



ROYAL CANADIAN MARINE SEARCH & RESCUE POLICY MANUAL


Date Approved: November 29, 2017	Date Revised: July 5, 2023, August 1, 2023
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I. POLICY FORMATION

	POLICY	
	POL-100 Policy Procedures	
	Original Date	Revision Date
	March 8, 2017	April 25, 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Policies may be added, amended, or rescinded from time to time to reflect best practices or new developments.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. COMMUNICATIONS

	POLICY	
	COM-100 Communications	
	Original Date	Revision Date
	March 25, 2013	April 14, 2023

Policy

Communications by RCMSAR and its members shall always reflect the organization's professionalism. It must be respectful, accurate and meet our ethical standards.

All communications shall protect personal privacy, and confidential information.

Formal news releases about missions or significant incidents must be approved by Headquarters prior to being released.

This policy must be read in conjunction with the RCMSAR Crisis Communications Plan 2020 and the Media Handbook 2015.

Communications includes the following:

- Letters, emails, texts, and posts including those on any social media platform.
- Presentations, or briefings that are made by or on behalf of RCMSAR or Stations
- Interaction with Media of any kind

Reasons for Policy

RCMSAR has earned a stellar reputation and the confidence and trust of the communities we serve, the agencies we work with, and the public bodies that support us. To protect this reputation all RCMSAR communications, regardless of the source, needs to be professional at all times and reflect the values that we embrace.

Guidelines

1. General

- RCMSAR values frank and open communications among our members. However, in most cases it is inappropriate to share those discussions outside RCMSAR. Sharing of such information, including discussions, can create confusion for the public, raise issues in the media and expose both the organization and its members to legal action.
- Electronic communication is even more susceptible to being released externally, even when the intent was that they remain internal. There is also the potential that any correspondence, regardless of its format, could be subject to being released to

the public if sent to recipients who are subject to freedom of information legislation.

- c) When sending any correspondence, but most importantly, via electronic means, consider:
- i. The need for the communication.
 - ii. How the communication would be perceived outside RCMSAR. Is there any potential it could affect our credibility or reputation.
 - iii. Any potential impact on a person's privacy.
 - iv. The potential for media interest.
 - v. Whether you have the authority to send the communication.

Note: Remember that 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.

- d) When responding to any inquiries, ensure responses do not include:
- i. Speculation
 - ii. Implications or speculation extending beyond the mandate of the station or individual being interviewed.
 - iii. Personal opinions nor personal opinion on the conduct of a particular SAR operation.
 - iv. Discussion of major events or developments of which senior management from federal (DFO and CCG) and provincial (EMCR et al.) authorized agencies have not been apprised.
 - v. Discussion or comment on issues that fall outside of their personal areas of expertise, unless authorized to do so.
 - vi. The mention of litigation.
- e) The Department of Fisheries and Oceans (DFO) has the lead responsibility for media relations for all matters relating to the Canadian Coast Guard (CCG) including ongoing missions delegated by the Joint Rescue Coordination Centre (JRCC). The DFO and CCG have trained and experienced Communications staff whose spokespersons ensure consistency and accuracy of messaging surrounding issues related to missions and other matters.
- i. For ongoing marine emergencies, you can direct the Media to contact [MARPAAC Public Affairs in Victoria](#) at 250-363-2000 or 250-363-2015.
- f) For ongoing marine emergencies tasked by provincial ministry, Emergency Management and Climate Readiness (EMCR), invite media to reach out to the following EMCR contacts:
- i. Aimee Harper
Direct: 778-698-1608
Cell: 250-883-4731
Aimee.Harper@gov.bc.ca
 - ii. Alternate: Octavian Lacatusu
Direct: 250 889-1684
Octavian.Lacatusu@gov.bc.ca
 - iii. Media calls on Weekends/Holidays: 250-880-6430
 - iv. If Media are unable to reach a ministry contact, have them call media relations at 250-208-8036.

