

POLICIES AND OPERATIONAL PROCEDURES

OF THE

UNITED STATES LIFESAVING ASSOCIATION



Amended in Whole April 29, 2006

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SECTION I – Introduction and Authority



Introduction

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

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

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

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



Number: I-A

Adopted: 05/08/93

Authority: BOARD RESOLUTION

SUBJECT: POLICY AND PROCEDURE CREATION, DELETION OR AMENDMENT

In order to better clarify any creation, deletion or amendment of a Policy or Procedure, the following system shall be used:

- A. Each Committee Chair will identify changes, creation or deletion of procedures or policies established by acceptance of their committee's report.
- B. Any proposed creation, deletion or amendment shall be addressed under new business and entitled appropriately to allow for adoption into this manual.
- C. The presiding officer will clarify to the voting delegates the change, creation or deletion prior to a vote to adopt such change.
- D. Any item relating to a Policy or Procedure may be removed from a Committee Report for discussion and voting under new business.
- E. A simple majority of the delegates voting is required to adopt, amend or delete policies and procedures.



SECTION II – Administrative Policies



Number: II-A

Adopted: 11/09/02

Authority: ARTICLE VIII OF THE BYLAWS

SUBJECT: USLA EXECUTIVE COMMITTEE MEETINGS

- A. The Executive Committee as defined in Article VIII of the Bylaws, may meet at a USLA Board of Director's meeting at the discretion of the President to confer on issues of USLA interest.
- B. Meetings of the Executive Committee shall be scheduled so as not to conflict with any other committee meetings held during a Board of Directors Meeting. (Adopted November 6, 2010)
- C. Only Executive Board members and Presidents of each region present or in their place a designated representative will be allowed to speak in meetings of the Executive Committee. The presiding officer may call upon the Legal or Medical Advisor and others present, at his discretion for clarification of issues germane to the meeting.
- D. During the period between Board of Director's meetings of USLA, the Executive Committee may confer either by phone, fax, postal mail or e-mail in order to expedite the business of USLA on behalf of the Board of Directors. Such authority to act on behalf of the Board of Directors is authorized per Article VIII, Section 4-B (2) of the USLA Bylaws.



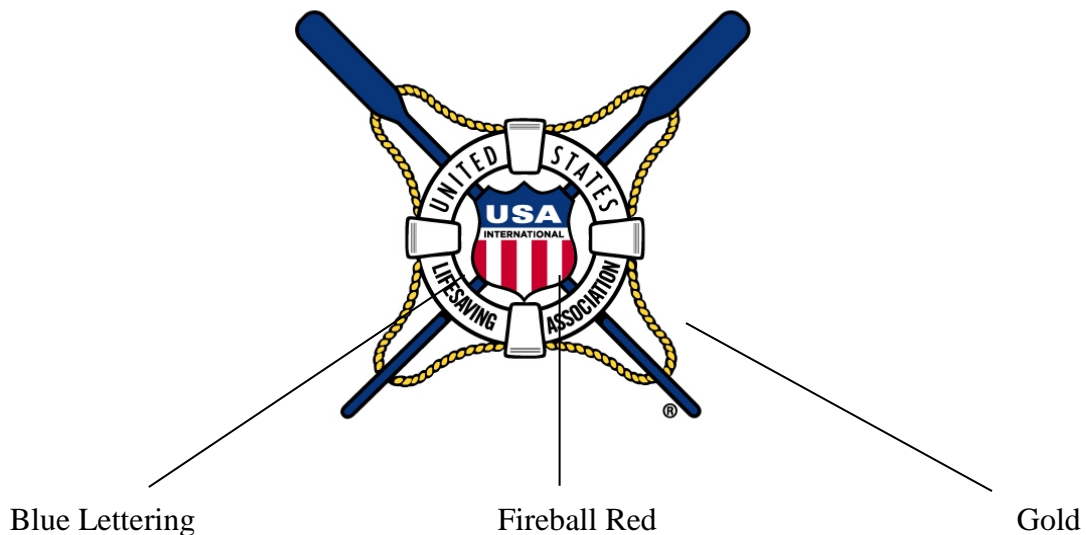
Number: II-B
Adopted: 12/06/78; Amended 04/25/09
Authority: BOARD RESOLUTION

SUBJECT: TRADEMARKS OF THE UNITED STATES LIFESAVING ASSOCIATION

USLA owns a number of trademarks, all of which are registered with or pending before the United States Patent and Trademark Office. Under trademark law, USLA has an obligation to police the use of its trademarks. This ensures that USLA's trademarks will not lose value from, for example, use of the trademarks that confuse or mislead the public.

A. The Following are USLA's Registered and Protected Trademarks:

1. The logo of the United States Lifesaving Association is the following:



The logo is the registered Trademark of the USLA. It consists of two crossed oars interwoven through a roped lifesaving ring with the words "United States Lifesaving Association" printed on the face of the ring. The USLA logo and all its' variations for National, Regional, Chapter and Junior Lifeguards is a registered Trademark and is protected by the United States Government and the International Trademark Registry.

USLA has a strict policy regarding proper use of its trademarks and expects users of its trademarks to fully adhere to this policy. Use of USLA's trademarks without prior written consent of USLA's Board of Directors is prohibited except as otherwise permitted by this policy. Furthermore, use of USLA's trademarks or other marks that are confusingly similar to USLA's trademarks constitutes trademark infringement and unfair competition in violation of state and federal law.



B. Use of USLA's Trademarks by USLA Regions and Local Chapters

Regions and local chapters may use USLA's trademarks without prior written approval on clothing, letterhead, and/or items used to raise funds in support of the nonprofit activities of the region or local chapter, provided that all aspects of this policy, including the rules set forth below, are followed. Use by a region or local chapter of USLA's trademarks in a manner inconsistent with the following rules may result in termination of the right to use USLA's trademarks and/or possible legal action. By using USLA's trademarks, the region or local chapter agrees to the following:

1. Any use of USLA's trademarks shall only be for a purpose consistent with USLA's purpose and principles.
2. USLA and USLA's trademarks must only be shown in the best light and in a way that reflects positively on USLA.
3. USLA is the sole owner of the trademarks.
4. No region or local chapter shall register any USLA trademark or any variation or alteration of the trademark.
5. When using the trademark(s), the appropriate trademark symbol must be used (TM or ®) and the trademark must be properly spelled. In addition, no variations or alterations of any USLA trademark may be made for any purpose. This includes any words in trademark registration no. 1574443, such as "United States Lifesaving Association".
6. When using the trademark(s), the USLA region or local chapter must take reasonable efforts to ensure that any such use of the USLA trademark(s) is easily identifiable as a product of that region or chapter. For example, for any clothing, letterhead, and/or items used for fundraisers, the specific name of the region or chapter shall appear below the USLA trademark(s).
7. USLA's trademarks shall not be used in a disparaging fashion.
8. USLA's trademarks shall not be used for profit.
9. USLA's trademarks may not be used to suggest USLA's endorsement or sponsorship of anything unless the region or local chapter has obtained prior written permission from USLA's Board of Directors.
10. USLA's trademarks or any variation or alteration thereof may not be used as a domain name.
11. No region or local chapter may authorize any third party to use any of USLA's trademarks without obtaining prior written permission from USLA's Board of Directors as set forth below.
12. Any region or local chapter that is or becomes aware of any unauthorized use of any of USLA's trademarks by any third party, must take reasonable steps to notify USLA's Board of Directors of such unauthorized use.

C. Use of USLA's Trademarks by "USLA Certified Agencies"

Lifeguard agencies that are currently certified as meeting the recommended standards or advanced recommended standards of the USLA may, without prior written approval, use USLA trademark registration no. 1574443 (hereinafter "reg. no. 1574443") with the word "Certified" in plain block letters beneath the logo. Use by a USLA Certified Agency of reg. no. 1574443 must be in a manner consistent with the rules set forth below. Failure to use reg. no. 1574443 consistently with these rules may result in immediate termination of the right to use reg. no. 1574443 and/or possible legal action.

D. Rules for Use by "USLA Certified Agencies"

1. Any use by a USLA Certified Agency is limited to Official Material issued by that



agency and may not be used by agency sponsors or the like. Official Material shall constitute letterhead/stationary, the agency's website, rescue boats, rescue vehicles, and lifeguard towers.

