

APPALACHIAN

SEARCH & RESCUE

CONFERENCE

GENERAL

ADMINISTRATIVE

MANUAL

Version 3.0

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PLEASE DIRECT COMMENTS AND QUESTIONS

To

**Operations Officer
Appalachian Search & Rescue Conference, Inc
440 Newcomb Hall
Charlottesville, Virginia 22904-0440**

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1. General Information On ASRC processes and documentation.

The ASRC maintains a series of documents to aid in creating, maintaining, and overseeing all ASRC activities, both administrative and operational activities. These documents include,

- ☐ Articles of Incorporation
- ☐ ASRC Operations Manual
- ☐ ASRC Training Standards
- ☐ Bylaws
- ☐ ASRC General Administration Manual

Taken together, these documents provides a framework describing how to interact both within the ASRC and with external agencies.

1.1 General Information about the General Administration Manual.

1.1.1 Authority -- Article I of the ByLaws of the Appalachian Search and Rescue Conference, Inc. (ASRC), grants the Board of Directors (Board) the power to establish and publish procedures and policies for the ASRC, including these General Administration procedures.

1.1.2 Precedence -- In cases of conflict, the ASRC Articles of Incorporation and ASRC Bylaws have precedence over this document. In the event that conflicts between this document and either (1) the ASRC training standards, or (2) the ASRC Operations Manual, the ASRC Board of Directors shall arbitrate the conflict. In the event that there is a conflict between this document and either the ASRC Board of Directors or the ASRC General Membership, the ASRC Board of Directors or the ASRC General Membership shall have precedence over this document. This document shall have authority over all other ASRC administration documents and procedures, excluding internal Group Administration rules, procedures and policies (unless explicitly stated herein). This document supersedes all previous ASRC administrative rules, procedures, and policies.

1.1.3 Purpose -- This General Administration Manual is intended to disseminate the General Administration policy of the ASRC to all Conference members and other interested parties.

1.1.4 Types of Regulations and Policies -- These regulations, procedures, and policies are divided into various policies: (1) ASRC General Administration Policies, (2) Group General Administration Policies, and (3) Membership General Administration Policies.

- ☐ **ASRC General Administration Policies** -- The ASRC General Administration Policies provide the framework needed at the Conference Level to perform the

necessary administrative functions that are needed to conduct day-to-day business.

These ASRC General Administration Policies include the duties and responsibilities of the:

1. ASRC Chair
2. ASRC Vice Chair
3. ASRC Secretary
4. ASRC Treasurer

ASRC General Administration Policies explicitly exclude: (1) Local group business, personnel, and administration policies; (2) ASRC operational policies; and (3) ASRC Training Requirements.

- ☐ **Group General Administration Policies** – Group General Administration Policies provide the framework needed to perform administrative functions that are related to ASRC General Administration needs, including the conference duties and responsibilities of the Group's Chair and the minimal group operational record keeping requirements. These General Administration Policies explicitly exclude all other internal local Group operational processes and all local Group business, personnel, and administration policies.
- ☐ **Membership General Administration Policies** – Membership General Administration Policies establish the framework of administration of the membership of the ASRC, at the individual level.

1.1.4 Application of Regulations – These regulations, procedures, and policies will be in effect whenever (1) members of the ASRC represent themselves as such, or act or respond as an agent of the ASRC; or (2) as appropriate with respect to internal ASRC administrative protocols.

1.2 Responsibility for the General Administration Manual

1.2.1 General Maintenance of the General Administration Manuals – The ASRC Secretary is responsible for the accuracy, maintenance, configuration control, publication and dissemination of all ASRC General Administration Manual(s).

1.2.2 Change Pages – The ASRC Secretary is responsible for preparation, publication, and dissemination of change pages to the ASRC General Administration Manual(s). The change pages shall be issued to the ASRC Chair, Chairs of each group, and

Members of the Board of Directors by the next regularly scheduled Board of Directors meeting.

Change Page Master List – The ASRC Secretary is responsible for maintaining and disseminating as necessary, a master list of all change pages to the ASRC General Administration Manual(s).