2. Missions

- a) RCMSAR members are not authorized to release, provide or share information on any ongoing “official activity” that may involve the Canadian Coast Guard without authorization from DFO’s Communications Office. Consult with RCMSAR Headquarters before releasing information.
- b) Major SAR events (e.g., loss of life, multiple casualties, extreme conditions, extended search times) are subject to media protocols involving the Department of National Defence Public Affairs, Canadian Coast Guard and in some cases, Police Agencies. Consult with RCMSAR Headquarters before releasing information.
- c) **DO NOT POST ANYTHING ON SOCIAL MEDIA RELATED TO AN ONGOING MISSION OR INVESTIGATION.** 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.
- d) A designated spokesperson for a local RCMSAR Station can share their unit’s story by factually stating their Station’s tasked role after a mission if no active investigation is taking place (e.g., A dinghy was found adrift in plumper pass, RCMSAR 33 was tasked to search the eastern and southern shorelines of Discovery Island. Nothing was found).
- e) Information and images must reflect proper RCMSAR procedures. Viewers will be quick to spot improper techniques, missing safety gear or other unprofessional activity.
- f) Protect the personal privacy of the people we assist, and their families. A member does not have the authority to release names of victims or those participating in the rescue event, images of casualties or anything pertaining to the mission.

3. Social Media

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. As such;

- 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. Do not speak for or give 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) is our sole spokesperson unless otherwise delegated.

- iii. Missions are undertaken by RCMSAR stations, not supporting societies. Postings should make this clear and only reference the RCMSAR station(s) by its full name and/or Station number - e.g., RCMSAR Station 37 Sooke or RCMSAR 37.
- iv. If you are using social media in your personal capacity make sure that you are clear that you are speaking on your own behalf and not as a representative of RCMSAR. Consider how your personal post may reflect on RCMSAR. As well, be aware that you can be held accountable for any negative comments that you post, even on your personal sites.

4. News Releases


- a) Stations are encouraged to keep local media informed about their activities – excluding missions as described in Section 2 – through invitations and news release. For larger events, stations are encouraged to contact Headquarters for assistance in drafting and distributing the release.

5. Requests for information by other individuals and agencies.

- a) Requests for information related to a member, tasking or mission by individuals, legal counsel, crown counsel, or other agencies such as police forces, cannot be released without the prior approval of RCMSAR HQ and more specifically the CEO or Manager, Human Resources.

These guidelines are aimed at maintaining RCMSAR's reputation as an accomplished and respected part of the marine search and rescue community. Further, failure to follow these guidelines may have implications for the important trust relationship we hold with other first responder and SAR organizations. If you have questions regarding what information to release or how then contact headquarters before proceeding.

III. SAFETY AND OPERATIONS

	POLICY	
	OPS-100 Crew Safety	
	Original Date	Revision Date
	March 25, 2015	April 25, 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. PFD
 - 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	
	OPS-101 Safety and Training Committee (STC)	
	Original Date	Revision Date
	July 6, 2016	Jan 1, 2021

Policy

A Safety and Training Committee 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

STC – Safety and Training Committee

Guidelines

The Safety and Training Committee 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 STC will add an agenda item for discussion at the next meeting.
 3. The STC will conduct all testing and research.
 4. The STC will send out a call for feedback from all Stations.
 5. The STC will adopt the new equipment and PPE and will create all SOP's and distribute to the membership.
-

Annexes

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

SAFETY and TRAINING COMMITTEE (STC) – RCMSAR

Terms of Reference

Purpose

To continually provide expertise and recommendations to the RCMSAR Chief executive Officer (CEO) on safety, training, equipment, and readiness standards for RCMSAR.

Goals

- To assess and provide recommendations on training standards
- To assess and provide recommendations on equipment and standards for equipment
- To assess and provide recommendations on standard operating procedures
- To review, analyze and provide recommendations on reported safety incidents, issues, and concerns

STRUCTURE

Chair

RCMSAR – Director of Readiness

Vice-Chair

RCMSAR – Operations Manager

Membership

The committee should consist of 8 experienced RCMSAR members from a mix of stations across the regions. Membership should, where possible, include at least one volunteer from each of the four regions. Additional volunteers may be brought in for short periods for specific projects or issues.

Advisor (s)

Canadian Coast Guard – RCMSAR Liaison Officer

Working Groups

STC may form standing groups to address a specific item(s).

Quorum

Quorum is considered 50% of the STC. Members of the STC are to inform one of the co-chairs at least 24 hours prior to a scheduled meeting if they are unable to attend.

PROCEDURES

Meeting Frequency

The STC will meet monthly via teleconference or videoconference and will meet face to face semi-annually when practical.