2. If a USLA Certified Agency wishes to use reg. no. 1574443 on any material other than those items defined under "Official Material", that Certified Agency must first obtain prior written approval from USLA's Board of Directors.
3. The logo or name of the USLA Certified Agency must be used on any Official Material using the USLA trademark and must be greater in size than the USLA trademark.
4. Any use of reg. no. 1574443 shall only be for a purpose consistent with USLA's purpose and principles.
5. USLA and reg. no. 1574443 must only be shown in the best light and in a way that reflects positively on USLA.
6. USLA is the sole owner of reg. no. 1574443.
7. No USLA Certified Agency shall register any USLA trademark or any variation or alteration of its trademarks, including, but not limited to, reg. no. 1574443.
8. When using reg. no. 1574443, the trademark symbol ® must be used and the trademark must be properly spelled. In addition, no variations or alterations of this trademark may be made for any purpose. This includes any words in the trademark, such as "United States Lifesaving Association".
9. Reg. no. 1574443 shall not be used in a disparaging fashion.
10. Reg. no. 1574443 or any variation or alteration thereof may not be used as a domain name.
11. No USLA Certified Agency may authorize any third party to use any of USLA's trademarks, including, but not limited to, reg. no. 1574443, without obtaining prior written permission from USLA's Board of Directors as set forth below.
12. Any USLA Certified Agency that uses reg. no. 1574443 under this section and becomes aware of any unauthorized use of any of USLA's trademarks by any third party, must take reasonable steps to notify USLA's Board of Directors of such unauthorized use.
13. An agency that uses reg. no. 1574443 in accordance with this policy agrees without exception to immediately remove all USLA's trademarks and other logos upon suspension, termination, or expiration of certification by USLA.

E. Use of USLA's Trademarks by Third Parties

A third party must first obtain written approval from USLA's Board of Directors before using any of USLA's trademarks. There are no exceptions. When the Board of Directors receives a request to use a USLA trademark, the Board considers a variety of factors in determining whether to grant that request. These factors include, but are not limited to:

1. How the trademark will be used and whether that use is consistent with USLA's standards.
2. The appropriateness and quality of the products the trademark will be associated with.
3. USLA's relationship with the requesting party.
4. The requesting party's history of complying with intellectual property rights.

Should the Board of Directors grant a request to use a trademark, the requesting party may be required to execute a licensing or royalty agreement. The Board of Director's authorization of use of its trademarks by a third party may be incorporated as part of broader agreement. A third party which receives written permission to use any of USLA's trademarks is required to use the trademark in a manner consistent with the rules set forth below.

Moreover, the scope of such use shall be limited by the written approval of USLA's Board of



Directors. Failure to use USLA's trademarks consistently with these rules may result in immediate termination of the right to use USLA's trademarks and/or possible legal action.

F. Rules for Use by Third Parties

1. Any use of USLA's trademarks shall only be for a purpose consistent with USLA's purpose and principles.
2. Any use of USLA's trademarks shall be expressly defined and limited by the specific covenants and restrictions set forth in the agreement between USLA and the third party.
3. USLA and USLA's trademarks must only be shown in the best light and in a way that reflects positively on USLA.
4. USLA is the sole owner of the trademarks.
5. No third party shall register any USLA trademark or any variation or alteration of the trademark.
6. When using the trademark(s), the appropriate trademark symbol must be used (TM or ®) and the trademark must be properly spelled. In addition, no variations or alterations of any USLA trademark may be made for any purpose. This includes any words in trademark registration no. 1574443, such as "United States Lifesaving Association".
7. USLA's trademarks shall not be used in a disparaging fashion.
USLA's trademarks or any variation or alteration thereof may not be used as a domain.



Number: II-C
Adopted: 05/04/79
Authority: BOARD RESOLUTION

SUBJECT: MOTTOS AND SLOGANS OF THE UNITED STATES LIFESAVING ASSOCIATION

The mottos of the USLA are:

“Swim Near a Lifeguard”

“Lifeguards for Life”



Number: II-D
Adopted: 05/04/79
Authority: BOARD RESOLUTION

SUBJECT: CODE OF ETHICS

THE UNITED STATES LIFESAVING ASSOCIATION OF AMERICA, realizing the fundamental responsibilities of a professional lifeguard toward mankind, the trust and confidence placed in them, the unwavering devotion to duty required of them and the dignity commensurate with their position, recognizes ethical principles.

THE MEMBER WILL:

Serve mankind through the diligent protection of life and property.

Remain totally loyal to their employer, community, state and nation.

Promote through youth and adult groups understanding of the privileges and responsibilities of American democracy.

Fulfill their responsibility by honoring, dignifying and actively supporting their profession.

Recognize the value of the profession and promote its future by inspiring promising young people to prepare for it.

Recognize the responsibility of the professional group for the conduct of its members.

Maintain relationships with associates based on mutual integrity, understanding and respect.

Maintain their health and a high level of fitness.

Attempt to think clearly and maintain objective points of view on controversial questions, being ever mindful of the welfare of others.

Show that they have a position of special trust and adhere to the standard of personal conduct acceptable for professional standing in the community.

Understand the requirements of effective organization and willingly work through channels.

Never allow personal feelings or dangers to self to deter them from their responsibilities.

THE MEMBER will strive to achieve these objectives and ideals, dedicating themselves before God to their chosen profession.



Number: II-E
Adopted: 11/09/02
Authority: BOARD RESOLUTION

SUBJECT: NATIONAL PUBLICATIONS

Each year the USLA publishes six official publications for various internal purposes which are designed to promote water safety and the competition activities of USLA. They are:

- A. **AMERICAN LIFEGUARD MAGAZINE** – the official magazine of the USLA, published based on a schedule approved by the Board of Directors and mailed directly to members of all USLA membership categories. The magazine may be mailed to the Library of Congress, the periodical reading rooms of major US Libraries and member countries of the International Lifesaving Federation. The content generally consists of articles on matters of interest to lifeguards, water safety personnel, the general public and all other USLA membership categories. The magazine is supported by national, regional and local sponsors; general advertisers; and a portion of the dues paid by each membership category.
- B. **NATIONAL LIFEGUARD CHAMPIONSHIP PROGRAM** – printed to cover the activities of the three-day National Championships. The printed program is financed by national, regional and local sponsors; general advertising; and public sales. The program is printed on an as financed basis.
- C. **MEMBERSHIP BROCHURE - “REACHING FOR LIFE”** – printed and distributed as needed to further the recognition and understanding of the goals and objectives of USLA. The brochure is paid for by national, regional and local sponsorship funds dedicated to the Public Education Committee.
- D. **OPEN WATER LIFESAVING, THE UNITED STATES LIFESAVING ASSOCIATION MANUAL** – the official textbook of USLA which describes lifesaving standards and procedures for open water and surf lifesaving. The textbook is revised from time to time in order to keep pace with updated equipment and procedures. The text is printed through a negotiated contractual agreement with a publishing house.
- E. **GUIDELINES FOR OPEN WATER LIFESAVING AND STANDARDS** – is the basis for the USLA certification program and describes minimum national lifeguard training standards for surf and open water agencies and operations. The manual is printed from funds derived from the Certification Program.
- F. **GUIDELINES FOR TRAINING AND STANDARDS OF AQUATIC RESCUE RESPONSE TEAMS** – is the basis for the USLA certification program and describes minimum national training standards for non-lifeguard operated open water aquatic response teams. The manual is printed from funds derived from the ARRT certification program.



Number: II-F
Adopted: 05/08/91
Authority: BOARD RESOLUTION

SUBJECT: AFFIRMATIVE ACTION

It is the policy of the UNITED STATES LIFESAVING ASSOCIATION and all affiliated Regions and Chapters to communicate the message equal opportunities to all people without regard to race, religion, color, ancestry, sex, age, or national origin and to promote the full realization of that policy through a positive and continuing program. The USLA is fully committed to assuring equal opportunity and equal consideration to all applicants and employees in personnel matters including but not limited to, hiring, training, promotion, salaries and other compensation, transfer and layoff or termination. In the implementation of this policy, USLA will support the policy of recruitment from minority groups, women, veterans and the disabled community.

This equal Employment Opportunity Policy is and will continue to be a communicated to all relevant audiences within the USLA.



Number: II-G
Adopted: 05/08/93
Authority: ARTICLE X OF THE BYLAWS - BOARD RESOLUTION

SUBJECT: ROBERT'S RULES OF ORDER

The edition of Robert's Rules of Order used by the USLA shall be the first edition published and shall be updated with each current edition.



Number: II-H
Adopted: 05/07/94
Authority: BOARD RESOLUTION

SUBJECT: POLICY ON COMPLIANCE WITH OSHA BLOODBORNE PATHOGENS REGULATIONS

The USLA recognizes that all lifeguards are at risk of being exposed to bloodborne pathogens. Thus, the USLA supports compliance with the OSHA regulations concerning the prevention of exposure to bloodborne pathogens; educating personnel as to the nature and epidemiology for AIDS, HIV, HBV and other infectious bloodborne diseases. USLA strongly supports all lifeguard personnel being offered the most current vaccinations available against all Hepatitis strains.

The USLA recognizes that any interpretation of the regulations that does not support this position is non-compliant and urges local members and chapters to take all advocacy steps to protect lifeguards.



Number: II-I
Adopted: 11/09/97; Amended 11/09/13
Authority: ARTICLE XI OF THE BYLAWS – BOARD RESOLUTION

SUBJECT: STANDING and WORKING GROUP COMMITTEES

Standing and Working Group Committees identified by the USLA Bylaws shall:

- A. Maintain a written purpose or mission statement.
- B. Maintain and upgrade on a yearly basis written list of goals and objectives.
- C. Bylaws, Certification, Heroic Acts, Junior Guards, Lifesaving Sport, Membership, Public Education and Ways and Means shall be considered Standing Committees.



