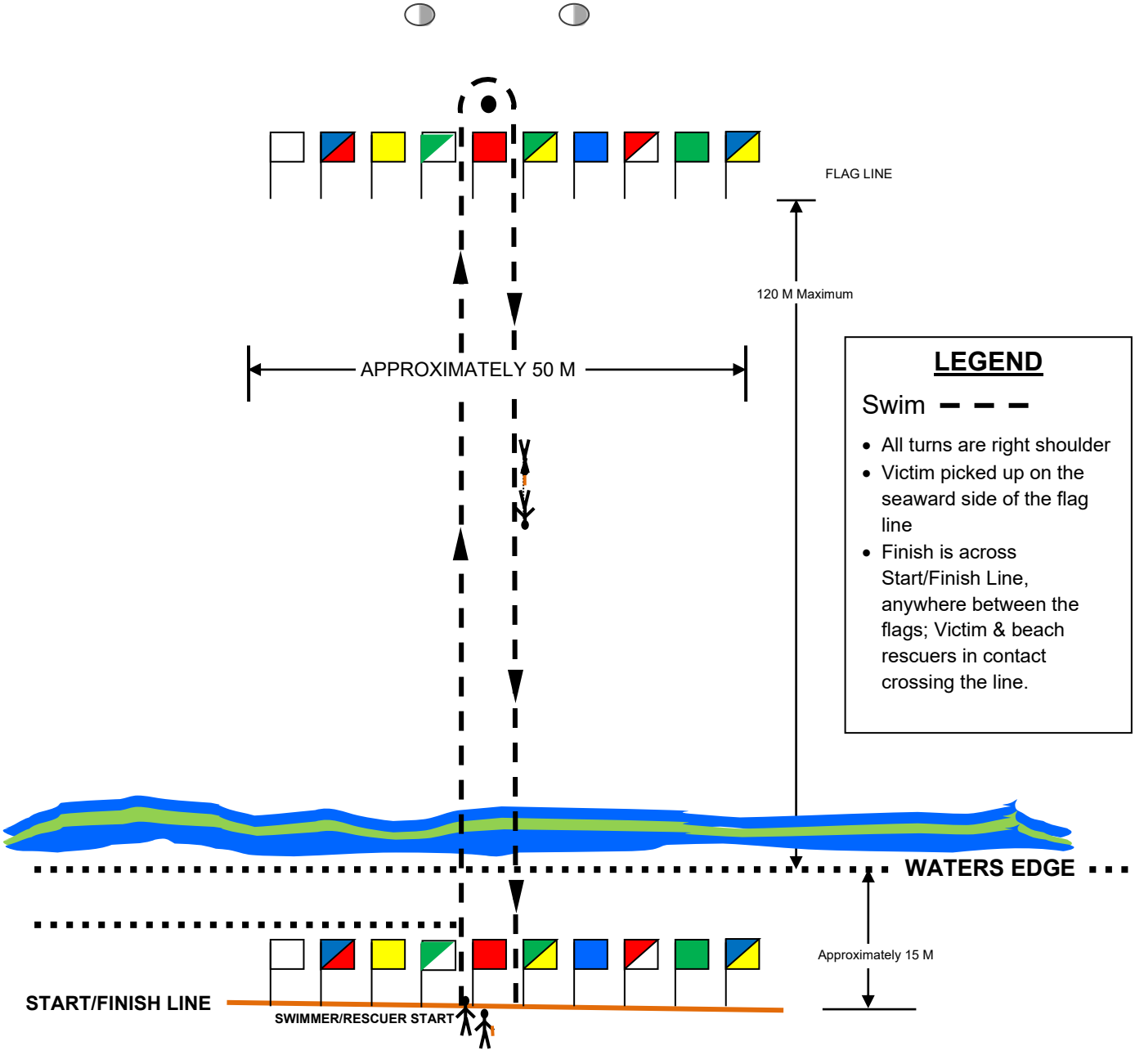
BOARD RACE

Table of Contents

B. **Rescue Race**

This event is limited to three two person teams per Chapter. Teams may be male/female combination.

1. **Distance** – 240 m
2. **Equipment**
   a. Rescue buoy (small Burnside-type buoy)
   b. Swim Fins (for the rescue swimmers ONLY)
   c. Wetsuits (optional for victims ONLY)
3. **Course and Race Conduct**
   a. At the start the victims shall sprint to their appropriate flag off shore marked by the flag line. Pulling the line/flag toward shore may result in disqualification.
   b. Water Judges should be placed at each end of the flag line to insure no infractions.
   c. Once the victim has reached their respective flag they signal their arrival by waving the flag or their arm.
   d. On this signal the rescuer may leave the beach and swim to the victim. The rescuer may have the strap of the rescue buoy on, holding it and their swim fins in their hand. (Fins may not be put on until the rescuer departs the Start Line).
   e. The rescuer swims to the victim, passes the rescue buoy to the victim on the seaward side of the flag line.
   f. The rescuer commences pulling the victim back to shore.
   g. The victim may assist by kicking, but only while the rescuer is swimming and they MUST HAVE BOTH HANDS ON THE RESCUE BUOY AT ALL TIMES.
   h. For safety purposes, when running, the victim need only keep one hand on the buoy.
4. **The Finish**
   a. The Team finishes when BOTH competitors (Victim and Rescue Swimmer) cross the Finish Line, upright with all equipment, i.e. both fins and the recue buoy.
   b. The victim must cross the FINISH LINE holding onto the buoy with at least ONE HAND.
   c. The Finish placing are judged on the chest of the first team member crossing the Finish Line on their feet in an upright position anywhere on the Finish Line between the end flags while still in contact with the victim.



