



CONSTITUTION  
AND  
BYLAWS

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# INTRODUCTION

Letters patent were granted to the Association on the 23<sup>rd</sup> day of July, 1910, and the first Constitution and By-Laws were adopted at a meeting in Welland on the 2<sup>nd</sup> day of August, 1910.

The name remained the same until the 3<sup>rd</sup> day of August 1963, when it was updated to “The Fire Fighters Association of Ontario”, it being readily accepted that the name “fireman” no longer conveyed the true meaning.

Further changes to the Constitution and By-Laws took place on the 5<sup>th</sup> day of November 1978.

On Sunday, November 6, 1983, the membership officially adopted into the Constitution and By-Laws “The Fire Fighters Medal of Merit”, which is awarded to any firefighter in the Province of Ontario, at the Association's Annual Meeting. This medal is to recognize meritorious service.

It is interesting to note that some of the departments active in those bygone days are still active members of the Association. Some of them are Merritton, Milton, Mount Forest, Thorold, and Welland, to name a few. Somewhere along the way the idea of having a quarterly Executive meeting has been lost and now there are several. Those Quarterly Executive meetings changed into general quarterly meetings, which now can have as many as 275 to 400 delegates, life members and visitors from across Ontario, with the Annual Meeting being held on the first weekend of August.

Some of the glamour has gone from the old time conventions when train loads of delegates traveled across Ontario to the meetings. Prize money for the competitions has gone to the point where a token payment is made nowadays. Prizes in the early days were in the hundreds of dollars.

However, this could not be considered as downgrading today's conventions. Competition is just as fierce. Interest and participation are as strong as ever.

Our Association has had a glorious past and with the help of all firefighters across Ontario, we can go on to even greater things in the future.

## **The Firefighters' Association of Ontario**

This Association had its beginning at a meeting of volunteer firemen, which was held in the Forester's Building in the city of Toronto, on the 29<sup>th</sup> day of August and the 1<sup>st</sup> day of September, 1899. It was decided at this meeting that an association should be formed to be known as “The Volunteer Firemen's Association of Ontario”, for the annual exchange of opinions as to the best appliances for the modes of firefighting and as to all other matters affecting the progress and welfare of volunteer firemen throughout the Province of Ontario.

On August 2<sup>nd</sup> 1909, at Paris Ontario, the Association was expanded so as to render membership in, and make the benefits to be derived from said association, available alike to volunteer, full paid, partly paid, exempt the veteran firemen, the interest all being practically identical. Then the name was changed to “The Firemen's Association of Ontario”.

And whereas, according and pursuant to said resolution, the name “The Volunteer Firemen's Association of Ontario”, has been changed to “The Fireman's Association of Ontario”, and the same has been duly adopted.

And, whereas, the new Association has been incorporated by Letters Patent, granted on the 23<sup>rd</sup> day of July, 1910, and approved and adopted by the said Association on the day hereinafter mentioned.

Therefore, we, the members of this Association, now being the Fireman's Association of Ontario, in convention assembled at Welland, this 2<sup>nd</sup> day of August 1910, hereby adopt the following Constitution and By-Laws.

Therefore, we, the members of this Association, now being the “Firefighters' Association of Ontario, in general meeting assembled at Alliston, this 5<sup>th</sup> day of November 1978, hereby adopt the following Constitution and By-Laws.

Therefore, we, the members of this Association, now being the Firefighters' Association of Ontario, in general meeting assembled at Port Elgin, this 3<sup>rd</sup> day of March, 1985, hereby adopt the following Constitution and By-Laws.

Therefore, we, the members of this Association, now being the Firefighters' Association of Ontario, assembled in Milton, this 31<sup>st</sup> day of July, 1993, hereby adopt the following Constitution and By-Laws.

