

SARSAV

Training Policy

Part I – Definitions

1. **SARSAV** - is the Search and Rescue Saskatchewan Association of Volunteers.
2. **Member** - is a member of a provincially recognized Chapter of the Search and Rescue Saskatchewan Association of Volunteers who is in good standing. **Inactive-Member** means they have not complied with membership requirements or are not in good standing. **Non-Member** means they have never had any standing as a member in SARSAV.
3. **Active Chapter** - is a Chapter of the SARSAV organization which is in good standing.
4. **Qualified Instructor** - is a SARSAV certified or recognized Instructor. This recognized standing would be approved by the Provincial Training Chair who would confirm appropriate certification which may be outside of SARSAV certification (i.e. St. John Ambulance or Red Cross Instructor qualifications). A Qualified Instructor does not have to be a member of SARSAV.
5. **Good Standing** - is the status of a member or Chapter of SARSAV who has annual current dues paid, Criminal Records Check and Vulnerability Queries up to date and is not suspended from any Provincial or Chapter membership list.
6. **Provincial Training Chair** - is the person who is appointed at each SARSAV Annual General Meeting by the SARSAV President to fulfill duties relating to managing all aspects of SARSAV Training issues.
7. **Partner** - is a Partner Organization or person who becomes involved in assisting, giving or being given specific training within the SARSAV organization but is not a member of the SARSAV or Chapter organization.
8. **Certified Course** - means a course given by a qualified instructor which results in a Certificate of Completion. The course may have a specified expiry date that is determined by SARSAV (i.e. Basic Search Course – valid for 3 years).
9. **Awareness Course** - means a course given by either a Qualified Instructor or a lay-instructor which does not result in a Certificate of Completion. When an Awareness Course is given outside of SARSAV membership to a partner, there will be a Waiver Form provided which states there is no liability afforded against the Instructor and/or SARSAV / Chapter organization. It will also state that the course was provided for informational purposes only and is not considered certification in the abilities of the person being provided with the awareness course. SARSAV Chapters can determine the need for an Awareness Course.

An Awareness Course provided to a partner agency outside of SARSAV must have the prior approval of the Provincial Training Chair to ensure proper protocol and the most up-to-date Waiver Form is completed. The Chapter providing this type of training will still keep a record of those attending the course and forward this information to the Provincial Training Chair.

10. **Lay-Instructor** - means a person who will instruct SARSAV Members/Chapters on an Awareness Course(s). A Lay-Instructor does not have to be certified in any particular field and does not have to be a SARSAV member. The instructor's qualifications may be deemed appropriate by any Active Chapter Executive or the Provincial Training Chair. Evaluation of experience and a proven ability to provide appropriate training will be at the determination of the Chapter Executive. Should there be specific concern about the Instructor's qualifications, the Provincial Training Chair will be consulted and will make a final decision on the competency of the Instructor.
11. **Expelled** - means a Member or Chapter of SARSAV who has for reasons stated in SARSAV By-Laws, or local Chapter By-Laws, not complied with membership requirements and has been deemed to be expelled as a member of SARSAV or as a member of any Chapter of SARSAV.
12. **Inactive** - means a Member or Chapter of SARSAV who has for reasons stated in the SARSAV By-Laws, not complied with membership requirements but has not yet been expelled as a Member of SARSAV.

PART II – SARSAV Training General

1. SARSAV wants to reflect an open and caring atmosphere with the ability to invite all members of the public to be involved and informed about SARSAV training and protocol. We are still cognizant of the fact that we are liable to a degree for the quality of training we give and must also be accountable to those people who we train. All members of the public should be encouraged to attend some courses at the Awareness level, whereas, only Members would normally be invited to attend Certified Courses. It will be at the discretion of the local Chapter as to who and how they promote these training ideals.
2. The use, creation or modification of any Certification Course within the Province of Saskatchewan for SARSAV members must be approved prior to use by the Provincial Training Chair.
3. The conduct of Awareness Courses within the Province of Saskatchewan must include prior approval;
 - a. For SARSAV Members, approval by the local Active Chapter;
 - b. For Partners, approval by the Provincial Training Chair in order to ensure proper protocol and use of a Waiver Form.
4. Any Certification Course provided for a Non-Member, Inactive or Expelled Member or Inactive or Expelled Chapter must have prior approval from the Provincial Training Chair. In the case this is approved, they may not necessarily receive certification in the course unless the Provincial Training Chair approves it. The course may at times be given to these former or non/inactive members as an Awareness Course.
5. A person who would otherwise be in good standing should not be prevented from participating in and becoming a member of SARSAV in order to continue their interest and training within our organization. In some cases, whether the person was involved in a Chapter which subsequently became Inactive or Suspended, should not preclude them from joining the nearest SARSAV Active Chapter and being included in training or SAR operations. There are a number of occasions where SARSAV has members who have joined membership in more than one SARSAV Chapter, either to take advantage of attending training courses for reduced member fees or in order to contribute in different ways.

