



ROYAL CANADIAN MARINE SEARCH & RESCUE POLICY MANUAL


Date Approved:	Date Revised: March 31, 2017
-----------------------	--

Contents

I. POLICY FORMATION	4
POL-100 Policy Procedures.....	5
II. HUMAN RESOURCES	6
HR-100 Privacy.....	7
HR-101 Respectful Workplace.....	10
HR-102 Safe Reporting	14
HR-103 Conflict of Interest	16
HR-104 Board of Governors and Management Team Code of Conduct with Stations and Societies.....	19
HR-105 Coast Guard Employees Running for Elected Positions within RCMSAR.....	20
HR-106 Probationary Period.....	22
HR-107 Criminal Record Check.....	23
HR-108 Resignation of RCMSAR Members.....	26
HR-109 Station Leadership Elections.....	27
HR-110 Member Recognition and Awards	29
HR-111 Junior Program	31
HR-112 Professional Relationships	33
III. COMMUNICATIONS	35
COM-100 Communications	36
IV. SAFETY AND OPERATIONS	39
OPS-100 Safety and Training Board (STB).....	40
OPS-101 Vessel Safety.....	44
OPS-102 Accident Reporting and Investigation.....	46
OPS-103 Critical Incident Stress	48
OPS-104 Personal Protective Equipment	49
OPS-105 Approved Clothing.....	55
OPS-106 Alcohol and Drug Use by On-Duty RCMSAR Members	57
OPS-107 Distracted Driving/Helming.....	59
OPS-108 Towing.....	60
OPS-109 Medication Administration Restrictions	63
OPS-110 Special Events.....	64
OPS-111 Guests on RCMSAR Resources During Authorized Non-SAR Activities.....	67
OPS-112 Media Rides	70
OPS-113 Use of Non RCMSAR Vessels During Authorized Activities.....	71
OPS-114 In-Water Training	73
OPS-115 Pyrotechnic Distress Signals and Devices - Non-Use	75
V. FINANCE & ADMINISTRATION	77
ADM-100 Ethical Fundraising and Financial Accountability.....	78
ADM-101 Telemarketing.....	83
ADM-102 Donors and Tax Receipts.....	84
ADM-103 Gift Acceptance.....	85
ADM-104 Purchasing Procedures - Operations	88

ADM-105 Personal Equipment Claims	90
ADM-106 Travel Authorization	92
ADM-107 Meal Reimbursement	93
ADM-108 Training Course Registration	94
ADM-109 Provision of Accredited Instruction by RCMSAR Members	96
ADM-110 Expense Reimbursement for Training Courses	97
ADM-111 Crew Safety	99
ADM-112 Operational Agreements and Outside Agencies	101
VI. SOCIETIES	102
SOC-100 Responsibilities of RCMSAR.....	103
SOC-101 Responsibilities of the Society.....	105
SOC-102 Society Members	107
SOC-103 Society’s Role in Vessel Acquisition, Maintenance, and Equipment	108
SOC-104 Society’s Public Profile	109
SOC-105 Society Fundraising.....	110
SOC-106 Grants.....	112
SOC-107 Penalties	113
VII. VESSELS & EQUIPMENT	114
VES-100 DRV Procurement, Refit or Replacement.....	115
VES-101 Station Vessel Assignments	119
VES-102 DRV Engine Replacement, Procurement and Restrictions.....	120
VES-103 Vessel Offers: Owner / Operator	123
VES-104 Non-Member Owned Vessels.....	126
Appendix 1 – Policy References	128

I. POLICY FORMATION

	POLICY	
	POL-100 Policy Procedures	
	Original Date	Revision Date
	March 8, 2017	March 31, 2017

Policy

RCMSAR will develop and maintain policies to create a common understanding of our aims and standards.

Reason for Policy

A formal process for policy development, maintenance and revision promotes consistent practice in policy matters and encourages broad input and effective communications.

Accessible and understandable policies lead to a common understanding of RCMSAR's mission, values, expectations, and operational standards to support our mandate.

Comprehensive policies provide a reference for best practices that increase safety, reduce risk to the organization, promote financial responsibility, and create a rewarding work environment for all personnel.

Guidelines

RCMSAR will maintain a Policy Manual available on line and at RCMSAR HQ. The printed Policy Manual at RCMSAR HQ shall be the official version.


Policies may be added, amended, or rescinded from time to time to reflect best practices or new developments.

Policy changes may be proposed to the Chief Executive Officer by any member of RCMSAR.

Policies will be reviewed and approved by the Chief Executive Officer who may seek input from members, staff, station leaders or others as appropriate in relation to the nature of the policy.

Policies which bind the Board of Governors require approval by the Board Executive.

II. HUMAN RESOURCES

	POLICY	
	HR-100 Privacy	
	Original Date	Revision Date
	January 08, 2014	March 31, 2017

Policy

RCMSAR protects the privacy of individuals who provide personal information to the organization and comply with Canada’s Personal Information Protection and Electronic Documents Act and other applicable legislation.

Reason for Policy

RCMSAR is obliged to protect the privacy of our members and those we serve. The privacy policy complies with Canada’s Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable legislation.

Definitions

Personal Information – any information about an identifiable individuals. Personal information includes, but is not limited to, information relating to identity, age, address, phone number, e-mail address, date of birth, marital status, education, and place of work.

Database – a repository of data organized especially for rapid search and retrieval.

Guidelines

1. Consent

RCMSAR shall obtain consent for the collection and use the personal information. Consent may be express or implied.

Express consent refers to a person who has given RCMSAR explicit permission to collect, use and store personal information.

Consent may be implied where it is reasonable to believe that RCMSAR has a person’s permission to collect, use and store personal information. Implied consent may be based on you having a prior relationship with a person or the person being a member of RCMSAR or a donor of RCMSAR.

2. Use of Personal Information

a) Members and Employees

Any personal information collected from a member or employee may be used by RCMSAR for RCMSAR operations or the administration of RCMSAR.

This personal information may be stored on the Search and Rescue Management System (SMS), the RCMSAR vessel log book and such other places as required by RCMSAR

Personal information may be disclosed to those RCMSAR members and employees, Directors of the Board that need to know the information for the purposes of RCMSAR operations and administration. In some cases RCMSAR may be required to disclose personal information to third parties including without limitation, Coast Guard, our insurers, law enforcement or other parties or entities. In all such cases RCMSAR will attempt to protect such information and ensure its confidentiality where possible.

b) Individuals Involved in Search and Rescue Incidents

People involved in search and rescue incidents may be asked for personal information by RCMSAR crews for logging purposes. Individuals involved in search and rescue incidents include, but are not limited to persons assisted by RCMSAR, witness, persons reporting an incident, a master of vessel in need of a tow, members of other SAR agencies such as police, and a master of a vessel of opportunity.

Any information collected from an individual involved in a search and rescue incident may be used by RCMSAR for RCMSAR operations and administration.

This personal information may be stored on the SMS, the RCMSAR vessel logbook and such other places as required by RCMSAR.

Personal information may be disclosed to those RCMSAR members, employees and members of the Board who need to know the information for the purposes of RCMSAR operations and administration.

RCMSAR members, employees and members of the Board will not release names or post images of casualties or other members of the public without their express permission.

Designated members of the Canadian Coast Guard and Canadian Armed Forces may access to personal information found on the SMS.

Personal information may be disclosed to members of law enforcement if a RCMSAR crew has reasonable grounds to believe the information could be useful when investigating a contravention of federal, provincial or foreign law or if requested by law enforcement or other regulatory bodies.


c) Donors

Personal information collected from donors will be used for processing donations and for communication with the donor.

Personal information of donors will be stored on the RCMSAR Donor Database.

Access to the personal information on the RCMSAR Donor Database will be limited to the Chief Executive Officer and RCMSAR staff and members authorized to be engaged in fundraising activities.

The personal information of a donor will not be shared with a third party without permission from the donor.

	POLICY	
	HR-101 Respectful Workplace	
	Original Date	Revision Date
	February 07, 2002	March 31, 2017

Policy

RCMSAR believes that all persons should be treated with respect. To that end RCMSAR will not tolerate any form of discrimination, bullying or harassment by any members or employees of the organization.

Reason for Policy

This policy sets out the acceptable behaviour expected of persons in RCMSAR roles whether a member of the Board, an employee or member.

Definitions

Bullying - repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress, humiliation, intimidation, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Discrimination - a distinction, whether intentional or not, that is based on personal characteristics of an individual or group (including, but is not limited to, discrimination or harassment based on race, ancestry, place of origin, colour, ethnicity, religious beliefs, sex, sexual orientation, age, marital status, family status, disability, and other protected grounds named in the applicable human rights legislation), which has the effect of:

- Imposing burdens, obligations, or disadvantages on an individual or group not imposed on others; or
- Withholding of limiting access to opportunities, benefits and advantages available to others.

Without restricting the meaning of these words, discrimination could include but is not limited to:

- Denying membership or personal advancement to individuals based on any of the protected grounds outlined in the applicable human rights legislation; or
- Failing to accommodate an employee or member as required

Personal Harassment – any vexatious conduct or communication directed at an individual that is known or ought reasonably to be known as unwelcome or would cause offense. This includes any actions, gestures, or comments that negatively affect a person's dignity or psychological or physical integrity.

Examples include but are not limited to:

- Offensive or degrading language;
- Practical jokes and ridicule;
- Written or graphic material or displays that suggest hostility toward an individual or group;
- Derogatory comments;
- Disrespectful, rude, demeaning, or bullying behaviour;
- Vexatious behaviour in the form of repeated conduct, verbal comments, actions or gestures which are hostile or unwanted.

Sexual Harassment – is disrespectful/disruptive conduct of a sexual nature made by a person who knows or ought reasonably to know that such conduct or comment is unwanted or unwelcome; or an expressed or implied promise of a reward for complying with a request of a sexual nature; or an expressed or implied threat of reprisal for refusal to comply with such a request; or disrespectful/disruptive conduct of a sexual nature which is intended or reasonably would be known to create an intimidating, hostile or offensive environment.

Examples of Sexual Harassment include, but are not limited to:

- Verbal abuse or threats of a sexual nature;
- Unwelcome remarks, jokes, innuendoes or taunting of a sexual nature;
- Displaying of pornographic or otherwise offensive pictures;
- Unwelcome and/or repeated sexual invitations or requests;
- Leering or other inappropriate sexual oriented gestures;
- Unnecessary physical contact such as: touching, patting or pinching;
- Sexual assault (this may also be a criminal matter);
- Negative comments that are gender-based; and
- Repeated behaviour that a person has objections to and is known or should reasonably be known to the offender as being unwelcome.

Respectful Conduct – involves courtesy, civility, consideration and compassion. It is an approach which actively respects individuals by avoiding unnecessary behaviours which would have a negative impact on them. It involves taking responsibility for one's behaviour/conduct in the workplace.

A workplace disagreement or difference of opinion is not by definition disrespectful. The way a disagreement is described, discussed or resolved will determine whether the conduct is respectful.

Guidelines

1. This policy applies to all Board Members, employees and members of the RCMSAR. Protection against bullying, discrimination and harassment extends to incidents occurring at or away from the RCMSAR activities, provided the acts are committed within the course of the organizational relationship.
2. RCMSAR believes that all employees and members of its organization have the right to be treated with respect and enjoy a safe work environment free of harassment, discrimination or bullying. In support of this belief.
3. RCMSAR will not tolerate any behaviour by members, employees or others; that
 - a) Creates a threatening, offensive, hostile or violent environment
 - b) Discriminates against, harasses, disrupts or interferes with performance;
 - c) Is of a sexual nature causing a negative effect on an individual or their environment;
 - d) Constitutes bullying or psychological harassment; or
 - e) Adversely affects an individual's opportunities within RCMSAR.
4. Employee and Member Rights: every employee/member has the following rights:
 - a) The right to a harassment-free work environment;
 - b) The right to be treated with respect
 - c) The right to fair and equitable treatment
 - d) The right to express to another individual what is felt to be harassing behaviour
5. Employee and Member Responsibilities: As an employee or member of the organization, every individual has the following responsibilities:
 - a) The responsibility to treat all members, employees, users of our service, and the public with respect;
 - b) The responsibility to speak up when harassment occurs;
 - c) The responsibility to report harassment to the appropriate person; and
 - d) The responsibility to respect confidentiality
6. Additional Responsibilities of Persons in Positions of Authority: Persons in a position of authority, including Board Members, Managers, Station Leaders, and the Chief Executive Officer have the following responsibilities:
 - a) Report or investigate all complaints; and

- b) Enforce compliance with the policy and maintain a harassment free work environment to the best of their ability.

7. Reporting:

If an employee feels that harassment is present in their work environment and this behaviour cannot be remedied informally between individuals in a discreet and confidential manner or that an informal approach is not appropriate, they should immediately report it to their immediate supervisor or in the case of a member their Station Leader.

If not resolved at this level or if the concern involves the supervisor or Station Leader the matter may be referred in writing to the RCMSAR Manager Human Resources.

- 8. All cases will be reviewed and if necessary investigated in a confidential, unbiased, and timely manner.

9. Resolution may take several forms

- a) *Informal Procedures:* This procedure may consist of a discussion between individuals or enlisting the help of somebody within the organization who can act as an intervener in the situation. This procedure does not involve an investigation or report, but rather allows a third party to rationally discuss the situation with the accused harasser.

- b) *Mediation:* The procedure involves a neutral third party who is willing to discuss the situation with all the individuals involved and help them settle it on their own agreed-upon terms.


- c) *Formal Procedures:* In this case, an investigation will be conducted and corrective actions will be taken or remedies made, as the situation requires.

- 10. If an employee/member of the RCMSAR is found guilty of harassment, bullying or discrimination of course of action (including disciplinary action up to and including the termination of employment or member role) will be recommended by the RCMSAR Management of Human Resources in consultation with the appropriate organization lead.

- a) Disciplinary action may be appealed by submitting a request to the RCMSAR Chief Executive Officer. The request will then be reviewed by the RCMSAR Board of Governors' Human Resources Committee which will determine the final course of action.

- 11. Unsubstantiated Complaints – if there is insufficient evidence to support an allegation and there has been no misuse of the policy or bad faith in raising the complaint no action will be taken in relation to the complaint.

- 12. Retaliation against any person involved in an informal or formal resolution process shall be considered an independent violation of this policy.

	POLICY	
	HR-102 Safe Reporting	
	Original Date	Revision Date
	January 30, 2008	March 31, 2017

Policy

RCMSAR expects all persons to report real or suspected wrongdoing to a person in authority or, if appropriate the Manager of Human Resources.

Reason for Policy

The purpose of this policy is to establish a process that allows individuals to bring forward information, in good faith, concerning allegations of wrongdoing, without fear of reprisal or retaliation.

Guidelines

Scope: this policy applies to all persons associated with RCMSAR collectively defined as persons. Persons includes:

- the CEO and members of the leadership team
- employees, volunteers, persons on contract
- members of the RCMSAR Board of Governors (BoG)
- providers of goods and services to RCMSAR

Definition(s):

Safe Reporting: Reporting of alleged/perceived wrongdoing that has occurred or is occurring in the organization

Wrongdoing: behaviour that is unlawful, unethical or corrupt, is a danger to health and safety, represents misuse of organizational funds or resources, or a lack of compliance with RCMSAR policies, procedures, financial controls and contractual obligations or reflect a real or perceived conflict of interest.

Good Faith: All reports under this policy must be made in good faith and based on reasonable grounds. Reports made under this policy must not be intentionally false, misleading or malicious.

False or Malicious Allegations: Where it is determined that a person's report was made in bad faith or with malicious intent, action may be taken including disciplinary action up to and including termination of services.

Safe Reporting Protection: RCMSAR will not tolerate or allow any direct or indirect harassment, retaliation or reprisal against a person who in good faith reports a wrongdoing.

Procedure

A person alleging a wrongdoing may file a written and confidential report with a member of the management team or the Manager of Human Resources.

Upon receipt of a report, the merits of the allegation will be assessed and discussed with the person making the report by the person to whom the report was filed with.

The merit assessment may give rise to:

- no further action being taken
- a need for the revision of existing standards, practices or controls
- counselling or training
- a formal investigation

Should a formal investigation be required:


- it will be conducted in a confidential manner
- it will be assigned to the Financial Officer, Manager of Human Resources or an external resource to conduct the investigation
- an external resource may only be assigned by the CEO. If the matter involves the CEO the decision to assign an external resource will be the Board Chairs.
- depending on the complexity of the matter the investigative lead may solicit the assistance of subject matter experts either internal or external to the organization
- will be completed within 45 days
- a report of the findings resulting from the investigation will be prepared and provide to the Chief Executive Officer (CEO) (should the matter involve the CEO a report will be prepared for the chair of the BoG)

Where the investigation substantiates the allegations of culpable conduct or wrongdoing corrective action will be taken as promptly as possible

The specific action taken in any case will depend on the nature and gravity of the matter. Where appropriate, the person(s) responsible will be disciplined, up to and including the termination of their services, or the termination of the person's relationship with RCMSAR

Following an investigation, the person who reported the wrongdoing will be advised whether their allegation was supported. They will not be advised however of the nature or quantum of corrective measure taken.

In its sole judgement, RCMSAR may also make the facts as established by its investigation known to the appropriate law enforcement agency and/or commence legal proceedings to seek restitution.

	POLICY	
	HR-103 Conflict of Interest	
	Original Date	Revision Date
	August 14, 2002	March 31, 2017

Policy

All members and employees shall avoid conflicts of interest that would impair operations or bring RCMSAR into disrepute.

Reason for Policy

The high level of public support and respect that RCMSAR enjoys results not only from the recognition of its humanitarian mission, but from the high degree of integrity, objectivity, and professionalism of RCMSAR members and employees. The purpose of this policy is to establish a standard of conduct to ensure that personnel act in the best interest of RCMSAR.