# CONSTITUTION SECTION #1

## DEFINITIONS

- Association:** The Firefighters' Association of Ontario, also referred to as the F. F. A. O. in this document.
- Board of Directors:** Shall consist of five (5) elected members plus the President and the Secretary.
- Boundaries:** Shall be the geographical boundaries of the Province of Ontario.
- Credentials:** Shall consist of an Association seal, a coloured ribbon, and a coloured card, indicating Visitor, Life Member, or Delegate.
- Delegate:** Shall be an active firefighter, or a member of a ladies auxiliary, duly elected by the membership of their home Fire Department, Fire Company, Ladies Auxiliary or Fire Fighters' Association, at any meeting of this Association.
- Executive Committee:** Shall consist of the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Immediate Past President, Board of Directors, Secretary, Treasurer, Competitions Chairman, Credentials Chairman, Laws and Legislation Chairman, Education and Fire Prevention Chairman, Health and Safety Committee, and the Membership Chairman. Professional Standards Setting Body representative.
- Firefighter:** Shall be a member in good standing of his/her Fire Department.
- Fiscal Year:** Shall be from the end of one Annual Meeting until the end of the following Annual Meeting.
- Life Member:** Shall be a person whose age is 21 years or over and is an individual firefighter or member of a Ladies Auxiliary whose Fire Department, Fire Company, Ladies Auxiliary, or Firefighters' Association is a member of this Association in good standing, and upon attendance and registration of three fiscal years as a Delegate, and attended 50% of meetings designated quarterly and Annual per year, but must include 3 Annual Meetings, or upon attendance and registration of 5 years as a Visitor, providing said Visitor has attained the age of 23 years or more and has attended a minimum of 50% of the meetings designated Quarterly and Annual per year, but must include 5 Annual Meetings, *and shall also be anyone who is awarded the Medal of Merit.*
- Individual Member:** Shall be a person who has applied, and been accepted by the Executive Committee and has paid an application fee and annual dues

- Officers:** Shall be the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary, Treasurer, Immediate Past President, and the Board of Directors.
- O.F.M.:** Shall be the Office of the Fire Marshal.
- Quorum:** Shall be for the purpose of an executive or officers meeting; 2/3 of the committee.  
Shall be for the purpose of a general meeting, 10 Fire Departments, Fire Companies, Ladies Auxiliaries, or Fire Fighters' Associations, who are members in good standing of this Association.
- Recording Secretary:** Shall be a person engaged to record and transcribe the minutes of an Annual Meeting.
- Registration Fee:** Shall be a fee, set by the executive, paid to this Association, for attendance at an Annual Meeting.
- Roll Call:** Shall be the calling of names of the Delegates at any meeting.
- Visitor:** Shall be any person who is 18 years of age or more and not a Delegate or Life Member of this Association, and has paid their convention Registration Fee.
- Voter:** Shall be a person who is a Life Member or Delegate of this Association, who holds a credential.
- Webmaster:** Shall be the person/company who is retained to administer the FFAO website.

## **CONSTITUTION SECTION 2 MEMBERSHIP**

### **2.1. MEMBERSHIP**

- 2.1.1. This Association shall be composed of the persons named as incorporated in the Letters Patent granted to this Association and such other Associates, as may from time to time, be duly elected by any Fire Department, Fire Company, Fire Fighters' Association, Ladies Auxiliary or combination thereof in the Province of Ontario.
- 2.1.2. Yearly membership in this Association shall be from Annual Meeting to Annual Meeting with dues payable at or before that time.
- 2.1.3. The dues of all Fire Departments, Fire Companies, Fire Fighters' Associations and Ladies Auxiliaries shall become payable at the time of Admission to this Association.
- 2.1.4. Any Firefighter, active or retired in the Province of Ontario may join this Association with the payment of a registration fee and Annual Dues.

### **2.2. HONORARY MEMBER**

- 2.2.1. Where, in the opinion of the Executive Committee, any person having rendered a valued service to this Association may be appointed an Honorary Member.
- 2.2.2. They shall not have voting privileges, they cannot hold office, and they shall be exempt from dues.

### **2.3. ASSOCIATE MEMBER**

- 2.3.1. An Associate Member may be an organization, manufacturer or supplier, with interest in the fire service, who has applied, paid a fee, and been accepted by the Executive Committee
- 2.3.2. Such membership does not entitle the seating of Delegates or voting privileges.
- 2.3.3. The annual fee shall be determined by the Executive Committee.

