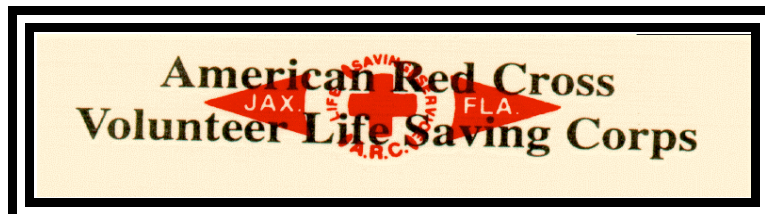


STANDARD ADMINISTRATIVE



PROCEDURES

AMERICAN RED CROSS

VOLUNTEER LIFE SAVING CORPS

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Revision History

Date	Description	Revised By
01/08/08	Initial creation of Revision History. Formatting changes only.	V. Zevens – W'96

PART ONE - GENERAL

Section 1. A copy of these Standard Administrative Procedures shall be kept in the Station Clubroom, and the Registrar shall be charged with keeping said copy fully revised. A second copy shall be filed by the Registrar for ready reference at meetings.

Section 2. Amendments

These Standard Administrative Procedures may be amended at 6th annual or any regular meeting of the Corps by a two-thirds vote of the total active Corps members present, provided those present constitute a quorum. A copy of the proposed amendment must be read at two regular or special meetings of the Corps before the vote is taken.

Section 3. Meetings

Para 1. Meetings shall be held at a time designated by the Staff during training and active Beach Season and shall be limited to one hour's duration, if possible.

Para 2. At Corps meetings and when on official duty, members shall address each other by their proper Corps title.

Para 3. The gavel shall be responded to by immediate order, and smoking during general meetings is prohibited.

Para 4. Order of business at regular and special meetings shall be as follows:

- A. Roll call
- B. Read minutes of previous meeting
- C. Routine matters of officers and members
- D. Unfinished business
- E. New business
- F. Committee reports
- G. Grievances, discussion
- H. Roll call and adjournment

Para 5. It is expected that each Staff member will attend all regular, Staff, and/or special meetings. Written excuses, preferably in advance, will be reviewed at the next Staff meeting.

Section 4. Accident Reports

- Para 1. First Aid and Marine Accident Reports shall be properly filled out for Corps records and shall cover all cases handled by Corps members. No case shall be considered too trivial to report.
- Para 2. Any marine case in which the victim would have drowned without assistance shall be rated a rescue. Anything less shall be rated as an assist.
- Para 3. First Aid Reports shall be granted as "Major" or "Minor." All grading of accident reports shall be done by the Staff of the Corps in regular meetings of the Staff.

Section 5. Points

- Para 1. Points shall be awarded for Corps service as follows: One point for each hour of service on Compulsory Regular Guard, Assigned Picnic or Special Guard, Authorized Instruction Work, Official Training Season Sessions and, generally, one point an hour for official Corps work except as specified in Para. 2.
- Para 2. For recognized attendance at regular, special, or meetings of the Staff, one point shall be awarded for each hour in attendance. Two points shall be awarded for participating in swimming meets of the Corps.

Section 6. Uniforms

- Para 1. Ownership of bathing uniforms, insignia, etc. is vested in the Corps.
- Para 2. Members resigning or discharged are required to turn in immediately to the Quartermaster all "Corps" wearing apparel and/or equipment in their possession. In very worthy cases, the Staff may grant a resigning or retiring member continued possession of such equipment as the Staff might deem advisable.
- Para 3. Loaning Corps uniforms or official insignia to non-members is prohibited and shall constitute sufficient cause for dishonorable discharge.
- Para 4. Misuse of uniforms, i.e., mutilation, leaving wadded on floor, hanging wet in lockers, etc., shall constitute a breach of regulations.
- Para 5. Uniforms in good repair only may be worn on guard duty or in public view. Crotches of uniform tops may not be cut.
- Para 6. Whether issued to or purchased by individual members, wearing apparel that reflect association to the Volunteer Life Saving Corps, American Red

Cross, and/or Walter's Torpedo Buoy may only be worn by active or honorably retired members. These items must not be worn at locations tending to bring discredit upon the Corps. Violation of this paragraph will be considered as a major offense.

