

OPERATIONAL GUIDELINES

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Letter from the President, CCGA (NL) Inc.

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Dear Sir/Madam:

As President of the Canadian Coast Guard Auxiliary (Newfoundland & Labrador) Incorporated, I am pleased to inform you that you have been accepted as a member of the association.

Enclosed you will find your membership card for the Auxiliary which contains your membership number, and on the reverse side the phone number for the regional office.

It is the responsibility of us all to create greater awareness of Search and Rescue and to promote marine safety through community involvement.

In order to make efficient and timely use of Auxiliary vessels, it is important to know their status and the area in which they operate. Therefore, if there is any change to the information supplied on your application form, please inform the regional office in St. John's by dialling toll free 1-800-563-6158, or (709) 772-4428.

I would like to wish all members good luck and I'm sure you will all do your utmost to supplement the existing Search and Rescue facilities.

Yours truly,

A handwritten signature in cursive script, appearing to read "Winston Pitcher", is written over a light, textured background.

Winston Pitcher
President
CCGA (NL) Inc.

PREAMBLE

The enclosed regional operational guidelines are meant as the basis for the operation of the Canadian Coast Guard Auxiliary (Newfoundland & Labrador) Incorporated, and the general information of its members. For other groups who may be directly, or indirectly, associated with the Auxiliary it will assist them in understanding its operation.

PURPOSE

1.1 BACKGROUND

Canadian law, like that of most maritime nations, requires that vessels at sea respond to distress situations to the extent they can do so without undue risk. Many public-minded Canadians voluntarily go out of their way to assist fellow mariners who find themselves in peril. In the late 1970's the Canadian Coast Guard sponsored the formation of the Canadian Coast Guard Auxiliary (formerly the Canadian Marine Rescue Auxiliary) to provide a framework for the coordination of Search and Rescue efforts.

An Agreement, known as the Contribution Agreement, was established under which the Canadian Coast Guard agreed to reimburse the Canadian Coast Guard Auxiliary associations for reasonable out of pocket expenses incurred while conducting Search and Rescue activities.

There are six Canadian Coast Guard Auxiliary corporations across Canada which are federally incorporated, not-for-profit organizations sharing common objectives with the Canadian Coast Guard in maritime Search and Rescue operations.

1.2 MISSION / OBJECTIVES

The mission of the CCGA is

"To Provide a National Volunteer Maritime Rescue Service"

To fulfil this mission the objectives of the CCGA are to:-

- ▶ Save 100% of lives at risk;
- ▶ Reduce the number and severity of SAR incidents;
- ▶ Promote marine safety;
- ▶ Support the Canadian Coast Guard;
- ▶ Provide a humanitarian service;
- ▶ Maintain the highest professional standards; and,
- ▶ Promote dedication and pride of membership.

1.3 ADDITIONAL GUIDELINES

The Association, in agreement with the Assistant Commissioner, Canadian Coast Guard, may establish additional guidelines or amend existing guidelines for authorized activities within the Newfoundland & Labrador Region.

GENERAL

2.1 BASIC ORGANIZATION

2.1.1 Local search and rescue units are considered to be the operational core of the organization and their importance and dedication to the concept of marine safety cannot be overemphasized. Search and Rescue units may be requested to respond, for distress and emergency situations by the Joint Rescue Coordination Centre in Halifax or by the On Scene Commander. They may also be tasked by the Association for non-emergency situations and to augment training.

2.1.2 For CCGA administrative purposes the Region of Newfoundland and Labrador is divided geographically into ten districts. (See Annex "A".) A representative to serve each district, known as a Director, is elected annually by the membership. At the annual meeting, usually held in the fall, an executive consisting of a President, First Vice-President, Second Vice-President, and a Secretary/Treasurer is elected from the ten Directors. The Executive and remaining six Directors then make up the Board of Directors.

2.1.3 For operational purposes the Region is divided into sixty-two federal fisheries sections. This allows more expediences on the part of the Coordinator in the Joint Rescue Coordination Centre tasking auxiliary vessels. (See Annex "B".)

2.1.4 All officers of the Association work closely with an official designated by the Assistant Commissioner, Canadian Coast Guard, normally the Superintendent Maritime Search and Rescue. The Board of Directors may be required to identify the training needs of the membership and prepare programs in conjunction with the Canadian Coast Guard to fulfil these needs.

PERSONNEL

3.1 MEMBERSHIP

3.1.1 The recruiting and screening of members is the responsibility of the Association who will be assisted by an official designated by the Superintendent Maritime Search and Rescue. All facilities offered for use shall be examined by a delegated officer of the Coast Guard, or by the applicable District Director, at the request of the Association. District leaders are encouraged to recruit members on a selection basis at the local level. Auxiliary application forms must be completed by persons wishing to become members. (See Annex "C".)

3.1.2 The final acceptance of a candidate is conditional upon the signing of a Waiver of Salvage Rights and a Memorandum of Understanding on forms similar to that of Annex "D".

3.1.3 Upon acceptance, members will be issued a membership card, a membership certificate, a pennant, and identifying insignia. The membership card will contain a membership number, and will carry the phone number of the regional office. The membership number will consist of six digits in three groups - the first group designates the Province - the second group designates the district - and the third group designates the number of the member in his respective district.

3.1.4 Membership in the Canadian Coast Guard Auxiliary (NL) Incorporated is renewed annually to ensure the list of Auxiliarists and their equipment, kept at the Joint Rescue Coordination Centre is up to date. **Members must complete and return the renewal form prior to March 31st of each year. Failure to return the renewal form will result in loss of membership.** (See Annex "I".)

3.1.5 Disenrollment of a member may be initiated by the District Director who will give such recommendations in writing, stating the reason for such action to the President. The member must be given an opportunity to submit his views in writing and the entire record will be reviewed and voted upon by the Board of Directors. The Board will approve disenrollment of a member for any of the following reasons:-

- a) Any action which brings discredit to the Association, Canadian Coast Guard, or Government of Canada;
- b) Improper use of Auxiliary equipment;
- c) Any reason deemed to be a serious offense, which in the opinion of the Superintendent Maritime Search and Rescue warrants disenrollment.
- d) Repeated offenses prejudicial to good order, as documented in the member's records; and,
- e) Failure to comply with statutory legislation and regulations.

MEMBERSHIP (Cont'd)

3.1.6 A nominal list of all members, when they become operational, and an inventory of their equipment shall be lodged with the:-

- i. President or delegated officer of the Association;
- ii. Superintendent, Maritime Search and Rescue; and,
- iii. Joint Rescue Coordination Centre.

3.1.7 No member of the Public Service of Canada shall serve as an officer of the CCGA or hold any position in the CCGA which constitutes, or which may appear to constitute, a conflict of interest situation.

3.2 EMPLOYEES

There are currently (2) employees hired to oversee the administration and training of members enrolled in CCGA (NL) Inc.

- i. Business Manager; and,
- ii. Operations / Training Officer

The Business Manager can be reached at the following numbers:-

Toll free **1-800-563-6158 (only manned for administrative purposes)**

Direct line (709) 772-4428

Cell (709) 689-9510

Fax (709) 772-4109

The Operations / Training Officer can be reached at the following numbers:-

Toll free 1-800-563-6158

Direct line (709) 772-4177

Cell (709) 699-9180

Fax (709) 772-4109

The offices are located in the Canadian Coast Guard building, 280 Southside Road, St. John's, NL.

The mailing address is

PO Box 938, Stn "C"

St. John's NL

A1C 5M3

TRAINING

4.1 TRAINING

4.1.1 All training activities must be authorized by the Canadian Coast Guard and comply with all issued training, operational, safety or regulatory standards in order to be considered an Authorized Activity for reimbursement and insurance purposes.

4.2.1 Members will be required to undergo periodic training programmes to ensure a high standard is maintained. Such training will include basic search and rescue techniques and standard communications procedures. Training programmes will be adapted to meet the needs of individuals and will be offered at times convenient to members in different districts.

4.2.2 Members are encouraged to be active in suggesting training programmes which would be of benefit to them in their efforts to provide efficient service in their districts.