SECTION III – Operational Policies



Number: III-A
Adopted: 11/07/92; Amended 04/27/19
Authority: ARTICLE V OF THE BYLAWS - BOARD RESOLUTION

SUBJECT: MEMBERSHIP ROLLS AND FORMS

A. INTRODUCTION

In order to maintain accurate membership accounting of the USLA, Regions will maintain active membership lists for all Professional, Associate and Junior Guard members in their respective regions. The region will also maintain active chapter registration lists. (adopted: 05/04/89)

B. MEMBERSHIP ROLLS AND FEES

The region may use the standard USLA membership form to solicit members to the organization. Chapters may submit membership rolls in lieu of individual applications to the region. The minimum information required is: name, current mailing address, city, state, zip code, chapter name, region and email address. (adopted: 11/05/89)

C. NATIONAL ACCOUNTING AND VOTING PRIVILEGES

The Membership committee will provide a count of the members for each region to the USLA Secretary 30 days before the first day of both the Spring and Fall Board of Directors Meetings. The USLA Secretary will notify Regional Presidents of the membership numbers.

The deadline to register members to be included for each region's delegate count the for Spring and Fall Board of Directors Meetings will be 7 days prior to each meeting. Any members submitted after the deadline will not be accepted for voting privileges. (adopted: 04/27/19)

D. MEMBERSHIP LISTS

The USLA Membership Chair is responsible for providing membership rolls to AMERICAN LIFEGUARD MAGAZINE and any other organization or entity that may require the use of the membership rolls. (adopted: 11/05/92)

E. RESPONSIBILITY

Responsibility for maintaining the lists falls with each region. The region is responsible for verification of membership when so requested for issues such as competition, international travel or awards.

F. MEMBERSHIP DURATION

Individual membership shall extend from July 1 each year to June 30 of the following year. (adopted: 11/05/11)



Number: III-B
Adopted: 11/09/96; Amended 11/03/18
Authority: ARTICLE VIX OF THE BYLAWS - BOARD RESOLUTION

SUBJECT: NATIONAL MEETING SITE ROTATIONS AND DATES

A. ROTATION

The following rotation will be used to establish the site of the semi-annual Board of Director’s meetings. The regions shall be responsible for the organization of the meeting, the site, the educational conference and any other necessary amenities. This rotation may be altered at the request of a region or by the USLA Board of Directors action. In the case of emergency changes, the President of USLA, in consultation with the Executive Committee, may alter the rotation, location or dates.

YEAR	GEOGRAPHY	SEASON	REGION	CITY, STATE/DATES
2014	East	Fall	South Atlantic	Virginia Beach, VA/11/06-08
2015	Central	Spring	Gulf Coast	South Padre, TX/04/23-25
2015	West	Fall	Pacific Islands	Kona, HI /11/12-14
2016	East	Spring	Mid-Atlantic	Gettysburg, PA/04/28-30
2016	West	Fall	Northwest	Denver, CO/11/03-05
2017	Central	Spring	New England	Brewster, MA/04/27-29
2017	East	Fall	N/A	Vancouver, BC/10/20-21
2018	West	Spring	Southwest	Long Beach, CA/04/26-28
2018	East	Fall	Southeast	Delray Beach, FL/11/01-03
2019	Central	Spring	Gulf Coast	San Antonio, TX/04/25-27
2019	West	Fall	Pacific Islands	Kauai, HI/12/05-07
2020	East	Spring	Mid-Atlantic	TBD/ /04/23-25
2020	West	Fall	Northwest	TBD/ /11/05-07
2021	Central	Spring	Great Lakes	TBD/ /04/22-24
2021	East	Fall	Southeast	TBD/ /11/04-06
2022	West	Spring	Southwest	TBD/ /04/28-30
2022	East	Fall	South Atlantic	TBD/ /11/03-04

B. DATES

The USLA Board of Director’s meetings shall be held on the last Thursday, Friday and Saturday of April and the first Thursday, Friday and Saturday of November. The dates may be altered to meet scheduling needs as described under the powers of the President of Board of Directors.



Number: III-C
Adopted: 11/04/06; Amended 11/03/18
Authority: BOARD RESOLUTION

SUBJECT: USLA BOARD OF DIRECTORS MEETING ORGANIZING GUIDELINES

These guidelines are intended to assist the organizers of USLA Board of Directors meetings and to help ensure that the venue is adequate, while keeping costs to a minimum. Organizers of Board of Directors meetings are expected to comport with these guidelines. Guidelines listed as “required” must be followed without exception, unless a waiver is requested and granted by the Executive Committee or Board of Directors.

A. DEFINITIONS

1. “Required” means a guideline which must be followed, without exception, unless a waiver is requested and granted by the Executive Committee or Board of Directors.
2. “Recommended” means a guideline which is strongly encouraged.
3. “Optional” means a guideline which is purely in the discretion of the meeting organizer.

B. FEES AND TRAVEL COSTS

1. Required
 - a. Registration Fee – The regular registration fee must be no more than \$200. Up to 30 days prior to the meeting, a maximum \$50 late fee may be added on to the regular registration fee at the discretion of the host. This fee must cover all required items in these guidelines for which an optional additional fee is not listed. With exception of the welcome reception, which must be open at no cost to all attendees and their partners, a fee adequate to cover, but not exceed actual cost may be charged to the partners of meeting registrants who wish to participate in meeting related activities to which they are invited.
 - b. Hotel Rooms – Rooms at the host hotel or an identified hotel within five minutes walking distance, to which meeting attendees are invited, must be available at a rate of \$200 or less per night, double occupancy.
2. Recommended
 - a. Travel Costs – Total travel costs from the major cities of Los Angeles, Chicago, and New York to the meeting location (including air and ground transportation from the airport of origin to the meeting site), should be available at under \$500 at the time the meeting is organized. As expense declines, desirability of the site increases.
 - b. Hotel Amenities – The hotel should include a business center or inexpensive facilities for internet access, printing, and copying; and should include workout facilities, either on-site or nearby.
3. Optional
 - a. Welcome Kit – A welcome kit with low cost items appropriate to the location and host organization are commonly provided, but are not required. Host



organizations should concentrate their efforts on covering the required elements detailed in these guidelines and provide additional items only as cost allows and in their sole discretion.

C. MEETING SITE

1. Required

- a. Location – The meeting site must be within 50 miles of a major, national airport. Generally, the closer the venue is to the airport, the better.
- b. Advance Notice of Site Location – Information including the city, hotel and closest airport must be made available by the time of or before the Board of Directors meeting preceding the meeting to be hosted.
- c. Distance from Host Hotel – The meeting site must be within a five minute walk of the host hotel, but should ideally be within the host hotel.
- d. Main Meeting Room – The main meeting room must be available for use on Thursday from 8:00 a.m. until 1 p.m., during the duration of the Educational Conference, and on Saturday from 10:30 a.m. until 5 p.m. This room must be a minimum of 2,000 square feet and rectangular, with unobstructed views from all seats and have internet accessibility. It is recommended that internet access is provided at no cost to the meeting attendees. There must be classroom style seating for at least 100 people. There must be a raised podium at the front of the room with a table for eight officers and a podium with an amplified microphone system. There must be a screen and projector for computer presentations. There must be electricity available for laptop computers at the raised podium.
- e. Breakout Rooms – At least three breakout rooms must be available on Thursday from 1 p.m. until 7 p.m. and on Saturday from 8 a.m. until noon. These rooms must be a minimum of 500 square feet and rectangular; shall have a U style seating table seating arrangement for 14 people; and shall have additional seating against the wall for 20 spectators.
- f. Sponsor Booths – An area for sponsor booths, adequate to accommodate all sponsors, must be made available outside the main meeting room or breakout rooms. (Sponsor booths must not be set up inside the meeting rooms.)

2. Recommended

- a. Nearby Attractions – The meeting site and host hotel should ideally be within walking distance of a variety of restaurants and shopping areas.
- b. Public Transportation – In addition to, or in lieu of the foregoing, the meeting site and host hotel should ideally be located near low cost public transportation.
- c. Post-Meeting Gathering Place – There must be an inexpensive gathering place with appropriate libations at reasonable prices at the host hotel or immediately adjacent thereto, so that meeting attendees can gather after meetings to discuss issues. Alternatively, the host must arrange for a hospitality suite adequate to



accommodate attendees after meetings, at times when other events are not scheduled.

- d. Restaurant – There must be a reasonably priced restaurant on-site or within five minutes walking distance. (The more options, the better.)