Agenda Items

- Agendas items should be provided to one of the chairs a week prior to the next scheduled meeting. An Agenda will be provided to all STC members prior to the meeting.
- Agendas will focus only on items within the goals of the STC

- Whenever practical, information required to discuss issues will be disseminated with the agenda

Action Items


- Action items are to be recorded and the person responsible for the next step identified
- The status of each action items is to be briefed as part of each meeting
- All action items are to have measurable outcomes and identified milestones
- Any action item recommendations are to include an outline of options discussed and the reasons for the selected recommendation.
- Recommendations to the CEO should normally be supported by 75% of the STC members. However, any issues where there is not a clear consensus the item will be brought to the CEO.
- The action list is to be provided to the CEO on completion of each meeting.

Communications

- The STC may ask Station Leaders, volunteers, or other partners for input and feedback on agenda items from time to time.
- The decision on communicating information or outcomes that result from an STC meeting or CEO decision, including format and responsibility, will rest with the chair but is to be discussed with the STC members.

Tracking of Progress/Meeting Minutes

- Meeting minutes will be taken, in bullet form, at all STC meetings and provided to STC members for review.
- The chair will approve the minutes.
- A copy of agenda and meeting minutes will be stored and available for viewing by the STC on the RCMSAR one drive under the STC folder.
- Progress will be tracked through meeting minutes, action items, and the use of the STC project tracker

	POLICY	
	OPS-102 Vessel Safety	
	Original Date	Revision Date
	March 25, 2015	April 25, 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 DRV's. Operators of DRV's 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-103 Accident Reporting and Investigation	
	Original Date	Revision Date
	May 02, 2003	January 1, 2021

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 RCMSAR HQ 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 RCMSAR HQ Operations Manager will be advised.
 - If the resource needs to be taken out of service, the JRCC will be advised.
 - iii. Accident/Incident reporting paperwork including insurance claims forms are to be submitted to HQ
- 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 if any assistance is required and what the immediate intentions are.
 - iii. As soon as safe to do so the following notifications shall occur:
 - The Station Leader will be advised.
 - The RCMSAR HQ Operations Manager will be advised.
 - iv. Accident/Incident reporting paperwork including insurance claims forms are to be submitted to HQ

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-104 Critical Incident Stress	
	Original Date	Revision Date
	February 6, 2017	March 4, 2022

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 has access to CISM supports through the Canadian Coast Guard CISM team. CISM can be requested through one phone call to the Joint Rescue Coordination Centre (JRCC). A CISM request can be made by a RCMSAR member, crew, station leadership or HQ following a tasking or event.

Guidelines

1. Following a tasking or event CISM can be requested by a RCMSAR member, crew, station leadership or HQ by contacting the JRCC.
2. JRCC contact number is: 1-877-567-5112
3. When requesting CISM you must be able to describe the event and provide contact details for the members requiring support.
4. A CISM Peer will contact the requesting station/Coxswain/ or crew member within 12 hours.
5. A Defusing will be scheduled with the crew, typically within 24 hours of the incident

- Ideally this is a face to face and timings may be affected by travel requirements (this may be conducted by ZOOM as required)
6. A one-on-one meeting can be requested for anyone requiring extra support.
 7. A Mental Health Professional can be engaged if required following diffusion (always considered in case of a death).

To activate CISM call the JRCC at 1-877-567-5112

	POLICY	
	OPS-105 Personal Protective Equipment	
	Original Date	Revision Date
	August 10, 2016	April 25, 2017

Policy

New Personal Protective Equipment must be approved by the RCMSAR Safety and Training Committee (STC) 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 STC will conduct research and oversee testing of PPE as necessary.
2. The STC will seek information on best practices from outside agencies engaged in similar operations.
3. The STC will publish decisions regarding the changes to accepted PPE and will distribute to the membership.
4. The CEO and 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 STC 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 Floatation Devices

2.6.1 Personal Floatation 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-106 Approved Clothing	
	Original Date	Revision Date
	December 09, 2014	April 25, 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-107 Alcohol and Drug Use by On-Duty RCMSAR Members	
	Original Date	Revision Date
	December 6, 2006	April 25, 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, on 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 RCMSAR 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-108 Distracted Driving/Helming	
	Original Date	Revision Date
	January 10, 2003	April 25, 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-109 Towing	
	Original Date	Revision Date
	April 13, 2002	April 25, 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 tow 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 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-110 Medication Administration Restrictions	
	Original Date	Revision Date
	February 21, 2015	December 18, 2020

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.