4.2.3 Funding permitting, members will be invited to participate, on a membership rotational basis, in a training seminar to be held in a central location. During this training seminar, members will receive refresher training in areas such as Search Patterns, First Aid, Emergency Abandonment, and Splicing.

4.2.4 The sponsored first aid course for CCGA (NL) Inc. is Marine Basic First Aid. While first aid is not a requirement to become a member, or to retain membership in the organization, it is an encouraged course for members to obtain. Courses will be arranged for all districts on an annual basis.

4.3.1 The National Training Standards set out the minimum training requirements and certification standards for CCGA members to safely and competently participate in SAR Operations. The CCGA National Board of Directors, in conjunction with each of the five CCGA Regional Board of Directors, shall ensure the Auxiliary members meet the National Training Standards.

EQUIPMENT

5.1 SURPLUS EQUIPMENT

5.1.1 In accordance with the terms of the Contribution Agreement, the Canadian Coast Guard Auxiliary may make available surplus rescue equipment appropriate to the activities for which vessels are tasked.

5.1.2 Periodically equipment for the enhancement of Search and Rescue is received from a program sponsored by the National Search and Rescue Secretariat in Ottawa.

5.1.3 Equipment issued or loaned, depending on the type of equipment, shall remain the property of the Association and shall be returned to the Canadian Coast Guard Auxiliary following expiry of the loan period, reasonable wear and tear expected. The member shall be responsible for the reasonable care and custody of equipment during the loan period.

5.1.4 **Routine upkeep and maintenance of equipment loaned shall be the responsibility of the member in receipt of such equipment.** Routine inspections of all equipment loaned or issued will be carried out by a representative of the Association or the Canadian Coast Guard.

5.1.5 At no time is any equipment provided for use by the Auxiliary to be used for salvage operations or any other activity which is not an authorized activity of the Auxiliary.

5.1.6 Members are to inform the regional office of when a member vessel is being sold so as to arrange retrieval of issued equipment in preparation for re-issue to another member vessel in the respective district. Failure to return retrievable equipment may result in the member having to pay the Association for the retail cost of replacing the equipment.

For example, dewatering pumps were distributed to our member vessels as part of equipment purchased through the New SAR Initiative funding program from Ottawa. These pumps were purchased and distributed as an aid to Search and Rescue. Some member vessel owners are under the misconception that these dewatering pumps, once issued to them, becomes their own personal property. When the member sells his vessel, in some cases, he has sold the pump with the vessel. This has caused embarrassment in trying to retrieve this piece of equipment. ***Members are reminded that once you sell your vessel, retrievable equipment, i.e., dewatering pumps, has to be returned so we can re-issue the pump within the district.***

5.1.7 In order to be eligible to receive loan issue equipment, a CCGA member must have a minimum of 1 year of continuous service in the CCGA (NL) Inc.

OPERATING PROCEDURES

*All member vessels are to be in command of a member of the CCGA **at all times** during involvement in authorized activities. Failure to do so will result in non-payment of claims and no insurance coverage.*

6.1 AUTHORIZED ACTIVITY

6.1.1 An authorized activity for search and rescue incidents is deemed to exist when an auxiliary member has been requested to respond to an incident by a joint Rescue Coordination Centre.

Having responded to a request, a Search and Rescue incident case number is assigned and the Auxiliary member's involvement becomes an "Authorized Activity" as defined in the Contribution Agreement between the Department of Fisheries & Oceans and the Canadian Coast Guard Auxiliary. The minimum duration of an incident shall be calculated for the purpose of compensation as one hour, with subsequent time, after that hour has elapsed, calculated on a one-tenth of an hour basis.

6.1.2 An authorized activity shall mean an activity of the Association that has received prior approval from the Assistant Commissioner, Canadian Coast Guard or his delegated officer. Such activities include recruitment and retention, accident prevention and meetings convened in accordance with the By-laws.

6.1.3 Auxiliarists performing a service on authorized activity should not accept payment for services rendered from a grateful beneficiary. Occasions may arise where a grateful boat owner may wish to offer an Auxiliary member payment for services rendered. Payment for services rendered falls under the broad definition of salvage, the rights to which are forgone in consideration as a member of the Auxiliary. Furthermore, acceptance of payment may jeopardize the position of a member, the Association and the Crown in the event of a claim for liability arising out of an authorized activity.

6.1.4 Under ordinary circumstances an Auxiliarist will be tasked by the JRCC. If, however, an Auxiliarist becomes aware of a situation which requires immediate action, the member should act accordingly but inform the JRCC, by whatever means available, as soon as possible. **Failure to do so may result in his activity not being authorized.**

6.2 ACTIVITIES OTHER THAN SAR

6.2.1 When prior approval has been granted by the Association, in agreement with the Superintendent Maritime Search and Rescue, members may participate in demonstrations or similar activities to assist in the prevention of accidents. Such activities may be held at local exhibitions, schools, or any locality within the respective communities.

6.2.2 All members are covered by insurance from door to door while proceeding to the place of an "authorized activity" which may include official meetings of the Association.

6.2.3 All claims for compensation for insurance arising out of authorized activities shall be identified by the case number assigned by the Joint Rescue Coordination Centre, the Association or the Superintendent Maritime Search and Rescue.

6.2.4 ***In the event of an accident during authorized activities, regional procedures must be followed. It is essential that all claims be reported immediately to the JRCC and/or the Superintendent Maritime Search and Rescue. Except for emergency measures to stay afloat, no insured repairs may commence until approval has been obtained from the Canadian Coast Guard, the Canadian Coast Guard Auxiliary, and/or the insurer.***

6.3 OPERATIONS

6.3.1 Auxiliary members' vessels may be requested to respond to a SAR incident by:-

- i. The Joint Rescue Coordination Centre;
- ii. An On-Scene Commander;
- iii. Responding to a SAR incident and notifying the Joint Rescue Coordination Centre while responding, where circumstances dictate that an instant response is required.

6.3.2 In all circumstances an Auxiliary member shall always keep the Joint Rescue Coordination Centre or the On-Scene Commander fully informed whenever an incident is responded to. The Auxiliarist shall report progress as appropriate and should report the names of all non-auxiliarists on board their vessel when proceeding to an incident. JRCC shall allocate a ***Search and Rescue Incident number, or Case number*** to each tasking. This case number will also be used as the ***incident number*** for reimbursement purposes, and as a ***claim number*** in the event that a claim for damages arises out of the authorized activity.

6.3.3 Auxiliary members when on "authorized activities" and operating in conjunction with a Canadian Government Unit, should work under the control and guidance of the On-Scene Commander and should stand down when, in the opinion of the On-Scene Commander, his services are no longer required.

6.3.4 Auxiliary members when on "authorized activities" without a Canadian Government Unit present, should work under the guidance of the JRCC who may appoint an Auxiliarist as the On-Scene Commander.

OPERATIONS (CONT'D)

6.3.5 Auxiliary members, when on "authorized activities" should comply fully with standard communications procedures and must maintain, to the best of his ability, a correct narrative of the incident in the logbook provided by the CCGA.

6.3.6 Whenever an Auxiliary vessel is involved in an authorized activity, the master will complete an Incident Report Form and, upon completion of the incident, will forward one copy to the Superintendent Maritime Search and Rescue. This form must show the case number issued by the JRCC. (See Annex "E".)

6.3.7 In circumstances when an Auxiliary vessel is under way and carrying children on board, the Auxiliarist should decline any tasking except in extreme circumstances where loss of life is deemed to be imminent.

6.3.8 Masters of Auxiliary vessels are required to list the names of all crew members on their Incident Report Form in the section titled "Name of non-auxiliarists on board at time of incident". This information is essential if there is an injury claim, and in addition, it is necessary for statistical purposes.

6.3.9 Owners of Auxiliary vessels will be entitled to receive from the Association compensation, subject to the policy directives, while on authorized activities. The Incident Report Form will be required to substantiate claims of this nature.

6.3.10 Masters of Auxiliary vessels ***must not*** respond to incidents when, in their opinion, the assignment may be beyond the capability of their vessel and/or crew. In the event that this situation occurs, the skipper should not hesitate to advise the JRCC or the On-Scene Commander that he considers the conditions would hazard his vessel and or crew.