New Versions – The ASRC Secretary is responsible for periodically publishing a new version of the General Administration Manual(s) that has all prior changes incorporated into the manual(s). The new manual(s) shall be published under a new version number.

Authority for Changes and Updates – The information in this General Administration manual and its annexes may be changed under the direction of the ASRC Board of Directors, or ASRC General Membership. The majority of the changes to this document are envisioned to be made in a routine fashion via the Board of Directors. The ASRC Board of Directors or General Membership may recommend and must approve changes to this manual or any of its annexes. Changes shall take effect following the Board of Directors approval, or at such later date as agreed to at the time of approval.

Annual Review – The ASRC Secretary will conduct an annual review of this manual and its annexes and will present suggested changes to the ASRC General Membership at the Annual General Membership Meeting, having first presented suggested changes to the Operations Chair and the Board of Directors at the last Board of Directors meeting of the ASRC calendar year.

Emergency Changes and Updates – The information in this manual and its annexes may be changed under the authority of the ASRC Chair. Such changes take effect immediately. All Emergency Changes and Updates must be approved by the ASRC Board of Directors or General Membership at the next meeting in order to remain in effect, at which time the Board of Directors shall review any administrative actions in the intervening period which may have been effected by such changes.

1.3 Responsibility for other Administration Documents:

- 1.3.1 General Maintenance of the Administration Documents** – The responsibility for the configuration, accuracy, maintenance, control, publication, and dissemination of other ASRC Administration Documents, shall be determined under the direction of the ASRC Board of Directors. For example, annual budgets, monthly financial status, etc. are all maintained by the ASRC Treasurer, but such documents must be accepted by the Board of Directors.

2. **Administration of General Administration Policy** – This policy shall be administered by the following:
 - 2.1 **Chair of the ASRC Board of Directors** – The Chair of the ASRC Board of Directors shall serve as the ASRC President and Chief Operating Officer of the corporation when the Board of Directors is not in session. The Chair of the ASRC Board of Directors is responsible for ensuring ASRC-wide compliance with ASRC all policy and procedures, including those in this manual.
 - 2.2 **Vice-Chair of the ASRC Board of Directors** – The Vice-Chair of the ASRC Board of Directors shall serve as the internal and external liaison for ASRC member groups and other SAR units which interact with the ASRC. In addition, the Vice-Chair shall serve in the chair's absence if the chair is incapacitated or otherwise unable to fulfill his or her duties.
 - 2.3 **Group Chairman** – The ASRC is composed of organizations called Groups. The Group Chairman (or other chief executive officer) is responsible for ensuring Group compliance with ASRC General Administration policy and procedures.
3. **ASRC Financial Policy**
 - 3.1 **Fiscal Year** – The ASRC fiscal year shall be from January 1 to December 31.
 - 3.2 **Annual group dues** – Each year, each Group is responsible for submitting dues to the ASRC. These dues are assessed as follows:

Upon joining the ASRC, a new group (either new probationary certified or new probationary affiliate group), owes \$75 plus \$1 per member.

All member groups of the ASRC, regardless of status or group type, owe yearly dues assessed at \$50 plus \$1 per member; such dues are payable to the ASRC as of January 31st of each year.
 - 3.3 **ASRC Treasurer Job Description** – The following items are the duties of the ASRC Treasurer. These duties are in addition to those called out in the Articles of Incorporation and the Bylaws.
 - 3.3.1 **Annual ASRC budget** – The ASRC Treasurer shall coordinate an annual budget for the ASRC. This effort should be completed, where possible, with input from the ASRC officers and committees.
 - 3.3.2 **Board of Directors review of the Budget** – The ASRC Board of Directors is responsible for reviewing and approving the annual budget.