D. HOSPITALITY

1. Required

- a. Welcome Reception and Registration – The host shall arrange a no-cost welcome reception on Wednesday evening from at least 6 p.m. until 8:30 p.m. for all registered delegates and their additional guests.
- b. Board Meeting Luncheon – The host shall arrange a box lunch for Board members and committee members on Thursday and Saturday.
- c. Friday Luncheon – The host shall arrange a Friday luncheon at no cost for all registered delegates, following the educational conference. (Persons attending the Educational Conference who are not registered delegates may be charged a fee in the sole discretion of the host.)
- d. Closing Banquet – The host shall arrange a closing banquet for all registered delegates and their partners on Saturday evening. A fee may be charged to additional guests to cover costs related to their participation, but shall not be charged to delegates.

2. Recommended

- a. Organized Evening Events – Organized evening events which delegates are required to attend should be avoided on Wednesday, Thursday, and Friday. Optional events are encouraged in the sole discretion of the organizers.

3. Optional

- a. Breakfast – The host may choose to offer breakfast on other days of the event at no charge or for a reasonable fee.

E. EDUCATIONAL CONFERENCE

1. Required

- a. Timing and Length – The host shall organize an Education Conference on Friday from 9 a.m. until noon. Issues addressed by the presenters must be directly pertinent to the work of open water lifeguards and/or aquatic accident prevention.
- b. No Conflict With Recognized Standards – Organizers shall not invite or permit presenters recommending lifesaving or first aid guidelines or methods which are inconsistent with those of USLA (as represented in the USLA manual and



Lifeguard Agency Certification Guidelines) or the American Heart Association, unless they have been pre-approved by the Executive Committee.

- c. Medical Topic Pre-Approval – Pre-approval by the USLA Medical Advisor is required for presenters on topics related to first aid and/or medical procedures.
- d. Legal Topic Pre-Approval – Pre-approval by the USLA Legal Advisor is required for presenters on topics related to liability, risk management, or related issues of a legal nature.
- e. Conflict of Interest – To prevent conflicts of interest, meeting sponsors must not serve as presenters at the Educational Conference and persons representing commercial interests may not present on topics related to their commercial products or services.

2. Recommended

- a. Avoiding Redundancy – To avoid redundancy, topic areas which have been addressed in USLA Educational Conferences within the past three years should be avoided, unless significantly new material on the issue is available. In particular, issues related to weather prediction should be carefully considered due to extensive exposure.
- b. Local Tours – The host should consider offering optional, organized tours in the afternoon for delegates who may have an interest.

F. AGENDA

1. Required

- a. Draft Agenda – A final draft agenda with all of the necessary information shall be conveyed to the USLA Secretary no less than 45 days prior to the meeting. The Secretary shall circulate it at that time to the USLA Board of Directors. In case changes must be made after that time, a specific notice must be issued, as well as a revised agenda, submitted to the Secretary.

G. SPONSORS

1. Required

- a. General Sponsor Requirements – Commercial sponsors shall be solicited by USLA and Meeting Host to help defray costs of the meeting. The USLA and Meeting Host will give priority to existing USLA sponsors and must satisfy any existing requirements of USLA agreements. The Executive Director shall be responsible for collecting payments, creating a standardized fee for sponsors at multiple levels of participation and maintaining a database of sponsors to contact prior to each meeting. All sponsors will submit payment to the USLA and the USLA shall forward all payments to the Meeting Host.

Existing contracts with sponsors will be honored; the USLA will forward the appropriate standardized fee to the Meeting Host to accommodate the existing sponsor. In-kind product donation of equal or greater value may be utilized in



place of cash payment. One representative from each vendor will be invited to all events and activities extended to regular meeting attendees.

The USLA has the final right to refuse sponsors brought forward by the host if they conflict with existing sponsorship contracts or are not approved by the USLA Sponsorship Coordinator.

- b. Sponsor Presentations – Sponsor presentations during the entirety of USLA Board of Director meetings and the Educational Conference shall be no more than five (5) minutes in duration.



Number: III-D

Adopted: 11/09/02; Amended 11/05/16

Authority: ARTICLE V OF THE BYLAWS - BOARD RESOLUTION

SUBJECT: LIFE MEMBER SELECTION AND APPROVAL CRITERIA

A. PURPOSE

To establish criteria for the selection of Life Members to the United States Lifesaving Association.

B. MINIMUM REQUIREMENTS

To qualify for Life Membership in USLA an individual must meet the following criteria:

1. The candidate shall have completed twenty years of service as a professional lifeguard and/or lifeguard administrator; and
2. been an active member of the USLA or its predecessors for at least ten years; and
3. served as a member of the Board of Directors, Executive Board or as an elected officer of the USLA or its predecessors; and
4. demonstrated significant contributions made in the furtherance of the goals and objectives of USLA in a resume submitted by the Region.
5. The applicant must have demonstrated an exemplary, positive and productive contribution to their agency as an employee and to both the regional and national organization in order to be approved.

C. PROCEDURE

1. The nomination and voting process for Life Membership of the USLA including voting results and any discussions related thereto shall remain confidential and not to be communicated to any person or entity without the express written permission of the Board of Directors.
2. Application must be signed by the applicant's Regional President or Region's designee.
3. An application form (Attachment A) and all pertinent written justification for the application shall be submitted confidentially to the USLA Secretary no less than seven (7) days prior to a Board of Directors meeting.
4. At any Board of Directors meeting, prior to which an application for Life Membership has been submitted to the Secretary as described above, a committee will be convened on the final day of the meeting to consider the application or applications. The committee shall be composed of one member of the Board of Directors from each Region. Each Region shall be responsible for selecting their representative and a proxy vote shall not be permitted. The meeting shall be chaired by the Membership Chair or a Membership Vice Chair selected by the President of USLA or presiding officer of the Board of Directors meeting.



5. The regional president or the region's designee shall be afforded an opportunity to address the committee in support of an application. After review of the application(s) and any discussion, ballots shall be distributed by the chairperson and a secret ballot vote shall be taken. The votes shall be counted by the chairperson in the presence of the Secretary.
6. A nominee may receive no more than one (1) vote in opposition to confirm each Life Membership application. Once the vote has been counted, the chairperson shall inform the President of same, but shall not discuss results with anyone. The ballots shall then be destroyed.

D. AWARD PRESENTATION

The President of USLA shall choose the appropriate time and place to announce the conference of Life Membership, but shall do so prior to the conclusion of the Board of Director's Meeting. Subsequently, a suitable Life Member certificate shall be created and presented to the nominee at the next USLA Board of Director's meeting if possible.



Number: III-E
Adopted: 10/26/92; Amended 04/20/13
Authority: BOARD RESOLUTION

SUBJECT: AWARD of MERIT – RECOGNITION CRITERIA AND APPROVAL PROCEDURE

A. PURPOSE

To recognize those persons who have made a significant contribution to the humanitarian goals of the USLA.

B. CRITERIA

Each applicant must be an active member of the USLA or individual who has made a significant contribution to USLA and the field of marine safety and ocean/open water lifesaving.

The nominee's name, address and resume must be submitted in writing by their Chapter and Regional President along with a brief synopsis of the achievements and accomplishments for which they are being recognized.

C. PROCEDURE

1. Applications must be submitted to the USLA Secretary prior to a scheduled meeting of the Board of Directors.
2. The USLA Secretary will be responsible for transmitting said application to the Chairperson of the Heroic Acts Committee.
3. At the regularly scheduled meeting of the Board of Directors, the Chairperson will convene a special meeting of the Heroic Acts Committee, which shall consist of the Regional Presidents or their designated representatives from each region in attendance, and a secret ballot will be taken.
4. The submitting regional representative will be given the opportunity to make a brief verbal presentation on behalf of the applicant.
5. A simple majority vote is required for approval.



Number: III-F
Adopted: 11/07/87; Amended 04/20/13
Authority: BOARD RESOLUTION

SUBJECT: HEROIC ACTS CRITERIA AND APPROVAL PROCEDURE

A. PURPOSE

The USLA is comprised of dedicated men and women in the open water lifeguard profession who wish to present awards in recognition of heroic acts performed within the scope of the United States.

Incredible feats of shoreline heroism have been performed. Men and women in the lifeguard profession are not always present to perform these acts, but in many cases the saving of life can be attributed to a stranger passing by a distress scene.

The USLA's primary purpose for creating this award system is to give due recognition to an individual performing a heroic act, who voluntarily risks their life to an extraordinary degree in saving, or attempting to save, another person, or sacrificed themselves for the benefit of others.

B. SCOPE OF RECOGNITION FOR HEROIC ACTS

USLA recognition is restricted to acts which show conclusive evidence that the person performing the act voluntarily risked their own life to an extraordinary degree in saving, or attempting to save, the life of another person, or voluntarily sacrificing themselves in a heroic manner for the benefit of others. It is restricted to acts in which no primary family relationship exists between the rescuer and the rescued party(s).

Heroic acts must be reported within one year of the date they occurred. Usually, only those acts performed in areas within the scope of the USLA's activities will be considered for awards.

C. PROCEDURE FOR RECOGNITION

Any member may initiate a request for heroic acts recognition, as long as that person initiating the request is not a direct family relation to the person that performed the act.