6.3.11 Salvage is not a function of the Auxiliary, nor may any Crown equipment provided for use by the Auxiliary be used for salvage purposes. This should not be confused with a normal towing operation that may be requested by the JRCC or an On-Scene Commander.

6.3.12 Owners of Auxiliary vessels will be reimbursed the costs of repairs to their vessels for damage incurred while on an authorized activity and for replacement of equipment damaged or lost on said activity, subject to the provisions of the Contribution Agreement. Members are reminded that the onus shall remain with the claimant to prove his loss upon submission of a Collision Wreck and Injury Report. (See Annex "F")

Vessel owners are reminded that if injury and/or damage results from an authorized activity they are to notify the JRCC and Superintendent Maritime Search and Rescue immediately.

6.3.13 Every Auxiliary vessel must fly the auxiliary pennant, at least when on authorized activity.

OPERATIONS (CONT'D)

6.3.14 From time to time Auxiliarists may be requested to carry Peace Officers on board whilst on an authorized activity (i.e., Search and Rescue/Search and Recovery). Auxiliarists should not involve themselves in the enforcement procedure unless properly called upon to assist a Peace Officer

6.3.15 Owners of vessels should bear in mind that the decision to take part in a search and rescue incident is one for which they are responsible, and should be made considering such factors as vessel capability, distance involved, weather and forecast conditions for their area. Special consideration has to be made by vessel operators when operating in areas where ice is a factor. At no time will owners of vessels be asked to engage in freeing other vessels which are beset by ice in any harbour or bay.

6.3.16 Auxiliary vessels should maintain a radio listening watch on the appropriate calling and distress frequencies when operational, consistent with the requirements of regulations applicable to vessel radiotelephone stations.

6.3.17 CCGA volunteers are reminded that **the wearing of an inherently buoyant approved lifejacket, personal floatation device (PFD), or marine anti-exposure suit is mandatory** under the following conditions:

- At all times when onboard CCGA vessels of open construction, including rigid hull inflatable boats;
- At any time when on the exposed decks of CCGA vessels of closed construction, including commercial vessels and commercial fishing vessels; and,
- At any time that the Master or Coxswain of a CCGA vessel determines that there is a risk of accidental immersion in water.

A complete listing of approved authorized activities can be found in the CCGA National Guidelines, version 2008-01, 3.22 Authorized Activities List, pages 12 and 13.

All member vessels are to be in command of a member of the CCGA at all times during involvement in authorized activities. Failure to do so will result in non-payment of claims and no insurance coverage.

ABSOLUTE PROHIBITIONS

I. Absolute Prohibition on Diving

Auxiliary members **are not permitted** to engage in any type of diving activity under this Agreement, including, but not limited to, rescue diving, recovery diving, and investigative diving.

II. Absolute Prohibition on Firing of Pyrotechnic Distress Flares for Demonstration Purposes

Auxiliary members **are not permitted** to use live flares in conducting pyrotechnic distress flare demonstrations.

III. Absolute Prohibition on Being Hoisted into Helicopters During Training

Auxiliary members **are not permitted** to be hoisted into helicopters during training exercises.

Any Auxiliary member who participates in any such activities will be doing so at his/her own risk, and outside the terms and conditions of the Contribution Agreement and, therefore, will not be covered by the CCGA National Insurance Program policies.

TOWING

7.1.1 It is recognized that towing is generally the most expedient means of removing a vessel from circumstances that could become hazardous conditions. Towing should only be carried out for vessels under way when it is the most appropriate means of ensuring the reasonable safety of life and when commercial means of towing are not readily available.

7.1.2 In all cases before preparing to tow, an Auxiliarist should obtain a waiver, absolving him, the crew, the "Auxiliary Vessel", the Association and the Crown from any claim that may be alleged to arise from the service rendered. In adverse weather conditions, the waiver may initially be obtained verbally, logged accordingly, and confirmed in writing immediately upon delivery of the disabled vessel to a safe port. (See Annex "G".)

7.1.3 When an Auxiliary vessel takes another vessel under tow, the JRCC, in consultation with the auxiliarist, will designate the nearest safe haven. The Auxiliarist is responsible to take that vessel only *to the nearest safe haven*. Under no circumstances is the auxiliarist responsible for towing a disabled vessel to a port of convenience. If any doubt exists, check with the Joint Rescue Coordination Centre.

FACILITY INSPECTION

8.1.1 Boats offered for use in Auxiliary activities will be subject to periodic examinations by an officer of the Association, approved by the Association President or by an officer of the Canadian Coast Guard at the request of the President, and as a minimum, must meet the requirements of the appropriate regulations pursuant to the Canada Shipping Act. This examination shall satisfy the requirements of the Small Fishing Vessel Regulations and Small Vessel Regulations and under no circumstances whatsoever is to be interpreted as an inspection for any purpose other than to qualify as an Auxiliary vessel.

8.1.2 The date of such examination should be entered in the appropriate records together with any improvements or removal of auxiliary equipment.

8.1.3 In the event that the facility deteriorates below the acceptable standard, the owner-member should be given a period of 30 days from the date of the inspection when the deficiency was determined, in order to bring the facility to the accepted standard. Where a major deficiency exists the Auxiliary Vessel should be removed from the active list and be placed on reserve with the stipulation that the necessary corrective action be performed during the next maintenance period. ***If the corrective action is not taken during this time, the vessel shall be removed from the inventory of Auxiliary vessels.***

8.1.4 It is impractical to examine all Auxiliary vessels which do not require Canadian Steamship Inspections (CSI's) at regular intervals. It therefore becomes the responsibility of the Auxiliarist to have on board, and in good operating condition, at least the mandatory equipment required for vessels of their size as laid down in the "Small Fishing Vessel" and "Small Vessel Regulations". All mandatory equipment must be in good working order.

8.1.5 All vessels offered for use in CCGA will undergo an initial examination by a qualified Canadian Coast Guard employee or District Director before being accepted into the association. Self-examinations will occur on an annual basis, with re-examinations conducted by either the Canadian Coast Guard or the Canadian Coast Guard Auxiliary at least once every four years. Spot checks, or audits, may be conducted periodically.

COMPENSATION

9.1 SEARCH AND RESCUE EXPENSES

9.1.1 Compensation for a response to a marine search and rescue incident will be calculated upon the approved duration of an authorized activity indicated on the Incident Report Form.

9.1.2 *Any damage or loss to an Auxiliary vessel's hull or equipment shall be immediately reported to JRCC and the CCGA Business Manager in order that the necessary claims procedure can be initiated.*

9.2 OTHER AUTHORIZED ACTIVITIES

9.2.1 Volunteers requested to participate in an authorized activity, may claim reasonable costs for travel expenses, meals and accommodation subject to the following provisions:-

- i. All proposed expenditures receive prior approval from the Association in agreement with the Assistant Commissioner;
- ii. Reasonable hotel accommodation expenses may be reimbursed upon the submission of a receipted invoice;
- iii. The cost of meals shall be reimbursed in conformity with standard Government Travel Regulations while travelling and while on an authorized activity more than 16 kilometers from the member's residence. No allowance shall be paid for any period while such member is performing duty on a vessel where meals are provided;
- iv. Private motor vehicle expenses will be reimbursed at a rate in conformity with Standard Government Travel Regulations while travelling on an authorized activity for a distance of more than 16 kilometers from the member's residence;
- v. Members who elect to proceed by watercraft to the scene of an authorized activity other than a search and rescue incident, where that activity takes place outside the limits of the harbour where the craft is customarily moored, may be reimbursed at a rate in conformity with CCGA Reimbursement Rates.

INSURANCE

10.1.1 While engaged on authorized activities, all Auxiliarists, facilities, and crews are covered by insurance. All on board the vessel are covered for injury or death. In the event of being tasked, an Auxiliarist should immediately notify the JRCC as to the names of the members of his crew in the event of claims that could result.

10.1.2 The vessel is covered from stem to stern. If a vessel is damaged and will not be able to partake of its fishery for some time, there is provision in the insurance program for the lease of a vessel for the duration it takes to have your vessel repaired.