- 3.3.3 Periodic ASRC Financial Reports** – The ASRC Treasurer shall submit a financial status report at each regularly scheduled Board of Directors meeting. This report should include any changes to the accounts, the status of the budget, authorized spending, and moneys received. In addition, the ASRC books shall be made available to any ASRC member at least twice per year, at a regularly scheduled Board of Directors meeting. There is no obligation for the treasurer to make the books available to the membership of the ASRC at other intervals, although the treasurer may honor such requests at his or her discretion.
- 3.3.4 Annual ASRC Financial Report** – The ASRC Treasurer shall submit an annual financial status report at the annual general membership meeting.
- 3.3.5 Periodic Audits** – ASRC Treasurer shall ensure that periodic external, independent audits of the ASRC finances are conducted. These audits should occur no less than once every 3 years. The complete results of audits should be presented to the ASRC Board of Directors in a timely fashion. The ASRC Treasurer is also responsible for ensuring that adequate review of Group finances take place, as required for each group's 36 month review.
- 3.3.6 Maintenance of the financial accounts** – The ASRC Treasurer shall create and maintain the necessary checking, saving, and other associated financial accounts. The Treasurer has the authority to move money between accounts as necessary.
- 3.3.7 Authority to pay bills** – The Treasurer shall be responsible for the payment and reimbursement of expenses as budgeted by the General Membership or the ASRC Board of Directors. The Treasurer shall ensure that appropriate authority to spend ASRC financial resources has been allocated by the General Membership or the ASRC Board of Directors prior to paying any bills or charges. This authority may be delegated by the Board of Directors to another member or office, as in the use of an annual budget with specific line items. In the event that a conflict arises, the treasurer is responsible for bringing the issue to the attention of the Board of Directors.
- 3.3.8 Authority to write checks** – The Treasurer, Secretary, Chair, and Vice-Chair shall all have the authority to write checks on any account held by the ASRC. Checks or payments larger than \$1000.00 shall require the signature of two of the above individuals, at least one of who shall be the Chair or Vice-Chair.
- 3.3.9 Unbudgeted minor expenses** – If an unbudgeted expense of less than or equal to \$50.00 occurs, the Treasurer shall have the discretion to pay the unbudgeted expense. The unbudgeted expense shall be reported to the Board of Directors at the next Board of Directors meeting.

3.3.10 Financial Emergency – If a financial emergency arises, the Treasurer, upon consultation with the Chair or Vice-Chair, is authorized to pay the bill. However, at the next regularly scheduled Board of Directors meeting, the issue should be brought to the attention of the Board of Directors for any appropriate action.

3.3.11 Authority to accept finances – The Treasurer shall accept donations and other financial resources and properly integrate such resources into the ASRC financial system. The Treasurer is responsible for replying to the financial source as necessary (such as sending a thank you note).

3.3.12 Authority to submit financial statements – The Treasurer shall prepare and submit all necessary financial statements to financial institutions, the federal, state, and local governments. This includes any and all financial statements for tax purposes, the procuring of Tax ID numbers, the opening and closing of accounts, etc.

1. ASRC Records

4.1 ASRC Secretary Job Description – The following items are the duties of the ASRC Secretary. These duties are in addition to those called out in the Articles of Incorporation and the Bylaws.

4.1.1 ASRC Minutes Dissemination – The ASRC Secretary shall ensure that the minutes for each ASRC Board of Directors and General Membership meeting are published and sent to each Board of Directors delegate, ASRC officer, and Group Chair.

4.1.2 ASRC Record Keeping – The ASRC Secretary is responsible for maintaining the records and historical documents of the ASRC. The ASRC Secretary shall ensure records are maintained in a fashion which will preserve the records and allow for ease of access.

4.1.2.1 Conference Level Record Keeping Requirements Policy – This policy is contained in Annex C: ASRC Record Keeping.

4.1.2.2 Membership records – Each Group is required to maintain an accurate and timely record of each member of that group regardless of that individual's call out availability. Each group shall provide a quarterly update of the current standing of their members. Membership as of the final quarter of the year shall be used for determining dues owed to the ASRC by the group. Other procedures for reporting and content are contained in Annex C: ASRC Record Keeping.

5. **ASRC Administrative Policy for Individuals and Groups**

5.1 **Policies for Members** – Upon becoming a member of the ASRC, an individual commits to the following:

- ☐ abiding by Operational constraints and regulations as defined in the ASRC Bylaws, Operations Manual, and Administrative Manual;
- ☐ local Administrative constraints and regulations as defined by the individual's group;
- ☐ the possibility of a background check (as appropriate to an EMS agency in the Commonwealth of Virginia);
- ☐ the possibility of having to undergo a periodic medical exam to ensure that the member is in reasonable health to respond to incidents.
- ☐ the possibility of being asked to sign a standard of conduct form which outlines the standards of conduct expected of a member.