To bring an act to the attention of the Heroic Acts Committee, a written account of the incident accompanied by supporting material such as newspaper clipping, or witness statements should accompany the required Heroic Acts Application form and be forwarded to the appropriate Region's Heroic Act Chairperson for review. If approved at the Regional Heroic Acts Committee level, the application shall be signed by the Heroic Acts Chair or the Regional President before submission to the USLA Heroic Acts Committee.

Once the application is submitted, the Heroic Acts Committee Chair brings the matter to the next regular meeting of the Board of Directors. At that meeting a special meeting of the Committee is held to review the application to insure it's properly depicted in one of the categories defined in Section D.

USLA Heroic Acts Committee
P.O. Box 366
Huntington Beach, CA 92648



D. RECOGNITION CATEGORIES

1. ***Lifeguard Medal of Valor***

- a. Created to give due recognition to an individual or group of lifeguards for performing a heroic act, who voluntarily risked their life, to an extraordinary degree, in saving, or attempting to save another person, or who sacrificed themselves for the benefit of others.
- b. Restricted to acts in which no primary family relationship exists between the rescuer and the rescued party(s).
- c. Heroic acts must be reported within one year of the date they occurred. Usually, only those acts performed in open water within the confines of the USLA's membership base will be considered for the award.
- d. This award will be presented as the USLA Medal of Valor with attached ribbon, a framed certificate citing the heroic action, and the official USLA approved uniform ribbon.

2. ***Heroic Act***

- a. Created to give due recognition to a lifeguard(s) or non-lifeguard(s) that has performed an open water rescue in an extraordinary manner. (Amended 11/7/09)
- b. This award will be presented as a framed certificate citing the account of the heroic action.

3. ***Meritorious Act Award***

- a. Created to give due recognition to the person or persons, lifeguard or non-lifeguard, member or non-member, who have performed any act of lifesaving which did not place the individual in jeopardy, but which brings credit to lifesaving or resulted in the saving of a life.
- b. This award will be presented in a framed letter citing the act.

4. ***Award of Merit***

- a. Created to give due recognition to those persons (USLA members or non-members) who have contributed substantially to USLA.
- b. This award will be presented as a framed certificate citing their service.

5. ***National Lifesaving Award***

- a. Created to give due recognition to a lifeguard agency or group of lifeguards for exemplary actions involving multiple rescuers responding to a rescue in extremely difficult, dangerous and/or hazardous conditions.
- b. This award will be presented as a framed certificate citing their service.

6. ***Letter of Commendation***

- a. Created to give due recognition to a non-lifeguard who voluntarily risked their life to an extraordinary degree in assisting a lifeguard in an open water rescue.
- b. This award will be a framed letter, citing the heroic action.



Number: III-G
Adopted: 11/03/07; Amended 11/05/16
Authority: BOARD RESOLUTION

SUBJECT: OPEN WATER LIFEGUARD AGENCY NATIONAL AWARDS PROGRAM

A. PURPOSE

To recognize agencies who exceed in training, safety standards, community leadership, and corroboration with other multi-disciplinary agencies to promote education, beach and open water safety, and the USLA.

B. RECOGNITION CATAGORIES

1. *National Award for Readiness & Incident Response*

An agency has presented evidence that demonstrates its ability in providing high levels of lifeguard readiness and preparedness, and/or has presented an example of a high level of readiness and preparedness during a response to a major incident, mutual aid call, or mass casualty that brings great credit to the agency and to the profession.

2. *National Award for Commitment & Dedication to Public Safety & Education*

An agency has presented evidence that demonstrates a measurable accomplishment in providing commitment and dedication to public safety and education through a variety of ways that brings great credit to the agency and to the profession.

3. *National Award for Training & Development*

An agency has presented evidence that demonstrates professional growth and information sharing by providing high levels of lifeguard training and staff development that brings great credit to the agency and to the profession.

4. *National Award for Drowning Prevention Achievement*

An agency has presented evidence of measurable statistical records including documentation of relative categories and conditions demonstrating a remarkable achievement in drowning prevention that brings great credit to the agency and to the profession.

5. *National Award for Open Water Safety Achievement*

An agency has presented evidence of measurable statistical records including documentation of relative categories and conditions demonstrating a remarkable achievement in open-water safety that brings great credit to the agency and to the profession.

6. *National Award for Professional Achievement*

An agency has presented evidence demonstrating a variety of achievements which may include advancing its image, equipment, certifications, relations, standards,



regulations or other related area that enhances the lifesaving profession and brings great credit to the agency and to the profession.

7. *Joe Pecoraro National Award for Distinguished Safety Service*

An agency has presented evidence demonstrating that it has accumulated three or more of the six nationally recognized awards in a variety of achievements that brings great credit to the agency and to the profession. This is the USLA's second highest achievement award.

8. *USLA Chief Bob Burnside Award for Excellence in Lifesaving*

An agency has presented evidence demonstrating that it has accumulated all six of the nationally recognized awards in a variety of remarkable achievements that brings extraordinary credit to the agency and to the profession. This is the USLA's highest and most prestigious achievement award.



Number: III-H
Adopted: 11/06/93
Authority: BOARD RESOLUTION

SUBJECT: ELECTION RUNOFFS

In the event of more than two nominees for a position, when none of the nominees receives a 50% plus 1 vote majority, the two nominees with the highest number of votes will enter into a runoff election. In the runoff election, a simple majority of the votes cast shall elect.



Number: III-I
Adopted: 05/08/93; Amended 11/05/11
Authority: BOARD RESOLUTION

SUBJECT: OFFICERS, COMMITTEE CHAIR AND REGIONAL REPORTS

Within fifteen (15) days after the conclusion of each Board of Directors meeting, USLA Committee Chairs and any other person who has chaired a committee shall electronically submit to the Secretary an action report, using a form supplied by the Secretary, listing the issues discussed, actions taken, and recommendations made. (The Secretary shall assemble minutes of the Executive Committee.) Reports should include goals of the committee for the coming six (6) month period and specific assignments, if any. The Secretary shall then publish the draft Board of Directors meeting minutes, including committee reports, in an area of the USLA website for the posting of draft meeting minutes within thirty (30) days of the conclusion of the meeting.

No less than fifteen (15) days prior to the commencement of each Board of Directors meetings, all USLA Officers and Committee Chairpersons shall electronically submit an activity report, using a form supplied by the Secretary, summarizing the work of the officer or committee over the past six (6) months, a committee meeting agenda and any recommendations or issues deemed appropriate for discussion or resolution by the committee or by the Board of Directors. No less than seven (7) days prior to the commencement of each Board of Directors meeting, all USLA Regional Presidents shall electronically submit an activity report, using a form supplied by the Secretary, summarizing the work of the region over the past six (6) months and any recommendations or issues deemed appropriate for discussion or resolution by committees or the by the Board of Directors. The Secretary shall then cause each report received to be electronically posted in an area of the USLA website for the posting of USLA meeting reports.

If a report is late or is not submitted to the Secretary, the Officer, Chairperson or Regional President shall provide the Secretary with an electronic copy, using a form supplied by the Secretary, to be included in the minutes of the meeting. A synopsis of the report shall be provided verbally as directed by the President.



Number: III-J
Adopted: 11/02/02; Amended 04/29/17
Authority: BOARD RESOLUTION

SUBJECT: BUSINESS MEETING DECORUM

It shall be the policy of the USLA that every effort shall be taken to insure that a professional atmosphere and bearing are maintained at all meetings of the USLA Board of Directors, Executive Board and any committees thereto. The following shall be standing policies regarding any meetings relative to the USLA:

- A. No smoking is allowed in the meeting rooms of the USLA Board of Directors, Executive Board or any committee meeting area.
- B. No alcoholic beverages may be consumed in the meeting rooms of the USLA Board of Directors, Executive Board or any committee meeting area, while such meetings are being conducted.
- C. Business attire is to be worn by all Delegates to the initial day of the Board of Director's meeting until all committee meetings have concluded and through the conclusion of the Educational Conference and luncheon. All other meeting attendees are strongly encouraged to conform to this procedure.
- D. All participants in meetings of the USLA Board of Directors, Executive Board or any committee shall maintain a professional bearing at all times and refrain from the use of profanity and other derisive or derogatory language that may demean or offend others in attendance at such meetings.
 - 1. Failure on behalf of any person to adhere to these rules after sufficient warning, shall result in the meeting being recessed, the individual removed from the meeting, their voting privileges suspended or issued to another Delegate of the same region in the form of a proxy.
 - 2. Additional sanctions may be imposed at the discretion of the Executive Committee.
- E. It will be the responsibility of each Delegate to turn all electronic communications devices to silent or vibrate settings so as to eliminate unwarranted interruptions to the meeting. The President shall advise the Delegates of this policy at the commencement of each meeting.