10.1.3 The incident number, or case number is what covers you for insurance claims and any reimbursement due you as a result of participation in authorized activity. This number will be given to you by the Joint Rescue Coordination Centre in Halifax. Before you embark on anything having to do with Auxiliary business, make sure you have this number. It will be given to you or to one of the Marine Communications & Traffic Services Centres by the JRCC. Once you get this number you are covered for all insurances and reimbursements due.

10.1.4 It is the responsibility of the CCGA vessel owner/operators to ensure that the CCGA and the insurers are kept up to date of any additions/alterations to the vessel and/or new equipment purchases. This is for your own insurance protection.

10.1.2 In the event of personal injury or damage to a vessel while engaged on an authorized activity, members should immediately notify JRCC and the CCGA Business Manager to ensure the claims procedure is initiated and proper action can be taken for a follow-up investigation.

All member vessels are to be in command of a member of the CCGA at all times during involvement in authorized activities. Failure to do so will result in non-payment of claims and no insurance coverage.

OFFICIAL FORMS AND REPORTS

11.1 COMMUNICATIONS

11.1.1 While engaged in an authorized SAR incident, operators are to keep a continuous listening watch on channel 16 VHF and or 2182 KHz. Any Communications to be made by JRCC will be done on this frequency via the local Marine Communications & Traffic Services (MCTS) station.

11.1.2 Operators will be asked, while on authorized activities, to forward at regular intervals a situation report (SITREP) of their activities. Such a report will include the area being searched, weather conditions, any sightings and/or any action taken to assist the distressed person or vessel.

11.1.3 Boat operators who carry CB radios will also be asked to use this equipment to their advantage. Due to the wide public use of this equipment, special instructions will be issued to members when communicating official search and rescue information. When on an authorized activity operators would standby on channel 9, which has been officially designated as the channel to be used in the event of emergency calls.

SEARCH PATTERNS

12.1.1 Auxiliary members must realize that many responses to search and rescue will involve coastline searches, where knowledge of and familiarity with the local area will determine how the search is conducted.

At times, however, especially if the search is conducted offshore, or if working with a Coast Guard ship in searching an area, a request to search according to a search pattern will be made.

For your information and reference the following are the most commonly used search patterns.

12.1.2 EXPANDING SQUARE

- This pattern is used when the position of a missing person or vessel is closely known.
- Legs are run North-East-South-West. The first run is always to the North and all turns are to the right (Starboard). If the pattern is to be rotated the JRCC will provide the initial heading.

To carry out this pattern:

- i. Go to last known position. Drop a marker buoy in position.
 - ii. Select track spacing if not previously ordered.
 - iii. Make first heading North magnetic.
 - iv. Time each leg on length of leg and speed of vessel.
- Shown in the drawing below is an Expanding Square Pattern with track spacing (S) of 1 mile.

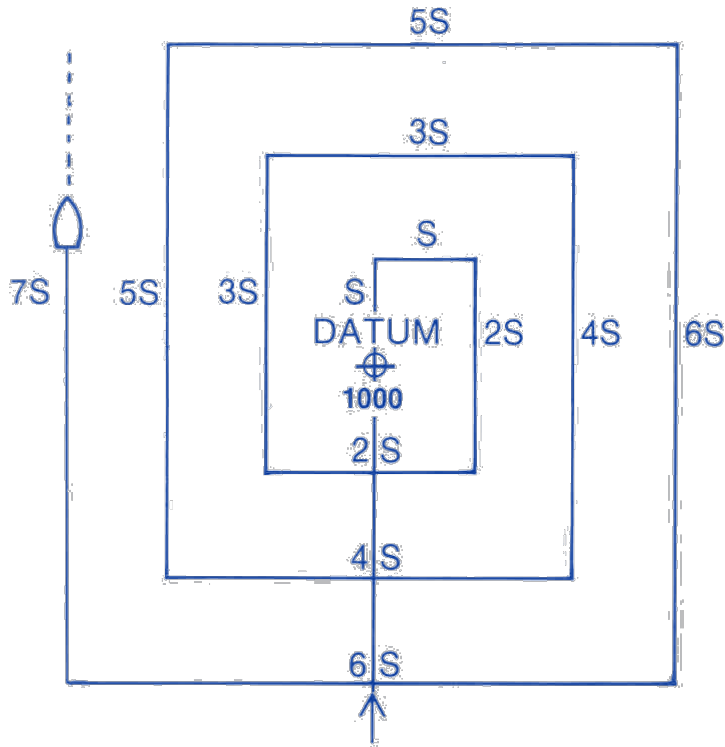
12.1.3 PARALLEL TRACK SEARCH PATTERN

- This is probably the most common and simplest of search patterns.
- Legs are run parallel to the long side of search area, each leg being one track space distance from the other.

S = Track Spacing

Distance between each leg of run should be equal.

EXPANDING SQUARE SEARCH (SE)



Square Patterns

The square search pattern is used when the last known position of a search object has a high degree of accuracy, the search area is small, and a concentrated search is desirable.

Square Single-Unit

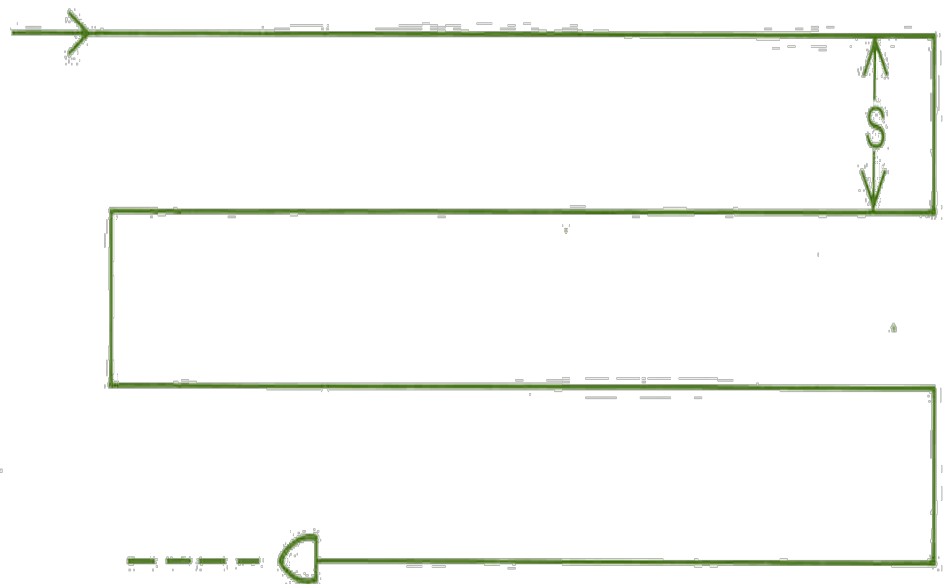
In the SS pattern for boats, the first leg is normally in the direction of the search object's drift, and all turns are made 90° to starboard.



Parallel Track Pattern

Parallel track patterns are used when there is a probability that the search object could be anywhere in the search area. It is a good pattern to use when the approximate location of the search object is known and uniform coverage is desired. Parallel track patterns are the simplest search patterns. You steer straight courses on all legs. Each leg is one track spacing from the other. The legs are parallel to the long side or major axis of the search area.

PARALLEL TRACK SEARCH (PS)



SAMPLE MESSAGES

A request from JRCC to an Auxiliarist to engage in an authorized activity would be worded as follows:-

TO: John Doe
Any Place

FROM: JRCC
Halifax

Request you proceed at best possible speed and render best possible assistance to F/V Flying Mist, reported broken down and drifting 3 miles north of northern tip of Baccalieu Island. Vessel is a 52 foot longliner, blue hull, white superstructure. Weather in area NW winds 20-25, moderate sea and swell, clear visibility.

- Until mission is completed, regular 2 hour sitreps (situation reports) are to be submitted.
- Acknowledge message on receipt.

When an Auxiliarist receives a request to take part in a search and rescue incident he will acknowledge receipt of such a message in one of two ways:-

If, for **any** reason, a vessel operator judges that the incident is beyond his capability, whether due to weather conditions, ice conditions, and distance involved, or equipment not in good working order, then immediately he must contact JRCC, stating he is incapable of complying with such a request.

A sample message would read as follows:-

TO: JRCC
Halifax

FROM: John Doe
Any Place

Due to malfunction of my radar equipment, sorry, unable to comply with your request.