Membership in the ASRC does not provide any special immunity from any local, state, or federal laws.

ASRC personnel are members of Groups, with the exception of those granted ASRC at-large membership as outlined in the ASRC Bylaws. In order for members to participate in ASRC Operations, they must at the time of a mission hold membership in a Group or have been granted at-large membership by the ASRC Board of Directors.

Any member may choose not to comply with these requirements, with the understanding that the member may then be restricted in participating in ASRC activities, and search incidents and missions.

5.1.1 **Policies for Sustaining Members** – The ASRC as a whole, and its constituent Groups, have the authority to offer sustaining membership to individuals who desire such membership. Sustaining members may not respond to missions. ASRC Sustaining members shall have no vote in ASRC Board of Directors meetings or general membership meetings, but may be recognized by the Chair at such meetings. Dues for ASRC sustaining members shall be set by the Board of Directors. Sustaining members of individual groups shall be subject to the same rules as ASRC sustaining members. Groups shall not consider Group sustaining members when counting members for the purpose of paying ASRC dues. Groups may set Group dues for sustaining members.

5.2 Policies for Groups

5.2.1 **Group Certification** – Certification requires the meeting of procedures outlined in the ASRC Operations Manual, and in Annex A: Procedure and Requirements for Group Certification.

5.2.2 **36 month review** – Each Group after having attained certification is expected to pass a review at a minimum of every 36 months, as outlined in the ASRC Operations Manual and in Annex B: Group Review and Re-certification. Failure to comply with the procedures in the ASRC Operations Manual and in Annex B: Group Review and Re-certification may result in the Group being placed on probation, reduced to a probationary group, or being decertified. Members of groups which have been decertified will not be allowed to participate in ASRC Operations. Members of groups which have been decertified may apply for membership in other groups to regain their ASRC membership.

5.2.3 **ASRC Board of Directors Intervention** – The ASRC Board of Directors reserves the right to intervene in group policy and operations in the case of major transgressions of ASRC policies, procedures, or Board Directives.

5.3 **Criminal Activities** – In the event that a Group or individual member is convicted of any applicable state or federal laws (other than traffic related laws), the ASRC Board of Directors shall immediately place the Group or individual on probationary status until such time as the matter has been investigated by the Board of Directors. At such time, the Board of Directors shall make a recommendation on any further action which may be taken.

5.4 **Disciplinary Action** – The Board of Directors can take, by following the due process procedure outlined in Section 11 below, disciplinary action against members or Groups who have violated ASRC policies, procedures, or Board Directives.

5.4.1 **Legal Actions** – In the case of disciplinary action, such action shall not prevent the Board of Directors from filing criminal charges for violation of laws of Commonwealth/State where such activity took place. Nor will the disciplinary action limit or prevent the filing of Civil Suits should such action be deemed necessary at the advice of the Conference's legal advisor.

6. **Due Process** – Members of the Appalachian Search & Rescue Conference (ASRC) are expected to follow the policies and procedures of the ASRC, as set forth in the documents of the ASRC while representing themselves as members of the ASRC. Violation of these policies and procedures may result in the initiation of Disciplinary Action. In all cases where accusations are made against a member/group the following process will take place:

- 6.1 Filing Charges** – All ASRC members are responsible for bringing charges against a member of the ASRC believed to be in serious violation of the policies and procedures. Non-ASRC members may file charges against an ASRC member. Nothing in this section shall be construed to prohibit the informal counseling of an ASRC member by a supervisor in reference to minor infractions of policy of procedure which will not result in disciplinary action being taken.
- 6.1.1 During an Incident** – During an incident charges should be brought to the ASRC Agency Representative or an Area Commander (ACA) should be contacted if the charge involves the ASRC Agency Representative or if the ASRC Agency Representative does not hold the ASRC training level of Incident Commander. The ASRC AR or ACA must inform the accused individual of the charge, discuss the charge with the accused person, decide if further investigation is warranted, and render a decision. The ASRC AR or ASRC ACA may dismiss the individual from an incident per standard Incident Command System (ICS) protocol. A follow-up report placed in the unit log will be forwarded to the ASRC chair within 48 hours.
- 6.1.2 Non-Incident** – Charges must be brought to the Group Chairman or ASRC Chair, if no incident is ongoing. Charges must be in writing, and must be initiated within 30 days of the discovery of the alleged offense.
- 6.2 Appointment of an Investigator** -- Upon receipt of written charges from an AR, ACA, Group Chair, or directly from an ASRC member, the ASRC Chair will appoint an investigator who was not involved in the incident. The investigator when questioning the accused individual(s) will provide written notice of sufficient detail of the nature of the investigation, conduct the inquiry at a reasonable time of day, interview for a reasonable duration, give the accused individual(s) periods for rest and personal necessities, and will not use offensive language or offer any incentive as an inducement to answer any questions.
- If a recording of any inquiry is made, and if a transcript of such interrogation is made, the accused individual(s) shall be entitled to a copy without charge.
- The investigator shall interview the accused person, the accusers, and collect information from others that is pertinent to the charges. The investigator shall determine whether sufficient evidence is available to proceed or if the charges should be dropped. The investigator's determination will be forwarded to the ASRC Chair.
- 6.3 Pre-Hearing** – If the investigator decides sufficient evidence is available that warrants a hearing the following procedures will occur:
- 1 The ASRC Chair will notify the accused individual(s) in writing of the time and place of the hearing. The notice will include:

- A**
- A. Details of the charges filed against the accused person
 - B. Who presented the charges.
 - C. The evidence against the accused individual(s) in the forms of documents and identification of witnesses.

2. The hearing may be held no sooner than 7 days and no later than 62 days from the date of receipt by the accused individual(s) of written notification. The ASRC Chair or Board of Directors may make an exception to these time limits with the consent of the accused.
3. The ASRC Chair shall call the hearing to order and preside over the hearing. If the Conference Chair is the accused individual, the accuser, or a witness the ASRC Vice-Chair will preside. If both officers are involved the Board of Directors will select a member of the ASRC Board of Directors to preside.
4. Disciplinary hearings will be closed meetings. The accused individual(s) may elect to hold an open hearing.

Hearing

1. The accused individual(s) may choose an advisor to be present, and may consult with the advisor during the Hearing. The advisor may participate in the Hearing. The accused individual(s) shall be given the opportunity to hear all evidence presented and cross-examine all witnesses who testify. The accused individual may present witnesses and evidence. The accused may reserve the right to remain silent.
2. Witnesses and the accuser shall only be present during their testimony.
3. Hearings shall be flexible enough not to restrict the gathering of all facts related to the Hearing and may utilize the following format.
 - A. Opening statement by the Hearing Chair which may include general welcome, introduction of the principles in the case, brief summary of the charges, a review of the format for the hearing, and how the final decision will be reached.
 - B. Presentation by the investigator of the allegations and evidence. Presentation and questioning of witnesses by the investigator. Members of the Board of Directors may raise questions at any time during presentations by the investigator, accused individual(s), or witnesses. The accused individual(s) or advisor may ask any witness questions at the conclusion of their testimony with the investigator.

A C. Testimony by the accused individual(s) (or advisor) including witnesses. The Board of Directors may ask questions at any time during presentations by the accused individual(s) or their witnesses.

D Closing statement by the investigator and/or the accuser.

E. Closing statement by the accused individual(s) or advisor.

6.5 Deliberations – The Board of Directors will then go into a closed session. During the closed session, only Board members may be present. If the Board of Directors believes that additional testimony or additional questions of the accused individual(s), accuser, investigator, or a witness is required, that might be available, then they may reopen the Hearing. While, in closed session the Board of Directors may deliberate freely. The Board will determine the guilt or innocence of the accused individual(s) first. Guilt will be determined by a 2/3 majority. Each Board member will have one vote. The Hearing Chair will be allowed to vote if a member of the Board of Directors. If the accused individual(s), accuser, or the investigator is a member of the Board of Directors they will not be allowed to vote. Instead, they may choose an individual to serve on the Board for the purposes of the disciplinary hearing. This selected person will be allowed to vote.