In the interest of maintaining emergency contact, Delegates who are attending the meeting while on duty may keep such electronic devices on, but will take whatever action possible to keep all communications to a minimum and to avoid unwarranted interruptions. Any recording, filming, transmitting, streaming in real time or otherwise by any means or method of any USLA National Board of Directors meeting and any and all committee workshop meetings that fall within is strictly prohibited unless the express written permission to do so has been granted by the USLA Board of Directors.



Number: III-K
Adopted: 05/10/03
Authority: BOARD RESOLUTION

SUBJECT: VOICING OF OPINIONS ON BEHALF OF USLA

No Officer, Committee Chair, or any other person shall express an opinion on behalf of the United States Lifesaving Association without the prior approval of the Executive Committee of USLA.

Matters of existing policy, procedures or previously established opinions generated through action of USLA may be expressed only by the President of USLA or appropriate Committee Chairs, but only with regard to subject matter related to their committee.

Inappropriate or unauthorized statements or opinions, expressed on behalf of USLA may result in censure of the violator or in the case of a committee chair, replacement of the violator with a new committee chair.



Number: III-L
Adopted: 04/26/08
Authority: BOARD RESOLUTION

SUBJECT: RECOGNIZING RETIRING LIFEGUARDS

The President is empowered, at the President's discretion, to officially recognize, on behalf of the Board of Directors and the USLA, retiring lifeguards who have been active members of the USLA for a minimum of 10 years.



Number: III-M
Adopted: 11/02/2016
Authority: BOARD RESOLUTION

SUBJECT: ILS APPOINTMENTS

When the USLA receives notice of volunteer opportunities on ILS commissions or committees, the information shall be shared with the Executive Committee whose members can disseminate the information as appropriate.



Number: III-N

Adopted: 4/28/18; Amended 11/03/18

Authority: BOARD RESOLUTION

SUBJECT: USLA SOCIAL MEDIA GUIDELINES

The United States Lifesaving Association is America's nonprofit professional association of beach lifeguards and open water rescuers. The USLA works to reduce the incidence of death and injury in the aquatic environment through public education, national lifeguard standards, training programs, promotion of high levels of lifeguard readiness, and other means. The USLA recognizes the use of social media as a means to further the mission of USLA in an open and extensively public forum. Because this is a public forum, the use of social media should promote positive, educational and inspirational stories regarding beach safety and the lifesavers who work to protect the public.

Posts that invariably embarrass or shine a negative light on USLA members should be distributed in nonpublic venues so that members may learn and be made aware of the stories, but airing those stories on public social media posts do nothing to further the mission of USLA nor promote the earned confidence of the public in the highly trained and functioning lifesavers of USLA Certified Agencies.

Thus the following guidelines should be followed by the USLA President and his/her designee in formulating USLA Social Media posts:

A. The President shall designate a limited number of representatives to make or forward posts on behalf of the USLA.

B. All social media posts shall be supervised by the USLA President or representatives appointed by the President.

C. Any posts created by or forwarded by the President of USLA or designated representatives should serve to highlight the following:

1. Positive work by members
2. Stories of interest in water safety
3. Promotion of USLA sponsored or supported events
4. Stories that serve to educate the public regarding beach safety

D. The USLA shall not post or forward stories, items that:

1. Reflect negatively upon individual members or agencies
2. Interject or promote stories based on employee versus employer contractual issues
3. Have content are mostly political in nature
4. Have legal ramifications



E. The USLA reserves the right to remove or delete posts made on USLA social media sites.

F. Members that believe a post violates the guidelines set forth should contact their regional leadership or the USLA Social Media representative to register his/her complaint. The President or social media designees will determine if the post should be removed.

G. USLA National event hosts shall include a member of the Technology Committee as a moderator of any subsequent social media created in representation of that event.



SECTION IV – Financial Policies



Number: IV-A
Adopted: 11/09/02
Authority: ARTICLES OF INCORPORATION

SUBJECT: TAX EXEMPT STATUS

The UNITED STATES LIFESAVING ASSOCIATION (formerly the National Surf Lifesaving Association of America) is exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code.

The organization's employee number is 23-7067234.

The USLA is exempt from State Franchise Tax under provisions of Section 23701d of the Revenue and Taxation Code of the State of California.

The organization's tax identification number is 0522882.

All regions are strongly encouraged to incorporate in their primary state of origin and to obtain their own exemptions.



Number: IV-B
Adopted: 05/04/79; Amended 04/30/16
Authority: ARTICLE XIII OF THE BYLAWS - BOARD RESOLUTION
SUBJECT: DUES

A. INTRODUCTION

The USLA Board of Directors shall have power to set annual dues for the corporation.

B. AMOUNTS

Annual membership dues are as follows

1. Professional Member	\$30.00
1) Perpetual	\$1,000
2. Life Member	\$0.00
3. Alumnus Member	\$30.00
1) Perpetual	\$1,000
4. Junior Lifeguard Member	\$10.00
5. Associate Member	\$30.00
6. Honorary Member	\$0.00
7. Supporting Member	
1) Contributing	\$50 -
2) Business	\$250.00

C. DUES DISTRIBUTION

Dues will be distributed to the USLA treasury under the following formula:

1) Professional Membership	\$15.00 to USLA, balance to Region
2) Associate Membership	\$15.00 to USLA, balance to Region
3) Junior Lifeguard	\$8.00 to USLA, balance to Region
4) Supporting	All funds to USLA
5) Perpetual	\$250 to chapter \$250 to Region, \$500 to USLA



Number: IV-C
Adopted: 11/09/02
Authority: ARTICLE VIII OF THE BYLAWS - BOARD RESOLUTION

SUBJECT: CONTRACT APPROVAL

The Executive Committee has the authority to approve, ratify and/or enter into contracts on behalf of the USLA. Notwithstanding Article VIII, Section 4-B (2) of the Bylaws:

- A. All contracts are to be sent to the Executive Committee for review. Any necessary modifications are made if so indicated by the Committee.
- B. When consensus is reached toward approval, the contract should be reviewed by the Legal Advisor.
- C. Each committee and officer of the USLA has a duty to provide budgeting goals and objectives to the Executive Committee to provide contract development guidelines.
- D. The Executive Committee is authorized to act on behalf of the organization between meetings of the Board.
- E. Only the President and Secretary are authorized to execute any bonds, deeds, contracts and other obligations and instruments authorized by the Executive Committee on behalf of the organization.



Number: IV-D
Adopted: 05/04/89
Authority: BOARD RESOLUTION

SUBJECT: FUNDS FOR PUBLIC EDUCATION

The goal of the USLA is to apply 25% of all funding, whether product or cash, after expenses, toward public education.



Number: IV-E
Adopted: 05/08/87; Amended 04/26/14
Authority: BOARD RESOLUTION

SUBJECT: USLA MEETING REIMBURSEMENTS

- A. The USLA Executive Board shall receive reimbursement to offset travel and accommodation costs for attending semi-annual Board of Director's meetings if not reimbursed by another entity. The amount of such reimbursement shall be set from time to time by the Board of Directors through Minute Action.
- B. Members of the USLA Executive Committee may receive reimbursement for Special Meetings of the Executive Committee, when such meetings are not held in conjunction with a routinely scheduled Board of Director's meeting.

Such meetings are to be held at the convenience of the greatest number of Executive Committee members and when they are held, if funding is available, each committee member shall be compensated equally.



Number: IV-F
Adopted: 11/09/02
Authority: BOARD RESOLUTION

SUBJECT: GUIDELINES FOR NATIONAL SPONSORSHIPS

The following is a definition of the types of items or businesses, which are considered unsuitable for sponsorship of the USLA. This is a partial list. It is intended to highlight controversial sponsorship questions.

Sponsorships not permitted:

Tobacco
Condoms

Junior Guard Sponsorships not permitted:

Tobacco
Condoms
Alcohol



Number: IV-G
Adopted: 11/03/90
Authority: ARTICLE VIII OF THE BYLAWS / BOARD RESOLUTION

SUBJECT: FINANCIAL PRACTICES

This policy outlines the general policy of the USLA regarding the use of funds in the national's treasury. It is the intent of this policy to provide a general guideline for the Treasurer, Executive Committee and other committee chairpersons in operating with funds for USLA business. The Board of Directors holds the right to take such actions it deems necessary to conduct financial business for the USLA. These actions may be taken as necessary at the discretion of the Executive Committee, even in conflict with the guidelines, which follow.

A. EXPENDITURES

1. Funds may not be spent which are not budgeted in the annual budget of the USLA without the written approval of the Executive Committee acting for the Board of Directors.
2. Board expenditures must be submitted in writing using standard receipts or invoices, within 90 days of expenditure. Failure to submit said instruments will result in forfeiture or repayment rights. The Board of Directors may choose to redress these forfeitures at any USLA Board of Director's meeting. Bills will not be held for payment for more than one year.