If, in the judgement of the operator, the request to take part in a search and rescue incident can be undertaken, the Auxiliary member shall acknowledge the message as follows:-

TO: JRCC
Halifax

FROM: John Doe
Any Place

Departing "Any Place" at 1100 local to proceed to aid of "Flying Mist". Expected to arrive at destination at 1300 local time. Will advise via Coast Guard Radio Station. Wind NW-20, moderate sea, good visibility, 4 people on board.

FISHING VESSEL TAKEN IN TOW

TO: JRCC
Halifax

FROM: John Doe
Any Place

Flying Mist taken in tow 1330, proceeding to Old Perlican, speed 6 knots, wind NW-15, smooth sea. ETA 1600 local time.

MISSION COMPLETED

TO: JRCC
Halifax

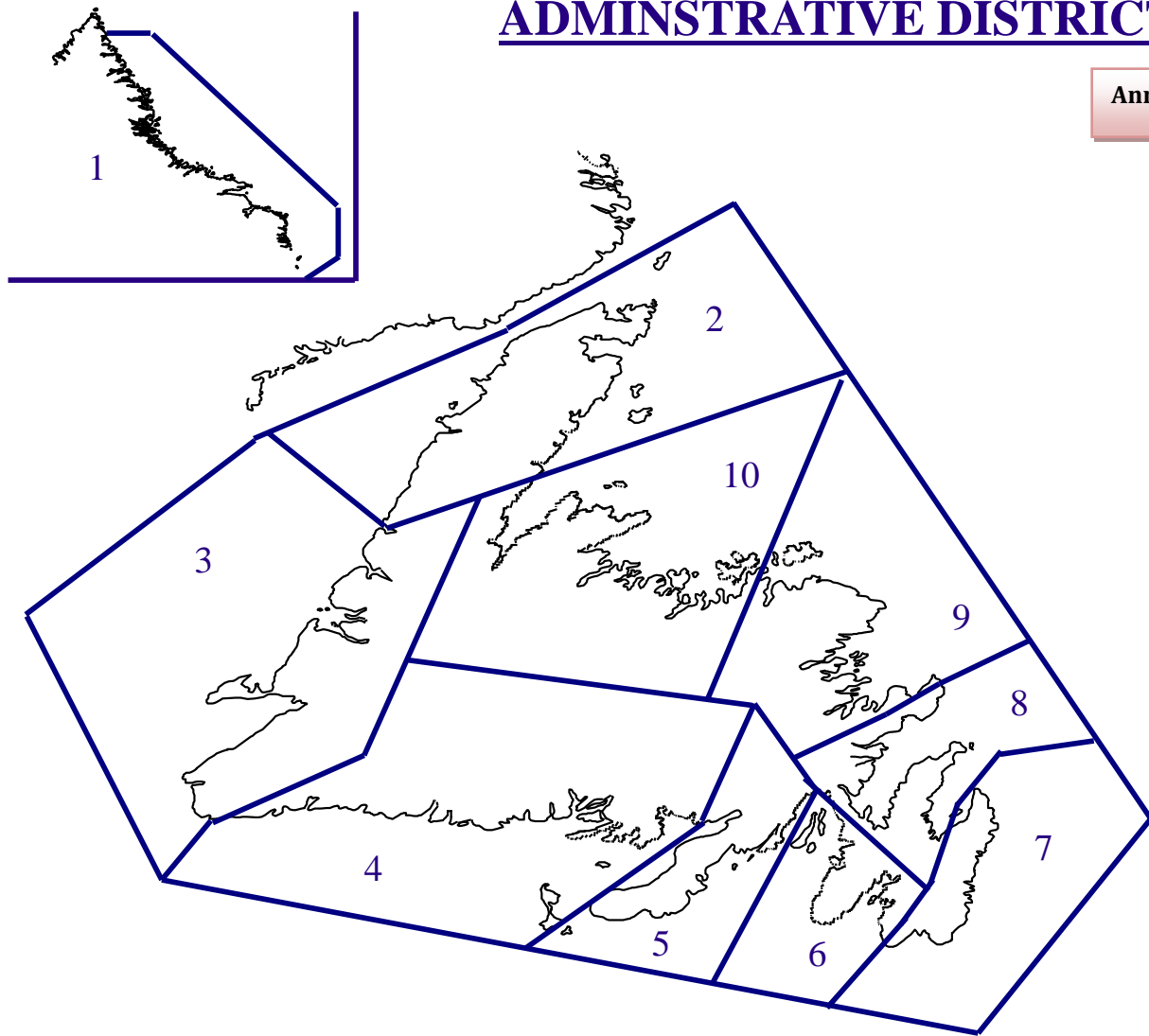
FROM: John Doe
Any Place

Flying Mist berthed Old Perlican at 1630, returned to home port 1800.

Annexes

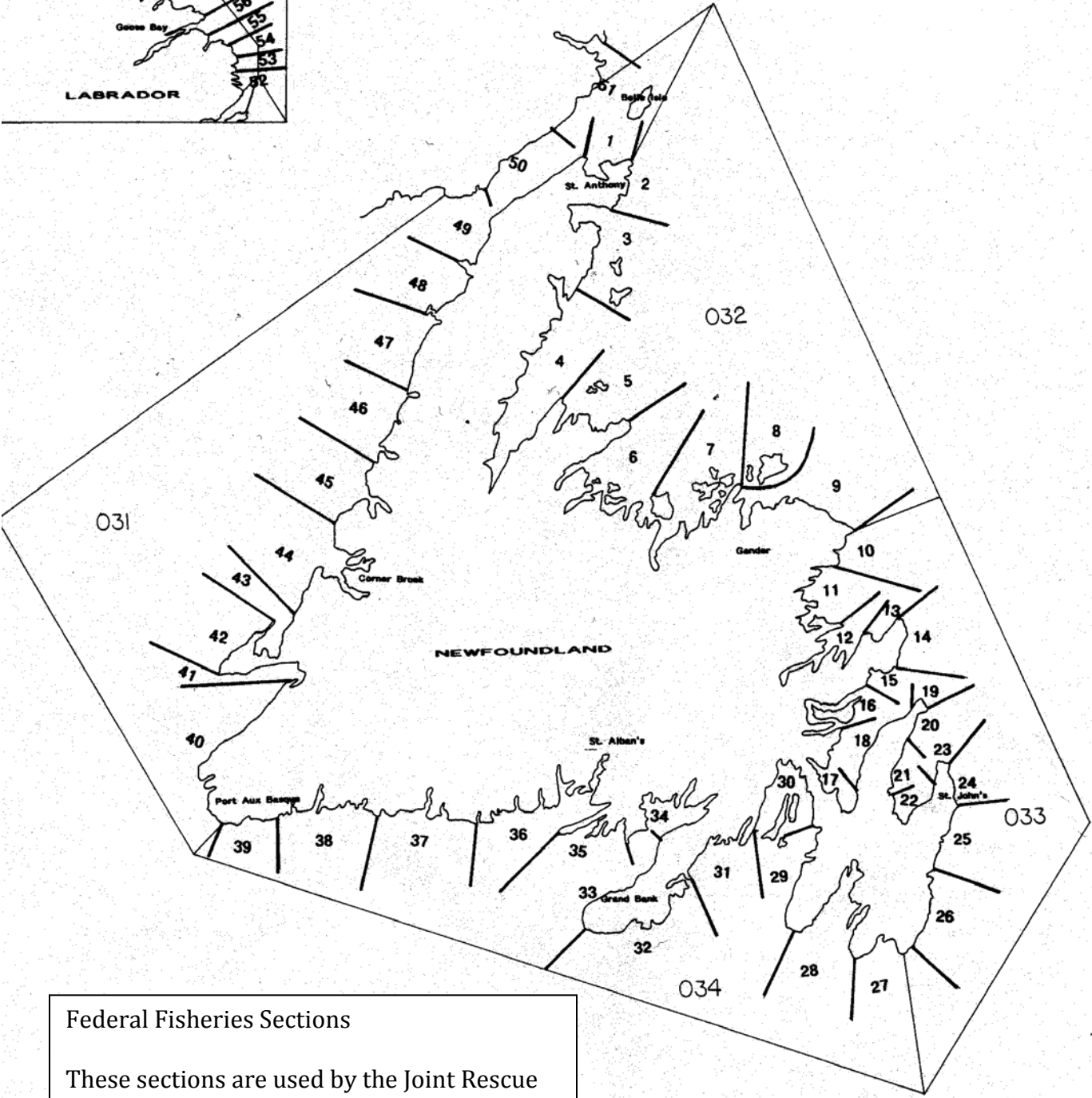
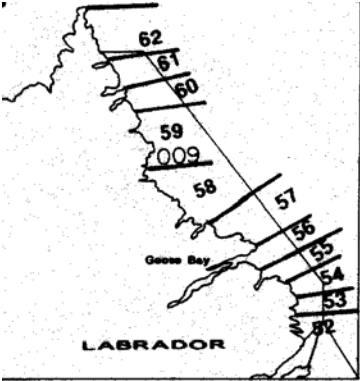
ADMINISTRATIVE DISTRICTS