6.6 Penalty – If the accused individual is found guilty then the Board of Directors must determine the appropriate penalty. Selection of the penalty will occur by a simple majority vote. The Hearing Chair will not cast a vote except in the need to break a tie vote.

1. The Board of Directors may select from the following penalties.

- A. Probation. A written warning indicating that the individual has been judged guilty of a violation of ASRC policies or procedures. Probation shall be for a specified period, not to exceed two years. An individual who has been placed on probation and found guilty of an additional violation will be required to appear before the Board of Directors for consideration of further action including expulsion. Upon completion of the probationary period with no other infraction, the record of violation shall be permanently removed from the individual's file.
- B. Letter of Censure. A letter of censure is a written confirmation that the individual has been judged guilty of a violation of ASRC policies. A letter of censure becomes a permanent part of the individual's file.
- C. Suspension from Search Activities and/or suspension from the ASRC. Suspension will be imposed for a specified period, not to exceed one year. The period will be set by the Board of Directors. Suspension from the ASRC

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will preclude the individual from participating in any ASRC incidents, events, meetings, or representing themselves as a member of the ASRC.

B. **Expulsion from the ASRC.** Expulsion is a permanent separation from the ASRC when the individual has been judged guilty of a very serious infraction of the ASRC policies or procedures. An individual who has been expelled may, after a period of five years, request that the Board of Directors permit him/her to reapply for admission to the ASRC. A person so permitted to reapply must meet all other conference requirements for admission and training.

Other relevant sanctions. In addition to the penalties described above, other sanctions may be imposed, such as, but not limited to, restitution, designated service or special projects, etc.

6.7 **Informing the accused** – The accused will be informed of the Board of Directors decision of guilt or innocence and penalty following deliberations. If the accused has left the Hearing before a decision is reached, the Board of Directors will provide a written judgement within 10 days of the decision.

7. **ASRC officers not elected at the Annual Meeting** – The ASRC contains numerous positions not described in the ASRC Articles of Incorporation or Bylaws.

The Operations Officer, Training Officer, and Communications Officer are elected from the membership of each Committee they represent. These individuals must be appointed or elected officers in their individual Groups for the offices they hold.

The Medical Officer, the Dispatch Coordinator, and others are appointed by the Operations Officer. These positions are described in the Operations Manual.

7.1 **Approval of Non-Elected ASRC Officers** – The Chair may submit the names of proposed individuals for appointment Non-elected ASRC officers to the Board of Directors, at which time the Board of Directors shall vote to accept or reject each proposed nominee.

7.2 **Removal of Non-elected ASRC officers** – The Chair shall be allowed to remove any Non-elected ASRC officer as the chair deems necessary.

8. **Situations Not Covered** – In the event of a situation not addressed in this document or any of its annexes, the ASRC Chair may contact appropriate members of the Conference. The chair may then confer with other members of the Conference and take action as required by the situation, but within the intent and scope of the General Administration Manual policy and procedure. Such actions

shall be brought before the Board of Directors for review at the next Board meeting.

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Annex A



Procedure and Requirements for Group Certification.

A.1.1 Certification as a Probationary Certified Group

To be considered as a Probationary Certified Group an organization must: obtain a letter of sponsorship from a Certified Group.

A Certified Group may only sponsor one Probationary Group at a time.

A.1.1.1 The applying organization must

1. agree to meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards and Operations Manual.
2. have at least ten ASRC Active members including: two with FTL or higher certification and six with FTM or higher certification, as determined by the sponsoring Group's Training Officer, as defined by the ASRC Training Standards.
3. Possess the minimum certified Group equipment, as set forth below in A1.1.3.
4. Have it's members certifications endorsed by the sponsoring Certified Groups Training Officer.
5. Provide proof they paid the ASRC Group dues, and have opened a bank account in the Group name with a minimum balance of \$100.00.
6. Have received IRS 501 (c) 3 tax exempt status.
7. Have written and published a set of Group By Laws.
8. Have written and publish group call out procedures.
9. Elect two Active Members to become non-voting delegates to the ASRC Board of Directors.