Definitions

Conflict of interest: A situation where an individual, or the organization he/she represents or has an interest in, has a direct or indirect competing interest with RCMSAR's activities. This competing interest may result in the individual being in a position to benefit from the situation or in RCMSAR not being able to achieve a result in the best interest of RCMSAR.

A conflict may also arise where an individual is a party to a contract with RCMSAR or has an interest in an enterprise, or is related to a person who does.

Conflict of interest includes, but is not limited to situations:

1. Where a member or employee's private affairs or financial interests are in conflict with their duties, responsibilities and obligations to RCMSAR, or result in a public perception that a conflict exists;
2. Which could impair the members or employee's ability to act in RCMSAR's best interest; or
3. Where the actions of a member or employee could compromise or undermine the trust that the public places in RCMSAR.

Guidelines

Performance of duties

A member or employee may not vote on, or participate in, any discussion about a resolution to approve an agreement or decision in which he/she has an interest, nor will a member or employee approve and/or sign off on such circumstances or attempt to influence the outcome.

Members and employees must ensure transparency of decision making while conducting business as a representative of RCMSAR.


In the performance of their duties, members and employees must not without full disclosure, authorization and without considering the best interests of RCMSAR:

1. Use their involvement with RCMSAR for personal gains or the benefits of someone in their immediate circle (e.g. family and friends) including promotion of an individual or their business;
2. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the RCMSAR;
3. Utilize any RCMSAR affiliation in connection with the promotion of partisan politics, religious matters, or take positions on any issue not in conformity with the official position of the RCMSAR;
4. Place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to RCMSAR business;
5. Have a monetary interest that could conflict with the discharge of the duties owed to RCMSAR with the exception of cases where the conflict is disclosed and the person in conflict has no influence on the decision making process;
6. Disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of information not generally available to the public and which has been acquired during their official RCMSAR duties;
7. Communicate with the provincial and federal government, or with any elected or appointed municipal, provincial or federal government official in relation to the business of RCMSAR;
8. Assist private entities or persons in their dealings with the RCMSAR where this could result in preferential treatment to any person;
9. Directly or indirectly use, or allow the use of, RCMSAR property or information for anything other than officially approved activities; or
10. Misrepresent or misuse their position of authority within RCMSAR in communications or contracts with external parties.

Breach of Policy

Members and employees are required to consult with the Manager of Human Resources whenever they have any questions as to whether a particular circumstance may place them in a conflict of interest.

Persons who fail to comply with these standards may be subject to such appropriate measures as may be determined by the RCMSAR, up to and including termination of membership or employment.

	POLICY	
	HR-104 Board of Governors and Management Team Code of Conduct with Stations and Societies	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy


Members of the Board of Governors and Management Team affiliated with individual stations will avoid conflicts of interest.

Reason for Policy

The Board of Governors and Management Team must act in the best interests of the entire organisation and avoid any real or perceived conflict of interest favouring an individual station.

Guidelines

1. Members of the Board of Governors and Management Team will not hold positions of authority (Station Leader and Society President) in either their home stations or their related societies.
2. Managers and Governors will abstain from voting on their home station or society issues, and from unduly influencing these issues.
3. Managers and Governors may remain active in SAR, training, and boating safety activities within their home stations.
4. Managers and Governors will be transparent, unbiased and impartial when involved in Management Team decisions which directly affect their home stations.
5. Managers and Governors will always keep the best interests of the RCMSAR at the forefront of his/her deliberations.

	POLICY	
	HR-105 Coast Guard Employees Running for Elected Positions within RCMSAR	
	Original Date	Revision Date
	July 01, 2001	March 31, 2017

Policy

RCMSAR will only consider nominations of Canadian Coast Guard employees for elected positions with RCMSAR providing they abide by the Treasury Board of Canada’s Policy on Conflict of Interest and Post-Employment.

Coast Guard employees may not run for an elected position without the approval of the RCMSAR Board of Governors.

Reason for Policy

RCMSAR supports the Canadian Coast Guard through a Contribution Agreement. RCMSAR welcomes CCG volunteers but will avoid placing them in a potential conflict of interest.

Guideline

It is important to note that neither the Department of Fisheries and Oceans (DFO) nor RCMSAR are in a position to determine if a Coast Guard employee is in a conflict of interest situation with respect to their employment with the Government of Canada.


The Treasury Board Policy on Conflict of Interest and Post-Employment (Effective April 2, 2012): **Appendix B**

2.2 Outside employment or activities

“Public servants may engage in employment outside the public service and take part in outside activities unless the employment or activities are likely to give rise to a real, apparent or potential conflict of interest or would undermine the impartiality of the public service or the objective of the public servant.

Public servant are requirement to provide a report to their deputy head when their outside employment or activities might subject them to demands incompatible with their official duties, or cast doubt on their ability to perform their duties or responsibilities in a completely objective manner. The deputy head may require that the outside activities be modified or terminated if it is determined that a real, apparent or potential conflict of interest exists.

Public servants who receive a benefit or income either directly or indirectly from a contract with the Government of Canada are required to report to their deputy head on such contractual or other arrangements. The deputy head will determine whether the arrangement presents a real, apparent or potential conflict of interest, and may require that the contract be modified or terminated.”

	POLICY	
	HR-106 Probationary Period	
	Original Date	Revision Date
	February 6, 2017	March 31, 2017

Policy

All persons joining RCMSAR whether as an employee or a member will be required to serve a six-month probation period.

Reason for Policy

A probationary period provides the organization with an opportunity to assess and evaluate employees and members to determine if they are suitable for ongoing employment/engagement with RCMSAR. It also provides the employee or member an opportunity to assess their employment or volunteer position with RCMSAR.

Guidelines

An employee/member must be assessed in a manner that is not arbitrary, discriminatory or in bad faith against reasonable standards of conduct that are explained to the prospective member/employee.

If there is cause that gives rise to the need for further assessment and evaluation, a probationary period may be extended on the recommendation of the approved supervisor and the Manager of Human Resources.

An employee/member who is found unsuitable during the probationary period may be terminated without cause.

	POLICY	
	HR-107 Criminal Record Check	
	Original Date	Revision Date
	August 21, 2012	March 31, 2017

Policy

All RCMSAR board members, employees, junior members and members must provide a current Criminal Record Check (CRC) to Head Office upon joining the organization. Where a CRC is not obtainable for a junior member, a written attestation must be provided by their parent or guardian.

Personnel are obligated to disclose any criminal charges or convictions following the initial Criminal Record Check. Failure to do so may result in termination of employment or membership.

Reason for Policy

RCMSAR wants to attract the best people. This policy protects the public and our members and helps mitigate risk to the organization.

All RCMSAR employees/members have the potential to encounter children or vulnerable adults or have unsupervised access to children or vulnerable adults. Criminal Record Checks are part of the vetting process to establish the suitability of RCMSAR personnel

Guidelines

1. RCMSAR requires all persons to undergo a CRC prior to them being engaged as employees or members. An applicant applying for a CRC prior to admission to the RCMSAR must use a letter of authorization supplied by the RCMSAR Manager of Human Resources (MHR).
2. An applicant whose CRC is returned with anything but a negative result must be interviewed by the Manager of Human Resources.
3. Letters of reference and personal character references may also be requested.
4. Depending on the outcome of the interview, the applicant may be:
 - a. Approved for employment/membership
 - b. Required to submit to a Vulnerable Sector Check (VSC)


- c. Denied membership to RCMSAR
5. An applicant whose CRC is returned with a positive or possible relevant charges or conviction must undergo a VSC.
6. An applicant who has submitted to a VSC may be considered for enrollment or conditional enrollment with RCMSAR. Enrollment or conditional enrollment is dependent upon a recommendation by the MHR following:
 - a. A review of the VSC
 - b. An interview with the applicant by the Station Leader and the MHR
 - c. Interviews with character references
 - d. Review of letters of reference
7. An applicant whose CRC indicates there are outstanding criminal charges or charges pending will be assessed for employment/membership. If the applicant is deemed as unsuitable given the nature of the charges, history of offences etc. they will not be engaged as an employee or member.
8. The MHR may require, at any time, that a person renew his/her CRC/VSC.
9. RCMSAR requires pro-active disclosure of any criminal convictions. Employees or members convicted of a criminal offense must immediately notify the MHR.
10. Any member whose regular employment requires them to submit to a CRC/VSC may submit this documentation to the as part of their application to RCMSAR. If the document meets RCMSAR requirements it shall be considered proof of CRC/VSC.
11. Applicants who can demonstrate they have applied for, but have not yet received their CRC may apply to the MHR and request permission to attend classroom recruit training that **does not include participation by Junior members**. All on water training and tasking is restricted to members who have successfully completed the entire application process.
12. Any person who does not wish to provide a CRC/VSC will be denied membership with RCMSAR.

Procedure

1. When completing the "Consent for Disclosure of Criminal Record Information" form, the applicant must authorize the police department or RCMP detachment to disclose all information regarding the CRC/VSC to the:

**Manager of Human Resources
Royal Canadian Marine Search and Rescue
6040 East Sooke Rd.
Sooke, B.C. V9Z 0Z7**

2. Applicants must attend their local police department or RCMP detachment, advise that they have applied for an employment or volunteer role with RCMSAR and request a CRC/VSC.
3. Upon receipt of the CRC/VSC, the applicant must forward the original document to the MHR or designate. If approved, the immediate supervisor or in the case of a member the Station Leader application can move forward.
4. All CRC/VSC forms, interview notes and letters of reference will be securely stored at RCMSAR Head Office.

	POLICY	
	HR-108 Resignation of RCMSAR Members	
	Original Date	Revision Date
	July 07, 2001	March 31, 2017

Policy

Members may resign by submitting a written resignation to their Station Leader.

RCMSAR deems a member to be inactive after 6 months inactivity at which point the member will be notified. Members that have been inactive for 12 months will be disenrolled.

Members may be deemed to have resigned by a Station Leader for lack of interest and/or lack of attendance at station meetings and training events. The Station Leader will send the notice of disenrollment to the member and to the RCMSAR Headquarters and a copy shall be retained by the Station Leader for his/her own records.


A resignation “in writing” includes a message either in writing, on electronic mail, by regular mail, or by fax.

The resignation will be entered into the membership database by the Headquarters staff, and the paper copy of the resignation will kept on file.

Reason for Policy

RCMSAR is a volunteer-run organization and members may find that their commitment to RCMSAR cannot be balanced with the other commitments in their lives.

Station Leaders should encourage their members to be active in training, crewing, and boating safety. Inactive members add to administrative costs.

	POLICY	
	HR-109 Station Leadership Elections	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy

The Station Leader and Deputy Station Leader shall be elected every two years.

Reason for Policy

To establish a fair and transparent process for selecting station based senior leadership positions. To foster leadership continuity that will enable and support the ongoing operation of the stations.

Guidelines

1. Elections for the positions of Station Leader (SL) and Deputy Station Leader(DSL) will be held every two years normally at a fall meeting of the Station.
2. The Manager Human Resources shall confirm the newly elected SL is qualified and suitable for the position as per the criteria below and whether the newly elected member will be the appointed SL.
 - a. Demonstrated knowledge of RCMSAR's mission, vision and values and strategic objectives.
 - b. A thorough understanding of the workings of a Station and its operations.
 - c. Demonstrated leadership skills either with RCMSAR or with another organization such as an employer or the military.
 - d. Well-developed interpersonal skills.
 - e. Ability to communicate effectively verbally or in writing.
 - f. Must be in good standing as a member and not under investigation for any alleged breach of policy.
 - g. Three years progressive service with RCMSAR at the Station level preferred.

3. The newly elected SL shall arrange an orientation interview with the Chief Executive Officer (CEO) and the Manager SAR Operations.
4. The positions of SL and DSL shall not be held by the same member for more than two consecutive terms. Following a break of two years from both positions a member may again stand for office.
5. The Human Resource Committee of the Board of Governors has the sole authority to approve additional terms.
6. The outgoing SL will not be eligible to stand for the position of DSL, but is requested to act in an advisory role, as required, to the newly elected SL for a period of 12 months.
7. The newly elected SL and DSL shall assume office on the first day of the month following the month in which the election took place.
8. Other leadership positions such as the Training Officer, etc. will be appointed by the SL

Election Criteria/Process

Thirty calendar days notice of an election must be given in writing (email will suffice) to all active station members.

The election process will be Chaired/conducted by an out going SL or DSL, who is not standing for office. In the absence of an outgoing member the Training Officer will be asked to conduct the election.

An election may only be conducted when a majority of the members are present.

The Chair will introduce a call for nominations for a position. In the absence of a nomination a call for an expression of interest may be introduced.

Once nominations or a call for expressions of interest are closed no more may be brought forward.

Nominee(s) will be asked if they accept the nomination.


A vote will be conducted by secret ballot. The ballot will take the form of a blank piece of paper on which a member writes the name of the person they are supporting

“Active” members in good standing will be eligible to vote. An “inactive” member is a member that has not actively participated in station duties, or has been on an approved leave of absence, for a period of six months or longer.

Proxy votes in writing may be assigned to another member to exercise.

The votes will be counted by the Chair and two other members.

The member standing for office receiving a simply majority (50% +1%) of the votes cast shall be deemed elected.

	POLICY	
	HR-110 Member Recognition and Awards	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy

RCMSAR strongly encourages and supports the development of Station based recognition programs and the nomination of RCMSAR personnel for externally sponsored community, provincial, national and international awards.

Reasons for Policy

RCMSAR recognizes both the need and value of recognizing its personnel for their achievements and contributions to the organization and their communities. Recognition also has the effect of raising the awareness and profile of RCMSAR. To that end, RCMSAR wants its personnel to be recognized at the station level, in their communities and by provincial and national organizations.

To standardize the nomination process to ensure nominees for various external awards are deserving, meet the criteria for nomination, have the endorsement and sponsorship of the organization and the Board of Governors.

Guidelines

Stations

Stations are encouraged to develop station based programs to acknowledge and recognize the contributions of their members to their station our organization and their community. Recognition can take a variety of forms whether individual (i.e. volunteer of the month) or group (i.e. crew, work party etc.).

Station based programs must be applied in a fair and consistent manner.

Stations are encouraged to participate in the national 'service pin program' established and sponsored by the Canadian Coast Guard Auxiliary.

Stations are encouraged to nominate deserving members or groups for community, provincial, national or international awards. All nominations for external awards must follow the process set out below.

External Awards-Process

On an annual basis, RCMSAR Human Resources will issue to all Stations a call for award nominations.

The call for nominations will include the description and purpose of the award(s), who is offering the award, eligibility criteria, a submission template, submission process and timelines for submission.

Stations at their discretion will put together nominations for a deserving and eligible candidate or candidates. Where possible Stations will be given a minimum of three months to prepare their nomination(s).

Submissions will be signed and submitted by the Station Leader.

Nominations cannot be made on behalf of oneself.

Following the closing date for submissions the Manager of Human Resources will establish a "Recognition Committee" (Committee)

The Committee will be charged with reviewing all submissions for completeness, accuracy, grammar and whether the nominee is deserving and meets the eligibility criteria.

In cases where the nomination is inappropriate or the nominee does not meet the eligibility requirements the Station Leader making the nomination will be contacted by the Chair of the Committee to discuss the matter and explore other alternatives.

Following the review of nominees, the Committee will prepare a report to the Chief Executive Officer (CEO) and the Board of Governors (BoG) seeking support and an endorsement for those nominees being recommended for an award(s)

On endorsement by the CEO and the BoG the CEO will have a letter prepared for signature by the CEO and Board Chair outlining the organizations support for the nominee(s).

The letter of support together with the supporting documents will be submitted on behalf of the nominating station to the agency/organization offering the award.

A copy of the letter of support will be sent to the Station Leader, the nominee and form part of the nominee's service record.

	POLICY	
	HR-111 Junior Program	
	Original Date	Revision Date
	August 2, 2016	March 31, 2017

Policy

Stations may establish a Junior Membership Program subject to the terms of this policy.

Reason for Policy

To heighten youth awareness of RCMSAR and more specifically its purpose and role so as to attract and develop the next generation of volunteer members.

To encourage youth to volunteer in their community.

Definitions

Classes of Junior Members:

- Junior “A”, age 14 to 16
- Junior “B”, age 17 to 19

Junior Member - an individual between the ages of 14 and 19 that has been selected by a station to participate in a Junior Membership Program and complies with the [CCGA National Guidelines](#).

Junior Members Program – a station based program that models or follows the RCMSAR training structure.

Two Deep Protocol – The requirement to have two station members/crew (who have a current criminal records check) present at all times with a Junior Members.

Rules

Junior A Members may participate in any RCMSAR activity except SAR Operations.

Junior B Members may participate in all RCMSAR activities including SAR Operations.

All Junior Members must complete an application form signed by themselves, their parents or legal guardian and their Station Leader.

Junior “B” Members must obtain a Criminal Record Check from their local police station to be sent to RCMSAR Headquarters to support their membership applications.

The privacy of Junior Members shall be protected. Any photos or videos showing a junior member’s identity, face, or identifying marks, will not be posted in any public forum or media such as, but not limited to, the Station website, social media or mainstream media unless written permission has been given on the initial application form by the parent or guardian.

Junior Members may not hold station leadership positions or offices. i.e. Coxwain, Station Leader, Training Officer etc.

All station/crew members will abide to a “Two Deep Protocol”. This requires that a Junior Member is always in the company of at least two station/crew members.


Prior to introducing a Junior Membership Program, a Station Leader must assess if their station can provide a safe, educational and supportive program that fully complies with this policy.

It is the responsibility of the Station Leader to ensure that both the Junior Member and the signing parent or legal guardian understand the terms and conditions of the Junior Membership Program.

The Station Leader must notify RCMSAR Headquarters prior to the introduction of a Junior Membership Program.