Exception: RCMSAR vessels may carry Naloxone on board. If an RCMSAR member has completed the required Naloxone training, that member may administer this medication as required. See SOP 05-20 – Naloxone Use.

Reason for Policy

RCMSAR does not have medical oversight to administer medication to patients. Life-saving efforts may be achieved however if a member has the appropriate training and scope of practice to administer a patient's medication or Naloxone.

Definitions

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


Naloxone Kit – Distributed by the BC Centre for Disease Control (BCCDC), each kit contains three doses of Naloxone, three safety needles, three alcohol prep pads, a plastic facemask, and instructions on use.

Sharps Bin – a container with a one-way door, marked as a bio-hazard container, which is used to dispose of sharp, contaminated, used or soiled first aid items such as a syringe

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. Naloxone is a medication and is the only exception to Policy Ops-110 Medication Administration Restrictions that can be administered by a member who has completed the BC Center for Disease Control (BCCDC) and the disposal of sharps training.
4. Vessels equipped with Naloxone must also be equipped with a Sharps Bin.
5. No other medication shall be carried on RCMSAR vessels for the purposes of administration to patients.
6. All RCMSAR member's have the responsibility to know their scope of practice corresponding to their level of first aid.
7. RCMSAR will not be liable for the administration of medication by members that do not comply with this policy.

	POLICY	
	OPS-111 Special Events	
	Original Date	Revision Date
	June 04, 2002	April 25, 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-112 Guests on RCMSAR Resources During Authorized Non-SAR Activities	
	Original Date	Revision Date
	April 12, 2002	April 25, 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 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. 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-113 Media Rides	
	Original Date	Revision Date
	January 12, 2002	September 20, 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 *OPS-112 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-114 Use of Non RCMSAR Vessels During Authorized Activities	
	Original Date	Revision Date
	June 08, 2002	April 25, 2017

Policy

Vessels that have not been accepted by 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-115 In-Water Training	
	Original Date	Revision Date
	August 25, 2004	April 25, 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 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-116 Pyrotechnic Distress Signals and Devices - Non-Use	
	Original Date	Revision Date
	January 12, 2002	April 25, 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 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.

	POLICY	
	OPS-117 Annual Fitness Testing 	
	Original Date	Revision Date
	September 1, 2017	March 4, 2022

Policy

All active RCMSAR crewmembers are required to pass an annual Physical Fitness Test, be provided a RCMSAR Safety Review and complete a Par-Q questionnaire as part of crew standards.

Reasons for Policy

As an organization we value the safety of our members and the safety of operations. An essential element of safety is individual mission readiness which includes physical fitness. The annual Physical Fitness Test validates proficiency in common safety-focused tasks. It will support crew confidence and mutual trust during potentially challenging conditions.

The annual review of some basic safety considerations through the Safety Review is a practical approach to fostering a culture of safety for RCMSAR members. The completion of the Par-Q, a self-assessment questionnaire, by each member can identify any potential health risks associated with physical activity such as SAR.

Guidelines

RCMSAR Annual Safety Review (Power Point)

To “promote a culture of safety”, RCMSAR has introduced the annual requirement during the Fitness Testing to provide all operational members with a Safety Review. A prepared PPT presentation is provided for reference with an emphasis on the wellness and safety of our members. This portion of the fitness test can be completed before or after the physical task components. When a member is signed off as completing the fitness test it is expected that the Safety Review has also been completed.

Par-Q form

The Par-Q is a personal fitness assessment tool developed by the Federal Government, that provides a measure to uncover any potential health risks associated with physical activity such as SAR. The Par-Q form is to be completed annually prior to the start of the physical fitness task components. It will be administered/completed by individual members using the honor system and the results do not have to be shared and no records kept. It is designed to be a personal check-in to help guide a member on what activities they can participate in. If all Par-Q questions

are completed with all NO answers the member can proceed with the physical tasks of the fitness test. If there are one or more YES answers to the Par-Q questions the member must not complete the fitness test and discuss the circumstances with a doctor before being more physically active

Physical component tasks:

The annual physical fitness test consists of six component tasks as outlined below and in accordance with policy *OPS-115 In-Water Training*. All component tasks must be completed for the test to be deemed successful. There is no time limit for any of the component tasks. The component tasks are:

1. **Kisby Ring Toss** – throw a Kisby ring a distance of 20 feet from the deck of a SAR vessel into water. A maximum of two attempts are permitted during the test.
2. **Anchor Raise** – raise a minimum of a 10 pound anchor, properly secured to the vessel, raised by hand, with feet secured, a minimum of 20 vertical feet under tension back into the vessel.
3. **Pump Transfer** – Lift a de-watering pump off the vessel deck. Using the legs and safeguarding the individual's back, move the de-watering pump over the vessel tube in a safe manner to a dock or another platform. The member then walks the de-watering pump the equivalent length of the station vessel. One- or two-handed carriage is permissible.
4. **Personnel Recovery (PIW)** – As part of a two-person team, successfully recover an individual from a simulated man-overboard with a two-person recovery method using lines.
5. **PFD Competency** – Member enters the water, proceeds under the PFD competency testing structure, egresses under the mock tubes using the Beckett lines as a guide, and orientates him or herself to the surface while facing the mock over-turned vessel.
6. **Self-Recovery** - The member does a self-rescue as per the preferred method based on the class of boat and equipment, for example over the tubes, swim grid, or re-boarding ladder.

Reference Documents:

- Appendix A - Fitness Test Task Illustrations (below)
- Electrical Shock Drowning (ESD) Safety Bulletin (below)
- PFD Competency Rig Build, Use/Safety Considerations (on SMS)
- Safety Review PPT Presentation (on SMS)
- Par-Q Form (on SMS)

New Member Testing

The Physical Fitness Test is part of the new crew sign offs. New members must successfully complete the RCMSAR Fitness Test prior to their check ride, and any on the water activities.

Annual Testing Cycle

Annual Fitness Testing may take place at any time during the year and is valid for 12 months from test completion date. Stations will report the results through SMS using a RCMSAR Fitness Test "course form" which will generate a certificate. Stations may report test results at any time, however members with expired fitness tests may not participate in on the water

activities. The completion of the Safety Review and Par-Q are considered done when the members has their fitness test reported in SMS. Annual station/vessel safety audit visits will include verification of this additional crew standard requirement and appropriate PFD Competency Rig.

Remedial Action

If a member does not pass all components of the Physical Fitness Test:

- There shall be a three-month remedial period to allow the member to become fit. During this remedial period, the member shall be deemed inactive as SAR crew.
- If the member is successful upon retesting, they may be reinstated as SAR crew.
- The Station Leader has the discretion to test sooner than three months if they believe the member has taken adequate steps to improve their fitness and it is safe to do so.

If a member is off duty for significant medical reasons or injury, prior to returning to active crew duty, they will need to:

- Complete all aspects of the fitness test
- Complete a return to duty clearance form signed off by their physician

If the member refuses to or is unable to successfully complete the fitness test after three months:

- The Station Leader may disenroll them from SAR crew service in accordance with existing RCMSAR policy.
- The member may be moved to a supporting role and encouraged to improve their fitness before returning to active SAR crew service
- Continue to participate in a supporting member role

APPENDIX A – Fitness Task Illustrations

Six component tasks:

1. **Kisby RingToss:** Throw a Kisby ring a distance of 20 feet from the deck of a SAR vessel into water. A maximum of two attempts are permitted during the actual test.



2. **Anchor Raise:** Raise a minimum of a 10 lbs anchor, properly secured to the vessel, raised by hand, with feet secured, a minimum of 20 vertical feet under tension back into the vessel.



3. **Pump Transfer:** Lift a de-watering pump off the vessel deck. Using the legs and safeguarding the individual's back, move the de-watering pump over the vessel tube in a safe manner to a dock or another platform. The member then walks the de-watering pump the equivalent length of the station vessel. One or two-handed carriage is permissible.



4. **Personnel (PIW) Recovery:** As part of a two-person team, successfully recover an individual from a simulated man-over-board with a two-person recovery method using lines.



5. **PFD Competency:** Member enters the water, proceeds under the PFD competency testing structure, egresses under the mock tubes using the Beckett lines as a guide and orientates him or herself to surface while facing the mock over-turned vessel.



6. **Self-Recovery:** The member does a self-rescue as per the preferred method based on the class of boat and equipment, for example over the tubes, swim grid, or re-boarding ladder.