It is important to maintain membership in SARSAV, not just to take advantage of keeping your membership and training up-to-date, but to provide liability and insurance coverage. This also ensures that all SARSAV personnel are accounted for when the Police Force of Jurisdiction wants to know who and from

which communities Search Volunteers are from and what their qualifications are.

6. It is understood that on rare occasions SARSAV and/or local Chapters will determine that a member should be suspended under the Provincial and/or local By-Laws. As these proceedings may be involved and lengthy in nature, the intent of SARSAV Training Policy and Guidelines as stated under “PART II , paragraph 1.” is still to ensure we reflect an open and caring atmosphere. As such, members who are suspended and it is determined by the Provincial Training Chair that providing continued training to this person would not reflect in a negative manner on the SARSAV organization, the Chair can determine to allow this member to participate in training until such time as SARSAV and/or the Chapter determines the outcome of the suspension.

In no way would this authority of the Training Chair over rule the wishes of the Provincial SARSAV Executive and should the local SARSAV Chapter take issue with the decision of the Training Chair, an opinion should be sought by the Chair from the SARSAV Executive.

7. Should a member of SARSAV or a SARSAV Chapter be expelled they will not be considered for further training under SARSAV training Policy and Guidelines.
8. Costs associated with the training materials for courses given at either the Certification or Awareness level should reflect a significant difference between that of a Member or Active Chapter and that of a Non-Member, Past/Expelled-Member or Inactive/Expelled Chapter. (i.e. Reduced cost for present membership in SARSAV)
9. The use of a Waiver Form (Sample copy attached – Appendix “A”) used in awareness training must stress and enforce the fact that members of SARSAV are covered to some degree from liability when operating on behalf of the Province and/or Police Force of Jurisdiction. Others operating on their own and not under the authorization of the Police Force of Jurisdiction do not have the same coverage. Unless a person joins as a member of a SARSAV Chapter or the organization becomes a Chapter, they do not obtain this coverage.
10. The information or training provided by a SARSAV Qualified Instructor to an outside partner is for awareness only and there is no liability afforded against the Instructor and/or SARSAV/Chapter organization. The Awareness Course is provided for informational purposes only and is not considered certification in the abilities of the person being provided with this type of course.

Part III –SARSAV Instructors

1. SARSAV Qualified Instructors may be qualified in subject areas pertaining to SARSAV and those outside (i.e. they may be certified as SARSAV Basic and Team Leader Instructors but also have received training outside of SARSAV that can provide other expertise, say St. John Ambulance First Aid Instructor or Province of Saskatchewan A.T.V. Instructor). It is imperative that when conducting any training course on behalf of SARSAV that all Certified Training be pre-approved by the Provincial Training Chair.
2. Where your expertise as a Qualified Instructor is outside of SARSAV you may conduct courses for other organizations without need to notify the SARSAV Training Chair (i.e. you conduct a First Aid Course for employees of a private business and are not representing SARSAV and/or your local Chapter)
3. Where you want to provide SARSAV awareness training to outside partners, you must receive prior authorization and obtain the most up-to-date Waiver Form from the Provincial Training Chair. In these cases, Certification may not necessarily take place for partner agencies unless authorized by the Provincial Training Chair.
4. Any Certified Training to Non, Inactive or Expelled Members or Chapters must have prior approval by the Provincial Training Chair.
5. Inactive or Expelled Qualified Instructors must receive prior approval from the Provincial Training Chair prior to conducting any SARSAV training, either at the Awareness or Certification level. Should they not do this, the training will not be recognized by SARSAV. There may also be opportunity for cost assistance and/or materials that could be provided for the course which the Instructor would not have access to.
6. It is expected that any SARSAV Chapters conducting training at the local level and using their own Qualified Instructors will not be paying any wage to these Instructors. A cost will generally be charged to the students to cover materials and/or actual necessary costs. (i.e. If you have to rent a room or bring in a snack or food)
7. If a Chapter requests that a Qualified Instructor come to their community to put on training, the Chapter will be responsible for agreeing, before hand, to what costs and wages are expected by the Instructor. There may be Provincial Funding available to assist in these cases, but the Chapter must discuss this with the Provincial Training Chair well in advance of the funding agreement with the Instructor. This will directly affect the cost per student for course charges.