SAR Operations Guidelines:

- Joint Rescue Coordination Centre/Canadian Coast Guard must be notified when an RCMSAR Vessel in training has a Junior A member(s) on board.
- Vessels with a Junior A member(s) on board cannot respond to a SAR tasking.
- To ensure that a Station is not stood down because of a Junior A member(s) on board, the Station should have a relief vessel and duty crew available.

	POLICY	
	HR-112 Professional Relationships	
	Original Date	Revision Date
	February 6, 2017	March 31, 2017

Policy

RCMSAR is committed to providing a work environment as free as possible from conflicts of interest, favoritism and exploitation. All personnel should be aware that entering a consensual romantic relationship with another person, especially one in which one of the parties exercises direct supervision over the other, creates the potential for risk to both parties as well as the organization. Such a relationship will limit that person's ability to direct work or promote that other person's career and creates conflicts of interest and perceptions of undue advantage.

Reason for Policy

The purpose of this policy is to prevent misunderstandings, actual or potential conflicts of interest, favoritism or perceptions of favoritism, sexual harassment claims, harm to morale and other issues that may arise because of romantic relationships between personnel.

Guidelines

For purposes of this policy, the following terms are defined as follows:

Consensual Relationship: Means any dating, romantic, sexual, or marriage relationship willingly undertaken by the parties.

Direct Supervision: Includes, but is not limited to, overseeing, directing, examining, grading, advising, supervising, evaluating, recommending, promoting, employing and other actions including direct setting of salary or wages, as well as any disciplinary action including suspension, and termination.

Personnel/Person/Individual: Board Members, Employees, Volunteers

Leadership/Supervisory Hierarchy:

RMCSAR Corporate: Board Chair, Chief Executive Officer, Management Team (Director/Manager, Financial Officer), Volunteer Management Team, specialists and non-supervisory staff.


RMCSAR Station(s): Station Leader, Deputy Station Leader, Training Officer, Coxswain, crew and other volunteers.

For clarity on the water the Coxswain is the person that exercises supervision over all crew and any others who may be on board.

Discouraged Relationships

- a. RMCSAR personnel are discouraged from consensual relationships with another person whenever one person has direct supervision over the other person.
- b. Should a consensual relationship exist prior to the beginning of the period of direct supervision, or develop, or appear likely to develop, while a person is, or would be, in a position of direct supervision over another person, the person exercising direct supervision shall immediately report such relationship to his or her immediate supervisor or station leader. If possible, from an operations perspective, steps to avoid and/or terminate the position of direct supervision shall be taken.
- c. Avoidance or termination includes but is not limited to the subordinate person not accepting such position; another qualified person assuming the position of supervisor; or transfer of the subordinate person to another position, for which they are qualified, not directly supervised by the other person.
- d. Even when no position of direct supervision exists, an individual who engages in a romantic or sexual relationship with another person must promptly disclose the existence of the relationship to his or her immediate supervisor/station leader if there exists a reasonable possibility that a conflict of interest may arise. Relationships, in which a conflict of interest exists, or is likely to arise, may later develop into conflicts of interest that are prohibited.
- e. Once the relationship is disclosed, the immediate supervisor/station leader will evaluate the situation to determine whether an actual conflict of interest exists or is likely to arise and will in consultation with the Manager of Human resources develop a management plan to address the potential conflict of interest. An individual has the professional and ethical responsibility to remove himself or herself from any decisions that may reward or penalize the other person involved and otherwise comply with the management plan.

III. COMMUNICATIONS

	POLICY	
	COM-100 Communications	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy

Communications by RCMSAR and its members must reflect our organization’s professionalism and ethical standards.

All communications, including email and other electronic communications, shall be prepared so as to protect personal privacy, respect fellow members, and not bring RCMSAR into disrepute.

Formal news releases about missions must be approved by Headquarters. (This does not apply to social media postings, subject to the guidelines below.)

Reasons for Policy

RCMSAR performs a vital safety role and has earned the confidence of the communities we serve, the agencies we work with, and the public bodies that support us. All of RCMSAR’s communications need to reflect the professionalism of our people and importance of the work we do.

Guidelines

1. Electronic Communications
 - a) When we encourage frank discussions among our members, it is often inappropriate to share those discussions outside RCMSAR. Such sharing can create confusion for the public and raise issues in the media. Additionally, RCMSAR and its members are subject to Canada’s Anti-Spam Legislation (CASL) which prohibits the distribution of unsolicited commercial electronic messages without the consent of the recipient.
 - b) Electronic communications intended for internal distribution have the potential to be forwarded outside RCMSAR. They can also be made public if sent to recipients who are subject to freedom of information legislation. Do not send any electronic communications that would reflect poorly on RCMSAR if made public.

- c) When sending an electronic communication, consider:
 - i. The need for electronic communication.
 - ii. How the electronic communication would be perceived outside RCMSAR.
 - iii. The potential for media interest.
 - iv. Legal and privacy concerns.
 - v. The impact on RCMSAR's reputation and effects on recruiting and fundraising.

2. Missions

- a) **DO NOT POST ANYTHING ON SOCIAL MEDIA RELATED TO AN ONGOING MISSION.** This applies to duty crew and shore-based members. This avoids distractions for crew members, and lessens the risk of releasing inaccurate or incomplete information or attracting media inquiries before RCMSAR or our partners are ready to respond.
- b) Major SAR events (e.g. loss of life, multiple casualties, extreme conditions, extended search times) are subject to media protocols involving Department of National Defence Public Affairs. Consult with the RCMSAR Headquarters before releasing information.
- c) Information and images must reflect proper RCMSAR procedures. Viewers will be quick to spot improper techniques, missing safety gear or other unprofessional activity.
- d) Protect the personal privacy of the people we assist, and their families. Do not release names of victims. Do not post images of casualties or other members of the public without their express permission.

3. Social Media


- a) Social media is a great way for stations to publicize their accomplishments and raise their profile in their communities. However, these goals are secondary to our core SAR mandate, the privacy of those we assist and our relationship with our search and rescue partners.
 - i. Keep posts factual and professional, bearing in mind that the information is likely to be seen by the media and reach a wide audience.
 - ii. Avoid the appearance of speaking officially for RCMSAR when discussing our roles and relationships with other agencies. In order to provide a consistent message to the public and the media, the RCMSAR CEO (as appointed by the Board of Governors) is our sole spokesperson unless otherwise delegated.
 - iii. Missions are undertaken by RCMSAR stations, not supporting societies. Postings should make this clear.
 - iv. If you are using social media in your personal capacity make sure that you are clear you are speaking on your own behalf and not as a representative of RCMSAR. Consider how your personal post may reflect on RCMSAR.

4. News Releases

- a) Stations are encouraged to keep local media informed about their activities through invitations and news release. For larger events, stations are encouraged to contact the Headquarters for assistance in drafting and distributing the release.
- b) News releases about missions must be approved by Headquarters.

The guidelines are aimed at maintaining RCMSAR's reputation as an accomplished and respected part of the marine search and rescue community.

IV. SAFETY AND OPERATIONS

	POLICY	
	OPS-100 Safety and Training Board (STB)	
	Original Date	Revision Date
	July 6, 2016	March 31, 2017

Policy

A Safety and Training Board is established to continually assess, develop and implement safety and training standards for RCMSAR.

Reasons for Policy

Having a defined method and authoritative body for collaborative decision making related to safety and training is critical to the continuous improvement and development of a marine SAR organization.

Definitions

STB – Safety and Training Board

Guidelines

The Safety and Training board will make decisions based on the needs of training and safety operations within the organization and to engage and develop consistent standards with the Stations.

1. RCMSAR members or Stations that wish to recommend the use of new equipment or PPE will contact the Safety and Training Board.
2. The Safety and Training Board will add an agenda item for discussion at the next meeting.
3. The Safety and Training Board will conduct all testing and research.
4. The Safety and Training Board will send out a call for feedback from all Stations.
5. The Safety and Training Board will adopt the new equipment and PPE and will create all SOP's and distribute to the membership.

Annexes

1. See Safety and Training Board Terms of Reference (ToR)

TERMS OF REFERENCE

Safety and Training Board – RCMSAR

Purpose

To continually assess, develop and implement safety and training standards for RCMSAR to facilitate a world class marine rescue organization.

Goals

- To assess the current training needs and standards of the organization;
- To develop a long term safety and training framework;
- To develop a reporting system that provides RCMSAR with the tools to assess implementation of training and standards;
- Continual assessment of this reporting system to ensure implementation of best practices.

STRUCTURE

Co-Chairs:

- RCMSAR – Director of Training – Cheryl Caldwell
- RCMSAR – Director of Operations – Jason van der Valk

Secretary

- RCMSAR – Director of Operations – Jason van der Valk

Membership:

- Station Crescent Beach – Ryan Woodward
- Station Ladysmith – Brian Crompt
- Station Pender Harbour – Eliza Kinley
- Station Comox – Drew Hadfield
- Station West Vancouver – Michael Cupit
- RCMSAR HQ – Paul Helston
- RCMSAR HQ – Francois Michaud

Advisors

- Will bring on additional advisors as deemed necessary

Working Groups:

- STB will develop standing groups once a need has been identified.

PROCEDURES

Meeting Frequency

RCMSAR STB will meet quarterly and have monthly teleconferences.

Delegates

- RCMSAR CEO will be the delegate to the RCMSAR Board of Governors Risk and Safety Committee;
- Co-Chairs will update CEO on regular intervals.

Agenda Items


- Agendas will be focussed on items where there is a requirement for RCMSAR STB to provide direction, coordination, recommendations, or decisions;
- Whenever possible, information dissemination will be accomplished through distributed materials;
- Detailed agendas, combined with distributed materials, may eliminate the need for all member organizations to be present at all meetings;
- STB will make and implement decisions.

Implementation of Action Items

- Assign action items;
- Measurable outcomes;
- Report action items;
- Share action items with RCMSAR Station Leaders for feedback;
- A majority of RCMSAR STB members must vote in favour of each action item;
- Any disapproved action items must contain substantiation and considered for further investigation with inclusion as a future agenda item or removed with explanation;
- Share approved action item with CEO for approval;
- Adopt action items.

Method for Station Input and feedback

- STB will ask Station Leaders for input and feedback before implementation of action items.

	POLICY	
	OPS-101 Vessel Safety	
	Original Date	Revision Date
	March 25, 2015	March 31, 2017

Policy

RCMSAR members shall ensure safety of the Dedicated Response Vessel (DRV) at all times. This includes, but is not limited to, vessel maintenance and operation as outlined in the guidelines of this policy.

Reason for Policy

In order to be considered an effective SAR asset, DRVs must be operated and maintained to a level that will ensure safety of the vessel.

Definitions

Dedicated Response Vessel (DRV): Any station operating vessel that meets the defined call-out criteria in the RCMSAR Rules and Regulations and that are primarily used for Search and Rescue. These craft include RCMSAR owned vessels or Society owned vessels.

Guidelines

1. Vessel Operation
 - a) RCMSAR members operating a RCMSAR vessel on an authorized activity must always practice good seamanship.
 - b) RCMSAR members operating a RCMSAR vessel on an authorized activity must be familiar with and abide by the Collision Regulations.
 - c) When approaching a Canadian Coast Guard or other vessel when the potential exists for there to be a diver in the water, RCMSAR vessels will establish communications with the other vessel prior to approach.
 - d) Station Leaders, Coxswains, and Crews are responsible for the security and protection of vessels and equipment while on duty.


- e) An engine kill switch system shall be fitted on all DRVs. Operators of DRVs shall wear the engine kill switch at all times when the DRV is underway. On some closed construction vessels, fitting of a kill cord system may not be possible and will not be available for use by the DRV operator.

2. Vessel Maintenance

- a) Coxswains are responsible to the Station Leader for maintaining the vessel and keeping it in a state of readiness. Station Leaders are to inform JRCC and Director of Training & Operations on any change in call out status.
- b) Any DRV shall not be operated with a known defect, which may affect the safety of the craft. All defects shall be reported to the Station Leader and repaired as soon as possible.
- c) Any RCMSAR vessels with a re-righting system must comply with the most recent maintenance and replacement plan for the self-righting system as provided by the builder.

3. Speed Restrictions

- a) RCMSAR vessels engaged in authorized activities shall not be operated at speeds in excess of 40 knots in ideal conditions. The preferred maximum speed for RCMSAR vessels is 35 knots in ideal conditions.
 - i. Crews must consider conditions and safe speed when guests are on board.

	POLICY	
	OPS-102 Accident Reporting and Investigation	
	Original Date	Revision Date
	May 02, 2003	March 31, 2017

Policy

All hazardous occurrences involving RCMSAR resources and/or members while involved in an authorized activity must follow the reporting procedure outlined in the guidelines of this policy.

Definitions

Near Miss: An event or situation that has the potential to result in personal injury or damage to property, equipment or pollution to the environment.

Major Accidents: Any accident involving a third party vessel, damage costs exceeding minimum deductible amount (\$1,000), injuries to more than one crewperson (regardless of severity) and/or injuries that require extended medical care, or absence from employment.

Minor Accidents: Accidents resulting in damage costs below minimum deductible (\$1,000) and/or injuries which have not resulted in lost time or medical treatment extending beyond a single visit.

Hazardous Occurrence: An accident / illness or a near-miss arising out of, linked with, or occurring in the course of authorized activity that results, or has the potential to result in personal injury or damage to property, equipment or pollution to the marine environment. A Hazardous Occurrence shall include all reportable incidents, accidents, and near-misses that are required to be reported by regulations applicable to the class and type of vessel. Hazardous Occurrences include but are not limited to the following:

- A crewmember is injured;
- The vessel is involved in a collision;
- The vessel has a fire on board;
- The vessel goes aground;
- The vessel sustains damage as a result of its activities;
- Vessel is involved in a risk of collision;
- The vessel sustains a failure of any machinery that affects the seaworthiness or efficiency of the vessel;
- A person falls overboard;
- The vessel unintentionally makes contact with the bottom without going aground;
- The vessel is intentionally grounded or beached to avoid an accident;

- Any crew member is injured or is unable to perform their duties as a result of a physical incapacitation (where such incapacitation affects the safe operation of the vessel or poses a threat to the safety of a person, property or the environment), or
 - Any pollutants are released on board or from the vessel.
-


Guidelines

1. Reporting

- a) All hazardous occurrences shall be reported to the Station Leader as soon as possible. The Station Leader shall report the hazardous occurrences to the Safety Officer within 48 hours or sooner as noted below.
- b) Where damage and/or injury has occurred and the resource continues with its activity:
 - i. MCTS / JRCC shall be notified immediately including a description of the type of damage / injury and that the vessel is still continuing with its activity.
 - ii. Immediately after returning to base (or safe haven), the following notifications shall occur:
 - The Station Leader will be advised.
 - The Safety Officer will be advised.
 - If the resource needs to be taken out of service, the JRCC will be advised.
- c) Where damage and / or injury has occurred resulting in the resource becoming disabled, unable to continue with its activity or crewperson(s) requiring medical treatment:
 - i. MCTS / JRCC shall be notified immediately including a description of the damage and / or injury and that the vessel is unable to continue.
 - ii. MCTS / JRCC shall also be advised in any assistance is required and what the immediate intentions are.

2. Hazardous Occurrence Follow-Up:

- a) All follow-up activities by RCMSAR shall be undertaken with the objective of determining how to prevent future occurrences.

	POLICY	
	OPS-103 Critical Incident Stress	
	Original Date	Revision Date
	February 6, 2017	March 31, 2017

Policy

All RCMSAR crew members must have access to Critical Incident Stress Management services.

Reason for Policy


RCMSAR crew members may be subjected to traumatic events in the performance of their duties. For some, these events may result in physiological and / or psychological responses commonly referred to as Critical Incident Stress.

Critical Incident Stress Management, or CISM, is an intervention protocol developed specifically for dealing with traumatic events. It is a professionally recognized process for helping those involved in critical incidents to share their experiences, vent emotions and learn about stress reactions and symptoms.

RCMSAR HQ believes these courses, designed specifically for RCMSAR, may provide members with the necessary tools to be able to recognise the signs and symptoms of critical incident stress in their fellow crew members, allowing for early intervention by medical practitioners.

Guidelines

1. RCMSAR HQ requires at least one member of each station be trained to the CISM 100 level at a minimum. These individuals would be required to assist their station members in the event of a traumatic event and recommend medical intervention if warranted.
2. Courses will be scheduled and funded on an annual basis or as required by RCMSAR HQ.
3. The SAR Operations Manager will inform station leaders of CISM course availability in their area, when scheduled.

	POLICY	
	OPS-104 Personal Protective Equipment	
	Original Date	Revision Date
	August 10, 2016	March 31, 2017

Policy

New Personal Protective Equipment must be approved by the RCMSAR Safety and Training Board (STB) before implementation and use.

All PPE should be tested in accordance with the training methods set forth in the RCMSAR SOPs.

Reasons for Policy

The priority in RCMSAR operations is the protection and safety of members. The establishment of a process to review new PPE prior to their implementation is paramount to that effect.

The policy establishes a uniform approach to the evaluation and implementation of new personal protective equipment within RCMSAR.

Guidelines

1. The Safety and Training Board will conduct research and oversee testing of PPE as necessary.
2. The Safety and Training Board will seek information on best practices from outside agencies engaged in similar operations.
3. The Safety and Training Board will publish decisions regarding the changes to accepted PPE and will distribute to the membership.
4. The Board of Governors will be kept informed of PPE decisions through routine quarterly reports.
5. All decisions in regards to changes to PPE will be accompanied by a comprehensive analysis of the factors considered.
6. The Safety and Training Board will refer to relevant regulations and guidelines (see Annex) and will reflect any changes to these source regulations.