- Para 7. Suspended members shall not have the use of Corps uniforms.
- Para 8. Regulation uniform must be worn at all official appearances of Corps members which indicate the use of bathing suits, whether such appearances are at the beach or elsewhere.
- Para 9. Any member found wearing any part of the uniform of another member without first obtaining that member's expressed permission shall be subject to a fine and/or suspension up to six weeks.
- Para 10. While not on duty, on all Sundays and national holidays, active members are required to wear their uniforms within a one block radius of the Station. In lieu of the uniform, the member while off duty may wear long pants or shorts as long as both are worn in conjunction with shirt and footgear.

Section 7. Enforcement

- Para 1. Ignorance of the Standard Administrative Procedures excuses no member.
- Para 2. It is the duty of each member (Staff and Surfmen) to know and abide by the Bylaws and Standard Administrative Procedures.
- Para 3. Every is the duty of each member (Staff and Surfmen) to know and abide by the Bylaws and Standard Administrative Procedures.

Section 8. Assessments

Assessments not paid within a period of three weeks shall become delinquent and the Staff shall make special efforts to collect. The Staff shall deduct from the first expense money due delinquent member to pay such assessments.

Section 9. Corps Service Award

The official Corps Service Award will be given periodically with a design approved by the Staff.

Section 10. Election of Officers

- Para 1. Anyone wanting to be a Staff Officer for the next Season will fill out an INTENT form on the second Tuesday in July.
- Para 2. The potential Officer Candidate will then be instructed to talk to and shadow, if possible, the Officer he or she wishes to be.
- Para 3. To become eligible for a Staff position the potential Junior Officer Candidates must attend an Orientation meeting with the Commissioned Officers and Mates. The Potential Commissioned Officers must attend an Orientation meeting with the Commissioned Officers and members of the B.O.D.'s during the third week in July.
- Para 4. A slate of Staff approved, potential candidates will be posted on the first and second Tuesday in August.
- Para 5. Voting by secret ballot will be done on the third Tuesday in August.
- Para 6. Following the Election Proceedings the Old Staff will meet with the New Staff to exchange ideas and hand over the new Job Description Hand books.

Section 11. The Passing of the Guard

- Para 1. President - (Name) introduces the old Captain and gives him the Corp's Colors.
- Para 2. The old Captain introduces the new Captain, and then passes the Corp's Colors to him.
- Para 3. The new Captain then passes the Colors to his Lieutenant.
- Para 4. The new Captain then introduces his Staff, and says something about each of them. As each is introduced they come to the head table, and shake hands with their predecessor, and then take their place at the head table. (Revised Summer 2004)

PART TWO - TRAINING AND EXAMINATIONS

Section 1. Rating and Examinations

- Para 1. Recruits shall satisfactorily complete all tests in the Corps Entrance Examination and, upon admission to Corps membership, shall be rated as

“Recruit Surfmén”. The experience of one season of active duty and the satisfactory completion of the Corps Members' Annual Examination shall entitle recruit Surfmén in good standing to the full rating of “Surfmén”.

Para 2. All active Corps members shall satisfactorily complete the Corps Members' Annual Examination, which shall be given each year prior to Opening day. All or any part of this examination may be repeated at the discretion of the Staff as a mid-season test of fitness for active members.

Para 3. Past Captains and Retired Members, should they desire active status, are subject to the Corps Members' Annual Examination. Active status, however, will not be granted until the examination has been completed. This annual examination will also apply in the case of members of the Board who may desire to wear the Corps uniform in active service. (Revised April 2002)

Para 4. The Corps Staff may demand of any member at any time, a special examination in all or any part of the tests prescribed in Section 2 and 3, if such action is deemed advisable and to the best interests of the Corps.