Type 2 Recovery – Swim Grid



Self-Recovery – Tube



Electrical Shock Drowning (ESD):

Electric shock drowning is **when electric currents leak into surrounding bodies of water**, causing the water to become energized. People unknowingly jump into the water only to be electrocuted so severely, they lose consciousness and drown. The possibility of Electrical Shock Drowning (ESD), while remote, was discussed by the Safety and Training Committee, especially regarding in water fitness tests and exercises which occur in a marina environment.


The following offers guidance and considerations have been developed to mitigate ESD risks that may exist in your communities:

- Ensure docks/piers and vessels equipped with alternating current systems are in good repair and have been maintained by qualified individuals.

- Where possible, in water exercises should be carried out at locations that are away from power sources and cabling. In water exercises such as the fitness test, may be best accomplished in a controlled environment such as a pool.
- If possible, consider turning off the power at docks for the duration of in water training sessions, including implementing and utilizing a lock out procedure

A reminder to all personnel operating in freshwater environments, the human body can be a better conductor in fresh water than the water itself. This amplifies the risk of electrical shock drowning in fresh water.

RCMSAR HQ assesses that the risk of ESD is low, but stations should be aware of the potential and take steps to mitigate the risk. If in doubt, find another location. Annual fitness testing remains a requirement of all active crew members.

	POLICY	
	OPS-118 Suspension of Vessel Helming Duties as a Result of Driving Prohibition from Impairment by Alcohol or Drugs	
	Original Date	Revision Date
	June 16, 2018	

Policy

A member, who is subject to prohibition from driving a motor vehicle as directed by the police of jurisdiction or any other appropriate authority, due to alcohol or drug impairment, will also be prohibited from helming RCMSAR vessels.

Reason for Policy

4. Establishes that misuse of alcohol or drugs when driving creates a potential legal liability to the organization.
 5. Establishes that misuse of alcohol or drugs when driving creates a potential for operational safety and reputational risks to the organization.
 6. Applies consistent outcome for operating RCMSAR vessels subsequent to member drivers' license suspension regardless of process or appropriate authority issuing the prohibition.
-

Definitions

Member – For the purposes of this policy the term “member” includes both members (volunteers) and employees of RCMSAR.


Appropriate authority – For the purpose of this policy, appropriate authority is any person or institution that has the authority to issue a suspension of motor vehicle driving privileges.

Prohibition – For the purpose of this policy, prohibition is the suspension of driving privileges based on the determination or discretion of an appropriate authority.

Guidelines

1. A member who is prohibited from driving due to alcohol or drug impairment shall:
 - a. Report the length of prohibition from driving to their Station Leader or immediate supervisor.
 - b. The station will remove helming responsibilities of the driving prohibited member and inform the Manager of Human Resources.
 - c. Upon the lifting of the prohibition, the member will inform their Station Leader or immediate supervisor. The Station Leader will discuss reinstatement of helming responsibilities with the Manager of Human Resources for recommendation to the CEO
 - d. In the case of a Station Leader a report must be made to the Manager of Human Resources who will discuss with the CEO for his / her direct engagement.
2. Failure to report a prohibition of driving privileges will be viewed as a breach of trust and may result in disciplinary action up to and including dismissal.
3. Reinstatement of helming privileges following the end of the driving prohibition will be subject to the joint discretion of station leadership and RCMSAR HQ.
4. Suspension from helming duties as a result of driving prohibition does not preclude a member from performing other crew functions or roles.

IV. FINANCE & ADMINISTRATION

	POLICY	
	ADM-100 Ethical Fundraising	
	Original Date	Revision Date
	March 25, 2013	June 30, 2017

Policy

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

Reason for Policy

Transparency, respect for donors 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. (See *Policy: Donors and Tax Receipts*)
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 Board of Governors;
 - 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 RCMSAR's Board of Governors.
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. 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 (*see Policy: Telemarketing*);
 - 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.