Scope

The scope of PPE to be covered by this policy includes:

- Equipment donned by individual members
- Equipment required to be carried by individual members

Annexes

- 1a) Canadian Coast Guard Auxiliary National Guidelines sections 3.14.2-3.14.4
- 1b) Canadian Occupational Health and Safety Regulations SOR – 12.11, 86-304
- 1c) Transport Canada Personal life saving appliances TP 14475E chapter 7sec 2.6 – PFD's
- 1d) Canadian Standards board Standards CAN/CGSB-65.11-M88

Annex 1a): Canadian Coastguard Auxiliary National Guidelines:

3.14 THE WEARING OR PERSONAL PROTECTIVE EQUIPMENT BY THE CANADIAN COAST GUARD AUXILIARY DURING THE CONDUCT OF AUTHORIZED ACTIVITIES.

3.14.1 Purpose:

This policy is issued by the Canadian Coast Guard Auxiliary, in cooperation with the Canadian Coast Guard, to communicate the requirements for the wearing of Personal Protective Equipment (PPE) during the conduct of on water “Authorized Activities”.

3.14.2 Policy:

Canadian Coast Guard Auxiliary volunteers are reminded that the wearing of an inherently buoyant approved lifejacket, personal floatation device (PFD) or marine anti-exposure suit is mandatory under the following conditions:

- At all times when onboard CCGA vessels of open construction, including rigid hull inflatable boats (RHIB);
- At any time when on the exposed decks of CCGA vessels of closed construction, including commercial vessels and commercial fishing vessels;
- At any time that the Master or Coxswain of a CCGA vessel determines that there is a risk of accidental immersion in water.

3.14.3 Background:

This policy is being issued to align with the best practices of the Canadian Coast Guard which ensures compliance with governmental and departmental policies that dictate the wearing of personal protective equipment.

3.14.4 Application:

This policy applies to all CCGA volunteers, employees and any person embarked on a CCGA vessel while engaged in on water authorized activities.

3.14.5 References:

Canada Occupational Health and Safety Regulations – 12.11, SOR/86-304
CAN/CGSB 65.7-2007 Lifejackets, Inherently Buoyant Type Canadian General Standards Board
Fleet Safety Manual 7.C.2

CANADIAN COAST GUARD AUXILIARY NATIONAL GUIDELINES FOR ACTIVITIES COVERED BY THE CONTRIBUTION AGREEMENT APPROVED BY PRESIDENT CCGA (NATIONAL) / DG OPERATIONS VERSION: 2016-01 PAGE 7 OF 11 EFFECTIVE: 02 APRIL 2016

Annex 1b): Canada Occupational Health and Safety Regulations: SOR 12.11, 89-304

Protection Against Drowning

1. Where, in a work place, there is a hazard of drowning, the employer shall provide every person granted access to the work place with
 - a) a life jacket or buoyancy device that meets the standards set out in the Canadian General Standards Board Standard
 - (i). CAN2-65.7-M80, Life Jackets, Inherently Buoyant Type, dated April, 1980, or
 - (ii). 65-GP-11, Standard for: Personal Flotation Devices, dated October, 1972; or
 - b) a safety net or a fall-protection system.
2. Where, in a work place, there is a hazard of drowning,
 - a) emergency equipment shall be provided and held in readiness
 - b) a person who is qualified to operate all the emergency equipment provided shall be available;
 - c) if appropriate, a powered boat shall be provided and held in readiness; and
 - d) written emergency procedures shall be prepared by the employer containing
 - (i). a full description of the procedures to be followed and the responsibilities of all persons granted access to the work place, and
 - (ii). the location of any emergency equipment.
3. Where a work place is a wharf, dock, pier, quay or other similar structure, a ladder that extends at least two rungs below water level shall be affixed to the face of the structure every 60 m along its length.
4. SOR/88-632, s. 51(F).

Annex 1c): Transport Canada Personal Life Saving Appliance: TP 14475E

2.3 Immersion Suits

Information note

Standards for Immersion suits are in the Canadian General Standards Board CAN/CGSB-65.16-M89 entitled: *Marine Abandonment Immersion Suit Systems*, as amended from time to time.

Refer to the *Life Saving Equipment Regulations* Part III entitled *Operational Requirements and Equipment Standards* and particular attention should be given to the Sections 114, 115, 117. Refer to Column II of the Table in Section 121 for the appropriate testing standard.

2.4 Anti-exposure Work Suits

Reserved

Information note

Refer to the *Life Saving Equipment Regulations* Part III entitled *Operational Requirements and Equipment Standards* and particular attention should be given to the Sections 114, 115, 117.

Refer to Column II of the Table in Section 121 for the appropriate testing standard.

2.6 Personal Flotation Devices

2.6.1 Personal Flotation Devices

Information note

The standards and tests for Personal Flotation Devices are those set out in Canadian General Standards Board Standard CAN/CGSB-65.11-M88, *Personal Flotation Devices* with the following modifications.

2.6.1.1 Approval mark - In section 6.1 of the Standard CAN/CGSB-65.11-M88 replace "Approved by the Canadian Coast Guard, Department of Fisheries and Oceans" with "Approved by Transport Canada". Replace "Approuvé par la Garde côtière canadienne, Ministère des Pêches et Océans" with "Approuvé par Transports Canada".

Annex 1d): Canadian Standard Board Standard: CAN/CGSB-65.11-M88

Personal Flotation Devices

Applies to personal flotation devices (PFDs) intended for constant wear to increase the safety of adults (persons with a body mass greater than 41 kg) in situations where a risk of drowning exists. This standard covers devices that are inherently buoyant (Type I) and those with combined buoyancy (Type II).

Status: Withdrawn

SDO: CGSB

Language: English


Publish date: 1988-02-28

Supersedes: 65-GP-11 (1972)

Keywords: MARINE SAFETY, BUOYANCY AIDS, SAFETY DEVICES, LIFE JACKETS, SPECIFICATIONS, DIMENSIONS, TESTING, LABELS, MARKING, CLASSIFICATION SYSTEMS

ICS Codes: 13.340.70;

Standard Number: CAN/CGSB-65.11-M88

	POLICY	
	OPS-105 Approved Clothing	
	Original Date	Revision Date
	December 09, 2014	March 31, 2017

Policy

RCMSAR members that are aboard rescue vessels, at shore based boating safety activities, at official public events, and speaking to the media must wear the proper clothing as specified in the guidelines.

Reason for Policy

The RCMSAR brand has helped RCMSAR's image as an integrated, professional and highly capable search and rescue organization in British Columbia. Use of branded clothing supports our professional appearance.

Guidelines

1. Branding Clothing
 - a) All RCMSAR branding clothing must comply with the RCMSAR Graphic Standards Manual and be approved by Headquarters. Members may only wear clothing that is compliant with the RCMSAR clothing guidelines as determined by Headquarters. Clothing with non-RCMSAR branding may not be worn.

Old CCGA uniforms and patches are not to be worn for RCMSAR activities.
2. Pants
 - a) Black, Red or Navy Blue long pants in a preferred style of either work pants, cargo, or "EMS" style pants. Pants shall be work in accordance with *SAF-101 Crew Safety*.
3. Shirts & Jackets
 - a) Black or Navy Blue jacket, t-shirt or long sleeve shirt are the preferred attire for RCMSAR events. These must be either plain or RCMSAR branded.

4. Hats


- a) RCMSAR ball cap or other RCMSAR branded headwear. Hats with non-RCMSAR logos may not be worn. Wide brimmed hats are acceptable provided they are plain (no branding) or have the RCMSAR brand.

5. Footwear

- a) Appropriate protective footwear as outlined in *SAF-101 Crew Safety* must be worn on all vessels. Preferred colour is black.

6. Ceremonies

- a) Members attending formal occasions such as Remembrance Day or memorial ceremonies may wear business suits or equivalent with an RCMSAR lapel pin.

	POLICY	
	OPS-106 Alcohol and Drug Use by On-Duty RCMSAR Members	
	Original Date	Revision Date
	December 6, 2006	March 31, 2017

Policy

Members who are actively on call or involved in training shall not use alcohol or drugs that would in any way impair them during duty.

Reason for Policy


1. Ensure the safety of RCMSAR crews and the general public
 2. Comply with the law
 3. Avoid liability of RCMSAR or its members.
-

Guidelines

1. A member shall not consume or use any alcohol or drugs:
 - a) When on duty, or call or participating in a training activity.
 - b) In any Station boathouse, training facility or on any dedicated response vessel (DRV). The exception is for an owner/operator vessel not involved in an Authorized Activity, Authorized Tasking or training activity.
 - c) When dressed in distinctive clothing that conveys to the public they are members of RCMSAR. (Clothing would be items such as SAR shirts displaying RCMSAR logo along with letters referencing marine SAR). The exception to this requirement is attending official functions where it is recognized that persons in uniform may through custom or tradition consume alcohol. Remembrance Day, RCMSAR Annual General Meeting socials, ISAR Competition socials, are examples.
2. A member shall not undertake any RCMSAR activity when under the influence, however slight, of alcohol or a drug.
3. A member who is on call or on duty and feels they may not be in compliance with this policy shall stand down and seek to have another member stand-by until such time as he/she is fully capable of returning to duty.

4. A member noted to have an odour of alcohol on his/her breath is prima facie in contravention of policy and shall immediately stand down or cease the activity.
5. Any member who on reasonable belief notes an odour of alcohol on a member or believes that member may be impaired by alcohol or drug and about to undertake a RCMSAR activity, shall immediately advise that member and the Station Leader or designate.
6. No repercussions shall result to a person reporting on reasonable belief.
7. Alcoholic beverages shall not be brought onto or stored in any Station boathouse, training facility or dedicated response vessel.
8. Contravention of this policy will result in potential disciplinary action or dismissal from RCMSAR.

It is not the intent of this policy to preclude members from socializing or consuming alcohol. Members should be mindful of policy and exercise appropriate judgement. Simply put, if you commit to being on duty, on call or in RCMSAR distinctive clothing, do not consume alcohol.

	POLICY	
	OPS-107 Distracted Driving/Helming	
	Original Date	Revision Date
	January 10, 2003	March 31, 2017

Policy

RCMSAR does not support or condone the operation of private motor vehicles or vessels in an unsafe fashion while RCMSAR members are responding to SAR tasking.

Reason for Policy


In most communities RCMSAR members respond to their vessels by driving their own (or other privately owned) motor vehicles. RCMSAR does not support or condone the operation of these motor vehicles in a fashion what could be dangerous or outside the laws as presented in the British Columbia Motor Vehicle Act.

For RCMSAR members to be able to perform their tasking on the water, they must first safely arrive at their vessels. Operating motor vehicles in a dangerous manner or outside prescribed laws may result in members not arriving at the vessel in good time and delay the vessel getting underway. RCMSAR members are encouraged to take extra caution to ensure that while responding to a SAR tasking (i.e. a callout) that they operate any motor vehicle in a safe manner.

One responsibility of a helmsman is to ensure safety of the vessel by steering to avoid hazards. This cannot be guaranteed if the helmsman is distracted by the operation of an electronic device such as a cell phone. This risk is increased further at high-speed.

Guidelines

1. Refer to the British Columbia Motor Vehicle Act for more information.
2. Personal phones and other electronic devices shall not be used while at the helm of a DRV even while stopped.
3. If operation of a cell phone or electronic device is required while at the helm, the helm position shall be taken over by crewmember that is able to perform the helmsman duties without distraction.

	POLICY	
	OPS-108 Towing	
	Original Date	Revision Date
	April 13, 2002	March 31, 2017

Policy

RCMSAR will follow CCG Towing Policy when on an authorized JRCC SAR tasking.

Reason for Policy

Towing is a common but potentially hazardous activity for RCMSAR crews. It is important to have a common understanding of the rules and best practices for towing activities.

Definitions

JRCC: The Joint Rescue Coordination Centre (Victoria)

CCG Towing Policy or Towing Policy: Refers to the CCG *Operational Procedures on Assistance to Disable Vessels*, December 21, 2010 version.

Safe Haven: A location which is sufficiently sheltered from the elements where emergency repairs can be made or a further town can be arranged or where medical attention can be obtained if required. Having towed the rescued vessel to a safe haven, the assisting vessel may depart (with JRCC permission) without any anticipation that the situation would deteriorate or give rise to any further emergency.


Guidelines

1. RCMSAR Members are to be guided by the following extracts from the Canadian Aeronautical and Maritime Search and Rescue Manual III: Annex I: Assistance to a Disabled Vessel (i.e. not in Distress):
 - a) In all other situations if time and the circumstances allow, the Coxswain should consider providing technical assistance before deciding to tow. Any technical assistance, such as fuel or provisions transferred to the disabled vessel, will be strictly on account of the owner/operator of that vessel. From time-to-time the RCMSAR will have to tow disabled vessels. In the ordinary practice of seamanship, towing involves fewer risks to the towed vessel if the towing vessel is smaller or the

- same size as the towed vessel. In general, the Coxswain shall provide a copy and formally explain to the master or person in charge of the disabled vessel written towing conditions. Coxswains should ensure that the master of the towed vessel sign a towing waiver or agreed to towing waiver over a recorded VHF channel. The Coxswain shall also discuss the risks of towing and RCMSAR expectations during the tow.
- b) When any RCMSAR resource has a disabled vessel under tow and commercial or private assistance arrives on-scene, the Coxswain shall hand over the tow to the commercial/private vessel provided it appears capable and the transfer can be conducted safely.
 - c) Should a disabled vessel be towed by a RCMSAR resource the towing operation should always be to the nearest place of refuge or to a rendezvous position where the tow can be safely transferred to commercial or private mobile facilities. In all cases, the Coxswain shall record the date and time when the SAR operation ended i.e., when the persons aboard the disabled vessel have been transferred to a safe place and the time when they started the disabled vessel operation.
 - d) On arrival at the place of refuge, it is not the responsibility of the RCMSAR resource to secure the disabled vessel. However, the Coxswain may take such action as is necessary, having due regard for the circumstances of the case, to ensure that a disabled vessel is safely secured and anchored.
 - e) Coxswains may have to cast off the tow in order to respond to a distress situation or incident of a more serious nature. In instances when the persons onboard the disabled vessel consider themselves to be in potential danger and wish to abandon, the Coxswain of the RCMSAR resource should consider the risk and if prudent to do so, evacuate these persons and continue on with the more serious incident with the knowledge that these persons may have to remain on board the RCMSAR vessel for an extended period. The Coxswain shall notify the JRCC of the action taken.
2. Many RCMSAR Units receive funding as Rescue Societies from their own communities, including local governments, donations from boaters and boating organization, and charity fundraising events. The general expectation in accepting these funds is that the RCMSAR vessels' support can be anticipated any time someone is in need of assistance. RCMSAR Members should endeavor to clarify that theirs is a "rescue" society, and should not be considered a small vessel towing or aiding organization that responds to non-emergencies.
 3. In instances where RCMSAR vessels become aware of, or go to the assistance of a disabled vessel, RCMSAR members should be aware that it is the responsibility of the master of the disabled vessel to take such action to ensure the safety of his/her vessel. If the master is taking action to obtain assistance from other resources, including but not limited to commercial assistance, then the RCMSAR vessel should monitor the situation and advise JRCC. In the event the master is not available and some action is obviously required to reduce further risk to other marine users or the environment, the JRCC should be provided with this information immediately.

4. If other assistance is not available, or the master has declared themselves to be unable or unwilling to accept commercial assistance, or the RCMSAR vessel has reason to believe the assistance being offered is not capable of resolving the situation then the RCMSAR vessel shall communicate this information to JRCC and indicate their availability to act appropriately.
5. RCMSAR Members should keep in mind that once a tow line has been established that they have to assume responsibility for the safety of the vessel. In the event a SAR tasking is now received by that RCMSAR vessel, the towed vessel must first be rendered "safe" before proceeding to a new incident.
6. RCMSAR vessels have had commercial vessels demand that a tow be handed over to them. While it is our objective not to compete with commercial interests, the tow should only be handed over if:
 - a) The conditions are such that the transfer can be completely safe.
 - b) The commercial vessel is in all respects appropriate and capable of completing the tow.
 - c) The master of the towed vessel (if available) agrees to a transfer.

If the RCMSAR Coxswain believes that these conditions are not present or cannot be met, then the RCMSAR vessel should continue the tow to the closest appropriate safe have, and carefully log the reasons for doing so. The RCMSAR members should be aware that it may be necessary to defend the position at a later date.

	POLICY	
	OPS-109 Medication Administration Restrictions	
	Original Date	Revision Date
	February 21, 2015	March 31, 2017

Policy

Medication will not be carried on RCMSAR vessels for the purpose of administration to patients. If medication is carried by a patient, RCMSAR members may assist in the administration of medication that is covered within the scope of practice of a member's first aid level.

Reason for Policy


RCMSAR does not have medical oversight to administer medication to patients. To prevent administration of medication that is not carried by a patient, medication must not be carried aboard RCMSAR vessels.

Definitions

Over-the-Counter Medicine – Any medicine that one can purchase without a prescription. (e.g. Tylenol, Advil, topical anesthetics, etc.)

Guidelines

1. Over-the-Counter medicine is considered medication and therefore, will not be carried aboard RCMSAR Vessels.
2. If a RCMSAR member with an appropriate level of first aid assists with the administration of medication to a patient, the dose, type of medication and time of administration must be recorded and communicated to the next level of care.
3. All RCMSAR member's have the responsibility to know their scope of practice corresponding to their level of first aid.
4. RCMSAR will not be liable for the administration of medication by members that do not comply with this policy.

	POLICY	
	OPS-110 Special Events	
	Original Date	Revision Date
	June 04, 2002	March 31, 2017

Policy

Stations that wish to engage in Special Events shall only do so with authorization from the RCMSAR Director of Operations.

Reasons for Policy

Special Events are significant activities for RCMSAR and an opportunity for stations to participate with the communities serve.

Funding for special events is limited.

This policy will ensure a uniform approach for RCMSAR Stations' involvement in Special Events.