B. BUDGET

1. No less than two weeks prior to the Board of Director meeting immediately prior to the start of the fiscal year, the Treasurer shall submit to the Board of Directors a proposed budget that is balanced and that includes a reserve of no less than 5% of income over expenses
2. Following input from the Ways and Means Committee, the Board of Directors shall approve a budget that is balanced.
3. The Treasurer will be the representative of the Board of Directors for oversight of all budget and expenditure functions.

C. ACCOUNTING

1. The Treasurer will account for all funds of the USLA. An accounting will be provided at each USLA Board of Director's meeting. A compilation report of the USLA accounts and practices will be conducted every calendar year.
2. The Treasurer will maintain separate accounting for designated funds directed to targeted issues, goals or projects. These funds remain in the USLA general fund. These funds may include board directed funds, contract funds, donations, grants, or similarly specified monies.



Number: IV-H
Adopted: 04/25/15; Amended 04/30/16
Authority: BOARD RESOLUTION

SUBJECT: INVESTMENT OF USLA FUNDS

A. DEFINITIONS

1. Operational Funds: The income and expenditures allocated in the annual budget (including short term reserves for that year) and any surpluses received in a given year for the operation of the USLA and satisfaction of all obligations during the budget year.
2. Operational Reserve: Funds not required for operational funds which are reserved under Board approval to ensure the long-term viability of the organization.

B. POLICY

Sufficient Association funds must be accessible for operating cash flow and prudent investment of reserve funds should seek conservative growth. In order to accomplish this goal:

1. Operational funds shall be deposited in insured checking, savings, and money market accounts as may be approved by the Board of Directors.
2. Operational Reserve funds may be conservatively invested in liquid investments with a target of no less than 30% in Fidelity Cash Reserves, 20% be in Core U.S. Treasury Bonds and 50% be in ETF that follows the Russell 3000 Index. The Treasurer shall ensure that the fund is rebalanced whenever target percentages vary by more than 5%. The Treasurer shall report to the Board of Directors annually on the performance of the Operational Reserve and make any appropriate recommendations for modifications.



Number: IV-I
Adopted: 05/08/93
Authority: BOARD RESOLUTION

SUBJECT: PUBLIC EDUCATION VIDEO ROYALTIES

All royalties from USLA public education video sales shall be returned to the USLA Public Education Committee's designated funds.



Number: IV-J
Adopted: 11/03/07
Authority: BOARD RESOLUTION

SUBJECT: CONTRACT REPORTING PROTOCOLS

SECTION I - Contract Reporting Protocols

The following protocol is created in order to define the responsibility of open communication with the USLA Executive Committee with regard to matters that affect the interests, purposes and objectives of USLA.

- A. All regions are considered subsidiaries of USLA and agree to share in the responsibility of putting the interests of the national organization as the highest priority.
- B. All regions must report to the USLA Executive Committee on all matters, which in anyway could affect the interests, purposes and objectives of USLA, including but not limited to financial fund raising endeavors, prior to entering into any contract negotiations with any third party. Such information shall be forwarded to the Development Coordinator by the Executive Committee as soon as possible.
- C. All regions must have an ongoing obligation to keep the USLA abreast of matters evolving in the region, which may affect and/or in any manner conflict with the interests and objectives of the national organization.
- D. All matters, which present a conflict of interest/objective with established national sponsorships, are to be heard and decided upon by USLA Executive Committee.
- E. Proposed contracts, in final form, with possible national category sponsors shall be sent to the USLA's Legal Advisor by the Regional Council prior to execution of same.

The Legal advisor shall:

- 1. review the contract and give the Regional Council an opinion, based on a USLA perspective, as to the lack of a conflict with an established national sponsor;
- 2. advise of a conflict with an existing sponsor and refer the specifics back to region to be resolved;

The Region shall:

- 1. upon receiving a positive opinion from the USLA Legal Advisor, proceed with completion and signing of the contract;
- 2. upon receiving a negative opinion from the USLA Legal Advisor, renegotiate the conflicting issue(s) and re-submit the changes to the Legal Advisor for review.

The Executive Committee, via the Secretary, shall be responsible for disseminating the updated national list(s) to each regional President so the regions may continually monitor this updated information in order to prevent potential conflicts.

- F. Should the Region fail to rectify the issue(s) identified by the USLA Legal Advisor, but desire to continue with signing the agreement, the matter shall be forwarded by the Region to the



USLA Secretary, and then, by the Secretary, to the USLA Executive Committee for review and action.

- G. If a Region continues with signing an agreement following a negative declaration by the USLA Executive Committee, the matter shall be brought to the floor of the next USLA Board of Director's meeting with a recommendation of punitive action.

SECTION 2 - Contracted Staff Reporting Protocol

The following procedures are delineated for the purpose of providing direction to a contracted Development Coordinator, Sports Marketer or fund raiser of USLA.

- A. Contracted staff shall report to the Executive Committee prior to entering into negotiations with any potential vendor and/or sponsor, the name of that vendor or sponsor and the product involved. This obligation is ongoing and must be performed at least on a quarterly basis. Such report shall contain only those entities with whom the contracted staff intends to open actual contract negotiations and not just a contact list.
- B. Contracted staff shall not proceed with negotiations of any kind until the Executive Committee has been made aware of the intended negotiations and has determined that it does not conflict with any other national sponsor or already existing Regional sponsor. Once so notified the Executive Committee must respond in a timely manner.
 - 1. Contracted staff shall provide ongoing quarterly updates of the status of existing and potential problems, complaints, or issues with existing or prospective vendors and/or sponsors. Such reports shall be distributed to the Executive Committee of USLA. Contracted staff shall provide the USLA Executive Committee with all contracts in their most current draft form for review and recommendation before being signed by the President and Secretary on behalf of USLA.
 - 2. Contracted staff/agents shall provide a status report at each USLA Board of Directors meeting regarding currently signed contracts, and shall define which contracts are not being renewed and why.



Number: IV-K
Adopted: 11/03/07
Authority: BOARD RESOLUTION

SUBJECT: MEXICAN LIFESAVING FUND

- A. **PURPOSE:** The United States Lifesaving Association has established a fund to support the development of lifesaving in Mexico. This policy establishes how the fund will be administered.
- B. **INCOME SOURCES:** Individuals and organizations with interest in supporting the development of lifesaving in Mexico will be encouraged to donate funds to the USLA for this purpose.
- C. **ACCOUNTING:** The USLA Treasurer will keep an accounting of funds received for this purpose and these funds will only be expended as detailed in this policy. Appropriate receipts shall be required by the Treasurer. The Treasurer will report on activity in the fund to the Board of Directors at a minimum biannually.
- D. **INVESTMENT OF FUNDS:** These funds shall either be independently invested, with interest accruing thereto, or shall be invested with other funds of the United States Lifesaving Association. In the latter case, within thirty (30) days of the end of the fiscal year, the USLA Treasurer will allocate the same percentage of interest earned by the USLA on all funds to the Mexican Lifesaving Fund based on a principle amount that is the average of the opening and closing balance of the Mexican Lifesaving Fund.
- E. **RESTRICTIONS ON EXPENDITURES:**
1. These funds shall not be expended to offset costs of USLA members in support of Mexican lifesaving.
 2. These funds may be expended to offset air and other approved expenses by Mexican personnel.
 3. These funds may be used to cover costs of maintaining a website to assist Mexican lifesaving.
 4. These funds may be used to support promotional efforts to raise funds for Mexican lifesaving.
 5. These funds may be used to support the Asociacion de Mexican Salvavidas (AMS), also known as the Mexican Lifeguard Association (MLA), and individual groups of lifesavers in Mexico in consultation with the AMS.
- F. **EXPENDITURE OVERSIGHT AND APPROVAL**
1. The Board of Directors shall establish a Mexican Lifesaving Oversight Committee to include the President, Liaison Officer, and a third USLA member active in the support of Mexican lifesaving. Until and unless he declines to participate, this third member shall be USLA Life Member Robert Burnside, or in case he is unavailable, then the Chair of Club Tortuga).



2. This committee shall be solely empowered to expend funds in accordance with this policy by advising the Treasurer when funds should be expended.
3. This committee shall always consider the best interests of developing lifesaving in Mexico in its decisions, with a goal of promoting a self-sustaining system of lifesaving throughout Mexico.
4. This committee may not expend more than 50% of funds on account during any fiscal year without specific approval of the Board of Directors.



Section V – Certification Policies



Number: V-A
Adopted: 11/07/92
Authority: BOARD RESOLUTION

SUBJECT: OPEN WATER LIFESAVING TRAINING & STANDARDS CERTIFICATION POLICIES

In November 1992, the USLA Board of Directors unanimously endorsed a system to allow national certification of the training programs and standards of beach lifeguard agencies. Since that time the USLA has developed manuals containing guidelines for certification of those programs and programs designed for non-lifeguard operated Aquatic Rescue Response Teams.