RESCUE RACE

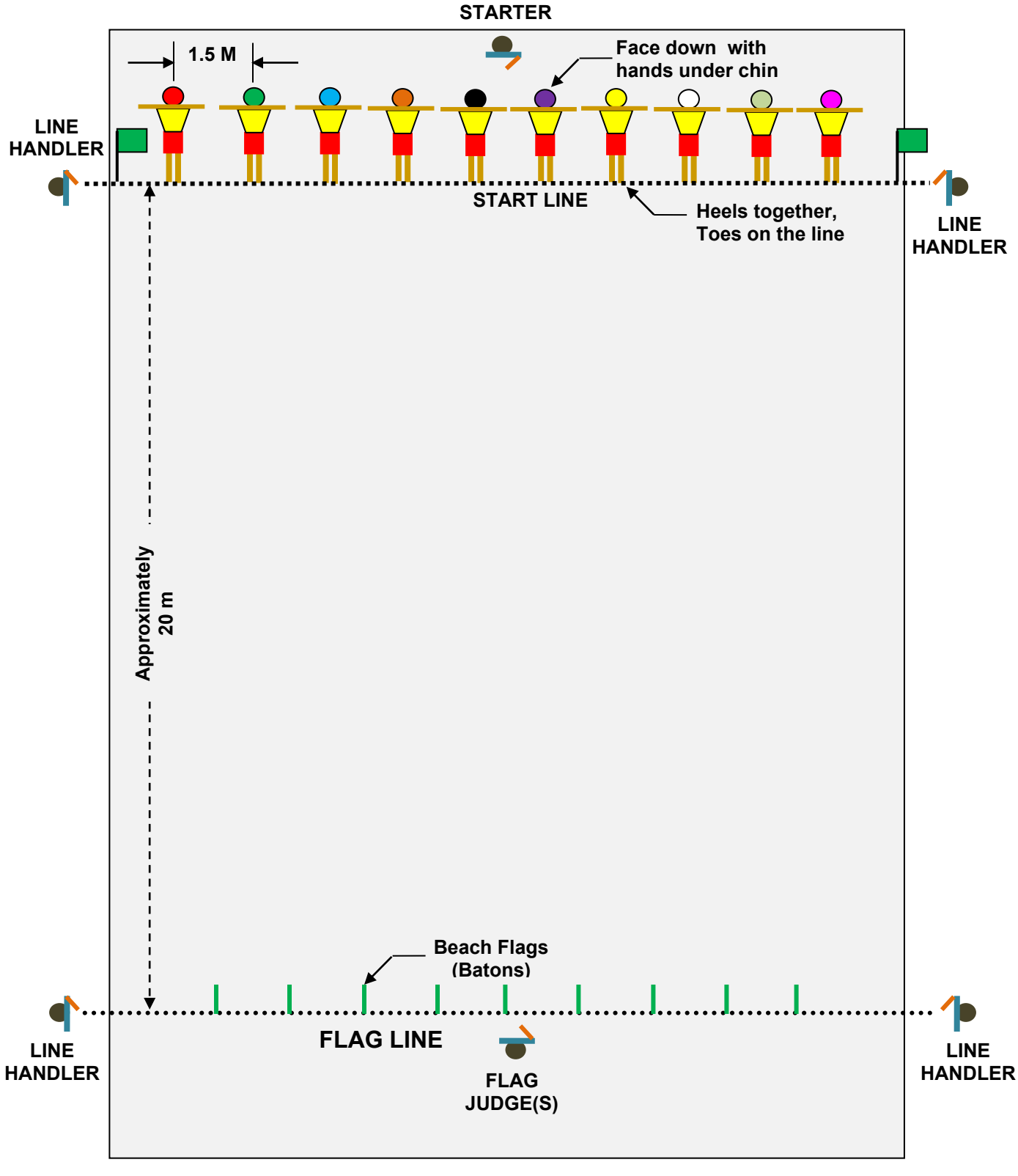
Table of Contents

F. Beach Flags

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
        1) 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.
        2) Competitors eliminated from the event shall retain the point score and/or placing as at that time of the event.
        3) 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 affected.

7. Disqualification
    a. Competitors are not permitted to "deliberately impede" the progress of another competitor (See Deliberate Impedance in the Disqualification section which follows).
    b. Competitors are not permitted to pick up more than one baton.
8. Draw for positions
    a. There shall be a preliminary draw for positions and further draws after each round.
    b. 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. In heats, no more than 3 competitors may be eliminated in any single 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 be conducted, 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.
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.
   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.



BEACH FLAGS

Table of Contents

G. Run-Swim-Run

This event is open. Chapters may enter as many competitors as they wish.

1. **Event Description**

   From the Start Line, competitors run to pass around the turn flags and enter the water to swim out to and around the designated flag line. Competitors swim back to the beach to again run around the designated turn flags before running to the finish line.

2. **The course** – As shown in the following diagram, the course shall be laid out so that competitors run approximately 200 m, swim approximately 300 m, and run approximately 200 m to finish into a funnel finish. Any competitor that impedes or fails to complete the entire course will be disqualified.

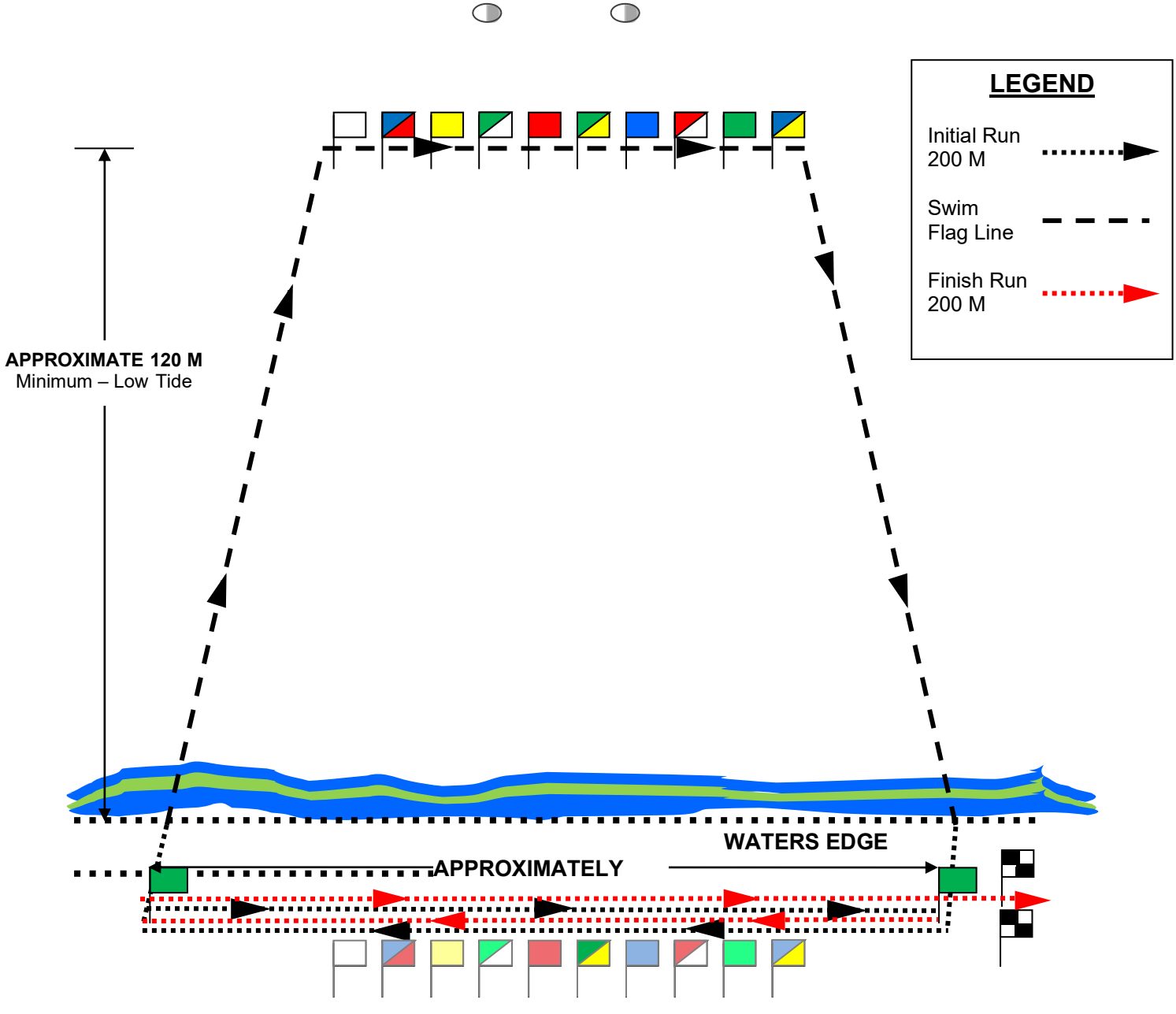
   a. **Run –** The competitors will run parallel to the water's edge from the Start Line to the turn flag placed approximately 100 m distant. After rounding the turn flag clockwise (on their right shoulder), competitors will run back toward the Start Line to another turn flag and round it clockwise (on their right shoulder) and enter the water for the swim.
   b. **Swim -** The competitors will swim clockwise (right shoulder turns) around buoy #1 (white flag), along the entire flag line, to the #10 buoy (blue/Yellow flag) turn clockwise and return to shore.
   c. **Run –** After exiting the water the competitor must run up to and around the turn flag clockwise (right should) and complete the 100 m, running parallel to the water's edge toward the Start Line, turn the flag clockwise (right shoulder) and run the remaining 75 m to the finish funnel.

3. **Judging**

   a. Competitors must finish on their feet in an upright position.
   b. The finish is judged on the competitor's chest crossing the finish line.
   c. Judges shall be placed to observe the conduct of the event as well as determine the competitors place at the Finish line.

4. **Disqualification**

   In addition to the *General Rules* the following behavior shall result in disqualification: Failure to complete the event as described and defined.