Definitions

JRCC: Joint Rescue Coordination Centre (Victoria)

Organized Event: Events where organizers charge entrants fees for participation.


SE: Special Event; an on-water or on-land activity other than training or a SAR tasking. SEs may include events such as acting as a safety boat for an on-water event or an event with an on-water component, boating safety activity support, SAR techniques demonstrations, and participation in community events and activities such as parades.

Guidelines

1. Any Station wishing to participate in a Special Event must make an online application to using the RCMSAR Special Event or Community Event Request form on the SAR Management System (SMS).

2. Special Event compensation comprises two elements;
 - a) Reimbursement (usually minimal) for operating costs.
 - b) Insurance coverage for the duration of the event plus travel time.
3. A Special Event Request must be authorized to ensure insurance coverage, even if no other compensation is required.
4. Special Event request forms must be submitted no later than **two weeks** prior to the event in order to allow for adequate evaluation of the request. Special Event requests that do not meet this deadline may not be approved.
5. Only Special Events that do not hinder or reduce SAR coverage of the ability to respond immediately to a SAR case shall be considered for authorization.
 - a) This includes but is not limited to ensuring that in cases of extended duration events, or events where a RCMSAR vessel is drawn away from its normal operational area that a suitable backup resource is made available.
 - b) RCMSAR crews must never allow themselves to become committed to an event to the degree that they cannot depart without prior notice to respond to any request of the JRCC.
6. Where an RCMSAR station has been asked to provide a safety vessel for an organized event, it shall only be considered if the following conditions have been met:
 - a) That the RCMSAR vessel(s) are additional resources to organizer provided vessels/resources.
 - b) That the event organizers are aware that the RCMSAR vessel(s) may be required to depart the event with no notice to respond to any request of the JRCC.
 - c) That the event organizers have been notified of the financial cost of having the RCMSAR vessel(s) participating, and that the organizers have been encouraged to consider funding all or a portion of the costs directly.
 - i. Donations directly made to a station/society for an RCMSAR vessel's participation in a Special Event shall be reported to the RCMSAR Director of Operations
 - ii. Donations made to a Station/Society do not have any effect on section 5.b.
7. A Special Event shall be considered to be authorized only when the applying Station Leader has received notification of authorization via the SAR Management System.

8. Funding may be provided by RCMSAR for all or a portion of expenses incurred by a Station or Society for participation in an authorized Special Event at the discretion of the RCMSAR Director of Operations
 - a) Special Events which have been denied, or otherwise not specifically approved, shall not be performed by the RCMSAR Station, and no reimbursement shall be payable.
 - b) Special Event compensation claimed in excess of the applicable authorization will not be paid by RCMSAR.
9. RCMSAR vessels shall not be used to participate directly in races, regattas, challenges, etc. as participants under the auspices of a Special Event. RCMSAR vessels may act as a safety boat for these events.

	POLICY	
	OPS-111 Guests on RCMSAR Resources During Authorized Non-SAR Activities	
	Original Date	Revision Date
	April 12, 2002	March 31, 2017

Policy

Guests shall only be taken aboard RCMSAR vessels during authorized non-SAR activities with the prior approval of the RCMSAR Director of Operations. Minors, except members of the RCMSAR Junior Program, shall not be taken on board.

Reasons for Policy

Insurance coverage is currently in place which allows RCMSAR to take guests on board for authorized non-SAR activities. This coverage is based upon an estimated number of guests that would be taken on board during the course of the year. In order to provide reasonable estimates for upcoming years and to ensure that the number of guests that are taken out does not exceed the estimate provided, stations must first seek authorization.

RCMSAR has a responsibility to ensure that guests are only taken out on suitable vessels, during favorable weather conditions, and only on suitable activities which reflect the goals and objectives of RCMSAR.

The safety of guests and maintenance of SAR readiness is paramount.

Definitions

Authorized non-SAR Activity: As defined in the CCGA National Guidelines.

CIS: Critical Incident Stress.

Guest: Any person on board a RCMSAR vessel participating in an authorized activity who is not an active crew member of the RCMSAR. The definition of guest also includes, members of the media, members of supporting societies, and members of the public at large.

JRCC: Joint Rescue Coordination Centre (Victoria).

Guidelines

1. This policy does not apply to activities related to the resolution of SAR incidents.
2. Guests may only be taken on board RCMSAR vessels during non-SAR authorized activities with the permission of the Director of Operations.
 - a) Any station intending to take a guest on an authorized non-SAR activity must first complete a "RCMSAR Guest Authorization Request" form on the SAR Management System (SMS), and submit it a minimum of 14 days prior to the anticipated activity.
 - b) Where a Station has a short notice "opportunity" they may to seek verbal permission from the Director of Operations.
 - c) It is expected that in a case where any RCMSAR resource takes guest on board for authorized non-SAR activities, that the station will also have a SAR contingency plan in place for the duration of the event. The contingency plan shall include, but not be limited to, a predetermined means of disembarking guests in the event of a SAR tasking.
3. Any RCMSAR crew, which while taking part in an authorized non-SAR activity becomes aware of a SAR situation, must take the following steps:
 - a) The crew must take all opportunities to disembark the guests. In all but the most urgent cases, it is expected that the guests should be disembarked before the crew proceeds to the SAR tasking.
 - b) The Coxswain must consider the safety of the guests and their effect on the crew's effectiveness when considering the crew's role in any developing incident.
 - c) If the Coxswain decides to proceed to the tasking with the guest on-board, he/she must inform JRCC that the guest is on-board.
 - d) The Coxswain of the vessel must consider the guests on board should a SAR case become one where the potential for Critical Incident Stress issues could arise.
4. All guests onboard a RCMSAR vessel shall at all times wear the required safety and protective clothing in parallel with the crew's PPE and clothing. The Coxswain shall ensure that additional protective clothing shall be carried on board the vessel for guests in the event the weather changes or the duration of the activity exceeds that originally planned.
 - a) The Coxswain must ensure that guests are suitably protected from both environmental hazards and hazards due to the nature of RCMSAR vessel operations at all times.

5. The recommended maximum speed a RCMSAR vessel may be operated at with a guest on board is 40 knots under ideal conditions.
6. The RCMSAR reserves the right to deny any guest permission request.
7. Minors, with the exception of those participating in the RCMSAR Junior Program, shall not be taken on board.

	POLICY	
	OPS-112 Media Rides	
	Original Date	Revision Date
	January 12, 2002	March 31, 2017

Policy


Members of the media may be taken aboard RCMSAR vessels during training missions and special events if authorized by the Station Leader and Manager SAR Operations. All aspects of the Media Ride shall be in accordance with policy *SPE-103 Guests on RCMSAR Resources During Authorized Non-SAR Activities*.

Reasons for Policy

Taking media on the water in an RCMSAR rescue vessel is an effective way to demonstrate what volunteer rescue crews do and supports our goal of creating a positive public image of the marine SAR community. We must ensure that members of the media are kept safe while aboard, that their presence does not affect a SAR mission or our service to the public, and that we present a professional image.

Guidelines

1. Members of the media may be taken aboard if authorized by the Station Leader and the Director of Operations.
2. The Coxswain will ensure that members of the media are provided with a safety briefing and appropriate safety equipment.
3. All crew will demonstrate best practice and wear appropriate safety equipment and RCMSAR branded attire.
4. If a tasking occurs during a media visit, members of the media will be taken ashore. If time is of the essence, they may remain on board at the Coxswain's discretion with a request that they follow his/her instructions at all times.

	POLICY	
	OPS-113 Use of Non RCMSAR Vessels During Authorized Activities	
	Original Date	Revision Date
	June 08, 2002	March 31, 2017

Policy

Vessels that have not been accepted by the RCMSAR shall not be utilized to perform SAR operations (including SAR, non-SAR tasks, training, and special events).

In cases of extreme urgency where a non RCMSAR vessel is used for RCMSAR members to conduct a SAR tasking, the claim shall only be payable by RCMSAR if prior approval has been sought and received from the JRCC.

Reasons for Policy

When a Station is unable to respond with an RCMSAR resource and must do so with a non-RCMSAR resource, potential complications could arise including the lack of reimbursement, and insurance coverage.


Definitions

JRCC: The Joint Rescue Coordination Centre (Victoria)

Guidelines

1. RCMSAR members shall not operate non RCMSAR vessels for conducting authorized activities such as Special Events or Training Exercises.
2. The operation of non RCMSAR vessels for SAR tasks by RCMSAR members is strongly discouraged.
3. The Station must notify the JRCC immediately when a Station plans on using a non RCMSAR vessel for an Authorized Tasking.
 - a) This approval should only be sought in the most dire circumstances and is not acceptable as a matter of common practice for any RCMSAR Station. Examples of where approval **MAY** be authorized are remote areas, or urgent or distress incidents where no other resources are available.

- b) The practice of making use of JRCC approved non-RCMSAR vessels is strongly discouraged.
- 4. Having a non RCMSAR vessel approved for use on a SAR tasking by the JRCC does not imply that any reimbursement claims to arise from it will be paid. The decision to pay a SAR claim will be made on a case-by-case basis by RCMSAR Headquarters.
- 5. Nothing in this policy is intended to relieve any vessel from its obligation to respond to distress under the Canada Shipping Act.
- 6. Non RCMSAR vessels may be used as training aids for exercises (such as towing) provided that an appropriate written waiver has been signed prior to beginning the exercise.

	POLICY	
	OPS-114 In-Water Training	
	Original Date	Revision Date
	August 25, 2004	March 31, 2017

Policy

RCMSAR members wearing appropriate personal protective equipment and in good environmental conditions may enter the water for the purposes of person overboard and self-recovery training.

RCMSAR members are not authorized to enter the water during the course of SAR operations, except in cases where wading in calm, shallow water (less than 4 feet in depth) is required.

Reasons for Policy

The most important priority in conducting in-water training is the safety of members.

This policy establishes a uniform approach to conducting live person overboard training, along with establishing minimum safety requirements that must be in place prior to initiating such training exercises.

Definitions


JRCC: The Joint Rescue Coordination Centre (Victoria).

For the purposes of this policy, the terms ‘water entry’, ‘live man overboard training’ and ‘in-water training’ shall be considered synonymous.

Guidelines

1. **In-water training shall be conducted in two distinct phases:**
Dockside theory & dummy practicals, Dockside Live Recoveries
 - a) All participant shall spend an adequate period of time discussing theory and conducting recovery practicals with dummies prior to putting members in the water.
 - b) Dockside live recoveries: After becoming familiar with the recovery evolution in-water training can begin using suitably protected members in water involving an adequately **secured RCMSAR vessel.**

- i. Live man overboard (in-water) training may only be conducted in circumstances where the following minimum safety equipment is in place, in use or at ready as appropriate:
 - The person entering the water must:
 - Wear an inherent floatation PDF of immersion suit that is in good conditions; a drysuit or wetsuit of suitable size is required for prolonged immersion in the ocean (longer than 10 minutes);
 - Be a member of the RCMSAR;
 - Wear an appropriate helmet;
 - Be physically capable of effecting their own self-rescue (removing themselves from the water); and
 - Enter the water in a controlled manner, no person shall enter the water from a vessel making the way.
 - The persons participating in the training session must:
 - Have a spotter in place prior to any water entry. This person must be clearly identified, must be capable of maintaining continuous contact with the person in the water, must be dedicated solely to the safety of the person in the water, may not participate in recovery training until relieved, and must have a boat hook of suitable length to reach the person in the water in their possession at all times. The spotter must be ready and able to initiate extracting the person from the water without delay should be required.
 - Keep a heaving line at the ready at all times while a person is in the water.
- ii. No member may enter the waters of any area closed for swimming intentionally for training purposes. This includes but is not limited to all areas of the Fraser River and estuary, and any areas closed due to high bacterial coliform counts.
- iii. Reasonable weather & environmental conditions must be present prior to any water entry taking place.
- iv. The engine(s) of the RCMSAR vessel(s) used shall not be running while members are in the water.
- v. Under no circumstances shall any person enter the water and be allowed to be more than 30 feet from the spotter or RCMSAR vessel at any time.
- vi. Any member who has entered the water in a wetsuit shall not spend more than 30 minutes participating in live man overboard practice during a 24 hour period.
- vii. If any equipment failures are detected or suspected the practice session shall be immediately terminated and any members in the water shall be removed without delay.
 - This includes but is not limited to leaks detected in dry suits or immersion suits.
- viii. Nothing in this policy relieves any member or unit from the responsibility to float test PDFs and floatation equipment annually.

	POLICY	
	OPS-115 Pyrotechnic Distress Signals and Devices - Non-Use	
	Original Date	Revision Date
	January 12, 2002	March 31, 2017

Policy

RCMSAR members shall not participate in or endorse the launch, fire, or ignition of pyrotechnic distress signals or pyrotechnic devices in a non-distress situation, training exercise, demonstration, or during an authorized activity.

Reasons for Policy

The use of pyrotechnic distress signals (flares) in non-distress situations is an offense under the Canada Shipping Act and a breach of the Collision Regulations. It is recognized that use of pyrotechnic distress signals in non-distress situations degrades their effectiveness in real distress situations.

The Canadian Coast Guard's national policy is as follows: "The Canadian Coast Guard does not approve the firing of red flares at any time unless for distress purposes."

Definitions

Pyrotechnic Distress Signal:

- Rockets or shells, throwing red stars fired one at a time at short intervals
- A rocket parachute flare or a handheld flare showing a red light
- A smoke signal giving off orange-coloured smoke


Pyrotechnic Device:

- Rockets or shells, throwing white stars
- Rockets or parachute flares firing a colour that cannot be confused with a pyrotechnic distress signal
- A smoke signal displaying white smoke that cannot be misconstrued as a Type D flare or a vessel fire

Guidelines

1. RCMSAR members shall not use pyrotechnic distress signals or any pyrotechnic device for demonstrations, exercises, or in any related RCMSAR activity.
2. RCMSAR members shall not participate or involve themselves in any manner with pyrotechnic distress signal demonstration events with any other organization.
 - a) RCMSAR members that become aware of or are solicited to participate or provide guidance in a pyrotechnic distress signal demonstration from an outside organization or individual shall communicate that neither the Canadian Coast Guard nor the RCMSAR approve or endorse the use of pyrotechnic distress signals in non-distress situations.
3. The use of illumination pyrotechnics designed for use during a SAR mission is permitted during a SAR tasking when deemed appropriate with approval from the Joint Rescue Coordination Centre.
4. RCMSAR does not endorse the training, exercising, or use of pyrotechnic devices of any colour.

V. FINANCE & ADMINISTRATION

	POLICY	
	ADM-100 Ethical Fundraising and Financial Accountability	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy

RCMSAR will be a responsible custodian of donation funds and exercise due care in fundraising and financial reporting.

Reason for Policy

Transparency and protection of donor privacy creates confidence in RCMSAR as a worthy recipient of charitable giving.

Guidelines

A. Donor Policies and Public Representations

1. RCMSAR shall prepare and issue official Income Tax receipts for monetary gifts and for gifts-in-kind pursuant to any policy established and published on minimum amounts to be receipted and in compliance with all regulatory requirements. RCMSAR shall acknowledge in writing contributions not entitled to be official receipted, subject to any policy established and published on minimum amounts to be acknowledged.
2. All fundraising solicitations by or on behalf of RCMSAR shall disclose RCMSAR's name and the purpose for which funds are requested. Printed and online solicitations (however transmitted) shall include its address or other contact information.
3. RCMSAR shall provide the following information promptly upon request:
 - a) RCMSAR's most recent annual report and financial statements as approved by the governing board;
 - b) RCMSAR's registration number (BN) as assigned by the Canada Revenue Agency (CRA);
 - c) Any information contained in the public portion of RCMSAR's most recent Charity Information Return (form T3010A) as submitted to CRA;

- d) A copy of RCMSAR's Investment Policy relating to its investable assets, if applicable (see C8);
 - e) A list of the names of the members of the RCMSAR's governing board; and
 - f) A copy of this *Ethical Fundraising and Financial Accountability Code*.
4. RCMSAR or those fundraising on its behalf shall disclose, upon request, whether an individual or entity soliciting contributions is a volunteer, an employee or a contracted third party.
 5. RCMSAR shall encourage donors to seek independent advice if the proposed gift is a Planned Gift and/or RCMSAR has any reason to believe that the proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.
 6. RCMSAR shall honour donors' requests to remain anonymous in respect to:
 - a) Being publicly identified as a supporter of the organization; and/or
 - b) Having the amount of their contribution publicly disclosed
 7. The privacy of donors shall be respected. Any donor records that are maintained by RCMSAR shall be kept confidential. Donors shall have the right to see their own donor records, and to challenge their accuracy.
 8. Solicitations by or on behalf of RCMSAR shall treat donors and prospective donors with respect. Every effort shall be made to honour their requests to:
 - a) Limit the frequency of solicitations;
 - b) Not be solicited by telephone or other technology;
 - c) Receive printed material concerning RCMSAR;
 - d) Discontinue solicitations where it is indicated they are unwanted or a nuisance.
 9. Recognition mechanisms created due to a gift shall not be arbitrarily changed or withdrawn. Unless otherwise negotiated at the time of the gift or changed through a joint agreement between RCMSAR and the donor or the donor's family or legal representative, the original form of the recognition mechanism will be maintained. If the mechanism cannot be physically retained, it will be changed to another consistent with the original agreement. If continuation of the recognition creates a reputational risk for RCMSAR, it may be terminated or altered.
 10. RCMSAR shall respond promptly to a complaint by a donor or prospective donor about any matter that is addressed in this *Ethical Fundraising and Financial Accountability Code*.