Annex "A"



CCGA (NL) Inc. Administrative Districts

- District 1 - Labrador**
- District 2 - Northern Peninsula**
- District 3 - West Coast**
- District 4 - South Coast**
- District 5 - Burin Peninsula**
- District 6 - Placentia/St. Mary's Bay**
- District 7 - Eastern Avalon**
- District 8 - Conception / Trinity Bay**
- District 9 - Bonavista Bay / Fogo**
- District 10 - Notre Dame / Green / White Bay**



Federal Fisheries Sections

These sections are used by the Joint Rescue Coordination Center in Halifax to aid in accurately determining vessels in distress and assisting vessels.

CANADIAN COAST GUARD AUXILIARY (NL) INCORPORATED
APPLICATION FOR VESSEL OWNER

APPLICANT: SURNAME FIRST INT TELEPHONE: _____
FULL MAILING ADDRESS: _____ DATE OF BIRTH: _____
POSTAL CODE: _____ M D Y
CO-OWNER: NAME TELEPHONE
CO-OWNER: NAME TELEPHONE
ALT. SKIPPER: NAME TELEPHONE
VESSEL NAME: _____ LENGTH BEAM DRAUGHT
TYPE OF VESSEL: FISHING PLEASURE OTHER NUMBER IN CREW: _____
VESSEL HOME LOCATION: _____ VESSEL FISHING LOCATION: _____
VESSEL RESALE VALUE: _____

COPY OF VALID CANADIAN STEAMSHIP INSPECTION CERTIFICATE MUST ACCOMPANY THIS APPLICATION IF VESSEL IS OVER 15 GROSS REGISTERED TONS. AS WELL, PLEASE PROVIDE PROOF OF OWNERSHIP AND CERTIFICATES OF COMPETENCY FOR THE VESSEL OPERATOR. APPLICATION WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS ATTACHED.

REGISTRATION/LICENSE NO: _____ CALL SIGN: _____
CONSTRUCTION: OPEN/CLOSED MATERIAL YEAR
ENGINES: NAME TYPE HORSEPOWER SPEED
FUEL CAPACITY HULL COLOUR SUPERSTRUCTURE COLOR

LIFERAFTS QUANTITY CAPACITY LIFEBOATS QUANTITY CAPACITY

RADIO AND NAVIGATION EQUIPMENT: HF VHF VHF DSC EPIRB GPS RADAR
CELL PHONE NO.: _____ SATELLITE PHONE NO: _____

DO YOU HAVE A VALID FIRST AID CERTIFICATE? YES NO EXPIRY DATE _____

WHAT LEVEL OF FIRST AID DO YOU HAVE? _____

ADDITIONAL INFORMATION: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

ACCEPTED: _____ NOT ACCEPTED: _____

MEMBERSHIP NUMBER ALLOCATED: _____

CANADIAN COAST GUARD REPRESENTATIVE: _____

SIGNATURE: _____ DATE: _____ POSITION: _____

**CANADIAN COAST GUARD AUXILIARY (NL) INCORPORATED
WAIVER OF SALVAGE RIGHTS**

In consideration of acceptance as a member of the Canadian Coast Guard Auxiliary (NL) Incorporated, I _____ do hereby expressly waive any and all rights whatsoever to any and all salvage claims which might arise by reason of the operation of an "Auxiliary Vessel" in "Authorized Activities" as defined in the CONTRACT of AGREEMENT between the aforementioned Incorporation and Her Majesty the Queen, in Right of Canada.

By this waiver I specifically forego the remedies provided by the Canada Shipping Act with respect to salvage in exchange for all the rights and privileges bestowed upon me by virtue of my membership in the Canadian Coast Guard Auxiliary (NL) Incorporated.

Dated at

On

Signature

Signature of Witness

The waiver of salvage is for the protection of a vessel in distress. It protects the person who is on the receiving end of some help. The CCGA objective is to save lives and property. The waiver of salvage is signed by members in order to protect the person in distress.

**The Canadian Coast Guard Auxiliary
And The Canadian Coast Guard Auxiliary Member
Acknowledgement And Waiver**

1. I, _____ understand that I have access to the Canadian Coast Guard Auxiliary's (CCGA) Insurance Program documentation available on the CCGA Web site (www.ccca-gcac.org) or obtained from the CCGA Office. I have agreed to read it. If I have any question, I understand that I can contact the CCGA to obtain additional information. I understand that, as a CCGA Member, I will be eligible for coverage under the National CCGA Insurance Program which may be amended from time to time.

2. I further understand, acknowledge and agree that coverage for Ancillary Benefits for Heart/Circulatory Malfunction under the CCGA's Insurance Program ceases once a member reaches age 65. I further understand, acknowledge and agree that at age 65 years or older, I do not have Ancillary Benefits coverage for losses (including without limitation loss of life, medical expenses and/or temporary total disability) caused by a Heart/Circulatory Malfunction occurring as a result of my participation in any and all tasking authorized by the CCGA.

3. I understand, acknowledge and agree that coverage for Permanent Total Disability under the CCGA's Insurance Program ceases once a member reaches age 70. I further understand, acknowledge and agree that at age 70 years of older, I do not have Permanent Total Disability coverage for losses caused by accidental bodily injuries sustained as a result of my participation in any and all tasking authorized by the CCGA.

4. I acknowledge and agree that my participation in any and all tasking authorized by the CCGA (including without limitation search and rescue (SAR) missions) shall be at my own risk and that the CCGA assumes absolutely no responsibility in connection with the same other than the Auxiliary's obligation to maintain the Insurance Program in effect.

5. I acknowledge and agree that I am solely responsible for assessing whether participation in any tasking authorized by the CCGA (including without limitation SAR missions) poses any problems or hazards for my health and/or safety (including without limitation hazards due to existing medical conditions, disabilities or diseases). I understand that there are certain risks and perils inherent in any such activity and I assume full responsibility for any inherent risk and danger to myself.

6. I further, on behalf of myself and my heirs, executors, administrators, successors and assigns hereby remise, release and forever discharge the CCGA and its respective officers, directors, agents, employees, servants and representatives of and from all claims, demands, damages, costs, expenses, actions and causes of action whether in law or in equity in respect of death, injury, loss or damages to my person howsoever caused arising out of or in any way connected to my participation in the said tasking authorized by the CCGA. For greater clarity, this paragraph six (6) release is not intended to apply to any entitlement I may have in relation to the Insurance Program.

With my signature I hereby confirm that I have read, understood and agree to this document.