Section 2. Corps Entrance Examination

Para 1. Pool Test

- A. Swim 500 meters in less than ten (10) minutes
- B. The American Red Cross "Life Guard Training" Certificate
- C. Successful completion of USLA Open Water Lifesaving course (40hrs)

The instructor may prescribe any additional examination upon approval of staff, as prescribed examination shall be valid for one season and must not interfere of supersede any other required examinations. (Revised April 2002)

Para 2. Surf Test

- A. Surf rescue without aid of buoy, from 100 feet beyond depth, with suitable carry from shallow water and followed by demonstration of CPR/artificial respiration.
- B. Surf rescue with buoy from 100 feet beyond depth with suitable carry from shallow water and followed by demonstration of CPR/artificial respiration.
- C. Demonstrate proper procedure for giving artificial respiration with aid of buoy in the surf.
- D. Demonstrate participation as lineman in buoy line rescue.

- E. Completion of all current USLA open water lifesaving skills.
(Revised April 2002)

Para 3. Boat Test

- A. Demonstrate launching and beaching technique with speed and efficiency.
- B. Dive from boat in boat rescue, bring victims alongside and load properly into boat.

This requirement may be waived in worthy cases upon recommendation of the instructor and with the approval of staff. (Revised April 2002)

Para 4. First Aid Test

American Red Cross "Emergency Responder" Certificate or higher certification at the discretion of the Staff. Demonstrate proper use of EMS equipment. In addition, the following addendums to the First Aid Course must be taken for a total of 24.5 hours. This exceeds the USLA certification of 21 hours.

A. ARC Standard First Aid	6.5 hrs
B. Ergonomics	1.0 hrs
C. Slips, Trips, and Falls	1.0 hrs
D. Back Injury Prevention	1.0 hrs
E. Work Place Violence	1.0 hrs
F. Managing Stress	1.0 hrs
G. Your Heart Matters	1.0 hrs
H. ARC Lifeguard Training Course First Aid Modules	
I. Before Care in Breathing Emergencies	3.0 hrs
J. First Aid	3.0 hrs
K. Caring for Head, Neck, and Back Inj.	3.0 hrs
L. Deep Water Head, Neck, and Back Inj.	3.0 hrs
 TOTAL	 24.5 hrs.

Para 5. CPR Test

American Red Cross "CPR for the Professional Rescuer" Certificate or American Heart Association equivalent certificate.

Para 6. Running Test

Complete a one-mile run on the beach in eight (8) minutes or less.
(Revised April 2002)

Para 7. Class Room Test

- A. Pass with 80% or greater a test of no less than 10 and no more than 25 questions on Corps Bylaws and the Standard Administrative Procedures. The staff officer administering the exam shall determine the content and length of the test.
- B. Pass with 80% or greater a test of no less than 10 and no more than 25 questions on the Manual of Beach Practice. The staff officer administering the exam shall determine the content and length of the test.
- C. Complete all USLA classroom requirements and objectives. (Revised April 2002)

Para 8. Submit to staff a physical or equivalent wellness exam performed by a certified physician. (Revised April 2002)

Section 3. Corps Members' Annual Examination

Para 1. Prior to noon Opening day or within two weeks from date of any member's reinstatement or return from leave of absence, Corps members must complete the following. Failure to complete all of the below seven items within the aforementioned time will result in that member being honorably discharged. Records of all tests passed shall be kept by the registrar and certified only by a commissioned officer and mate. (Revised April 2002)

A. Pool Test

- a. Swim 500 meters in less than ten (10) minutes. This requirement may be waived in worthy cases upon the recommendation of the Instructor and with the approval of the Staff. In this situation, a retired member may be able to attend meetings, join physical and classroom training sessions, and use the Headquarters facility. They may not under no circumstance respond to any emergency, no matter how basic.
- b. Tow an individual of equal weight forty yards by the cross-chest carry.
- c. Properly execute all releases required in the American Red Cross "Life Guard Training" course. (Revised April 2002)