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 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.
4. Volunteers, employees and third-party consultants/solicitors who solicit or receive funds on behalf of RCMSAR shall:
 - a) Act with fairness, integrity, and in accordance with all applicable laws;
 - b) Cease solicitation of a prospective donor who identifies the solicitation as unwanted;
 - c) Disclose immediately to RCMSAR any actual or apparent conflict of interests of loyalty; and
 - d) Not accept donations that are inconsistent with RCMSAR's mission or which would bring the RCMSAR brand into disrepute. Using the RCMSAR name or brand on alcohol or drug-related products is not permitted.
5. 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.
6. RCMSAR shall not, directly or indirectly, pay finder's fees, commissions or percentage compensation based on contributions.
7. 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.
8. RCMSAR shall not sell or share its donor list.

	POLICY	
	ADM-101 Financial Practice and Transparency	
	Original Date	Revision Date
	March 25, 2013	June 30, 2017

Policy

RCMSAR's financial affairs shall be conducted in a responsible manner, consistent with the ethical obligations of stewardship and all applicable law.

Reason for Policy

Responsible and transparent management of financial affairs creates confidence in RCMSAR as a reputable and well-managed organization.


Guidelines

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 objectives.
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 will:
 - 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 will be prepared in accordance with generally accepted accounting principles and standards established by the Canadian Institute of Chartered Public 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 Board of Governors. 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.

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-102 Telemarketing	
	Original Date	Revision Date
	July 01, 2001	April 25, 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-103 Donors and Tax Receipts	
	Original Date	Revision Date
	March 25, 2013	April 25, 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-104 Gift Acceptance	
	Original Date	Revision Date
	March 25, 2013	April 25, 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 exceeds 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 due 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-105 Purchasing Procedures - Operations	
	Original Date	Revision Date
	July 07, 2001	April 25, 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 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-106 Personal Equipment Claims	
	Original Date	Revision Date
	December 10, 2014	April 25, 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-107 Travel Authorization	
	Original Date	Revision Date
	March 25, 2013	April 25, 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-108 Meal Reimbursement	
	Original Date	Revision Date
	March 25, 2013	April 25, 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 meal rates, including tips are \$20 for breakfast, \$20 for lunch and \$40 for supper. Receipts must be provided.
 - 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 will 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.
 - e) Alcohol is not an admissible expense for reimbursement.

	POLICY	
	ADM-109 Training Course Registration	
	Original Date	Revision Date
	December 01, 2011	April 25, 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 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 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-110 Provision of Accredited Instruction by RCMSAR Members	
	Original Date	Revision Date
	January 30, 2008	April 25, 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 RCMSAR and the negotiated fee will be the responsibility of the supporting society.

	POLICY	
	ADM-111 Expense Reimbursement for Training Courses	
	Original Date	Revision Date
	May 25, 2010	April 25, 2017 August 1, 2023

Policy

RCMSAR will reimburse for expenses incurred by Volunteers, Staff, and the Board of Directors for, meals, accommodation, and other costs that have been pre-approved by the headquarters (HQ). Reimbursements are subject to the guidelines set out below.


Reason for Policy

It is recognized that there is a requirement to financially support members of RCMSAR who are authorized to travel on behalf of the organization.

Guidelines

1. In order to be reimbursed travel must be pre-approved by RCMSAR HQ.
2. Reimbursements for transportation, accommodation, meals, and incidentals, are based on the National Joint Council (NJC) rates and allowances.
3. Vehicle kilometres, meals and incidentals are based on NJC rates and per diems and no original receipts are required to be submitted with claims.
4. Accommodations, airfare, ferry, taxi and similar expenses require original receipts to be submitted for all reimbursable expenses. Where original receipts are not available a detailed written explanation is to be included on the expense claim form provided.
5. All expense claims should be submitted for reimbursement as soon as practical. Expense claims submitted more than three (3) months after the expenses have been incurred, are not eligible for reimbursement.
6. Travel expenses are only eligible for reimbursements for travel that occurs outside your normal metropolitan area. For purposes of this policy that distance is defined as 25km for vehicle costs and 200kms for all other costs.
7. The most economical mode of transportation or accommodation must be utilized when travelling and must be pre-approved.
8. Event registration fees must be pre-approved by Headquarters and supported by original receipts. They will be reimbursed for actual cost.