A.1.1.2 Once the Sponsoring Group is assured that the above requirements in A1.1.1.1 have been met, they will request in writing, with documentation of all items

identified above, a vote at the next Board of Directors meeting for certification of the sponsored group as a Probationary Certified Group.

A.1.2 Certification as a Certified Group

A.1.2.1 Once a Probationary certified Group has served as a Probationary Group for a period of eighteen months, they may be considered for Certified Group status providing the following has been met:

A.1.2.1.1 The Group has a minimum of sixteen ASRC Active Members, including six with FTL or higher certification, and ten with FTM or higher certification as determined by the sponsoring Group's Training Officer, and as defined by the ASRC Training Standards.

A.1.2.1.2 At least five Group members have attended each of nine Conference events (incidents, simulations, Board of Directors meetings, etc.)

A.1.2.1.3 The Group has selected a Group Training Officer (GTO), with an ASRC FTL rating, who is confirmed by the Board of Directors.

A.1.2.1.4 Passed a comprehensive Certified Group Review as defined in Annex A of the ASRC Operations Manual.

A.1.1.2 Once the Sponsoring Group is assured that the above has been met, they will recommend in writing, with documentation of all required items described above in A1.1.1 for a 2/3 vote of Active Members attending at the next General Membership Meeting for certification of the sponsored group as a Certified Group.

A.1.1.2.1 Upon a successful vote for acceptance by the Group, the Conference Training Officer will record the date of the vote in the list maintained for the purposes of review. And, a letter will be prepared within thirty days by the Conference Secretary advising the Group of its status.

A.1.1.2.1 If a negative vote is obtained, the Conference Secretary will prepare, within thirty days, a letter advising the Group of the reasons for failure and what is to be done to correct the situation.

A.1.1.2.2 Appeals - All groups hold the right to appeal any decision made by the Board of Directors regarding their groups status. To make an appeal the Group in question shall provide written notification to the Board of Directors within thirty days of the notification of the Boards decision in question. At that time, the Board of Directors will choose two Active Members, at random, from all ASRC Groups, except the Group in question. The panel shall hear all evidence

A regarding the decision and return an opinion to the Board of Directors within sixty days of being convened.

A.1.1.3 Certification as an Affiliate Group

This section reserved for future use in designating requirements for established, free-standing search and rescue organizations wishing to become Affiliate Groups of the ASRC.

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Annex B

**Procedures and Requirements for
Group Review and Re-certification**

- B.2.1** Notification - Six months before the expiration of the 36 month review period the ASRC Training Officer will write a letter advising the Group Chairman of the impending review.
- B.2.2** The Group will provide written documentation of the items listed below to the ASRC Training Officer who will evaluate for compliance with the listed procedures. The ASRC Training Officer will make a recommendation regarding compliance with this policy to the Board of Directors. He/she will bring the material to present to the Board of Directors meeting which falls before the end of the review period.
- B.2.2.1** Minimum equipment - Certified Groups shall maintain equipment requirements set forth in the Operations Manual, and be prepared to show physical evidence of such equipment.
- B.2.2.2** Minimum Membership - A certified group shall meet the requirements as specified in the ASRC Bylaws, Article III, Sections 3.4 and 3.6.
- B.2.2.2.1** Group membership shall not drop below this figure for more than four months of any year.
- B.2.2.2.2** Members maybe tested by the Board of Directors to determine if they meet the standards for the stated level of training.
- B.2.2.3** Financial Solvency - Certified Groups shall provide their books and financial papers for a complete audit by the Conference Treasurer.
- B.2.2.4** Conference Involvement - Certified Groups shall attend twelve or more conference events (Incidents, simulations, Board of Directors meetings, et cetera) with a minimum of two active members at each event.
- B.2.2.5** Compliance with Conference - Certified Groups shall show evidence of meeting and maintaining the standards of ASRC. These include the Articles of Incorporation, Bylaws, Training Standards, and this manual.
- B.2.3** Deficiencies Found During the Review - For any deficiencies found during the review the Group by a simple majority vote of the Board of Directors may be placed on probation for an eighteen month period, during which time they must correct the problem.