B. Surf Test

- a. Surf rescue without aid of buoy from 100 feet beyond depth with suitable carry from shallow water, followed by demonstration of CPR/artificial respiration.
- b. Demonstrate all current USLA skills and complete all requisites training hours. (Revised April 2002)

- C. Boat Test
 - a. Demonstrate launching and beaching technique with speed and efficiency.
 - b. Dive from boat in boat rescue, bring victims alongside and load properly into boat.
 - c. This requirement may be waived upon the recommendation of the captain and a simple majority vote of the staff. (Revised April 2002)

- D. Running Test
 - a. Complete a one-mile run on the beach in eight (8) minutes or less.
 - b. Member's 40-50 years of age must run a mile in eight and one half (8:30) minutes or less, and members 51 years of age in nine (9) minutes or less.
 - c. This requirement may be waived in worthy cases upon recommendation of the captain and with the approval of staff. (Revised April 2002)

- E. Dues: As prescribed in Article 10, Section 1 of the Bylaws.

- F. Safety Equipment Test: Demonstrate proper use of EMS equipment.

- G. Each member shall present to the Corps Instructor the following three cards:
 - a. ARC Lifeguard Training Certificate or higher certificate
 - b. ARC Emergency Responder Certificate or higher certificate
 - c. ARC CPR for the Professional Rescuer, including child and infant. (Revised April 2007)

- H. Certificate or equivalent (4) training record certifying completion of all USLA requirements. (Revised April 2002)

Section 4. Training Season

- Para 1. The first four months of the calendar year constitute the training season which will be dedicated to the training the membership. At the beginning of the training season, the Staff shall give out a tentative training season schedule.

- Para 2. The Mates shall divide the active surfmen into crews on the first day of the training season. Mates shall provide each crew with a training schedule that will be considered compulsory duty for the duration of the training season. (Revised April 2002)

Section 5. Schedule of Summer Training

- Para 1. The Instructor shall prepare and submit to the Staff each year before membership is divided into crews complete tentative schedule of all activities planned for the season. This schedule will serve as a guide in setting final dates, rules and events.
- Para 2. To be eligible to participate in Corps Opening Day events, a member must have passed all required examinations, paid his annual dues, and must have earned a total of at least 25 spring training and regular meeting points, as scheduled from beginning of season up to and including Opening Day. This applies to both Surfmen and Mates.

Section 6. Inter-Crew Swimming Meets

- Para 1. There shall be up to three official inter-crew swimming meets each active beach season for the purpose of designating the best crew, as well as for condition members. The crew winning two meets shall have possession of the Barnett National Trophy for the ensuing year.
- Para 2. Surfmen shall be graded as to swimming ability by the Staff and equally divided (both as to numbers and swimming ability) into the necessary crews for the year. Mates shall then draw by lot crews so assembled.
- Para 3. The inter-crew swimming meet committees shall consist of the Instructor, Chairman, and the Mates.
- Para 4. To be eligible to participate in inter-crew swimming meets and/or other schedule Corps swimming events, including the Annual Ocean Marathon, a member must have passed all required examinations; paid his/her annual dues; and must have earned a total of not less than 75% of the regular scheduled beach guard points as called for by his respective crew schedule and regular meeting points. Said points to be reckoned from, but not including Opening Day. This applies to Surfmen and officers alike.

Section 7. Open Water Marathon

- Para 1. The Corps shall each year conduct an open water race of not less than two miles.
- Para 2. The date shall be designated by the Staff so as to include the greatest number wishing to enter.
- Para 3. The Corps Staff shall designate the course and all participants shall swim with the buoy.

- Para 4. The race shall be open to all retired members, and to active members who are eligible in accordance with Section 6, Paragraph 5 of the Standard Administrative Procedures.
- Para 5. The winner shall have his/her name and time entered on the permanent record sheet posted in the Corps Clubroom. Each member finishing the race shall receive suitable recognition.
- Para 6. The Staff member placed in charge of this event is especially charged with the responsibility of the safety of the participants.