9. Training fees must be pre-approved by Headquarters where required and supported with original receipts. Reimbursement will occur at the following rates:
 - i. First Aid - maximum of \$230 per participant per certification period.
 - ii. SVOP - maximum of \$800 per participant.
 - iii. SDV-BS - maximum of \$350 per participant.
10. No reimbursement will occur for any travel costs that have not been pre-approved. In addition, the following are not eligible for reimbursement:
 - a. PCOC and ROC-M certifications time.
 - b. Travel within your home metropolitan area.
 - c. Traffic offences or parking fines regardless of the circumstances.
 - d. Personal leisure, entertainment or sightseeing trips.
 - e. Alcoholic beverages.
11. The RCMSAR Expense Claim form can be found in the SAR Management System (SMS) and must be used when submitting expense reimbursement claims.

	POLICY	
	ADM-112 Operational Agreements and Outside Agencies	
	Original Date	Revision Date
	February 6, 2017	April 25, 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

VII. VESSELS & EQUIPMENT

	POLICY	
	VES-100 DRV Procurement, Refit or Replacement	
	Original Date	Revision Date
	June 08, 2002	April 25, 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 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 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 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) RCMSAR is under no obligation to accept any vessel into service which has not followed the procedures as set out above.
- f) If this policy may be in conflict with any contract between 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 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 RCMSAR and an independent marine surveyor as determined by RCMSAR. Costs associated with this survey shall be borne by the Society.

In collaboration with the applicable society and station, the RCMSAR Chief Executive Officer will determine the disposal plan for the existing vessel which may be one of the following options:


- i. The society transfers ownership to RCMSAR at no cost for use as a regional fleet vessel or for disposal;
- ii. Sale or gifting by the society to another RCMSAR society with the proceeds managed as directed by RCMSAR;
- iii. Sale of the vessel by the society to an external purchaser for the purpose of regenerating gaming funds.

4. Rejection of Proposal:

If as a result of the decision of RCMSAR Chief Executive Officer, DRV replacement is not deemed necessary, 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 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. 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	April 25, 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.

	POLICY	
	VES-102 DRV Engine Replacement, Procurement and Restrictions	
	Original Date	Revision Date
	March 19, 2004	April 25, 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 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 RCMSAR and shall include the same justification as provided to RCMSAR in the original application.
- e) New engines shall be models acceptable to 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 RCMSAR which could include the engines being turned over to 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. 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) RCMSAR shall decide on the positioning and type of spare machinery around the region.
5. Limitation of Liability:
- a) 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	April 25, 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 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 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	April 25, 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 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 RCMSAR.
3. Vessels offered to 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 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 Revisions

Date	Policy	Revisions
June 30, 2017	ADM-110 Ethical Fundraising and Financial Accountability	Separated to two policies: ADM-100 Ethical Fundraising and ADM-101 Financial Practice and Transparency
	ADM-100 to ADM-112	Renumbered to ADM-112 to reflect the additional policy
	ADM-100 Ethical Fundraising	Section B 4(d) adds prohibition against using the RCMSAR name or brand on alcohol products
	HR-11	Clarified age for Junior B members, who are eligible for regular membership upon their 19 th birthday
July 31, 2017	VES-101 Station Vessel Assignments	Deleted reference to deadline for business cases.
August 28, 2017	HR-113 Values and Leadership Ethos	Policy added to the Policy Manual.
August 30, 2017	ADM-100 Ethical Fundraising	Addition of drug-related products to fundraising policy.
September 1, 2017	OPS-117 Annual Fitness Testing	Policy added to the Policy Manual.
September 20, 2017	OPS-113 Media Rides	Changed accordance policy to OPS-112 Guests on RCMSAR Resources During Authorized Non-SAR Activities
November 29, 2017	RH-105 RCMSAR Confidentiality Policy for Board of Governors and Its Committees	Policy added to the Policy Manual, and following HR policies renumbered.
June 29, 2018	OPS-118 Suspension of vessel helming duties as a result of driving prohibition from impairment by alcohol or drugs	Policy added to the Policy Manual.
July 6, 2019	HR-115 Member Discipline	New Policy added to the Policy Manual. Approved by Board July 6, 2019.
February 24, 2022	HR Policies	Removed from Policy Manual and uploaded to SMS as its own document.
	Societies Policies	Removed from Policy Manual
	Communications Policy	Removed from Policy Manual
March 4, 2022	OPS-104 Critical Stress Management	Updated contacts for JRCC
March 4, 2022	OPS-117 Annual Fitness Testing	Updated fitness test requirements and added the PAR-Q from
July 5, 2023	COM-100 Policy	Policy added to Policy Manual.