- B.2.3.1 If by the Board of Directors meeting prior to the end of the eighteenth month of the probationary period, they have not given written proof of correction of the problem, then the Group can be reduced by a simple majority vote of the Board of Directors to a probationary Certified Group status.
- B.2.3.1.1 If the Group wishes to apply for again for Certified status then they must meet all of the requirements for a new group requesting certification status.
- B.2.4 Groups on Probation - If any offenses are noted during the time a Group is placed on probationary status, Article III, Section 3.8 of the ASRC bylaws shall be invoked, with the possible consequences of removal of the Group charter.

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Annex C



ASRC Record Keeping

C.3 ASRC Record Keeping

C.3.1 Record Storage - A copy of all official communications, letters, FAXs, newsletters, memo's for record, minutes of meetings, bank statements after balancing the checkbook, copies of bill's paid will be forward to the ASRC Official address Attn: Record Custodian.

C.3.1.1 Space will allocated within the BRMRG "locker" for Corporate records and should consist of at least one file cabinet.

C.3.1.2 An ASRC records administrator shall be appointed with the rest of the BRMRG officers at the annual BRMRG appointment date by the Chairman of Blue Ridge Mountain Group with approval of the ASRC Board of Directors.

C.3.1.3 The ASRC record Administrator will be responsible for receiving, filing and maintaining all official records, mission files, correspondence, et cetera that pertains to the operation of the Conference.

C.3.2 Structure of Record Keeping System

C.3.2.1 ASRC Conference files will be filed by Calendar Year.

C.3.2.2 The following files will be established for each calendar year:

1. Correspondence
2. Fiscal Records
3. Incident Records
4. Medical Records
5. Board of Directors meeting minutes and Information from Board of Directors meetings.
6. General or Special Membership Meeting minutes and associated documents.



Annex D




Allowable Use Of The ASRC Emblem \ Logo and the ASRC Uniform

- D.5.1** Statement of intent - The ASRC logo is used to meet several objectives. First and foremost, it serves as the organization's primary means of identifying the ASRC and its members. Therefore, we must guard against unreasonable use of the logo.
- D.5.2** Use of the ASRC Name, Patch, and Emblem/Logo - The ASRC name, emblem or logo, whether incorporated in the ASRC patch or in some other form, is the most readily recognized symbol of the organization. Its use on missions or for official business purposes is encouraged. However, general personal use of the name/emblem/logo provides unacceptable opportunity for misrepresentation of the organization. The use of the ASRC name, patch and/or emblem/logo shall be limited to official ASRC or Group business (including, but not limited to, training and incidents). This in no way prohibits the use of the name, patch or emblem/logo on personal items, provided those items are used solely while engaged in ASRC activities, or any ASRC identification is removed or concealed when items are used for non-ASRC functions.
- D.5.3** Display of ASRC patches by Non-ASRC Organizations - Non-ASRC organizations/individuals may receive patches for display in patch collections (or other appropriate displays) through request to the ASRC Board of Directors.
- D.5.4** Administrative Use of the uniform - The ASRC uniform may be used for administrative purposes, with the following constraints.
- D.5.4.1** The ASRC uniform is described in two configurations: (1) a long sleeve blue Chamberly work shirt, with appropriate patches, as seen in the following graphic, along with navy blue BD.-type field pants; or - during warm weather - a yellow t-shirt with an ASRC logo on the front or/ or back of the t-shirt, along with navy blue BD.-type field pants. The ASRC uniform is seen as an expendable garment subject to the rigors of wilderness search and rescue operations.

There is no additional cold or incimate weather uniform with regard to outer wear or headware.

- D.5.4.2** Any member, in good standing, of the ASRC may wear the ASRC uniform provided they have achieved the training level of Call-out Qualified. Trainees may dress in uniform-like apparel, but may not utilize the ASRC patch or emblem/logo. Trainees may utilize the ASRC name tag if authorized to do so by their group training officer.

D.5.4.3  Members are encouraged to wear the uniform when representing the ASRC on missions or other functions. Team leaders and incident staff are encouraged strongly to utilize easily visible ASRC identification (uniform or other) when serving in their respective functions.

D.5.4.4 Persons shall not wear the ASRC uniform, nor shall they display the ASRC name, patch, or emblem/logo, when engaging in non-ASRC activities.

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