**CANADIAN COAST GUARD AUXILIARY – GROUP ACCIDENT INSURANCE
DECLARATION OF BENEFICIARY(IES)**

I, _____
Being a volunteer member of the Canadian Coast Guard Auxiliary (CCGA)

_____ Inc.
Do hereby name:
Name _____
Address _____
Name _____
Address _____
Name _____
Address _____
As my beneficiary(ies) for benefits, if any, that may be payable under the CCGA Group Accident policy(ies) in the event of my accidental death while on an Authorized Activity as described

In the current Contribution Agreement between the Canadian Coast Guard Auxiliary _____ Inc. and the Minister of Fisheries and Oceans.
I understand that if (a) specific beneficiary (ies) is (are) not names, benefits, if any, will be payable to my estate.
I am aware of the protection provided and limitations of liability as detailed in the policy(ies).
Member (Please print)
Name _____
Address _____
Signature _____
Date _____
Witness (Please print)
Name _____
Address _____
Signature _____
Date _____

**CANADIAN COAST GUARD AUXILIARY (NL) INC.
INCIDENT REPORT FORM**

DATE <u>July 8, 2010 (of incident)</u> TIME _____ NOTIFIED <u>0800</u> Hrs DEPARTED <u>0830</u> Hrs ON SCENE <u>0900</u> Hrs CLOSED <u>1345</u> Hrs Return to Pre-Task STATE <u>2</u> Hrs TOTAL <u>7</u> Hrs <u>45</u> Mins AUX. VESSEL LGTH <u>52'</u> TASKED BY <u>JRCC</u>	AUXILIARY VESSEL NAME <u>Flying Lacey</u>	MEMBERSHIP NO. <u>S-09-001</u>	INCIDENT NO. <u>344 (provided by JRCC)</u>
Under normal circumstances an Auxiliarist will be tasked by the MRSC. If, however, an Auxiliarist becomes aware of a situation which requires immediate action, the member should act accordingly but inform the MRSC at 1-800-563-2444, or the closest Coast Guard Radio Station, by whatever means available, as soon as possible. FAILURE TO DO SO WILL RESULT IN THE ACTIVITY NOT BEING AUTHORIZED.			
ACTION TAKEN			
0800 – While fishing I received a call from Search and Rescue in Halifax that a 20 foot boat was overdue out of Bonavista. I was asked if I could prepare to search for the boat. 0830 – I prepared to depart and started searching for the boat. Visibility was poor with fog and showers. 1000 – Spotted the boat, apparently broken down. Called Search and Rescue to let them know I had found the boat. Put a line aboard to prepare to tow him in. There were 2 people on board. 1300 – Arrived Bonavista and helped to secure the boat. Called Search and Rescue to let them know we were in. 1345 – Departed Bonavista to return to fishing grounds. 1545 – Arrived fishing grounds and continued fishing.			
(Try to put in as much information as you can, along with times to ensure proper payment is calculated and you get paid what you are entitled to.)			
POSITION OF INCIDENT REPORTED POSITION <u>Bonavista</u> ACTUAL POSITION <u>Bonavista</u>		PROBABLE CAUSE, PERSONS INJURED/LOST, CONDITION OF VESSEL <u>Faulty Fuel pump. Vessel in good condition.</u>	
INCIDENT TYPE <u>Engine Failure</u> DIST. TOWED <u>4</u> Mi		NAME OF NON-AUXILIARISTS ONBOARD AT TIME OF INCIDENT <u>Joe Dawel, John Smith</u>	
WEATHER WIND <u>NE</u> SP <u>28 kts</u> SEA STATE <u>Rough</u> VISIBILITY <u>1/2 mile</u>		VESSEL ASSISTED NAME <u>Cassie Kayla</u> LIC./REG. NO. <u>321654</u> TYPE <u>Fishing</u> LGTH. <u>22'</u> DESCRIPTION <u>Open boat.</u> VESSEL VALUES <u>\$15,000</u> VESSEL INS. CO <u>Mercer</u>	
OWNER/OPERATOR OF VSL. ASSISTED NAME <u>Will Grecko</u> ADDRESS <u>Bonavista</u> PHONE <u>555-5555</u> PSNS. ON BOARD <u>2</u>		INJURIES/DAMAGE SUSTAINED TO AUXILIARY VESSEL AND/OR CREW <u>None</u> (If there are damages or injuries sustained please advise MRSC immediately and contact the CCGA office in St. John's as soon as possible after you secure your vessel.) <u>John Doe</u> Auxiliarist in Charge	

This portion to be completed by CCGA Administrative Support: Total Time ___ Hrs ___ Mins x ___ m x \$ ___ = \$ ___

CANADIAN COAST GUARD AUXILIARY
(NL) INCORPORATED
P.O. BOX 938, STN "C"
ST. JOHN'S, NL
A1C 5M3

COLLISION, WRECK & INJURY REPORT

In every case of a claim for collision, stranding, injury, or other casualty, however small, the Auxiliary member is directed to fill out this report and dispatch it immediately to the above address. In more serious or urgent situations, the contents of this report should be telephoned to 772-4428 or toll free 1-800-563-6158 during working hours and toll free 1-800-563-2444 at all other times and then mailed.

AUXILIARY VESSEL JRCC INCIDENT NUMBER _____
NAME _____ LIC. OR REG. NO. _____
OWNER _____ SKIPPER _____
ADDRESS _____ ADDRESS _____
PHONE _____ PHONE _____

Nature, extent, and exact location of damage and/or loss to your vessel or details of personal injury (Use attached sketch of hull to assist).

ESTIMATED COST OF REPAIRS _____

Cause of events leading to accident. (Use attached sketch to assist)

OTHER VESSEL, PERSON OR PROPERTY

NAME _____ LIC. OR REG. NO. _____
SKIPPER/OWNER _____ ADDRESS _____
PHONE _____

Nature, extent and exact location of damage and/or loss to other vessel or property and estimated cost of repairs _____

GEOGRAPHICAL LOCATION OF INCIDENT _____

WITNESSES NAMES AND ADDRESSES _____

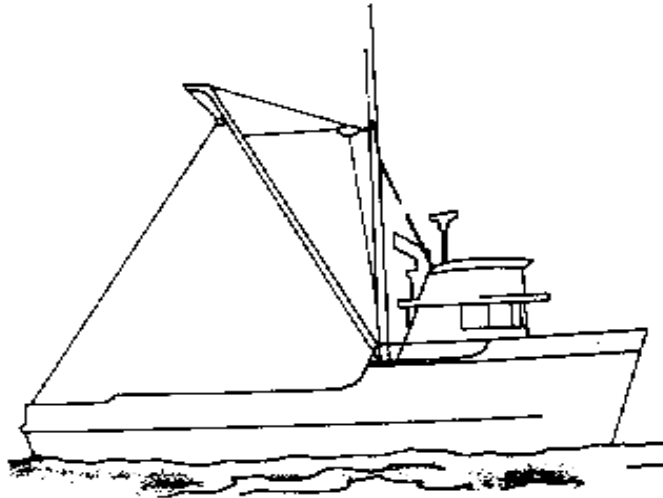
DATE OF ACCIDENT _____ SIGNED _____
(Reporting Skipper)

OWNER _____

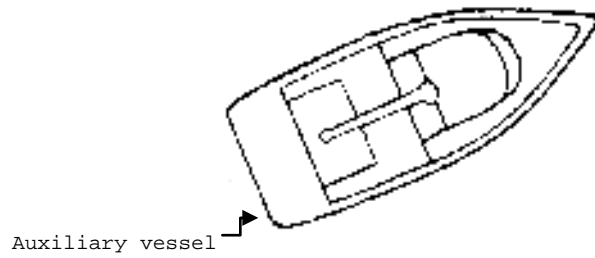
JRCC INCIDENT NUMBER _____

HULL DAMAGE

Mark & Name Damaged Area (s).
(Indicate Port or Starboard side)



Indicate North; Sketch in Other Vessel or Obstruction.



SIGNATURE OF CLAIMANT _____

DATE _____



CANADIAN COAST GUARD AUXILIARY (CCGA) TOWING ASSISTANCE INSTRUCTIONS

Please Print

I, the undersigned _____
 declare being the owner/operator of the _____
 registered under the official number or registration or license number _____
 do hereby request that the Canadian Coast Guard Auxiliary vessel _____
 provides my disabled vessel with towing assistance. In doing so, I declare being of sound body and mind
 and perfectly aware of the dangers and risks of a towing operation, for myself, for all persons on board
 the vessel, and for the vessel and its equipment.