PART IV – SARSAV Training Records Keeping

1. Upon completion of a Certification Course, the local Chapter and the Qualified Instructor will keep a perpetual record of all training. As well, the Instructor will forward a report to the Provincial Training Chair including the course results and an individual candidate course critique which will be given to all course candidates at the beginning of the course.
2. The Provincial Training Chair will deal with any issues of concern that are raised by comments given on the course critique. This may require a joint response to the Instructor/Candidate by both the Training Chair and the local Chapter's Executive. The Provincial Training Chairs decision will be final.
3. The Provincial Training Chair will ensure that the SARSAV Provincial Qualifications Data Base is kept up-to-date or may relegate this task to the local Chapter by mutual agreement.
4. The qualifications, testing requirements and/or performance of a bench mark for any SARSAV Course will be determined by the Provincial Training Chair, prior to the course being given.
5. Should there be issues with candidates being unable to pass a course level due to writing or comprehension limitations, it will be up to the Instructor AND the Provincial Training Chair as to what an appropriate alternative testing method may be. (i.e. An oral test or performance of abilities rather than a written one).
6. Certificates of Completion of a Course are sometimes given out prior to test scores or results being confirmed. In these cases, Instructors must advise the candidates that they will be contacted individually if they do not pass the minimum requirements and that the possession of a Certificate does not confirm completion of a course unless the Provincial Training Chair is informed of the successful candidates results.
7. If a candidate is not satisfied with his/her course results and or test score(s), the first line of discussion should be with the Instructor, then a formal request for review should be forwarded to the Provincial Training Chair. This can either be done by the candidate in conjunction with the Instructor or directly to the Provincial Training Chair. The decision of the Provincial Training Chair will be final.

Part V – Requests for Training

1. There will be two types of requests for training and numerous courses being considered. The first type of training being requested would be for training within the membership of SARSAV.

The second type of training would be requested by partner(s) outside of SARSAV membership.

2. Requests for training within local Active Chapters of SARSAV should be compiled, prioritized and planned within the local Active Chapters. Many Chapters will have Training Directors to assist in this area. Should they need assistance in obtaining the names of suitable Qualified Instructors, they can contact the Provincial Training Chair. Local Chapters should also always advise the Provincial Training Chair and any nearby Chapters as to what training is being planned. This will enable smaller or less active Chapters to access a variety of training that may be offered by surrounding Chapters and the effective use of cost sharing to make training courses more affordable for membership.
3. Chapters will be responsible for all costs and accommodations required for any training. Should there be funding available through a Provincial or N.I.F. (New Initiatives Fund through the National Search and Rescue Secretariat) source then this can be discussed with the Provincial Training Chair as well.
4. Chapters should ensure that when a course is being planned, regardless of using a SARSAV Qualified Instructor and/or an outside Instructor, that the Provincial Training Chair has approved their use as an instructor.
5. Chapters should also make sure they discuss all aspects of the cost(s) and charges for the Instructor, including any meals, accommodations, student charges or material purchase, use or rental. The Chapter will be legally bound to ensure the Instructor is paid, if required, and the Provincial body of SARSAV will normally not be able to cover any short fall of funds.
6. When a partner agency or person shows interest in or requests any type of SARSAV Certified Training or Awareness Training to a member of SARSAV, ensure the area Chapter and/or the SARSAV Provincial Training Chair is made aware of this request. At that time, the Chapter or Provincial Training Chair should ensure the partner knows that SARSAV Certified Training cannot be given, other than to members of SARSAV unless authorized by the Provincial Training Chair. Inform them that we may be able to arrange an Awareness level of training. Once the agency agrees with the idea of Awareness training, the local Chapter will advise the Provincial Training Chair of the request. The

Provincial Training Chair will ensure proper protocol is followed by the Instructor identified and that an up-to-date Waiver Form is provided by this Instructor to all the students of the partner group/agency. Instructors will still ensure a course critique form is completed and forwarded to the Provincial Training Chair.

7. In the case of a Partner group or person, it will be the decision of the Provincial Training Chair if they should be encouraged to join as a Member of a SARSAV Chapter or, if an organization, as a Chapter of SARSAV in order to receive Certified Training. The other option to consider would be whether the role of the group/person fits in with SARSAV's willingness to Certify Training without a membership requirement. (i.e. Fire, RCMP, Municipal Police, EMS, Ministry of Environment etc.)
8. Material, such as the Search and Rescue Field Operating Manual and or hand-outs may be given out to partner agencies but must be pre-approved by the Provincial Training Chair. This would enable the ability to determine proper protocol and the availability and/or cost (s) that may need to be charged. Regardless, it must be clear this does not assume that SARSAV will pay for any material(s).
9. Depending on the availability of provincial training funding (i.e. New Initiatives Funding – N.I.F.), there may be occasions where unallocated funding will promote an easier ability to provide Active as well as Inactive or Suspended Chapters with subsidised funding for training courses. It may also give Chapters the ability to promote SARSAV awareness courses being presented to outside partner groups/agencies. In these cases, it is incumbent on the Provincial Training Chair to indicate to all Provincial Chapters that there are priorities and what those priorities are as determined in discussion with the Provincial Executive or as stated within the N.I.F. funding agreement (or other funding source). Regardless, it should be recognized that our By-Laws now give the SARSAV Executive the ability to spend unallocated funds as they see fit. (See By-Law XIII – Training).