B. Fundraising Practices


1. Fundraising solicitations on behalf of RCMSAR shall:
 - a) Be truthful; and
 - b) Accurately describe RCMSAR's activities and the intended use of donated funds.
2. RCMSAR shall not make claims that cannot be upheld. It shall refrain from using marketing materials or making representations that could be misleading. RCMSAR shall not exploit its beneficiaries. It shall be sensitive in describing those it serves (whether using graphics, images or text) and fairly represent their needs and how these needs will be addressed.
3. When RCMSAR conducts online solicitations its practices shall be consistent with or exceed the provisions of the Canadian Code of Practice for Consumer Protection in Electronic Commerce, which is downloadable at: [http://www.cmcweb.ca/epic/site/cmc-cmc.nsf/vwapi/EcommPrinciples2003_e.pdf/\\$FILE/EcommPrinciples2003_e.pdf](http://www.cmcweb.ca/epic/site/cmc-cmc.nsf/vwapi/EcommPrinciples2003_e.pdf/$FILE/EcommPrinciples2003_e.pdf)
4. When RCMSAR conducts face-to-face solicitations, including but not limited to door-to-door campaigns or street-side fundraising, its practices shall include measures to:
 - a) Provide verification of the affiliation of the person representing RCMSAR; and
 - b) Secure and safeguard any confidential information, including credit card information, provided by donors.
5. Volunteers, employees and third party consultants/solicitors who solicit or receive funds on behalf of RCMSAR shall:
 - a) Adhere to the provisions of this *Ethical Fundraising and Financial Accountability Code*;
 - b) Act with fairness, integrity, and in accordance with all applicable laws;
 - c) Adhere to the provisions of applicable professional codes of ethics, standing of practice, etc.;
 - d) Cease solicitation of a prospective donor who identifies the solicitation as harassment or undue;
 - e) Disclose immediately to RCMSAR any actual or apparent conflict of interests or loyalty; and
 - f) Not accept donations for purposes that are inconsistent with RCMSAR's objects or mission.
6. RCMSAR shall provide, upon request, its best available information on the gross revenue, net proceeds and costs of any fundraising activity (including the fundraising costs categorized as education and/or public awareness) it undertakes.

7. RCMSAR shall not, directly or indirectly, pay finder's fees, commissions or percentage compensation based on contributions.
8. If RCMSAR should undertake cause-related marketing in collaboration with a third party it shall disclose how RCMSAR benefits from the sale of products or services and the minimum or maximum amounts payable under the arrangement. If no minimum amount is specified, RCMSAR should disclose this.
9. RCMSAR shall not sell or share its donor list.
10. RCMSAR's governing board shall be informed at least annually of the number, type and disposition of complaints received from donors or prospective donors about matters that are addressed in the *Ethical Fundraising and Financial Accountability Code*.

C. Financial Practice and Transparency

1. RCMSAR's financial affairs shall be conducted in a responsible manner, consistent with the ethical obligations of stewardship and all applicable law.
2. All donations shall be used to support RCMSAR's objects.
3. All restricted or designated donations shall be used for the purposes for which they were given unless RCMSAR has obtained legal authorization to use them for other purposes. Alternative uses will be discussed where possible with the donor or the donor's legal designate. If the donor is deceased or legally incompetent and RCMSAR is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent. If necessary, RCMSAR will apply to the courts or the appropriate regulatory body to obtain legal authorization to use the donation for other purposes.
4. Annual financial reports are necessary to achieve transparency and accountability to donors and the public. All charities issuing receipts should produce them and make them easily accessible. Financial reports should:
 - a) Be factual and accurate in all material respects;
 - b) Disclose the gross amount of fundraising revenues (receipted and non-receipted);
 - c) Disclose the total amount of fundraising expenses (including gifts to other charities);
 - d) Disclose all donations that are receipted for income tax purposes;
 - e) Disclose the total amount of expenditures on charitable activities (including gifts to other charities);
 - f) Segregate undesignated and designated funds (for aggregate amounts over \$100,000);
 - g) Identify government grants and contributions separately from other donations (for aggregates amounts over \$100,000); and

- h) Financial statements should be prepared in accordance with generally accepted accounting principles and standards established by the Canadian Institute of Chartered Accountants, in all material respects (or disclose a discrepancy between the practice and GAAP).
- 5. The cost-effectiveness of RCMSAR's fundraising programs shall be reviewed regularly by the governing board. No more will be spent on administration and fundraising than is required to ensure effective management and resource development. RCMSAR shall disclose its process for evaluating its spending.
- 6. RCMSAR shall, upon request, disclose the revenue and expense assumptions for its fundraising activity as approved by its Board in its annual budget.
- 7. If RCMSAR has annual revenue in excess of \$250,000.00, the financial statements shall be audited by an independent public accountant.
- 8. If RCMSAR's investable assets surpass \$1,000,000.00, an Investment Policy shall be established setting out asset allocation, procedures for investment decisions, and asset protection issues.
- 9. If RCMSAR receives, or anticipates receiving, gifts-in-kind of \$100,000.00 or more in a year and has annual revenue in excess of \$500,000.00 it shall establish a Gift Acceptance Policy (including valuation issues) for the receipts of gifts-in-kind.


	POLICY	
	ADM-101 Telemarketing	
	Original Date	Revision Date
	July 01, 2001	March 31, 2017

Policy

Headquarters, Stations and Societies shall not use telemarketing using the RCMSAR name to raise funds.

Reason for Policy

1. The use of telemarketing may damage RCMSAR's reputation and expose us to complaints by the public.
2. The potential benefits of telemarketing are limited, administration costs are high, and telemarketing is not part of RCMSAR's fundraising strategy.
3. There is a risk of loss of control over donor lists used by professional telemarketers.

	POLICY	
	ADM-102 Donors and Tax Receipts	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017


Policy

All donors (individuals, corporations, and foundations) will receive an official receipt for income tax purposes for the amount of the donation of \$20 or greater. Donors of non-monetary eligible goods (or gifts-in-kind) are entitled to receive an official receipt that reflects the fair market value of the gift as outlined in *FDR-111 Gift Acceptance*.

Note: “Eligible gifts” are defined in Revenue Canada Interpretation Bulletin IT-110R2 or its successor. Some common gifts, such as donations of volunteer time, services, food, inventory from a business, etc., are not eligible to receive official tax receipts.

Reason for Policy

To ensure that our non-profit status is retained and our ability to issue tax receipts is maintained, we must ensure all issued receipts comply with Revenue Canada’s guidelines.

	POLICY	
	ADM-103 Gift Acceptance	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy

RCMSAR reserves the right to accept or decline any gift or donation. If accepted the gift or donation shall be processed as outlined in the guidelines of this policy.

Reason for Policy

To ensure consistent practice in the acceptance of monetary and tangible gifts.

Definitions

Gift Acceptance – occurs when our Charity is given monetary gifts as well as tangible gifts with a determined value.

Guidelines

1. General
 - a) RCMSAR as a Registered Charity receives both monetary gifts and tangible property to assist in operations and special projects of the RCMSAR Society.
2. Gifts of Cash
 - a) Gifts of cash include credit cards, cheque or money order and are tax receipted if over \$20.00 provided that the required information for the tax receipt is obtained from the donee.
 - b) Cheques or Money Orders can be made payable to RMCSAR or Canadian Coast Guard Auxiliary Pacific, Inc.

3. Gifts in Kind

- a) Donations of tangible property, materials, special collections, cultural property and works of art require review and approval by the Chief Executive Officer before prior to acceptance.
- b) Donation receipts for gifts of property will be issued for the fair market value of the donated property as determined by appraisal or current cost by the Director of Finance.

4. Gifts of Publicly Traded Securities

- a) Applies to securities and mutual funds.
- b) RCMSAR may not hold or trade shares at any time.
- c) Securities will be sold as quickly as possible in order to translate donation into monetary proceeds.
- d) All donations of securities will be processed by the RCMSAR Director of Finance after acceptance by the Chief Executive Officer.

5. Gifts of Life Insurance

- a) Applies to both whole life and term insurance policies.
- b) Notice of intended gifts of insurance policies shall be directed to the RCMSAR Financial Officer who will ensure the donor is aware of the requirements to make the donation.

6. Gifts of Bequests and Memorial Gifts

- a) Applies to all bequests and memorial gifts. This excludes cases where RCMSAR is the beneficiary or owner of an insurance policy which are covered under Gifts of Life Insurance.
- b) All bequests and memorial gifts shall be processed by the RCMSAR Financial Officer after acceptance by the Chief Executive Officer.

7. Gift Annuities

- a) The gift annuity is a contractual arrangement whereby a Donor transfers assets to RCMSAR in exchange for fixing, guaranteed payments for the life of the annuitant(s) or for a term of years. Determination of the gift receipts and taxation of annuity payments will be in accordance with CRA regulations.
- b) The gift annuity rates offered shall not exceed those recommended by the Canadian Charitable Annuity Association, which are computed to produce an average "gift" remainder or residue of approximately 50% of the amount originally donated under the agreement. (Consequently the rates are lower than and are not in

competition with rates being offered by commercial annuity issuers.)


- c) Subject to the consent of RCMSAR, the Donors may designate the purpose for which the gift annuity residuum is used. The “residuum” refers to the amount of the original contribution retained by RCMSAR after satisfying all annuity payment obligations.
- d) The RCMSAR Director of Finance shall process all gift annuities after acceptance by RCMSAR Chief Executive Officer.

8. Gifts of Retirement Plans

- a) Donors may reduce tax liabilities into a charitable gift by naming RCMSAR as the beneficiary of their RRSP or RRIF plan. Throughout one’s employment lifetime, many individuals contribute to an RRSP (Registered Retirement Savings Plan); at the end of the year in which the contributor or assignee of the plan turns 71 years of age, the RRSP must be converted into an RRIF (Registered Retirement Income Fund). At the end of the contributor’s lifetime and proceeds are received by RCMSAR, and a donation receipts would be issued to the estate. The RRSP or RRIF tax liability die on the Estates final tax return is entirely offset by the tax credit from the donation receipt. Similar treatment is afforded to a RPP (Registered Pension Plan), or a LIF (Lift Income Fund).
- b) A gift of retirement plans shall be processed by the Director of Finance after acceptance by the RCMSAR Chief Executive Officer.

9. Gifts Currently Not Accepted By RCMSAR, but may be converted to an acceptable form of donation as the discretion of the RCMSAR Director of Finance:

- a) Gifts of Stock Options by Individuals
- b) Gifts of Non-Publicly Traded Companies
- c) Gifts of Residual interests
- d) Gifts of Charitable Remainder Trusts
- e) Gifts of Stock Options by a Corporation

	POLICY	
	ADM-104 Purchasing Procedures - Operations	
	Original Date	Revision Date
	July 07, 2001	March 31, 2017

Policy

The responsibility and authority to purchase materials, supplies, goods, and equipment, and services is granted by the RCMSAR Board of Governors to the Purchasing Agents. These agents are the Director of Finance and the Chief Executive Officer. Individuals that are authorized by the Purchasing Agents or Finance Committee may enter into or obligate the RCMSAR for materials, supplies, goods, equipment or services.

Pre-Authorization is required for purchases

- Over \$3,000 by the Chief Executive Officer
- Over \$15,000 by the Finance Committee
- Over \$50,000 by the Board of Governors

Reason for Policy


To ensure proper controls on purchasing as part of RCMSAR's commitment to financial accountability.

Guidelines

1. Procurement Methods:
 - a) RCMSAR Credit Card
 - b) RCMSAR Cheque
 - c) Personal credit Card Payments for goods and services are discouraged and are contrary to accounting best practices. Personal credit card payments used in extenuating circumstances will be subject to normal invoice payment practices of up to 90 days.
 - d) Personal Credit Card Payments for Pre-Authorized Travel related costs are acceptable when submitted under RCMSAR requires Travel forms.

2. Purchase Orders

- a) RCMSAR Purchase Orders/Numbers must accompany all suppliers' invoices for payments over \$1,500.00. The number uniquely identifies each purchase order and provides a reference number for processing the payment of the supplier invoices and warranty protection.
- b) RCMSAR Purchase Orders/Numbers must have pre-authorization by the Chief Executive Officer and Director of Finance.

	POLICY	
	ADM-105 Personal Equipment Claims	
	Original Date	Revision Date
	December 10, 2014	March 31, 2017

Policy

RCMSAR is not responsible for any lost or damaged personal items that are not identified by RCMSAR as required for SAR duty.

Reason for Policy

To establish a clear guideline with respect to the use of, loss of, and damage to items owned by individual members during authorized activities.

Guidelines


1. Members are responsible for protection of their personal items while participating in RCMSAR activities.
2. RCMSAR will not reimburse members for loss or damage of personal items that are not authorized for SAR duty, such as personal cell phones and personal VHF radios.
3. Loss or damage of personal items that are required for SAR duty, such as prescription glasses, can be claimed.
4. Claim Procedure:

The following documentation must be submitted to RCMSAR headquarters:

- a) RCMSAR Damage Claim.
- b) Copy of SAR Mission Report, Exercise Claim, or Special Event Claim as appropriate for the authorized activity where the personal loss occurred.
 - i. The submitted report must clearly indicate that the personal equipment was lost or damaged.
- c) Copies of estimated for repair and/or replacement of the lost or damaged personal equipment.

RCMSAR will only consider replacing lost or damaged personal equipment with equipment of the same kind, type, and quality. The claimants may be required to provide proof of the type and kind of equipment lost.

The decision whether to repair or replace damaged equipment rests with RCMSAR.

	POLICY	
	ADM-106 Travel Authorization	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy


RCMSAR members that have Board approved travel privileges must obtain pre-approval from the Chief Executive Officer or designated individual for all travel planned with a projected total cost in excess of \$500.00 with limited exceptions as described within the guidelines.

Reason for Policy

To ensure for financial accountability with respect to planned travel.

Guidelines

1. All RCMSAR members must seek and gain permissions prior to committing to any travel projected to exceed \$500.00 with the following expectations:
 - a) RCMSAR members invited to attend the RCMSAR AGM with specified funding; or
 - b) Board members attending the AGM or a RCMSAR Board meeting.
2. Unless specifically approved by the Chief Executive Officer, projected travel costs must be within pre-established travel budgets.
3. All members taking Board approved travel in excess of \$500.00 are also required to submit a written trip report to the Chief Executive Officer or designated individual within 30 days of the completion of their trip.
4. Claims requiring trip reports shall not be paid by RCMSAR until a satisfactory trip report has been submitted and accepted by the Chief Executive Officer or designated individual.

	POLICY	
	ADM-107 Meal Reimbursement	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy


Board Members, Members, Managers and Staff authorized for travel are reimbursed for meals at the rates established in the RCMSAR adopted annual budget.

Reason for Policy

RCMSAR must ensure financial accountability in respect to travel and meal expenses.

Guidelines

1. Members on Authorized Business can claim meal expenses as follows:
 - a) Maximum per diem rates are \$20 for breakfast, \$20 for lunch and \$30 for supper.
 - b) Meal claims can be made by submitting the Travel for Management/Board Members Claim Form on the SAR Management System. Charges above the per diem amount may not be reimbursed.
 - c) Members who unexpectedly travel beyond their authorized travel time must obtain approval from the Chief Executive Officer or designated individual before charging meals to RCMSAR.
 - d) When lunch is provided to a group for training or meeting purposes, no claim can be made for that meal.

	POLICY	
	ADM-108 Training Course Registration	
	Original Date	Revision Date
	December 01, 2011	March 31, 2017

Policy

All RCMSAR training courses must be approved by the RCMSAR Headquarters prior to registration of participants. Registration of participants must follow the RCMSAR Training Course Registration Guidelines. Course fees for non-members must be paid in full at least 48 hours prior to the start of the course and any vacant spots on courses must be clearly documented.

Reasons for Policy

To establish clear guidelines on registration of participants in RCMSAR Training courses and outline the approval process for all course participants.

Definitions


Training Course: Any training course put on by the RCMSAR including, but not limited to SARNav-1, SARNav-2, SVOP, SEN-L, MED A3, PCOC, ROC-M and First Aid.

Guidelines

RCMSAR Training Course Registration Guidelines:

1. All RCMSAR members attending RCMSAR training courses must be nominated by their station designate and names submitted to the RCMSAR Operations Assistant for registration in courses.
2. All members attending training courses must be active members of the RCMSAR, received a member number from the RCMSAR Office, and be an active member on the SAR Management System database. (Please note: some courses have additional minimum membership and prerequisite requirements)
3. All members attending RCMSAR training courses must have a Transport Canada Candidate Document Number.

4. Once registered in a course, participants are sent a confirmation email with course date or wait-list spot.
5. Prior to the course prerequisites packages are mailed/emailed to course participants outlining course pre-requisite material and accommodation and travel arrangements if applicable.
6. Requests for changes or updates to a participant's registration must be sent to the Operations Assistant as soon as possible. This includes cancellations.
7. Cancellations of registration in SARNav-1 and SARNav-2 courses:
 - a) There is no penalty for cancellations that occur more than 30 days prior to the course start.
 - b) The vacant seat resulting from any cancellation will be offered to a member of a different station.
 - c) Cancellations on short notice will be noted by Headquarters. If Stations are found to have recurring cancellations, priority of seats may be evaluated which may result in reallocation of seats to a different Station.

	POLICY	
	ADM-109 Provision of Accredited Instruction by RCMSAR Members	
	Original Date	Revision Date
	January 30, 2008	March 31, 2017

Policy

Members of RCMSAR must follow the requirements set out by the RCMSAR Director of Training before any RCMSAR Station will accept them as an instructor.

Reasons for Policy


1. There is a possibility of a conflict of interest when accredited instructors (such as first aid, small vessel operator proficiency, SEN-L) are hired to teach within their own Stations.
 2. The Gaming Policy & Enforcement Branch has suggested that accredited training must be seen as being at arm's length from membership.
-

Guidelines

Members of RCMSAR who are certified/accredited to teach a course may do so under the following conditions:

1. They must be willing to provide the service at the designated rate of RCMSAR.
2. They must be a member of the station to whom they are providing the course, unless they are providing the course free of charge.