RUN-SWIM-RUN

Table of Contents

H. **Ironguard**

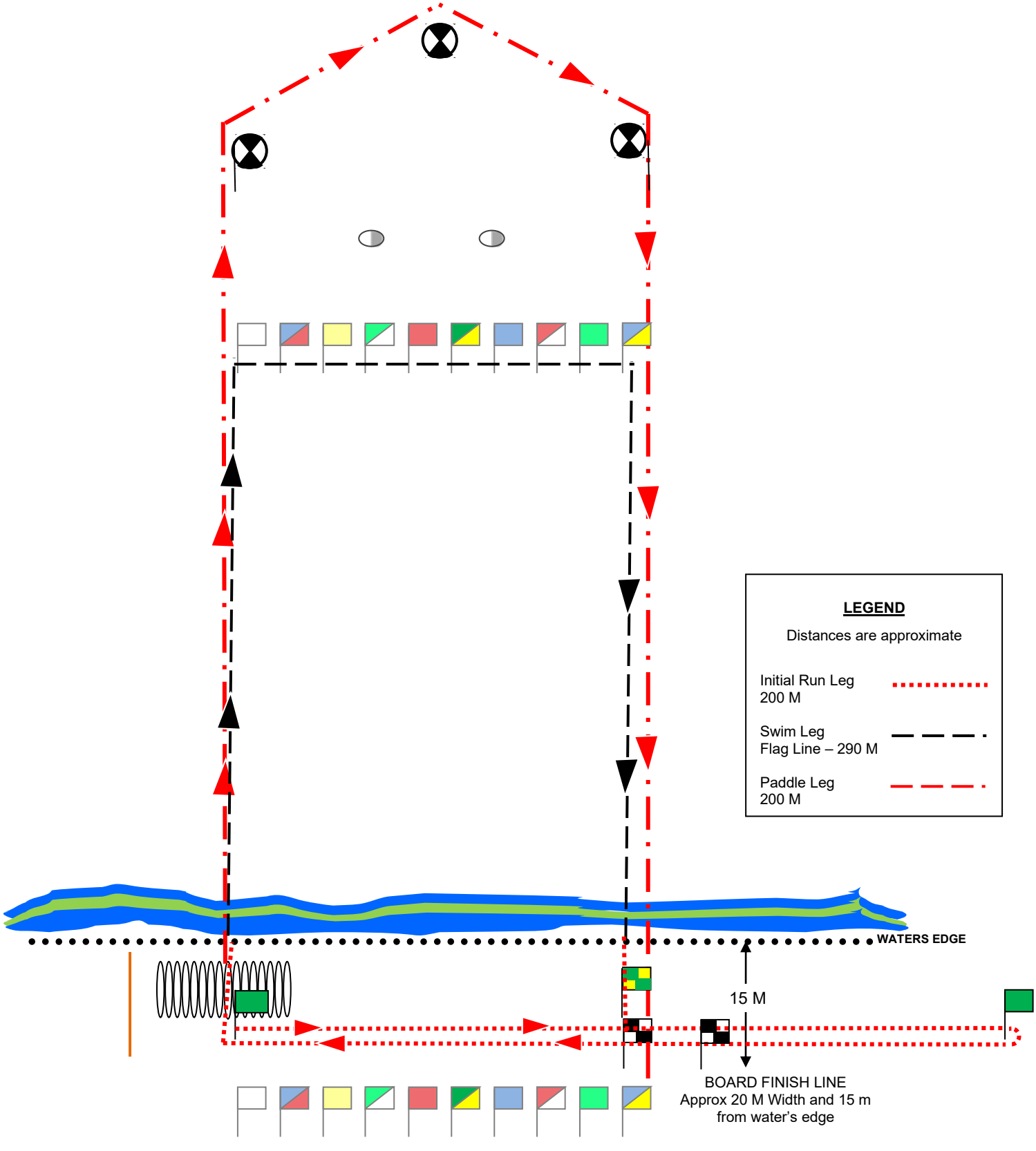
This event is open. Chapters may enter as many competitors as they wish.

1. **Event Description –** The event consists of 200m Run, 290m Swim, 600m Paddle segments – 1,090m TOTAL.
2. **The course -** As shown in the following event diagram
   a. **The Run Leg** - begins from a Start Line on the beach designated by two green flags. Competitors run to a green turn flag, 100 m distant and round the flag clock-wise (right shoulder), return to the Start Line and turn on their right shoulder and enter the water for the Swim leg.
   b. **The Swim Leg** - begins from a Start Line on the beach following the last turn of the Run Leg. Competitors swim the flag line in the water clockwise (right shoulder turns) commencing at the #1 buoy (white flag) and proceeding along the flag line to the #10 buoy (blue/yellow flag) turn clockwise (right shoulder) and return to the beach, right shoulder turn on the turn flag and run to start line to retrieve their Paddle Board for the next leg.
   c. **The Paddle Leg** – Upon reaching the final turn flag at the start area, the competitor will paddle a triangular course around the three black & white, turning clockwise around the buoy and paddle to a right shoulder turn on the turn on the buoys, staying out of the flag line outbound and inbound. Upon returning to the beach the competitors run up to the Finish Line Funnel with their Paddle Board in hand.

3. Finish

   a. Competitors must finish on their feet in an upright position with their paddleboard in hand.
   b. The finish is judged on the competitor's chest crossing the finish line.

4. **Judging -** There will be a judge stationed at the turn flags to direct competitors around the flags, and a water judge at the turns of the swim an paddle to monitor for infractions.



IRONGUARD

Table of Contents

I. Surf Ski Race

This event is open. Chapters may enter as many competitors as they wish.

1. **Event Description**

   a. Competitors steady their skis in a line in knee-deep water about 1.5 m apart.
   b. Competitors must obey directions from the Starter or check starter concerning ski alignment at the start.
   c. On the starting signal, competitors paddle their skis around the triangular course marked by three red buoys in a clockwise direction and return to the finish.
   d. The finish shall be when any part of the ski crosses the in-water finish line – ridden, gripped, or carried by the competitor.
   e. Competitors may lose contact and control of their ski without necessarily being disqualified. However, to complete the race competitors must have their ski and paddle and cross the finish line from the seaward side of while maintaining contact with the ski and paddle.
   f. Competitors are not permitted to hold or otherwise interfere with other competitor's skis or deliberately impede their progress.

2. **Dry start and finish**

   If conditions are such that the Starter cannot provide a fair start, a dry start and/or dry finish (where the ski is left at the water's edge) shall be used.

3. **The course**

   a. The course layout shall be as detailed in the following diagram.
   b. To ensure fair starts and finishes, alignment of the Start Line and Finish Line to the buoys may be altered at the discretion of the Starter, depending on the prevailing sea conditions.

4. **Buoys**

   a. Three buoys, equal in size to a 50 liter drum shall be used: "turning" shall be placed approximately 75 m apart, and a minimum of 300 m paddling distance from knee deep water at low tide mark.
   b. The third "apex" buoy shall be placed midway and approximately 16 m seaward of the turning buoys thus forming an arc with them.

5. **Start Line**

   Need not necessarily be identified, but it shall be marked by two poles positioned so that the center of the Start Line is aligned with the first turning buoy.

6. **Finish Line**

   a. Shall be between 2 flags mounted on stands or poles or other suitable markers, in a position where the craft will finish afloat without grounding.
   b. The flags should be 35 m apart in knee deep water on the opposite end from the Start Line, and is usually aligned with the center of the third turning buoy (allowing for prevailing conditions).

7. **Equipment**

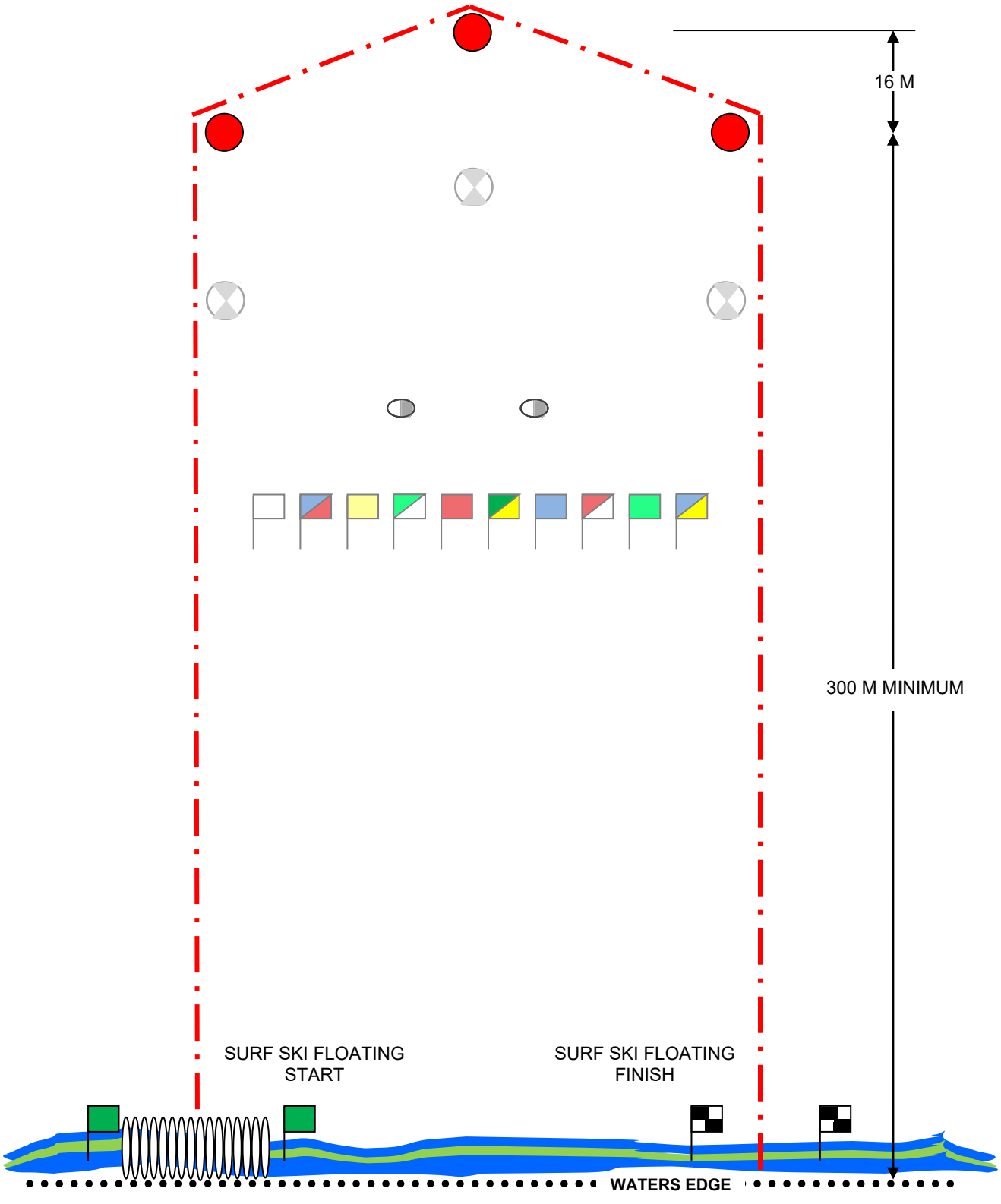
   Surf Skis: *See Section 6 of the United States Lifesaving Lifeguard Competition Rules and Operational Procedures – Equipment Standards*.