I also fully understand the following:

- The towing operation will be to the nearest place of refuge, or to a rendezvous position where the tow can be safely transferred.
- Upon arrival at the nearest place of refuge, the Search and Rescue Unit will release the towline and depart and it will be my responsibility to secure my own vessel.
- If there is a more serious situation elsewhere, the towline will be released or transferred and the towing operation will be ended immediately.
- The Search and Rescue Unit may release the towline and end the towing operation if such operation poses risks to safety of the resource.
- If adequate commercial assistance arrives on-scene, the Search and Rescue Unit may hand over the tow. I will be liable to any charges from that commercial resource.
- The Canadian Coast Guard or Canadian Coast Guard Auxiliary, the Department of Fisheries and Oceans Canada, the Government of Canada, Her Majesty the Queen in right of Canada and any of their employees are not liable for damages suffered by the vessel, any of its equipment, its owner, master, operator, person in charge, crew or passengers, if the towing operation has to be abandoned, or if the damages occurred despite due diligence and competent work of the master and crew of the Search and Rescue Unit.

Name: _____

Signature: _____

Date: _____

Witness (if any): _____

Signature: _____

Date: _____



CANADIAN COAST GUARD AUXILIARY (CCGA) VERBAL TOWING ASSISTANCE INSTRUCTIONS

Please Print

Name of Master, Owner, Operator or person in charge of the disabled vessel:

Name: _____

Name of Vessel: _____

Official Registration or license number: _____

Port of Registry or Home Port: _____

- Do you understand that the towing assistance provided by the Canadian Coast Guard Auxiliary will be to the nearest place or refuge or to a rendezvous position where the tow can be safely transferred?
- Do you understand that upon arrival at the place of refuge, we will release the towline and it is your responsibility to secure your own vessel?
- Do you understand that the towline may be released anytime during the operation and the towing operation could therefore be ended?
- Do you understand that if private or commercial assistance arrives on scene, this Search and Rescue Unit may hand over the tow and you will be liable for any charges from that assistance?
- Finally, do you understand that the Government of Canada, the Canadian Coast Guard Auxiliary and any of their employees or volunteers are not liable for damages suffered by your vessel, its crew or passengers, at any time during the towing operation or if the towing operation has to be abandoned or if the damages occurred despite due diligence and competent work of the master and crew of the Search and Rescue Unit?

Name: _____

Signature: _____

Date: _____

Witness (if any): _____

Signature: _____

Date: _____

Canadian Coast Guard Auxiliary
(Newfoundland and Labrador) Incorporated
P.O. Box 938, Station "C"
St. John's, NL
A1C 5M3

BALLOT



CANDIDATES FOR THE BOARD OF DIRECTORS (20??)

DISTRICT No.

<i>CANDIDATE</i>	<i>ADDRESS</i>	<i>FACILITY</i>
<input type="checkbox"/> Name	Address	Facility
<input type="checkbox"/>		

Please follow this voting procedure:

- ❖ Mark an "X" in the box next to the candidate of your choice on the sheet titled "BALLOT". **Mark only one box.**
- ❖ Place the ballot in the small white envelope provided which identifies your District. **Do not place any other correspondence in this envelope.**
- ❖ Seal the envelope and place it in the stamped, self-addressed envelope provided.

**CANADIAN COAST GUARD AUXILIARY (NL) INCORPORATED
MEMBERSHIP RENEWAL FORM - 2010**

**THIS INFORMATION IS VITAL. FAILURE TO RETURN THIS FORM BY MARCH 31, 2010
WILL RESULT IN YOUR DISENROLMENT FROM THE CCGA (NL) INC.**

NAME: _____
 ADDRESS: _____
 E-MAIL ADD: _____
 PHONE NO'S: _____
 MEMBERSHIP NO: _____
 DATE OF BIRTH (M/D/YR): _____

PRESENT POSITION	
OWNER:	<input type="checkbox"/>
ALT. SKIPPER:	<input type="checkbox"/>
CREW:	<input type="checkbox"/>
RADIO OPERATOR:	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>

AUXILIARISTS ARE REMINDED THAT VESSELS OVER 15 GROSS REGISTERED TONS MUST HAVE A CURRENT CANADIAN STEAMSHIP INSPECTION CERTIFICATE. IF THE CSI EXPIRY DATE INDICATED BELOW HAS EXPIRED, PLEASE FORWARD UPDATED COPY OF VALID CERTIFICATE. VESSELS 15 GRT AND BELOW, INCLUDING PLEASURE CRAFT, MUST HAVE, AT LEAST, ALL MANDATORY SAFETY EQUIPMENT AS LAID DOWN IN THE "SMALL FISHING VESSEL AND SMALL VESSEL REGULATIONS".

YES, I DO WISH TO REMAIN A MEMBER OF CCGA NO, I DO NOT WISH TO REMAIN A MEMBER
 REASON IF NO: _____

THIS PORTION TO BE COMPLETED BY 'VESSEL OWNERS' ONLY!

VESSEL NAME: _____ CSI EXPIRY DATE: _____
"PROVIDE COPY OF VALID CSI IF EXPIRED"

ALTERNATE SKIPPER: _____

NEW PENNANT REQUIRED?: YES NO NO. OF CREW
(INCLUDING SKIPPER)

LIST BELOW YOUR CURRENT RADIO AND NAVIGATION EQUIPMENT

RT _____	SAR PUMP _____	VMS _____	CALL SIGN _____
VHF _____	RADAR _____	DEPTH SOUNDER _____	CELLULAR PHONE #: _____
VHF DSC _____	GPS _____	406 EPIRB _____	SATELLITE PHONE #: _____

LIFERAFTS	QUANTITY	CAPACITY	LIFEBOATS	QUANTITY	CAPACITY
-----------	----------	----------	-----------	----------	----------

PRESENT RESALE VALUE OF YOUR VESSEL, INCLUDING HULL, MACHINERY, AND EOPT:

PRESENT VALUE OF VESSEL: _____ UPDATED VESSEL VALUE: _____
 REASON FOR INCREASE / DECREASE: _____

Note: If updated vessel value is increased by 10% or greater than previously declared value, proof of current vessel value must be provided.

DO YOU WISH TO BE NOMINATED AS A CANDIDATE FOR THE BOARD OF DIRECTORS? YES NO

IF ELECTED AS DIRECTOR, IT IS MANDATORY THAT YOU PROVIDE A LETTER OF CONDUCT.

PERIODICALLY THERE MAY BE A REQUIREMENT TO PHOTOGRAPH YOU AND/OR YOUR VESSEL. DO YOU GRANT PERMISSION TO THE CCGA (NL) INC. TO USE PHOTOGRAPHS OF YOU AND/OR YOUR VESSEL IN ANY OF OUR PUBLICATIONS?

YES NO

TRAINING / CERTIFICATION

DO YOU HAVE A VALID FIRST AID CERTIFICATE? YES NO

WHAT LEVEL OF FIRST AID DO YOU HAVE? _____
 EXPIRY DATE (M/D/Y) _____

MEMBERS ARE REMINDED THAT CCGA (NL) ENROLLED VESSELS ARE TO BE IN COMMAND OF AN AUXILIARY MEMBER AT ALL TIMES DURING AUTHORIZED ACTIVITY. FAILURE TO HAVE AN AUXILIARY MEMBER IN CHARGE DURING AUTHORIZED ACTIVITY WILL RESULT IN NON-PAYMENT AND NO INSURANCE COVERAGE.

SIGNATURE _____

DATE _____

TWELVE HOUR CLOCK	TWENTY FOUR HOUR CLOCK
1 AM	0100
2 AM	0200
3 AM	0300
4 AM	0400
5 AM	0500
6 AM	0600
7 AM	0700
8 AM	0800
9 AM	0900
10 AM	1000
11 AM	1100
12 PM (NOON)	1200
1 PM	1300
2 PM	1400
3 PM	1500
4 PM	1600
5 PM	1700
6 PM	1800
7 PM	1900
8 PM	2000
9 PM	2100
10 PM	2200
11 PM	2300
12 AM (MIDNIGHT)	2400

Breakdown for 1 hour, with 10 PM or 2200 selected:-

2200 (twenty-two hundred, no minutes)

2201 (one minute after twenty-two hundred)

2202 (two minutes after twenty-two hundred)

2210 (ten minutes after twenty-two hundred), etc.

Until you reach 59 minutes after twenty-two hundred, namely 2259.

Then follows a new hour, 2300 or 11 PM, continued on as before.