Providers will agree to the current rate adopted through the Annual Budget provided by RCMSAR, or will negotiate with the supporting society a separate fee. The difference between the rate provided by the RCMSAR and the negotiated fee will be the responsibility of the supporting society.

	POLICY	
	ADM-110 Expense Reimbursement for Training Courses	
	Original Date	Revision Date
	May 25, 2010	March 31, 2017

Policy

RCMSAR will provide funds for lodging, travel and meals for select training courses with exceptions and limitations as outlined in the guidelines.


Reason for Policy

RCMSAR makes every effort to take care of all expenses involved with select training courses for all participants. With limitations, meals, transportation, and accommodation are provided for RCMSAR members during these select training courses. However, in some cases, this is not always possible. The purpose of this policy is to streamline the processing of claims and provide the requested reimbursement amounts quickly.

Guidelines

1. RCMSAR may reimburse expenses incurred while attending select training courses:
 - a) SARNav-1 & 2
 - b) RHIOT
 - c) A course where expenses are pre-approved by the Chief Executive Officer
2. Original receipts must be submitted for all reimbursable expenses associated with training course reimbursement and travel claims.
3. If travel is reimbursed, members will only be reimbursed for the most economical mode of transportation or accommodation when attending or travelling to a select training course.
 - a) When travelling from the lower mainland to Vancouver Island, Ferry travel is appropriate and will be reimbursed in advance of travel.
 - b) Airfare may be reimbursed if deemed appropriate and approved by Headquarters.
 - c) Fuel may be reimbursed at cost if travel exceeds 200km.

4. RCMSAR will not reimburse the following:
 - a) Meals on route to a select training course.
 - b) Alcohol.
5. The Training Courses Travel Claim for Crew members on the SAR Management System must be used for reimbursement for training course travel claims.
6. First Aid training receives reimbursement at the rate established in the RCMSAR adopted annual budget for course fees only.

	POLICY	
	ADM-111 Crew Safety	
	Original Date	Revision Date
	March 25, 2015	March 31, 2017

Policy

All RCMSAR crew members shall ensure their own safety as well as the safety of fellow crew members. RCMSAR members shall ensure all crew safety measures are followed including, but not limited to, the guidelines of this policy.

Reason for Policy

The safety of our members and those they serve is our highest priority.


Guidelines

1. General
 - a) All members crewing a vessel must maintain a good physical condition to ensure that they are not at risk when crewing the vessel and be able to carry out all aspects of required SAR work.
 - b) Coxswains in charge shall ensure that all RCMSAR policies and operating procedures are upheld and that the vessels are operated in a safe and professional manner.
 - c) Coxswains are responsible for the safety of the crew and the vessel.
 - d) Coxswains shall report any injury and any damage which occurs during an authorized activity to the Station Leader who will forward this information to the Director of Operations
 - e) All RCMSAR members engaging in on-water activities shall wear or carry on board the following personal protective equipment:
 - i. PDF
 - ii. Strobe light
 - iii. Whistle
 - iv. Heliograph

- v. Serrated and sharp edge, blunt tipped stainless steel knife, with a scabbard which allows for easy release of the knife
 - vi. Watertight flashlight showing a white light
 - vii. Waterproof VHF
 - viii. CPR Mask
 - ix. Latex or nitrile gloves for first aid
 - x. Closed toe footwear that have adequate protection, traction, warmth, and comfort
 - xi. Eye protection on open or partially enclosed boats (Visor or Goggles)
 - xii. Approved Helmet
 - o Shall be worn by all personnel when operating in an open or partially enclosed DRV when at speeds over 15 knots. Helmets shall be worn on enclosed vessels when head injuries is possible due to operating conditions
- f) Personal flares are not to be carried by or attached to RCMSAR members.
- g) On open or partially closed vessels, inflatable PFDs (CCG Approved or not) shall not be used alone as a PFD. Inflatable PFDs are permitted while in the cabin of closed vessels.
- h) New personal protective equipment must be approved by the RCMSAR Safety and Training board before use, as per policy (PPE).

2. Clothing

- a) No shorts or jeans shall be worn aboard rescue vessels or in any instance that there is a possibility that the wearer will be involved in SAR or First Aid activities. Pants may be lightweight in the summer.
- b) RCMSAR members must ensure that they are wearing suitable warm clothing to avoid hypothermia while involved in RCMSAR authorized activities.

	POLICY	
	ADM-112 Operational Agreements and Outside Agencies	
	Original Date	Revision Date
	February 6, 2017	March 31, 2017

Policy

RCMSAR stations will not enter into operational service agreements with other agencies without the written permission of Headquarters.


Reason for Policy

RCMSAR's core mandate is to provide search and rescue service to the Canadian Coast Guard under our Contribution Agreement. From time to time RCMSAR stations may be approached by local agencies requesting specific services. These requests must be reviewed by Headquarters to ensure they are appropriate to our core mandate and our insurance requirements.

Guidelines

1. RCMSAR Stations shall not enter into any contracts or agreements with outside agencies in regards to provision of services without consultation with and written permission from Headquarters.
2. RCMSAR HQ will be the only body to enter into any provision of service agreements of contracts and will act on behalf of the entire organization.
3. The policy does not apply to Station Administration agreements such as:
 - a) Moorage Arrangements
 - b) Vessel Maintenance
 - c) Support Services

VI. SOCIETIES

	POLICY	
	SOC-100 Responsibilities of RCMSAR	
	Original Date	Revision Date
	January 01, 2012	March 31, 2017

Policy

RCMSAR shall provide a reimbursement for training and incident response as well as insurance coverage for authorized RCMSAR activities.


Reasons for Policy

To establish clear guidelines for the societies that support RCMSAR and to clarify the rights and responsibilities between the Society, the Headquarters and the Station.

Guidelines

1. RCMSAR will pay an hourly rate as approved in the RCMSAR annual budget for the Station's response, training, or authorized on-water activity in accordance with the following:
 - a) The Station will submit a training, incident or other authorized on-water activity report to RCMSAR through the SAR Management System (SMS) after conducting activities authorized by the Canadian Coast Guard and/or RCMSAR.
 - b) The Station will submit the report within 60 days of having incurred those expenses, failing which RCMSAR shall not be responsible for the reimbursement thereof.
 - c) A reimbursement will not be provided for authorized RCMSAR activities where there is non-compliance with crewing standards.
 - d) Upon receipt of the Station's report, RCMSAR will pay the Society in accordance with RCMSAR's payment schedule and the authorized allocation of hours as determined by experience rating.
2. **Additional Insurance Coverage:** Should the Society wish to participate, RCMSAR will provide access to a beneficial rate on dockside insurance to be billed yearly by RCMSAR.

3. RCMSAR will continue to support the Station and Society in training, incident response, and insurance coverage as long as the Station and Society adheres to all of RCMSAR's Policies and Procedures.

	POLICY	
	SOC-101 Responsibilities of the Society	
	Original Date	Revision Date
	January 01, 2012	March 31, 2017

Policy

The Society shall provide services to RCMSAR clearly set out in this policy.

Reasons for Policy

To establish clear guidelines for the societies that support RCMSAR and to clarify the rights and responsibilities between the Society, the Headquarters and the Station.

Guidelines

It is the responsibility of the Society to:

1. Provide funding for a Vessel or Vessels to RCMSAR for SAR use;
2. Raise funds by donations and by other means in order to provide financial support to the Stations. The funds raised are to be used for the acquisition of approved rescue vessels, to cover maintenance cost of those vessels, and to provide needed equipment and supplies for the Station;
3. To contribute financial assistance towards the purchase and maintenance of RCMSAR equipment and supplies;
4. Provide financial and administrative support services to RCMSAR by assisting individual Stations to meet search and rescue objectives and search and rescue prevention services;
5. Adhere to all policies and guidance of the Headquarters and the Station;
6. Have a mandate that does not include any responsibility related to Station governance or operations;
7. Promptly advise RCMSAR of any legal action taken or anticipated against the Society. The Society will indemnify and save RCMSAR from any litigation related to the Society in which RCMSAR is named as a party, for alleged damages or other judicial

proceedings related to the activities or actions of the Society, its members, officers, volunteers or staff;

8. Keep its corporate records up to date and ensure timely reporting in accordance with the *Society Act*, and provide RCMSAR a copy of all filed documents upon request;
9. Disclose fiscal year-end financial statements and other financial documents upon request as well as insurance and a list of Directors to RCMSAR on an annual basis;
10. Provide RCMSAR with a copy of its constitution bylaws and register of members, upon request;
11. Advise RCMSAR of its application, registration, or de-registration with the Canada Revenue Agency as a charity, under the *Income Tax Act* and confirm in writing its status to RCMSAR promptly upon written request;
12. Comply with applicable Canada Revenue Agency reporting requirements when the Society is a registered charity. On written request, the Society shall provide to RCMSAR a copy of taxation reports and filings.

	POLICY	
	SOC-102 Society Members	
	Original Date	Revision Date
	January 01, 2012	March 31, 2017

Policy


All members of the society must be members of RCMSAR in good standing.

Reasons for Policy

To encourage and maintain a positive relationship between the Society, RCMSAR HQ and the Station.

Guidelines

1. The Society shall be a voting member of RCMSAR in accordance with the RCMSAR bylaws.
2. Members
 - a) All members of the Society must be members of RCMSAR in good standing as determined by RCMSAR Headquarters, and must have completed a criminal record check.
3. Station Leaders
 - a) Station Leader will sit on the Society's Board of Directors as a non-voting, ex officio member and shall not hold executive office. Deputy Leaders may sit on Society's Board of Directors, but shall not hold executive office.
4. Society Presidents
 - a) Society Presidents are to be elected at minimum every two years. The position of Society President shall not be held by the same person for more than four consecutive years.
5. Managers and Directors of RCMSAR or National Directors of the Canadian Coast Guard Auxiliary may not sit on the Board of the Society.

	POLICY	
	SOC-103 Society's Role in Vessel Acquisition, Maintenance, and Equipment	
	Original Date	Revision Date
	January 01, 2012	March 31, 2017

Policy

The Society will comply with to all of RCMSAR's Vessel and Equipment Standards.


Reasons for Policy

To create a uniformity of vessel and equipment standards throughout the organization.

Guidelines

1. **Vessel Procurement, Refit or Replacement:** In the event that the Society is desirous of acquiring a new Vessel or refitting/replacing an existing vessel, the Society agrees to follow all RCMSAR policies and procedures including, but not limited to:
 - a) The Society and Station will make its Vessels available for regular inspections a minimum of once every two years.
 - b) Any alterations to the Vessel require prior written approval from RCMSAR HQ. RCMSAR reserves the right to request an inspection of the vessel after alterations.

3. **Equipment:** The Society and Station will comply with all of RCMSAR's equipment standards and purchasing procedures including but not limited to engines, electronics, vessel equipment, crew gear, and first aid equipment.
 - a) In order to avoid non-compliance and put the Station at risk of being stood down, all new and replacement equipment must be approved by the appropriate individual authorized by RCMSAR.

	POLICY	
	SOC-104 Society's Public Profile	
	Original Date	Revision Date
	January 13, 2015	March 31, 2017

Policy

The Society shall have the sole objective of fundraising support for their Station. The Station shall offer support to the Society to achieve this objective. The public profile of the society shall reflect this sole objective and shall not participate in the operations of the Station which includes, but is not limited to, SAR incident response, SAR training programs, and boating safety.

Reasons for Policy

To distinguish the roles and responsibilities of the Station and Society in order to provide a clear profile of each entity to the public.

Guidelines

1. The Society will focus their public communications and marketing to promote the RCMSAR Station and will not promote the supporting Society except where there is a strong rationale for doing so which shall be approved by RCMSAR Headquarters. The Station is the entity that delivers our service to the public. The Society, while important to the success of the Station, plays a supporting role.
2. **RCMSAR Identification:** The Society will permanently affix or otherwise mark their vessels, equipment, and any other pieces in view of the public with identification or symbols determined by RCMSAR.

	POLICY	
	SOC-105 Society Fundraising	
	Original Date	Revision Date
	January 01, 2012	March 31, 2017

Policy

Societies are required to limit their fundraising activities to their station's designated operational area, while adhering to RCMSAR's Fundraising Policies.

Societies shall seek donations from local businesses and organizations in their area; Fundraising beyond a Station's designated operational area will only be allowed in extenuating circumstances and prior to any solicitation must be authorized by Headquarters.

Regional or National Companies headquarters located in a designated Station operational area are considered a regional fundraising resource and only their local operation may be solicited by a local society.

Societies which receive non-government donations of more than \$7500 are required to obtain Headquarters permission on the expenditure of these additional funds.

Reasons for Policy

RCMSAR is made up of over 30 stations. RCMSAR must ensure there is an equitable financial balance throughout the region. It is not RCMSAR's intent to hinder a Society's efforts in fundraising. Rather the intention is to negotiate funding needs throughout the region and assist the Station/Society to maximize donations and facilitate a positive relationship with potential donors and Stations/Societies.

Definitions

Local Area of Responsibility: The geographic area located within the same as the Station's designated operational area.

Guidelines

1. The Society must comply with all RCMSAR Fundraising Policies including, but not limited to:

- a) FDR-101 Telemarketing
 - b) FDR-105 Donors and Tax Receipts
 - c) FDR-107 Ethical Fundraising and Financial Accountability
2. The Society is must limit its fundraising activities to its Stations designated operational area of responsibility.
 - a) If neighbouring societies are uncertain of their local area of responsibility, they are encouraged to collaborate and determine a boundary.
 3. The Society shall work with RCMSAR Headquarters when soliciting funds from any businesses or organization that either are located in the Metro Vancouver area (excluding those jurisdictions with RCMSAR stations) or have National or Regional Corporations with offices based in British Columbia. The Society must obtain written approval from RCMSAR Headquarters before applying for or pursuing donations from these sources. The Society may work with the Headquarters to make a joint approach to the potential fundraiser.
 4. The Society may contact any business or organization with requests for funding as long as the business operates exclusively in that Stations local area of responsibility. This includes businesses that may belong to a major chain but operate as an independent franchise within the Stations local area.
 5. In partnership, donations to a Society in excess of \$7500 shall be reported to the RCMSAR Headquarters. In consultation with the RCMSAR Board of Governors and the Society, RCMSAR Headquarters will advise the Society on the best use of the large donation. This policy does not apply to funding for major capital projects, such as vessel acquisition, that have been previously approved.

	POLICY	
	SOC-106 Grants	
	Original Date	Revision Date
	January 01, 2012	March 31, 2017

Policy


If a Society wishes to apply for a grant that is outside of their immediate geographical area, the Society will first obtain the approval of RCMSAR.

Reasons for Policy

To avoid competing grant applications and confusion for potential donors.

Guidelines

1. In the event that the Society wishes to apply for a grant outside of their immediate jurisdiction, the Society will first obtain the approval of RCMSAR. In advance where possible, all communication that may take place between the Society and the organization offering the grant, the Society shall notify RCMSAR. RCMSAR Headquarters will provide assistance with the development of the grant application but will not submit the application on behalf of the Society. A copy of the final application documents shall be sent to RCMSAR Headquarters upon submission. The Society will notify RCMSAR of their allocation upon receipt of granted funds.
2. In the event that the Society receives funding from any grant, the Society agrees to file all relevant documents within the time limits set out by the organization that awarded the grant.
3. In the event that the Society applies to a grant, and thereafter receives such funding, the Society agrees to provide RCMSAR with a copy of any periodic reporting.

	POLICY	
	SOC-107 Penalties	
	Original Date	Revision Date
	January 01, 2012	March 31, 2017

Policy

If a Society fails to comply with RCMSAR's Bylaws and Policies, action may be taken by the RCMSAR Head Office.

Reasons for Policy


Societies play a vital role in supporting the stations that are responsible for fulfilling our SAR mandate. It is important that societies provide consistent support for uniform service deliver across the organization.

Guidelines

1. In the event a Society fails to adhere to RCMSAR's Bylaws and Policies and Procedures, action may be taken by the RCMSAR Headquarters including.
 - a) Written notice describing the non-compliance.
 - b) Communication with the Society President and the RCMSAR Headquarters.
 - c) Suspension of individual members.
 - d) RCMSAR Headquarters withholding payment of funds.
 - e) The society may be asked to relinquish involvement with RCMSAR. After this, the Society is no longer accepted as part of RCMSAR and relationship is ceased.

In the event that the Society is closed, all of the Societies assets including equipment, gear, vessels, and facilities will be turned over to RCMSAR. These assets will then be disseminated to the remaining Societies at the sole discretion of RCMSAR after all or any outstanding liabilities of that Society have been satisfied.

VII. VESSELS & EQUIPMENT

	POLICY	
	VES-100 DRV Procurement, Refit or Replacement	
	Original Date	Revision Date
	June 08, 2002	March 31, 2017

Policy

Stations shall follow the procedures as set out in the Guidelines of this policy as they pertain to the acquisition, specification, and acceptance by the RCMSAR. The RCMSAR Management Team will report decisions around new or replacement DRVs to the Board of Governors.

Reasons for Policy

Establish a clear procedure for stations wishing to acquire a new or replacement DRV for active service with the RCMSAR. This policy also ensures that any new or replacement DRVs are of an acceptable standard to the Management Team.

Definitions

DRV: Dedicated Response Vessel

New Vessel: Includes both newly manufactured vessels and transferred vessels acquired by Stations and/or Supporting Societies for the purposes of use as a RCMSAR DRV.

Guidelines

1. General Guidelines:
 - a) All new vessels must fit into the Resource Allocation requirements of the RCMSAR is determined by the Management Team.
 - b) All DRVs shall be built by RCMSAR approved manufacturers to approved standards and equipped as required by current RCMSAR standards.
 - c) Costs associated with upgrades/refits to new or existing vessels brought about by revisions to RCMSAR standards or equipment carriage requirements shall be borne by the Stations.