- A. *Guidelines for Open Water Lifeguard Training & Standards*
- B. *Guidelines for Training & Standards of Aquatic Rescue Response Teams*



Number: V-B
Adopted: 05/07/94; Amended: 11/05/05
Authority: BOARD RESOLUTION

SUBJECT: LEGISLATIVE SUPPORT FOR OPEN WATER LIFEGUARDS AND LIFEGUARDING STANDARDS

The USLA supports efforts by local, state and federal authorities to mandate the USLA Guidelines for Open Water Lifeguard Training and Standards and the USLA Lifeguard Agency Certification Program. USLA believes this is consistent with the furtherance of high standards in the lifesaving profession and the promotion of open water aquatic safety for the public.

The USLA supports legislative efforts to encourage or require the provision of lifeguard protection where people are known to swim and the provision of drowning prevention education to the general public.



SECTION VI – Educational Policies



Number: VI-A
Adopted: 05/04/79: Amended 11/05/16
Authority: BOARD RESOLUTION

SUBJECT: NATIONAL BEACH SAFETY WEEK

A. INTRODUCTION

The USLA annually sponsors a National Beach Safety Week to start the Monday before Memorial Day and end on Memorial Day.

B. PURPOSE

The purpose of a beach safety week is to better acquaint the general public in beach safety through a program of awareness to prevent drowning.

C. RESPONSIBILITIES

The USLA Public Education Committee is responsible for coordinating the National Beach Safety Week both through direct national effort and through coordination of the Regions. Regions are responsible for the efforts within the respective area of their purview.



Number: VI-B
Adopted: 05/05/90
Authority: BOARD RESOLUTION

SUBJECT: PRIORITY OF PUBLIC EDUCATION

The primary goal of the USLA is public education. This priority extends to maintaining high standards of professional surf and open water lifesaving, maximizing public safety educating about water safety and promoting humanitarian causes.



Number: VI-C
Adopted: 05/05/90
Authority: BOARD RESOLUTION

SUBJECT: BUSINESS DURING EDUCATIONAL CONFERENCES

No regular business will be conducted at a time when it will conflict with the USLA Educational Conference. The President, with approval of the Board of Directors, may suspend this policy for emergency issues.



SECTION VII – Competition Policies



Number: VII-A
Adopted: 05/04/89
Authority: BOARD RESOLUTION

SUBJECT: TITLE OF THE NATIONAL USLA LIFEGUARD COMPETITION EVENT

The official title of the national USLA lifeguard competition shall be:

**United States Lifesaving Association
National Lifeguard Championships**



Number: VII-B
Adopted: 11/05/88
Authority: BOARD RESOLUTION

SUBJECT: NATIONAL COMPETITION RULES

The official rules of the USLA's sanctioned competition are found in the ***United States Lifesaving Association National Lifeguard Championships Rules and Operational Procedures*** handbook, published by the USLA. The USLA Lifesaving Sport Committee updates and governs the rules of the USLA competition. The rules of the USLA competition and tournaments are the final authority governing all aspects of competition for the USLA,

The ***National Junior Lifeguard Competition***'s rules are considered part of the national rules.

The most current copy of the USLA Competition rules is available for download at:

www.usla.org



Number: VII-C
Adopted: 11/05/92
Authority: BOARD RESOLUTION

SUBJECT: AUSTRALIAN IRONMAN INVITATION

The USLA may invite the Australian Ironman champion to compete in the USLA National Championships each year. The Liaison officers will write to the Australian Surf Lifesaving Association with the invitation each spring.



Number: VII-D
Adopted: 05/07/1993; Amended: 11/05/11
Authority: BOARD RESOLUTION

SUBJECT: COMPETITION SITE ROTATION AND DATES

An alternating coast rotation for the USLA National Championships is preferred, but not required. Bids will be awarded at the Spring Lifesaving Sport Committee meeting two years in advance of the competition.

Bids to host the National Lifeguard Championship must include a proposed host agreement. Once the bid is approved, the host agreement must be signed within 60 days unless an extension is agreed upon by both parties.

The dates will coincide with the second weekend in August each year. The dates may be altered to meet site needs with approval of the Board of Directors. The Board may appoint a Site Selection Committee to review and make recommendations on all site selection issues.

The Executive Committee and the local organizing chapter/committee shall sign a Host Agreement which defines the responsibilities of all parties involved in the production of the USLA National Lifeguard Competition.



Number: VII-E
Adopted: 11/04/89
Authority: BOARD RESOLUTION

SUBJECT: NATIONAL LIFEGUARD TEAM CHAMPIONSHIP AWARDS

The USLA shall provide standardized USLA awards for each competitor placing within, but not limited to, the first through fifth position in all USLA championship events. Team trophies will be awarded to the top three Chapter teams in Division A and Division B. Division A consists of Chapters whose agency(ies) employ 101 employees or more. Division B consists of Chapters whose agency(ies) employ 100 employees or less. An employee is defined as anyone who could work for any agency within a given Chapter. No individual agency within a grouped Chapter may compete in both classes. No individual may compete for scoring in the two different divisions. Individuals may compete as "eventmates" in pair and four person events being from different divisions and the points will be divided accordingly. High Point Individual awards will be presented to the male and female competitor scoring the most points in the Open or Women's Categories, including relays. No award presented to an individual in USLA sanctioned events shall exceed a value of Fifty Dollars (\$50.00). In no case must money be offered or taken as a competitive award or in lieu of such award.

- A. The Team Champion of the USLA National Lifeguard Competition will be awarded the **Chief Howard Lee National Lifeguard Championship Perpetual Trophy** at the conclusion of the championship event each year. This trophy is the property of the USLA by donation by the Los Angeles County Lifeguard Association.
- B. The Open Team Champion of the USLA National Lifeguard Competition will be awarded the **Greg Farry Perpetual Trophy** at the conclusion of the championship event each year. This trophy is the property of the USLA by donation of the Mid-Atlantic Region.
- C. The **Sheridan Byerly Perpetual Trophy** will be awarded to the USLA Region scoring the most points at the USLA National Lifeguard Championships.
- D. The **Billy George Sportsmanship Award** will be presented to the individual, who in the opinion of the Officials displayed the best sportsmanship at the USLA National Lifeguard Championships.



Number: VII-F
Adopted: 11/04/89
Authority: BOARD RESOLUTION

SUBJECT: COMPETITION OFFICIALS AND STIPENDS

A national corps of officials will be established to oversee the USLA National Lifeguard Competition. This corps of officials will be headed by the USLA Lifesaving Sport Chairperson. The corps will be governed by the following:

- A. The corps will consist of a specific number of officials determined by the USLA Lifesaving Sport Committee. The Chairperson will attempt to represent all regions and use local site officials when possible.
- B. It will be the goal of the USLA and the host chapter/committee to reimburse all officials reasonable costs or provide a stipend for costs incurred for travel and accommodations relative to the championships.
- C. National officials may not compete in the USLA National Lifeguard Competition.



Number: VII-G
Adopted: 05/08/93
Authority: BOARD RESOLUTION

SUBJECT: COMPETITION RULES CHANGES

Rule changes to the USLA National Lifeguard Competition rule book will be accepted using the following format.

- A. A recommended rule change will be submitted by a region or the Lifesaving Sport Committee Chairperson at the Lifesaving Sport Committee meeting during the Spring Board of Director's meeting.
- B. Rules submitted in the Spring will be voted upon at the Lifesaving Sport Committee meeting during the Fall Board of Director's meeting.
- C. Rule changes will be effective during the first competition of the following year.



Number: VII-H
Adopted: 11/03/07; Amended 11/05/11
Authority: BOARD RESOLUTION

SUBJECT: NATIONAL LIFEGUARD CHAMPIONSHIPS ENTRY FEES

There will be a competition entry fee for all adult competitors. A portion of the monies may be used by the Lifesaving Sport Committee for international competitions, as determined by the Board of Directors.



Number: VII-I
Adopted: 05/09/92; Amended 11/05/11
Authority: BOARD RESOLUTION

SUBJECT: NATIONAL JUNIOR LIFEGUARD COMPETITION ENTRY FEES

An entry fee will be charged for the National Junior Lifeguard Competition.



Number: VII-J
Adopted: 05/08/93
Authority: BOARD RESOLUTION

SUBJECT: COMPETITION TELEVISION RIGHTS

Television rights and revenues and the accompanying split shall be decided at the discretion of the Executive Committee and submitted for approval to the Board of Directors.



Number: VII-K

Adopted: 11/03/07

Authority: BOARD RESOLUTION

SUBJECT: USLA NATIONAL TEAM COACH & MANAGER APPOINTMENTS

The USLA Team Manager and Coach shall be appointed by the USLA President and confirmed by the Board of Directors as necessary.



Number: VII-L

Adopted: 05/05/01

Authority: BOARD RESOLUTION

SUBJECT: NATIONAL REPRESENTATIVE LIFEGUARD COMPETITION TEAM AGE
LIMITATION

All members of a national competition team must be a minimum of 18 years of age, or accompanied by a parent or appointed legal guardian, when traveling outside of the United States.



Procedure:

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

Action Taken by Life Member Sub-Committee

Approved

Rejected

Signed _____ Date: _____