



## **Saskatoon Search and Rescue Policy & Procedure #3 Membership Commitment**

### **I. Policy Statement**

Saskatoon Search and Rescue (SSAR) is committed to being an organization of highly trained search and rescue professionals that agencies of jurisdiction can depend on to perform their duties to the highest standards. Participating in training is essential for developing and maintaining the skills and knowledge necessary to serve our community to the best of our ability and in the safest manner possible.

To help achieve this goal, SSAR has established guidelines with respect to training and administrative commitments.

### **II. Training Commitments**

1. **First Callout:** To be an active member on the first activation call out, a member must attend 50% of regularly scheduled training hours in the prior 6-month period.
  - a. "Regularly scheduled training hours" refers to the monthly classroom sessions and field days designed for the entire membership which are normally held on the first Thursday evening and Saturday of each month and do not include specialized training or courses such as Bike SAR, First Aid recertification, etc.
2. **Second Callout:** Those members who have attended less than 50% of regularly scheduled training hours in the prior 6-month period will be activated as required.
  - a. The Search Manager may activate a member who does not meet the First Callout criteria subject to operational requirements and based on the member's other training and experience.
3. **Inactive:** Those members who have not attended any training or have taken a leave of absence will be considered inactive and may not be considered for callout.
4. **Support Members:** There may be SSAR members who are not interested or capable of being active searchers. These members are still a valuable part of the organization and may contribute in other ways such as administrative duties, command post support, logistics, etc. If required, these members may be called out to active searches in a non-search capacity.

### **III. Specialized Training Opportunities**

1. Consideration for specialized training opportunities may be based on a member's commitment to training, administrative and/or committee work. (Example: training offered by other agencies, training for which there is a monetary cost to SSAR and/or specialized training in which numbers must be limited.)

2. Consideration for specialized or trainer level courses may also be based on the member's ability and commitment to being a trainer for SSAR and/or sharing their knowledge and experience with other members.
3. The Training Committee is responsible for determining who will be considered for specialized training.
  - a. In situations where space is limited, the Training Committee may ask eligible and interested members to submit an application for the training. The application, combined with the member's efforts in the chapter, will be used to help the Training Committee reach a decision.

#### **IV. Administrative Commitments**

1. All members shall strive to contribute a minimum 30 hours per year to either committee or administrative duties. Committees include but are not limited to Communications, Logistics, Fundraising, Training, Membership and Preventative Search and Rescue (PSAR).

#### **V. Members' Responsibilities to this Policy**

1. All members are responsible for documenting their hours of SSAR-related activity on the yearly hour log provided and monitoring their training commitment hours.
  - a. The onus is on each individual member to ensure they are meeting the required number of hours to maintain eligibility for first call-out and, if necessary, to discuss their eligibility with the Training Director.
  - b. Members shall submit their yearly hour log to the Secretary at the end of each calendar year.
  - c. By February 28 of each year, the Secretary shall provide each member who qualifies for the Search and Rescue Volunteer Tax Credit with a letter confirming their qualifying hours.
2. The Membership and Training Directors and the Secretary shall work together to maintain a spreadsheet documenting members' hours of attendance at training events and activations.
  - a. If there are concerns about a member's attendance, a review of attendance records shall be conducted.
  - b. If the review shows that a member's attendance has fallen below the required amount, the Membership or Training Director shall advise that member as well as the member(s) responsible for conducting activation callouts.
3. Members who have questions or concerns about this policy shall contact the Training Director for clarification.

#### **VI. Review of Policy**

1. This policy will be reviewed by the Executive on an annual basis and updated as required.

*Policy Effective Date: January 1, 2016*

*Policy approved by SSAR Executive: July 8, 2015*