- d) Stations and their supporting Societies may not enter into agreements to purchase vessels, machinery or equipment that is not already approved by RCMSAR. All discussions, negotiations or purchase agreements will be carried out through RCMSAR.
 - i. RCMSAR will not be liable for any costs associated with non-compliance with this policy or rejection of vessels acquired outside this policy.
- e) Vessels will be replaced and/or disposed of in accordance with Policy ABC-123 Vessel Replacement, ABC-123 Vessel Assignments, ABC-123 Vessel Retirement.
- f) RCMSAR is under no obligation to accept any vessel into service which has not followed the procedures as set out above.
- g) If this policy may be in conflict with any contract between the RCMSAR and supporting societies, the contract will take precedent regarding any affected points.

2. Procedure for a station wishing to acquire a new DRV:

The station shall submit an application to the RCMSAR Chief Executive Officer to acquire a new DRV. Stations and supporting societies are encouraged to discuss their plans with the RCMSAR Director of Operational Equipment prior to submission of a written application to the Chief Executive Officer. This discussion will entail the appropriate vessel is specified in the application so that it may be successful.

This application shall include at minimum:

- a) Vessel type;
- b) Location;
- c) Justification for the need for a DRV as specified;
- d) Demonstration that the station possesses the ability to achieve and maintain the minimum training standards for the vessel type proposed;
- e) A detailed project timeline and the intended means for the capital funding and the operations and maintenance costs; and
- f) Demonstration that the station and surrounding community has the infrastructure or an effective means of gaining access to it including at minimum:
 - i. Fuel;
 - ii. Maintenance/repair facilities;
 - iii. Suitable moorage/storage facilities; and
 - iv. Indoor location for training/meeting.

3. Procedure for a Station wishing to replace or refit an existing DRV:
The Station shall make application to the RCMSAR Chief Executive Officer to refit an existing DRV or acquire a replacement DRV. Stations and supporting Societies are encouraged to discuss their plans with the RCMSAR Director of Operational Equipment prior to submission of a written application to the Chief Executive Officer. This discussion will entail the appropriate vessel is specified in the application so that it may be successful.

This application shall include at minimum:

- a) Vessel type;
- b) Justification for the need for a refit or new DRV by identifying faults and/or areas for improvement over the existing vessel;
- c) Demonstration that a station possesses the ability to achieve and maintain the minimum training standards for the vessel type proposed; and
- d) Demonstration that the station and surrounding community has the infrastructure of an effective means of gaining access to it including at minimum:
 - i. Fuel;
 - ii. Maintenance/repair facilities for vessels and machinery;
 - iii. Suitable moorage/storage facilities;
 - iv. Indoor location for training/meeting;
 - v. A detailed a project timeline and intended means for the capital funding and the operations and maintenance costs.
 - vi. Preferences (if any) for the disposition of the existing vessel; and
 - vii. Survey findings completed by the RCMSAR and an independent marine surveyor as determined by the RCMSAR. Costs associated with this survey shall be borne by the Society.

Based on established needs, survey results, funding plans, currently available gaming funding and funding used to purchase the original vessel the RCMSAR Chief Executive Officer will determine the disposition of the existing vessel which may be one of the following options:


- i. The Society shall turn ownership of the existing vessel over to the RCMSAR at no cost;
 - ii. Sale by the society to another RCMSAR Society with proceeds managed as directed by the RCMSAR;
 - iii. Sale by the RCMSAR with disposition of funds managed by the RCMSAR which may include redirection of another Society; and
 - iv. Disposition of the vessel to relief duty within the RCMSAR with or without change in ownership of the vessel at no cost as determined by the RCMSAR.
4. Rejection of Proposal:

If as a result of the decision of RCMSAR Chief Executive Officer, DRV replacement is not deemed necessary, the RCMSAR shall inform the Station/Society in writing of the reasons within two weeks of the decision, and shall require any necessary refit/repairs to

be undertaken to the existing DRV to reach the required standard. The station/society shall be responsible for all cost associated with such refit/repairs.

5. Purchase Procedures for Approved Proposals:

- a) If the initial project application is approved by the RCMSAR Chief Executive Officer, the station may begin fundraising activities through their respective Society for the acquisition of a new DRV.
- b) When a Station/Society has fully specified a proposed vessel, the details shall be presented to the RCMSAR Director of Operational Equipment for final approval prior to entering into any agreements to purchase, or other financial obligations. Once the proposed vessel's specifications have been approved by the RCMSAR Chief Executive Officer, the Station/Society may complete the purchase procedure.
 - i. The new vessel design fee must be paid to RCMSAR by the Society before RCMSAR authorized construction of a vessel.
 - ii. The RCMSAR will not be responsible for any financial hardship, or any delays in delivery endured by any Station/Society that has been required to make alterations to a vessel that resulted from failure to observe this requirement.
- c) After taking delivery of the new DRV, the Station/Society shall ensure that the DRV is fully equipped as per the station equipment list of any other applicable policies for that size/type of vessel. The Station/Society must complete and submit a new RCMSAR Vessel Offer Form, copy of the vessel's commercial registration, copy of a RCMSAR Approved Safety Inspection, photography of the vessel, and a vessel data-page.

	POLICY	
	VES-101 Station Vessel Assignments	
	Original Date	Revision Date
	January 18, 2017	March 31, 2017

Policy


Station vessel assignments will be based on operational needs.

Reason for Policy

Operational needs must determine where resources are applied, including vessel allocations. Operational needs are developed and revised in consultation with the RCMSAR Management Team and stations.

Guidelines

- The standard configuration for RCMSAR stations is one vessel which shall be SAR ready and taskable.
- There are no other vessel designations, e.g. “training” or “spare to an individual station”.
- Some stations may be requested by the Chief Executive Officer to maintain a second vessel based on operational needs.
- Stations may request a second vessel by presenting a business case to the Director of Operations and the Chief Executive Officer describing the need for the second vessel (including operational statistics) and a business plan (including operating budget and detailed funding analysis) to support the vessel.
- Stations operating more than one vessel as at April 1, 2017 are required to submit business cases to the Director of Operations and the Chief Executive Officer supporting the need for the additional vessels on or before November 1, 2017.

	POLICY	
	VES-102 DRV Engine Replacement, Procurement and Restrictions	
	Original Date	Revision Date
	March 19, 2004	March 31, 2017

Policy

Any Station/Society contemplating replacing or procuring engines for their community owned DRV shall first seek and gain approval from the RCMSAR Director of Operational Equipment before engaging in any purchase agreements. All community owned DRVs must comply with the RCMSAR Horsepower Restrictions of the guidelines section.

Reasons for Policy

The safety of the membership of RCMSAR is of primary concern to RCMSAR Management Team.

RCMSAR models many other marine SAR organizations throughout the world by restricting the performance capabilities of vessels used within the DRV fleet to ensure that they do not grossly exceed the capabilities of the operators or the training provided to the operators.

Definitions

DRV: Dedicated Response Vessel

HIN: Hull Identification Number

Guidelines

1. Renewing Machinery
 - a) Outboard engines shall be replaced when they are 10 years old or when 1,500 hours of use are on the engines. Outboard engines that surpass 1,500 hours of use become unreliable for Search and Rescue purposes and require maintenance that could cost as much as the price of new engines.
 - b) Stations/Societies shall ensure that all manufacturers recommended maintenance is undertaken at periods not to exceed the manufacturer's recommendations at any time.

- c) Stations/Societies shall determine average annual machinery usage data, and shall initiate the approval and fundraising process at a period no less than one year's anticipated usage prior to hitting the 1,500 hour mark.
- d) Should fundraising being undertaken include access to gaming funds, this application shall be made through the RCMSAR and shall include the same justification as provided to the RCMSAR in the original application.
- e) New engines shall be models acceptable to the RCMSAR purchased from RCMSAR approved manufactures only.

2. Engine Replacement and Procurement:

- a) Any Station/Society contemplating the purchase of engines for their community owned DRV must first provide the Director of Operational Equipment with, at minimum, the following information:
 - i. DRV HIN
 - ii. DRV license number (K# or CO#)
 - iii. DRV make, model, & age
 - iv. DRV length
 - v. Maximum horsepower as specified by the manufacturer
 - vi. Make, model, & weight of presently fitted engine(s)
 - vii. Make, model, & weight of proposed engine(s)
 - viii. Reason(s) for any proposed horsepower upgrade (in as much detail as is required)
- b) Vessels re-powered with increased horsepower without seeking or gaining RCMSAR Management Team approval may be removed from service until time as they are in compliance with this policy.

3. RCMSAR Engine Restrictions:

- a) Limitations on vessel power assemblies, including, but not limited engine size, gearing, and propellers, as set by the Director of Operational Equipment.
- b) DRVs shall not be fitted with power assemblies that exceed these limitations.
- c) Vessels re-powered with power assemblies exceeding that specified by the director of Operational Equipment without seeking or gaining RCMSAR Management Team approved may be removed from service until such time as they are in compliance.


4. Disposal of Existing Machinery:

- a) Existing machinery replaced with gaming monies shall be assessed immediately prior to removal and shall be disposed of at the direction of the RCMSAR which could include the engines being turned over to the RCMSAR at no cost.

- b) Machinery replaced without utilizing gaming funds in either the engine(s) being replaced or the new engines will be disposed of within RCMSAR, failing that in a publicly advertised sale to the highest bidder.
 - i. The RCMSAR shall be advised of the sale date at least four weeks before the sale, in case the machinery would be suitable for use on other DRV elsewhere in the region.
- c) The RCMSAR shall decide on the positioning and type of spare machinery around the region.

5. Limitation of Liability:

- a) The RCMSAR shall not be liable for any financial hardship or expenses incurred by any Station/Society as a result of a failure to observe the guidelines presented within this policy for bringing their community owned DRV into compliance.

	POLICY	
	VES-103 Vessel Offers: Owner / Operator	
	Original Date	Revision Date
	March 25, 2013	March 31, 2017

Policy

The offer of a vessel, other than a Dedicated Response Vessel (DRV), to RCMSAR for SAR purposes is subject to approval of the Chief Executive Officer and will not be accepted until the completed documentation has been received by Headquarters.

Procurement and replacement of Dedicated Response Vessels (DRVs) is covered by Policy VES-115

Reasons for Policy

The purpose of this policy is to describe the procedure for offering privately-owned (“owner-operator”) vessels for consideration by RCMSAR. It is important that vessels brought into the organization be suitably equipped and appropriate for their intended area of operation, and that they fill an identified need. In order to maintain standards and ensure operational readiness it is essential that every owner-operator be a member of and, wherever possible, train with the nearest RCMSAR Station.

Definitions

Authorized Activity: an activity of the RCMSAR and its members authorized by the Director, Search and Rescue, of the Canadian Coast Guard, or his/her authorized representative and shall include activities authorized by a Joint Rescue Coordination Centre (JRCC) and RCMSAR taskings.

DRV: Dedicated response vessel

Owner-Operator (OO) Vessel: any vessel that is primarily operated by the vessel’s owner or designated master in the cases of commercial craft. Owner operators support the RCMSAR in areas of established need as determined by the Chief Executive Officer.

PCCC: Pleasure craft courtesy check

Guidelines

1. Initial Proposal

A RCMSAR member wishing to offer a privately-owned vessel as a RCMSAR owner-operator vessel shall discuss the proposed offer with his/her Station Leader who in turn shall present the proposal to the Chief Executive Officer, with a recommendation either to accept or reject the offer. Points for consideration should include but not be limited to:

- Is the vessel suitable for SAR operations in the geographic area in which it is intended to operate?
- Is the vessel well-found and seaworthy?
- Is the owner and vessel going to be available for SAR duty (either from being on the water regularly or from being readily accessible)?
- Is the owner prepared to participate in Station activities, especially training, to an appropriate degree?

2. Vessel Offer

If in the opinion of the Director of Training & Operations it is appropriate to proceed, an RCMSAR approved safety inspection will be arranged. Any deficiencies found in the course of the inspection must be corrected before the process can proceed. The form submitted shall be signed by the owner, the Station Leader, and the person performing the inspection. At this time, the Station Leader shall complete a new vessel page on the SAR Management System (SMS) which must include a current photograph of the vessel. On the vessel page, **Normal Status** must be shown as **Inactive**, and **Resource Type** as **Owner/Op**. **SAR Rate** will be assigned by the office when the vessel is accepted.

3. Final Acceptance


On receipt of the complete vessel offer/inspection report, including SMS vessel page with photograph, the Director of Training & Operations will advise the vessel owner and Station Leader if any further information is required and will make a determination as to the acceptance of the vessel.

4. Notification of Acceptance

In all cases, the Director of Training & Operations will notify the vessel owner and Station Leader of the decision to accept or reject the vessel offered. On notification of acceptance, the vessel may take part in RCMSAR Authorized Activities, and shall be identified on-air as "RCMSAR xx", where xx is the name of the vessel. In the case of rejection, the reasons for rejection will be given.

5. Participation in Authorized Activities

The vessel offered shall not participate in RCMSAR Authorized Activities, nor will it receive coverage by RCMSAR insurance, prior to final acceptance as a RCMSAR vessel. Similarly, SAR incident, training, and damage claims pertaining to the vessel will not be recognized prior to its acceptance.

	POLICY	
	VES-104 Non-Member Owned Vessels	
	Original Date	Revision Date
	August 25, 2004	March 31, 2017

Policy

Vessels being offered for use to RCMSAR by companies or legal entities must be approved by the Chief Executive Officer and be accompanied by an appropriate document from the company or entity acknowledging the offer.

Reasons for Policy

RCMSAR greatly values offers of vessels. In a number of cases members have offered vessels through their employers or through their own companies. RCMSAR must ensure that the owners of the vessels being offered and used for authorized activities are aware of the risks, limitations of insurance coverage, and requirements, and have given their permission.

Definitions

Supporting Society: Any society with a contract in place with the RCMSAR for the support of RCMSAR Station(s).

Guidelines

1. This policy does not apply to vessels being offered by any supporting Society.
2. Nothing in this policy is intended to relieve any corporation or legal entity of their responsibility for due diligence in offering a vessel for use to the RCMSAR.
3. Vessels offered to the RCMSAR by non-members are subject to the same requirements and restrictions and must be operated and maintained in compliance with RCMSAR policy, as are vessels offered by members.
4. The requirements of this policy are in addition to the requirements of the RCMSAR policy on vessel offered (*VES-107*)
5. Vessel offers submitted without the requirement additional documentation cannot be accepted.

6. Vessels currently on offer that will be requiring additional documentation will be given a period of six months following notification of these requirements to comply. After this time, any vessels without required additional documentation will be removed.
7. Non-members corporation owners and persons with signing authority providing documentation to meet the requirements of this policy should be familiar with the following aspects of the vessel offer (if required on request, the RCMSAR Headquarters will provide any required documentation):
 - a) Vessel inspection requirements
 - b) Insurance coverage & limitations
8. For vessels owned by corporations or legal entities solely or majority owned by a RCMSAR member the following additional requirement will apply:
 - a) The member must provide a document indicating that he/she is the principal owner of the corporation which is offering the vessel.
9. For vessels owned by corporations or legal entities where a RCMSAR member is an equal or minority partner the following additional requirements will apply:
 - a) The member must provide a document indicating that he/she is a part owner of the corporation which is offering the vessel.
 - b) The non-member owners must provide documents indicating that they are part owners of the corporation which is offering the vessel, they agree to the offer of the vessel, and they are aware of the requirements of this policy.
 - i. This document must include the name of the vessel.
10. For vessels owned by independent corporations or legal entities the following additional requirements will apply:
 - a) The vessel offer form must be signed by someone within the corporation with legal signing authority.
 - b) A representative from the corporation with signing authority must provide a document indicating they agree to the vessel offer and they are aware of the requirements of this policy. The document must designate a RCMSAR member as the principal contact person for contact with respect to the vessel in question and it must include instructions for reimbursement payments to be made for any vessel use.
 - i. The designated RCMSAR member must be named and their member number must be included.
 - ii. The vessel must be named in this document.
11. Any documentation requirements specified within this document must be renewed along with vessel offer renewals as required RCMSAR policy.

Appendix 1 – Policy References

Current Policy	Replaces	Current Policy	Replaces
HR-100	HUR-109	ADM-100	FDR-107
HR-101	HUR-103	ADM-101	FDR-101
HR-102	ETH-115	ADM-102	FDR-105
HR-103	HUR-107	ADM-103	FDR-111
HR-104	ADM-101	ADM-104	PUR-101
HR-105	BOG-105	ADM-105	FIN-101
HU-106	-----	ADM-106	ADM-103
HR-107	HUR-105	ADM-107	ADM-105
HR-108	HUR-101	ADM-108	TRN-109
HR-109	HUR-111	ADM-109	TRN-105
HR-110	COM-106	ADM-110	FIN-103
HR-111	-----	ADM-111	SAF-101
HR-112	-----	ADM-112	-----
COM-100	COM-102	SOC-100	SOC-103
OPS-100	-----	SOC-101	SOC-101
OPS-101	SAF-103	SOC-102	SOC-105
OPS-102	SAF-107	SOC-103	SOC-107
OPS-103	-----	SOC-104	SOC-109
OPS-104	-----	SOC-105	SOC-111
OPS-105	COM-104	SOC-106	SOC-113
OPS-106	SAR-103	SOC-107	SOC-115
OPS-107	SAF-105	VES-100	VES-115
OPS-108	SAR-101	VES-101	-----
OPS-109	SAR-105	VES-102	VES-133
OPS-110	SPE-101	VES-103	VES-107
OPS-111	SPE-103	VES-104	VES-135
OPS-112	SPE-105		
OPS-113	VES-113		
OPS-114	TRN-101		
OPS-115	TRN-102		