Section 8. Off-Season Months (Guard Duty)

- Para 1. The 2nd Registrar will be the O.D. for the Sunday following the Banquet. Thereafter the Registrar department will be responsible to make a schedule for the entire off-season until the first day of Spring Training. The Registrar department will also be responsible to notify each officer as to when they are scheduled for O.D.
- Para 2. At least one officer or any Past Captain must be at the Lifeguard Station Everyday the Corps is on duty for the winter season to be an O.D. from 10:00 a.m. until 5:00 p.m. (Exceptions can be made for holidays at the Captain's discretion).
- Para 3. That officer is responsible to draft at least 2 surf men for an E-crew who will receive beach points for that day.
- Para 4. There may be a need for more than 2 surf men, depending on the weather; it is the responsibility of the O.D. to ensure that the beach is covered.
- Para 5. It is the responsibility of the O.D. to make sure the flags are up for the duration of the day and the station is clean at the end of the day. Any other tasks of projects can be decided at the discretion of the O.D.
- Para 6. At least one person, (which should be the officer) on duty that day must be able to drive a city truck.

PART THREE - BEHAVIOR and EQUIPMENT

Section 1. Compulsory Duty

- Para 1. Any officially assigned guard duty is compulsory duty.
- Para 2. Assignment of Duty

The Mate of crew assigned to guard duty shall prepare for each crew member a guard schedule sheet showing when, where, and what hours each member is expected to serve. A Mate shall notify the member of his/her guard responsibility. Failure to receive the guard sheet does not excuse a Surfman from duty with his/her crew or section. Special guard duty, such as picnics, etc., shall be assigned in regular meetings by the Chair, or, if called between meetings, by the ranking officer.

Para 3. Excuse from Compulsory Duty

Members are expected to report promptly as scheduled. However, in case of absolute inability to report, assigned member must, at the earliest moment possible, notify the Staff member who made the assignment. Failing to find such Staff member, the member must notify the Captain or ranking Staff member.

Para 4. Desertion

A member failing to report for compulsory duty without an accepted excuse shall be automatically charged with desertion. A member found guilty of desertion shall be dishonorably discharged.

Para 5. Substitute for Deserter

On regular guard days, the Mate shall appoint a volunteer in place of the deserter. Subsequent arrival of originally scheduled member after ten minutes past assigned time does not change the status of himself/herself as a deserter. On special guards ranking or senior member shall make the best substitution possible in the event an assigned member fails to report, and shall advise the Staff of details.

Para 6. Temporary Relief

Each member assigned to duty is expected to stand his/her full "Trick" without relief, except such relief as Mate or Officer of the Day may personally authorize when necessary. Any necessary changes may be made in the above rules as the discretion of the Officer of the Day.

Para 7. Drafting Policy

In the effort to fill the guard sheet prior to the actual guard date the Mate is given the authority to "draft" an eligible member to fill the guard sheet. The Mate will use discretion when selecting which member to "draft" for the guard:

- Mate will make effort to use seniority when drafting.

- Mate will make effort to issue a guard sheet to the member being drafted.
- Mate may draft a member in person or over the phone. If the member is drafted over the phone the Mate will inform the member what time the guard is to begin or what time to be at the station.
- The Mate from the opposite crew (not on duty) may assist in filling the guard sheet by drafting.
- Any questions or concerns regarding drafting will be addressed between the Mates and the advisory officer to the Mates, the Instructor, before going up the chain of command.
- The Instructor may assist in filling the guard sheet by drafting anyone from the Opposite Crew and not working that day.

Members may be drafted as deemed necessary by the OD during the off-season (October 1 through the beginning of Spring Training).