8. **Judging**

   To complete the race, competitors must have (or have regained) their ski and paddle and cross the finish line from the seaward side, while maintaining contact with the ski and paddle.

9. **Disqualification**

   In addition to the General Rules, the following behavior shall result in disqualification: Failure to complete the course as defined and described.



SURF SKI RACE

J. Board Rescue Race

1. Event Description

a. In this event one member of the team swims to a designated flag on the flag line, signals their arrival, and waits to be picked up by rescuer on the paddleboard.
b. The pickup is made following a right shoulder turn around the flag and is accomplished on the seaward side of the flag line.

2. Victim

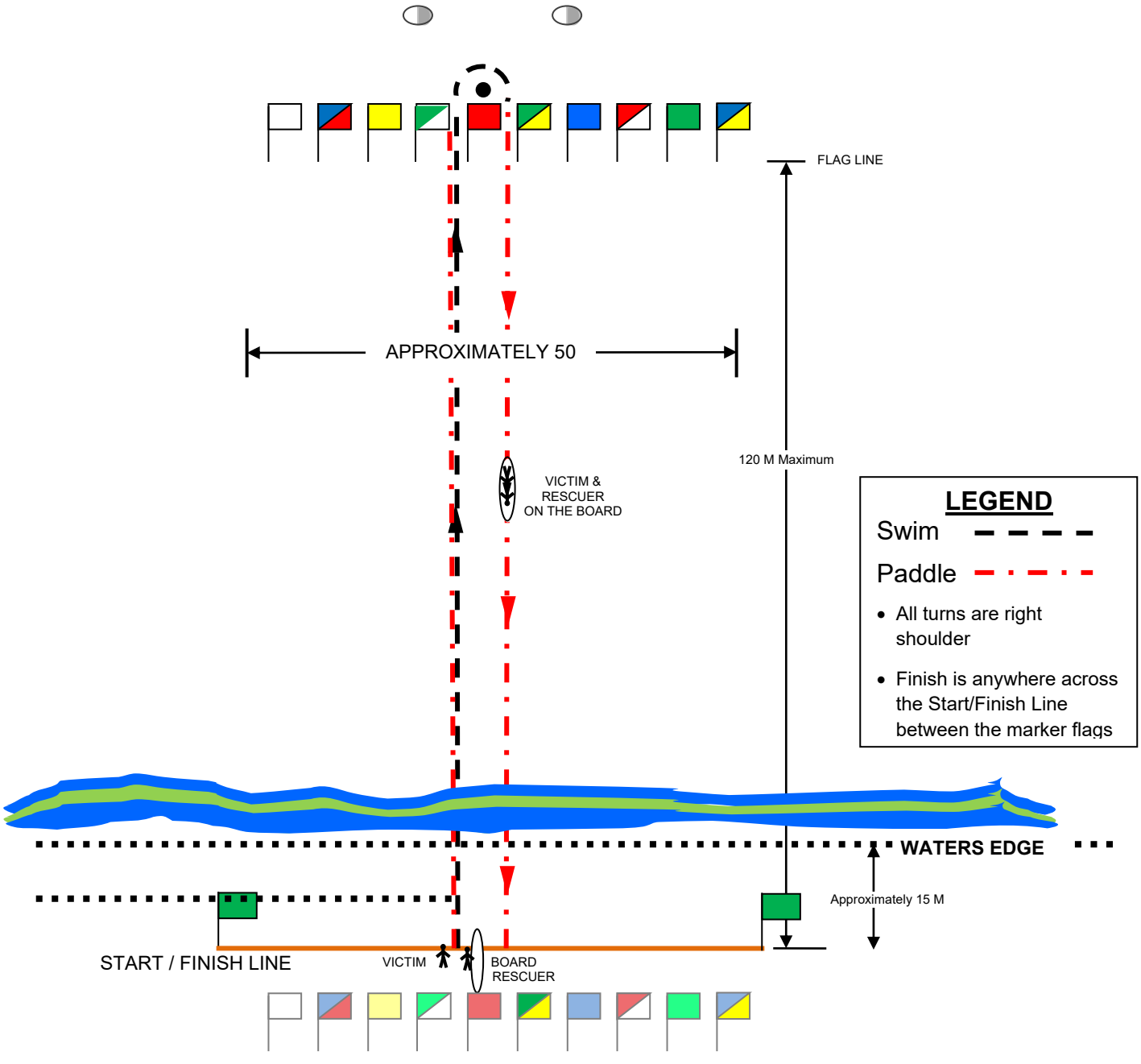
a. From the allotted position on the start line on the beach, and at the start signal, the victim enters the water and swims to their allotted flag approximately 120M from shore.
b. They then wave the flag to indicate their arrival and as a signal to their rescue paddler to leave the start line. The victim then waits on the seaward side of the flag line to be picked up by the rescue paddler.

3. Board Rescuer

a. Upon the victim's signal of their arrival at their designated flag, the rescue paddler enters the water, paddles to their designated flag,
b. round it on their right shoulder, and picking up their victim on the seaward side of the flag line.
c. They complete their turn and both paddle to shore.

4. Judging

a. **Control of the board**
Rescuers and victims may lose contact with the board on the return journey, but both must be in contact with the board when crossing the finish line.
b. **Finish**
The Finish is judged when the chest of the first team member crosses the finish line in an upright position, while both are in contact with the rescue board.



BOARD RESCUE RACE

SECTION 3

CSLSA Junior Lifeguard Competition Guidelines

Table of Contents

I. OVERVIEW -- These guidelines are established as a format for the USLA/CSLSA Junior Lifeguard Championships, and are approved by the USLA/CSLSA Junior Lifeguard Committees. 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):

1. "A" Division 14 and 15 years of age
2. "B" Division 12 and 13 years of age
3. "C" Division 9 to 11 years of age

III. GENERAL COMPETITION FORMAT

A. Competition Events

1. Shall be held in "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.
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.
11. All distances of events are approximations in meters as depicted in Section IV of these rules. Course placement is final and will not be altered unless surf, weather, tide, safety dictate, and/or discretion of the Head Official.

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. 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 ~~Beach Flags~~
      1) The Starter will assign four additional Judges, each from a different Chapter.
      2) If one of those judges has a competitor in the finals from his/her Chapter, he/she will be replaced with another official.
   b. Finish Judge
   c. Water Judge
   d. Safety Personnel
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. 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.
4. 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 (USLA) or Chapter (CSLSA).
5. Conduct of coaches and competitors shall be to display the utmost courtesy and high ideals of sportsmanship and fair play at all times.
6. All distances of events are approximations in meters as depicted in Section IV of these rules. Course placement is final and will not be altered unless surf, weather, tide, safety dictate, and/or discretion of the Head Official.