Section 2. Flags

- Para 1. COLORS (flying from the masthead) shall be flown actual sunrise to actual sunset on official guard days, except in the case of inclement weather. Colors may be flown on other days only when station is manned sufficiently to handle emergencies.
- Para 2. RED CROSS FLAG (flying from the north arm of mast) and CREW FLAG (flying from the south arm of mast) shall be flown during official guard hours and at no other time.
- Para 3. A high visibility background RED CROSS FLAG shall be flown on all beach towers while tower is in service.
- Para 4. Condition Flags

Section 3. Emergency Signal

- Para 1. Absence of flag and/or guard from tower constitutes an emergency signal. Every member on the beach, even if off duty, is expected to be on the lookout and to respond instantly in case of an emergency. Failure to do so constitutes sufficient cause of dishonorable discharge.
- Para 2. Emergency buzzer at station shall be responded to instantly by all members upon hearing. Help shall then be dispatched to the scene of the accident.

Section 4. Life Boats and Related Craft

- Para 1. When available, one fully equipped lifeboat must be on cradle for emergency at all times.
- Para 2. Equipment shall be designated by the Staff as appropriate for type of craft. Dipping of crew flag shall constitute a signal to contact or return to main station. Boat crew agreed upon acknowledges with "Up Oar's" or other acknowledgement.
- Para 3. Crew shall be defined by Staff as appropriate for the type of craft.
- Para 4. Use of boat equipment is restricted to Corps members only except in case of emergency (or in special cases, authorized only by the Officer of the Day or Captain). Members found guilty of taking non-members out in the Corps boats shall be subjected to dishonorable discharge.
- Para 5. Returning boats and boat equipment to boat room is the duty of those members last in charge of them. Each member of the boat party is subjected to penalty if boat and equipment are not properly returned.
- Para 6. Responsibility for safety of boat, crew, and nearby bathers rest with senior or ranking member of the boat crew.
- Para 7. On regular guard days, permission from the officer of the day must be obtained before the boats may be used.

Section 5. General Rules for the Use of Station and Equipment

- Para 1. There shall be no smoking in the station at any time.
- Para 2. No intoxicating beverages or illegal substances shall be allowed in station.
- Para 3. No active member shall consume or possess alcoholic substances within a two-block radius of the station, except within the designated area of licensed commercial establishment. Violation of this rule shall be considered a major offense.
- Para 4. Use of the station and equipment is restricted to members only, except in the use of emergency. Former members and persons prominent in Red Cross work may have temporary use of the station or equipment only by permission of the Captain or Officer of the Day. Non-members, excluding board members, shall not be permitted in First Aid rooms.
- Para 5. Members found guilty of allowing improper use of First Aid Rooms or Boat Room, or of allowing non-members in Locker Room, Dormitories, or

the Clubroom without proper authority shall be subject to dishonorable discharge.

- Para 6. Rough play tending to damage Corps property will not be tolerated.
- Para 7. Each member is personally and financially responsible for all Corps equipment issued to him/her.
- Para 8. There shall be no eating of any kind in the station except the Boat Room and the Club Room.
- Para 9. Each member shall clean up after himself/herself.
- Para 10. No one will be allowed upstairs in a wet suit.
- Para 11. No member is permitted on the top floor of the Peg on a Guard Sunday unless on official duty.
- Para 12. Profanity in and around the station or at Corps meetings will not be tolerated.
- Para 13. It shall be the responsibility of any member leaving the station, if no other members are on the ground floor to see that all outside doors are locked.
- Para 14. On Beach Patrol days, the responsibility for the care of the station and equipment shall rest with the Captain of the Beach Patrol and the authority to carry out this responsibility is vested in him/her.
- Para 15. There will be no ball playing, Frisbee playing, or skateboarding on the Boardwalk at any times.

Section 6. First Aid Room

- Para 1. On official guard days, the Quartermaster shall be in full charge of the First Aid room.
- Para 2. Unnecessary loitering in the First Aid room is prohibited.
- Para 3. There shall be no sitting on the beds in the First Aid room.
- Para 4. Supplies and equipment shall be cleaned and returned to their proper place by the members using them as soon as possible after being used.
- Para 5. No equipment shall be removed from the First Aid room.

Section 7. Locker Room

- Para 1. Lockers assigned to members are for their personal use only and other members shall respect this right. Each member shall use only one locker.
- Para 2. Corps equipment assigned to a member and all personal property shall be properly kept in the places provided.
- Para 3. No wet suits, towels or clothing shall be placed in lockers. All shall be hung on their designated pegs.
- Para 4. No man/woman shall leave the shower room while wet.
- Para 5. All refuse must be placed in containers provided for this purpose.

Section 8. Dormitories

- Para 1. A bunk may be reserved by placing a nametag provided for this purpose on the foot of the bunk. Any member reserving a bunk and not using it shall be penalized.
- Para 2. Mattresses must be covered with bed clothing when in use.
- Para 3. All lights shall be out in the dormitories after 10:00 p.m. and quietness shall prevail. After 10:00 p.m., noises in other parts of the Station, particularly the clubroom, shall be kept to a minimum.
- Para 4. Not later than 10:00 a.m., the bedding on all unoccupied bunks shall be either removed or neatly made up by member using it. Men/women occupying bunks after this hour must comply with this rule immediately upon arising. An officer may remove bed clothing on untagged bunks at any time.
- Para 5. Clothing shall be stowed away neatly at all times in the places provided.

Section 9. Club Room

- Para 1. Furniture, recreational equipment, and trophies must not be removed from the clubroom without proper authority. Misuse of this equipment will not be tolerated.
- Para 2. All recreational equipment must be returned to its proper place after being used.

Para 3. Boisterousness and horseplay will not be tolerated in the clubroom.

Para 4. Noises must be kept to a minimum between the times of 10:00 p.m. and 10:00 a.m.

Section 10. Equipment Used Away From Station

Para 1. Mate is responsible for equipment issued for maintenance of the guard.

Para 2. Towers shall be kept at water's edge during guard hours, and moving of towers shall be at direction of Mate or Officer of the Day only.

Para 3. Mate shall see that all towers are equipped as follows:

- Two buoys
- One blanket
- One poncho
- One Red Cross flag on flag staff
- First Aid kit
- Umbrella

Para 4. If assigned, the mate shall see that pier man/woman is equipped with the following:

- One buoy stand
- Two buoys
- One unattached reel line
- One whistle

Para 5. Responsibility for return of equipment used for guard purposes rests with the Officer taking guard off duty.

Para 6. Proper care of buoys is important. They shall be used only in emergency cases or for the safety of members on long swims unattended by boats. With the exception of first aid utilization or alerting back up members of a "land case," metal buoys shall not be placed on or in the sand.

Para 7. Every care must be exercised in loading, unloading, launching and all handling of lifeboats. This is expensive and necessary equipment and abuse of it cannot be tolerated. Taking unnecessary chances with lifeboats shall constitute a major offense.

Para 8. Towers shall be used for official guard duty only. These towers shall be carefully handled and placed as close as possible to the bulkhead after use.

Section 11. Behavior

- Para 1. Alertness, neatness, and courtesy are expected of every member of the Corps on the beach. While on guard, Corps men/women are held responsible for the safety of the bathers, both by the public and by the Corps. This confidence must be justified at all times.
- Para 2. Prompt, willing obedience is required to the orders of any officer or any Surfmen give authority by an officer. Insubordination shall be considered a major offense.
- Para 3. Direct disobedience to orders in line of duty shall be punishable by dishonorable discharge.
- Para 4. While in Corps uniform or issued apparel, smoking, consumption of intoxicants, profanity and any inappropriate conduct will not be tolerated.
- Para 5. There must be no unnecessary signaling between members on the beach involving any member on duty.
- Para 6. Good fellowship is essential to the efficient functioning of the Corps. Thus, it is necessary that each member respect the personal rights of his/her fellow members.
- Para 7. Fraternalization with members of the opposite gender is not permitted at the Station or while involved in Corps activities. Privacy of members will be respected and members of the opposite gender are not permitted in dormitory spaces and locker facilities except in the conduct of official duties.