IV. DESCRIPTION AND RULES OF EVENTS

A. Distance Run

1. Entry is limited to 3 boys and 3 girls in each division.
2. Distances:

   a. "A" Division 2.0 k / 1.2 miles
   b. "B" Division 1.5 k / 1.0 miles
   c. "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 from each Chapter.
2. Distances:

   a. "A" Division 360 M ("AA" Course) - swim the entire U-shaped course.
   b. "B" Division 300 M ("B" Course) - swim the two red buoys on the course
   c. "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.
5. The competitor finishes when his/her body crosses the finish line at the neck of the funnel finish.

C. 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:

   a. "A" Division 600 M ("A" Course) – paddle all three buoys on the course
   b. "B" Division 450 M ("B" Course) – paddle all three buoys on the course
   c. "C" Division 400 M ("C" Course) – paddle all three buoys on the course

3. Board Specifications:
   a. "A" Boys and Girls - 10'6" or smaller Rescue Boards (as defined by USLA competition guidelines)
   b. “B” Boys and Girls – 9’ or smaller SOFT boards
   c. “C” Boys and Girls – 9’ or smaller SOFT boards
2. The start of the race shall be from the water's edge at a starting line designated by the Starter/Head Judge.
3. The finish will be a funnel finish line on the beach.
4. 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:
   a. "A" Division 260 M ("A" Course)
   b. "B" Division 200 M ("B" Course)
   c. "C" Division 150 M ("C" Course)
3. Equipment:
   b. Rescue buoy (small Burnside-type buoy)
   c. Swim fins (for rescue swimmer only).
   d. Wetsuits (optional, for victim only)
   e. Each competition team must provide their own equipment
4. Course and Race Conduct:
   a. Victims shall swim to the appropriate distance off shore marked by either the flag line on “A” Division course; or
   b. two buoys on the “B” & “C” course. They will hold onto the flag base; or
   c. a line stretched between the buoys (“B” & “C”) while staying in line with the buoys. **NOTE:** Pulling the line toward shore and inside the buoys may result in disqualification.
   d. Judges shall be placed at each end of the marker line to ensure no infractions
   e. The rescuer starts from the beach at the START/FINISH LINE established by the Starter/Head Judge.
   f. The rescuer may wear their fins from the start if so desired.
   g. The rescuer swims to the victim and returns to shore pulling the victim behind.
   h. The victim may assist by kicking, but only while the rescuer is swimming, MUST HAVE BOTH HANDS ON THE BUOY AT ALL TIMES.
   i. For safety purposes, when running, the victim need only keep one hand on the buoy.
   j. The team finishes when BOTH competitors cross the FINISH LINE with all equipment, i.e. both fins and the rescue buoy.
   k. 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, no more than four members may be of one gender.

2. Distances:
   a. "A" Division 240 M per swimmer - swim around two designated flags in the course
   b. "B" Division 200 M per swimmer - swim around one red buoy in the course
   c. "C" Division 150 M per swimmer - swim around one red buoy in the course
3. All competitors must sit in a straight line in their designated lane before and after swimming their portion of the relay. After swimming their individual leg of the relay, each swimmer shall sit in order they swam, with their surf cap pulled down around their neck.
4. The relay exchange shall be a hand tag behind the START/FINISH LINE. Disqualification will result from an early start.
5. The finish will be determined for each team when its last swimmer crosses the START/FINISH LINE.
6. Any interference to a relay team who is not yet finished, by a celebrating team who is finished, maybe grounds for disqualification.

F. 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 3 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.

1) 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.
2) Competitors eliminated from the event shall retain the point score and/or placing as at that time of the event.
3) 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 affected.

c. Disqualification

1) Competitors are not permitted to "deliberately impede" the progress of another competitor (See Deliberate Impedance in the Disqualification section which follows).
2) 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. In heats, no more than 3 competitors may be eliminated in any single 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 be conducted, 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.

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.
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:
   a. "A" Division 640 M (200-240-200) (Swim shall be the flag line)
   b. "B" Division 600 M (200-200-200) (Swim shall be one red buoys in the course)
   c. "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.
b. A swim turn flag will be placed adjacent he 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. 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.

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:
   a. "A" Division 1,040 Total Meters (240 M Swim, 200 M Run, 600 M Paddle)
   b. "B" Division 1,700 Total Meters (200 M Swim, 200 M Run, 450 M Paddle)
   c. "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.

V. AWARDS

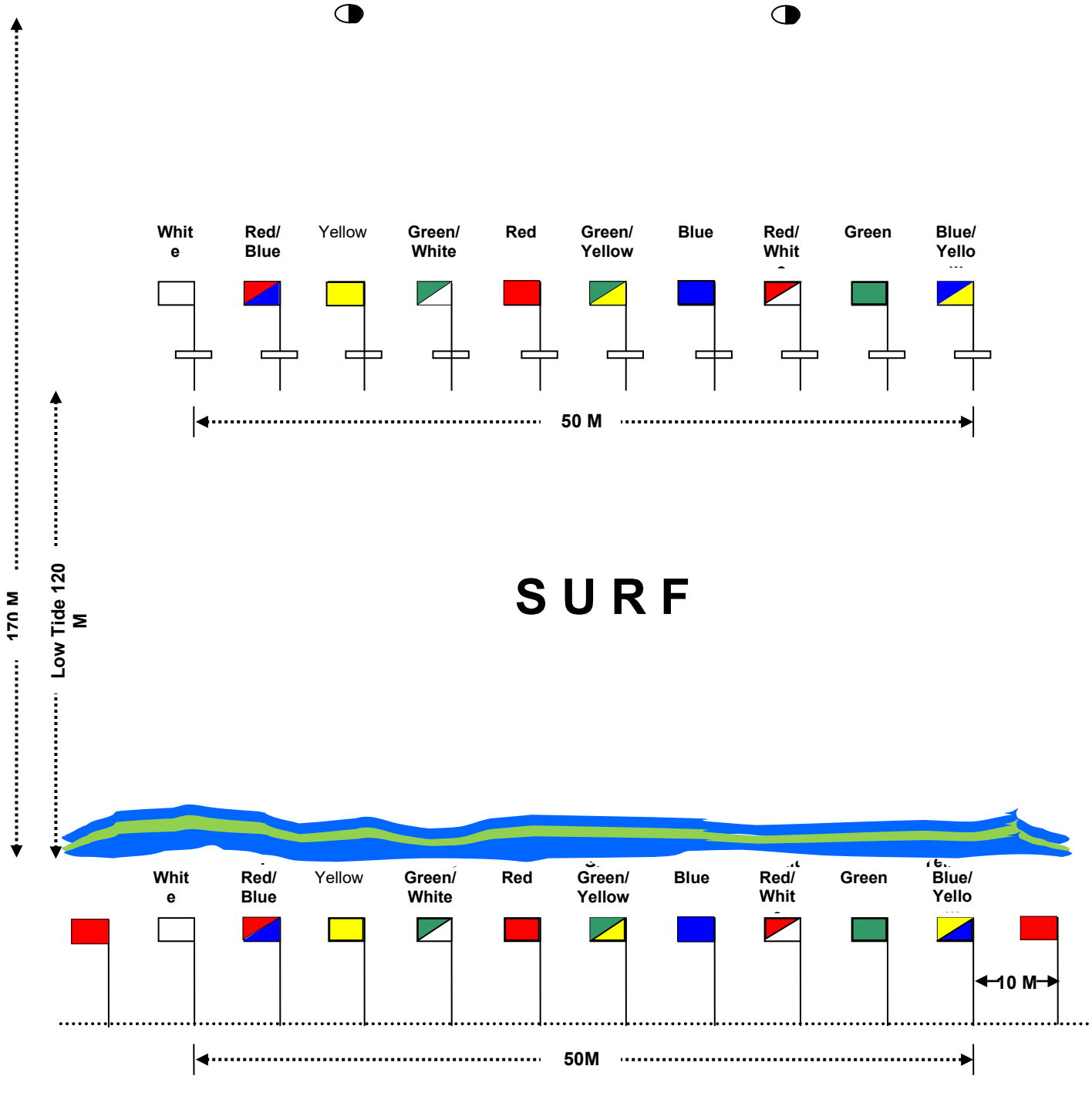
Individual awards will be awarded through fifth place in each individual and relay event.

JUNIOR LIFEGUARD

COMPETITION GUIDELINES

Course Drawings

Per USLA Junior Lifeguard Competition Guidelines
Adopted August 15, 2015

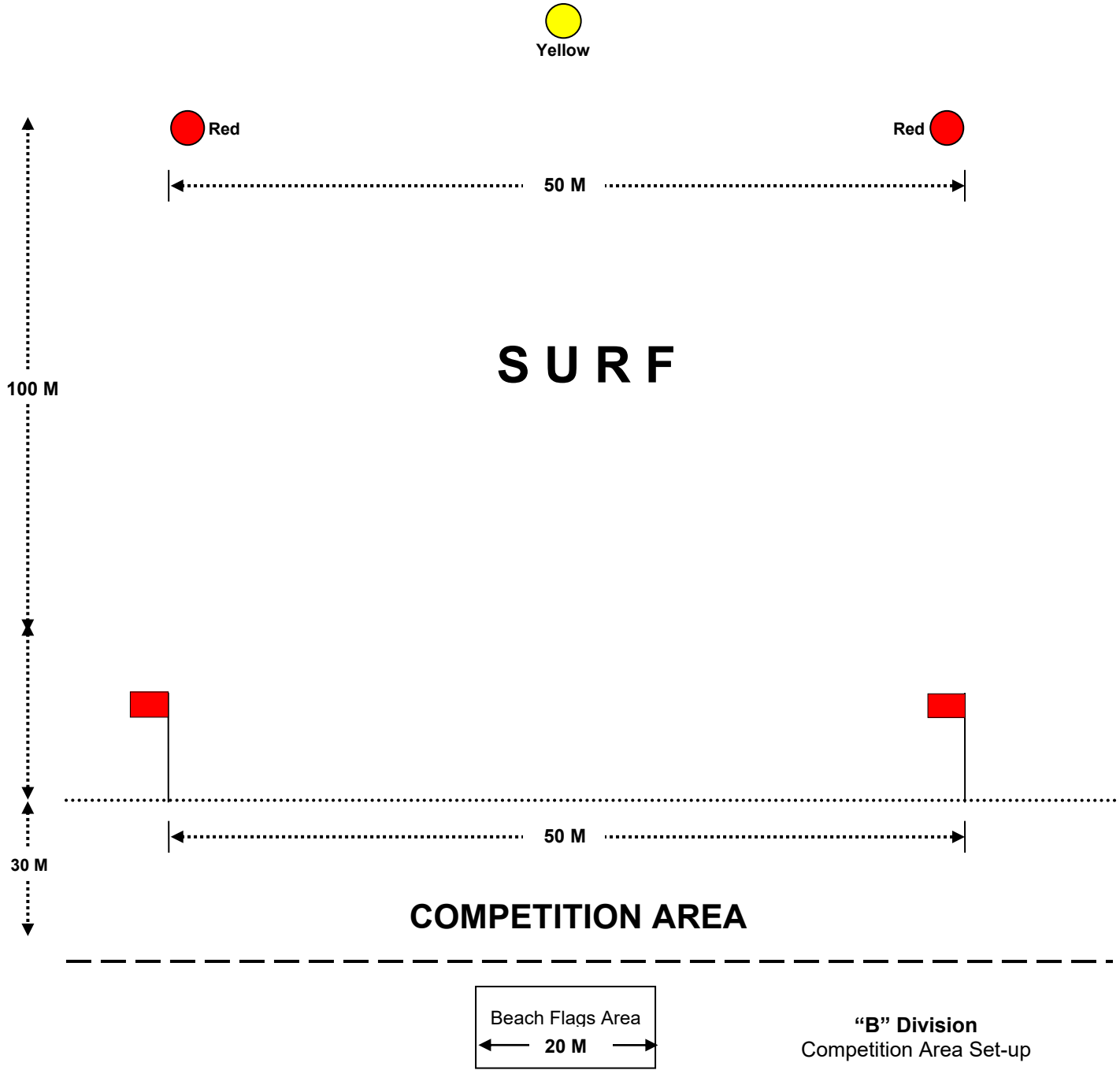


COMPETITION AREA

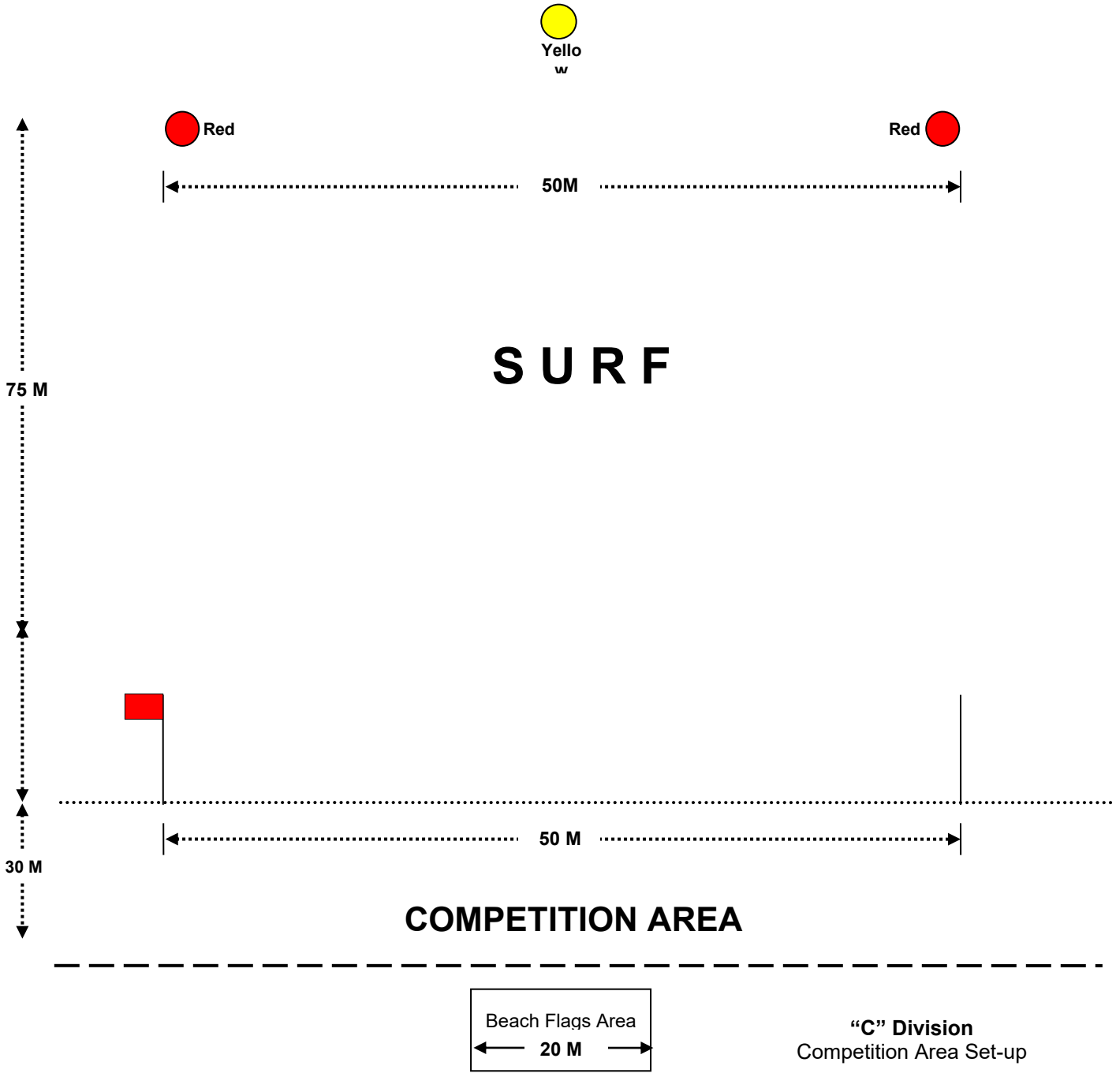
Beach Flags Area
20 M

"A" ~~& "AA"~~ **Division**
Competition Area Set-up

Table of Contents

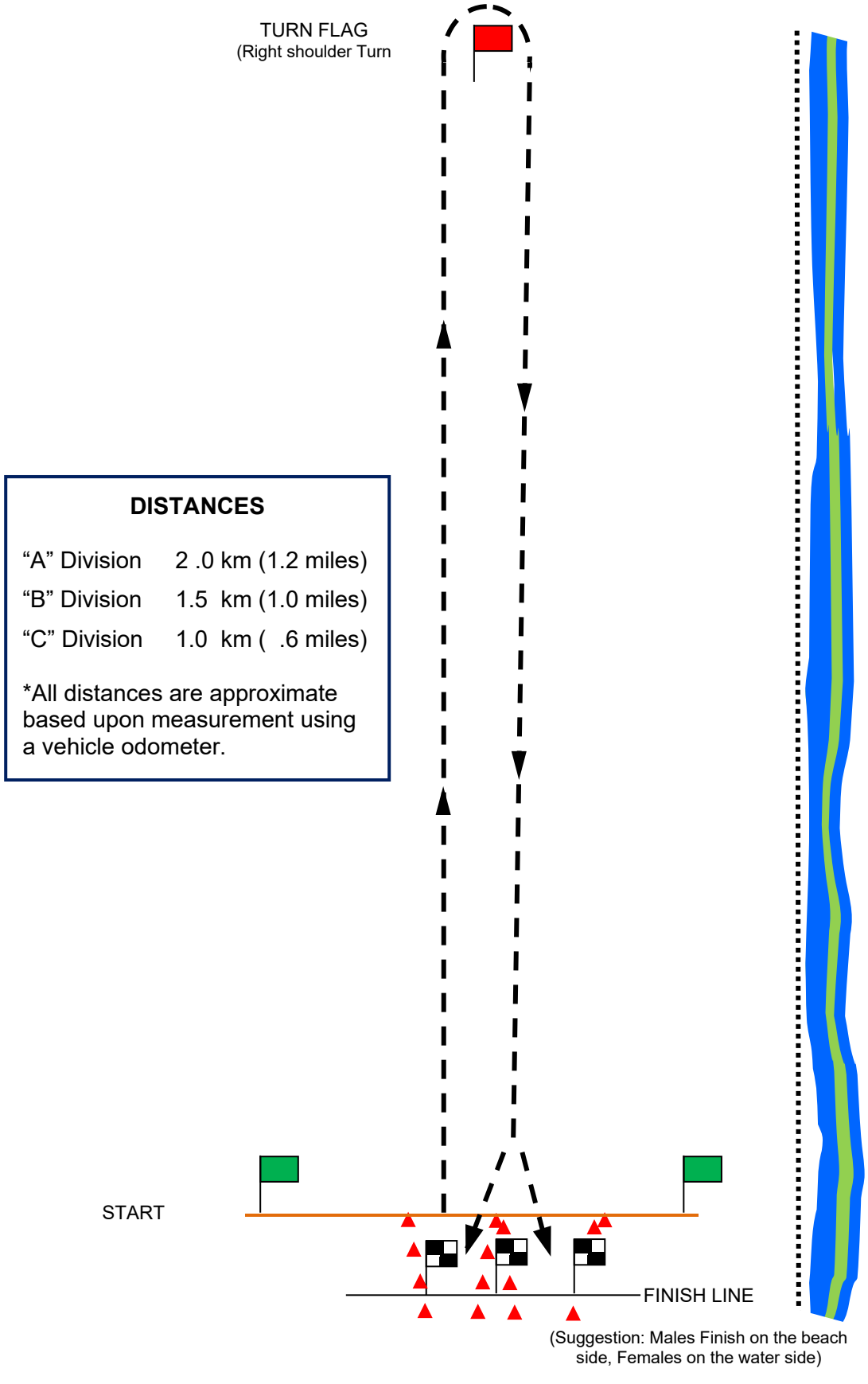


"B" Division
Competition Area Set-up

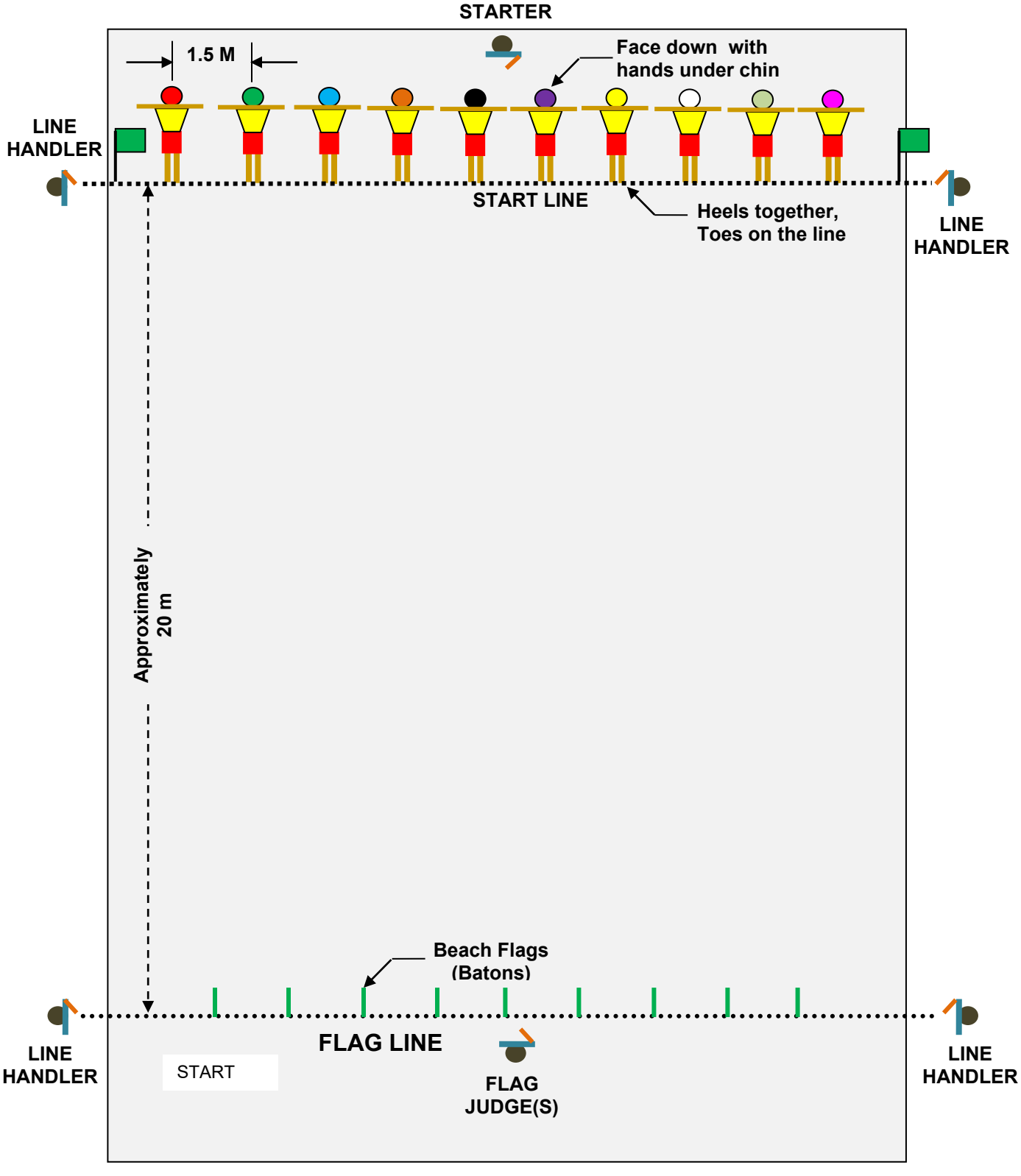


"C" Division
Competition Area Set-up

Table of Contents


TURN FLAG
(Right shoulder Turn
DISTANCES
"A" Division 2 .0 km (1.2 miles)
"B" Division 1.5 km (1.0 miles)
"C" Division 1.0 km (.6 miles)
*All distances are approximate based upon measurement using a vehicle odometer.
START
FINISH LINE
(Suggestion: Males Finish on the beach side, Females on the water side)

BEACH RUN



BEACH FLAGS

Table of Contents

APPENDIX C

Suggestions and Examples for Hosting a CSLSA Board of Directors Meeting

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.

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.

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.

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.
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)

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
        1) 2 ice chests or buckets
        2) 4 large bags of ice per day

K. Fund raisin

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.

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**

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	
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
Total Meeting Expenses	**$ 3,282.19**

Fund Raising Expenses

Raffle Tickets	$ 8.70
"Thank you" Gifts for sponsors	$ 200.00
Raffle Prizes	$ 100.00
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
Total Income	**$ 4,220.00**

Total Expenses

Meeting Expenses	$ 3,282.19
Raffle Expenses	$ 308.70
Total Expenses	**$ 3,590.89**

Net:	**$ 629.11**

Table of Contents

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

APPENDIX D

C*SLSA* Life Member and Distinguished Honor Roll Suggestions and Examples of Awards

Table of Contents

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

APPENDIX E

SOCIAL MEDIA POLICY HANDBOOK

Adopted: April 8, 2022

Table of Contents

SOCIAL MEDIA POLICY HANDBOOK

INTRODUCTION

Mission of CSLSA

The mission of the CSLSA is to promote beach safety awareness and professional open-water lifesaving standards. Our members include lifeguards, junior lifeguards, and open-water rescue professionals from California (Santa Cruz south to the Mexican border) and Arizona. We accomplish our mission through public education, junior lifeguard programs, training programs, exchange programs, competition, and other means. The CSLSA is a non-profit (501C3, tax exempt) organization that works to prevent and reduce aquatic injuries, accidents and fatalities at open-water beaches.

The California Surf Lifesaving Association (CSLSA) recognizes the importance of social media outreach as a channel to communicate with fellow lifesavers and especially the public. The goal is to share messages, prevent drowning events and injury at beaches, lakes, and other recreation areas that involve open-water aquatic environments. This handbook establishes guidelines for maintaining the various CSLSA social media accounts, and outlines the role of Social Media Administrators and liaisons that will be responsible for managing these accounts.

Mission of the CSLSA Social Media Committee

The mission of the CSLSA Social Media Committee is to expand the association's impact in the community by increasing public exposure to the diverse member chapters, their operations, and junior lifeguard programs.

DEFINITIONS

Social Media

Various forms are of communications such as direct messages, photos, and videos, which allow interaction among individuals, groups, and organizations. Social media are primarily Internet and mobile-based tools for sharing and discussing information. For CSLSA, it is another tool to communicate openly with the members of the public.

User

Any person who actively posts texts, photos, or videos on social media websites including, but not limited to, Twitter, Facebook, Instagram, You Tube, Flicker, Wikipedia, blogs, and other similar sites currently in existence and those yet to be invented.

Account Administrator

A user who has administrative privileges to change account settings, manage communications, and post on behalf of an organization or agency.

Fan/Follower

A Fan/Follower (either an association member or member of the public) who has chosen to follow or "Like" the CSLSA social media account page. A fan or follower will generally see the majority of posts from the CSLSA social media account.

Post

On behalf of CSLSA, a communication of texts, pictures, videos, or any combination of the three, are displayed on a social media platform.

Content

The actual substance of the post includes the specific words, pictures, and videos used in the communication.

Platform

The account to which content is posted. Social media platforms include Facebook, Instagram, You Tube, and Twitter.

Boosted/Sponsored Post

A post or action for which the account administrator pays money to the social media platform in order to increase exposure and impressions displayed.

CSLSA SOCIAL MEDIA ADMINISTRATORS AND LIAISONS

Administrators Duties

The CSLSA Social Media Administrator(s) will be the Committee chairperson(s) who will be charged with managing the CSLSA Lifeguard Social Media accounts, including Facebook, Instagram, You Tube, and Twitter. The CSLSA Social Media Administrator(s) will be tasked with the responsibility of monitoring the diverse member chapter social media accounts for content to use on the CSLSA Social Media platforms, and will be the focal point for CSLSA Social Media communication.

The CSLSA Social Media Administrator duties include, but are not limited to:

- Generating social media content
- Planning and scheduling posts
- Communicating with member chapters for social media content
- Manage the Social Media Committee budget
- Monitoring social media traffic, impressions, and trends
- Moderating material for consistence with the goals and/or policies of the CSLSA
- Disallow/remove any inappropriate or distasteful comments

Liaisons Duties

The CSLSA Social Media Liaisons will be the social media leaders from individual chapters, with the ability to post on the CSLSA social media platforms, on behalf of their respective chapters. Their posts on the CSLSA Social Media platforms are subject to evaluation by the CSLSA Social Media Administrator(s) and may be removed if deemed necessary by the CSLSA Social Media Administrator(s).

POSTING POLICIES

Post Quotas

The following percentages indicate the appropriate division of social media content. These quotas shall be a goal and guideline, may be adjusted as needed, and are subject to change by the CSLSA Social Media Committee as needed.

- **25%** - Junior Lifeguard Content
- **30%** - Lifeguard Daily Operations, Event Posts, Stories, Lifeguard History
- **25%** - Drowning Prevention/Water Safety
- **10%** - Member Beach Showcase
- **10%** - Promotion for Tryouts, Lifeguard Special Events, and Competition Team

Scheduled Posts

Are posts that have been planned in advance and strategically posted at a scheduled time. A scheduled post generally relates to non-time sensitive publishing content that includes the following categories:

- Junior Lifeguard Content
- Lifeguard Daily Operations, Event Posts, Stories, Lifeguard History
- Drowning Prevention/Water Safety
- Member Beach Showcase
- Promotions

Event Posts

Are time sensitive posts with varying degrees of publishing priority and sensitivity.

Event Posts are strictly posts with information about an event or incident that involves CSLSA chapter beaches. The goal of an Event Post is to display our lifeguard service in a positive image, communicate the non-traditional nature of lifeguarding in a variety of ways, and communicate important safety information. Event Posts can range from lifeguard competitions, lifeguard training exercises, beach incidents, or lifeguard employment opportunities.

Boosted Content

Boosted posts should be dedicated to promoting beach safety information or newsworthy events that happen within the CSLSA.

CONTENT GUIDELINES

All posts shall adhere to the following guidelines, unless specifically approved by the CSLSA Social Media Administrator(s):

- Posts that include pictures should include a caption with a description of the picture and the name of the beach at which it was taken. Tagging of beaches included should be used.
- When possible, posts with the pictures of any member of the public, cars, or vessels shall be taken or edited in such a way to ensure that the victim is unrecognizable, or the license plate, boat name, or registration number is not visible. Photo editing to blur or blackout identifying material is appropriate.
- If there is a question about content to be posted, contact the CSLSA Social Media Administrator(s) via socialmedia@cslsa.org and the matter will be discussed with guidance from the CSLSA Executive Board.

GENERAL SOCIAL MEDIA GUIDELINES

Guidelines for Gathering Content from the Field

Gathering content, taking pictures, or filming shall not interfere with the lifeguard's duty to act in an emergency. Video footage is a great way to show the work that lifeguards do. However there is increased liability. Follow your individual chapter/departments social media policy regarding photo and video collection.

Direct Communication, Comment, and Private Messages

It is important to remember that direct response and wall-to-wall communications are viewed in public forums. This is not like talking on the phone in a private one-to-one conversation. The CSLSA Social Media Administrator(s) and Liaisons should always be aware of tone, attitude, and how the communication will be perceived when communicating in public forums from the CSLSA Social Media accounts. If a direct question is posed in a comment section or through a private message, the CSLSA Social Media Administrator(s) and Liaisons may respond and encourage the person to ask their question via email to socialmedia@cslsa.org. Questions should then be answered or referred to the appropriate officer of committee chairperson.

CSLSA Social Media Administrator(s) should constantly monitor comments, disallow/remove any inappropriate or distasteful comments. CSLSA Social Media accounts shall not be used to create a public forum for rebuttal or controversial issues. All efforts will be taken to mitigate debates or arguments in the public setting.

LIABILITY AND LEGAL

Every effort should be taken to prevent the creation of liability in content that is posted on behalf of CSLSA Social Media accounts. It is also important to consider that posts may be used in future lawsuits, and that material that could compromise the Associations image should not be posted.

CSLSA Social Media accounts will not be used under any circumstances to discredit allied lifeguard or other public safety agencies, post sexual/sensual pictures portraying personnel of same, or be used in any way for personal or monetary gain.

ACKNOWLEDGEMENTS

This policy was created with guidance from the California State Lifeguard Social Media Standard Operating Procedures. As an affiliated body with the CSLSA, it was pertinent to utilize their Standard Operating Procedure to create this policy.

These guidelines will be revised often, and updated as new challenges arise and successful systems are implemented.