### **2.4. DELEGATE**

- 2.4.1. Is a representative of a member department.
- 2.4.2. Shall have voting privileges.

### **2.5. DEPARTMENT MEMBER**

- 2.5.1. Shall be any Fire Department, Fire Company, Fire Brigade, Ladies Auxiliary, or any combination thereof in the Province of Ontario.

## **CONSTITUTION SECTION #3**

### **MEETINGS**

#### **3.1 ANNUAL MEETINGS**

- 3.1.1.** The Annual Meeting of this Association shall be held on the Saturday preceding the first Monday in August in each year at 9:00 a. m., or at such time as the Executive Committee shall agree upon, but under no circumstances, later than 2 p. m.
- 3.1.1.1.(i)** The official F. F. A. O. convention flag shall be flown by the host department during the annual meeting.
- 3.1.1.1.(ii)** The Secretary shall hold possession of this flag from the end of the annual meeting until the next May quarterly meeting.
- 3.1.1.1.(iii)** The President shall present this flag, during the trophy presentation following the annual meeting, to the Chief or designate of the department hosting the next annual meeting.
- 3.1.2.** The Memorial Parade shall be held on the Sunday following, at 10:00 a. m.
- 3.1.3.** The Annual Parade shall be held on the Monday following at 10:00 a. m. or at such time as agreed upon with the host department.
- 3.1.4.** Competitions may be held during the weekend of the Annual Meeting

#### **3.1.5. DELEGATES & ANNUAL MEETING**

- 3.1.5.1(i)** Each Fire Department, Fire Company, Fire Fighters' Association and Ladies Auxiliary in good standing shall be entitled to seat two voting delegates at the Annual Meeting.
- 3.1.5.1.(ii)** All multi-station Fire Departments and Fire Companies in good standing shall be entitled to seat two voting delegates per station to the annual meeting.
- 3.1.5.2.** No delegate shall be seated at the Annual Meeting unless the Annual Dues have been paid.
- 3.1.6.** A failure to hold a meeting or an Annual Meeting shall in no way cause the Dissolution of this Association.

#### **3.2. QUARTERLY MEETINGS**

- 3.2.1.** This Association shall hold their Quarterly Meetings on the last Sunday at 12:00 hours in the months of May and October, and the first Sunday in March or at the discretion of the Executive.
- 3.2.2.** The meeting place for these dates to be arranged by the Secretary, who will advise all member Departments, Companies, Associations and Ladies Auxiliaries, Officers, Committee Chairmen, Delegates and Life Members at least 30 days prior to the meeting date.
- 3.2.2.1.** The department hosting the next Annual Meeting shall also host the May quarterly meeting immediately prior.
- 3.2.3.1.** Each Fire Department, Fire Company, Fire Fighters' Association and Ladies Auxiliary in good standing shall be entitled to seat two voting delegates at the Quarterly Meetings.

**3.2.3.2.** All multi-station Fire Departments and Fire Companies in good standing shall be entitled to seat two voting delegates per station at the Quarterly Meeting.

**3.3. QUORUM**

**3.3.1.** At meetings of this Association, representatives of ten Fire Departments, Fire Companies, Fire Fighters' Associations and Ladies Auxiliaries, or a combination thereof shall constitute a quorum for the transaction of business.

**3.4. EXECUTIVE COMMITTEE MEETINGS**

**3.4.1.** The executive Committee shall meet at such time and place as the President or a majority of the committee shall designate, but no less the 4 times annually.

**3.5. REGISTRATION**

**3.5.1.** All Delegates, Life Members, Members and Visitors shall register attendance at all meetings of this Association.

**3.5.2.** At the Annual Meeting, registration will close at 12:00 noon on Saturday, with late registrations accepted until 14:00 hours for legitimate reasons or exceptional circumstances at the discretion of the Chairman of the Board of Directors and the Credentials Chairman.

## **CONSTITUTION SECTION #4**

### **DUES**

#### **4.1. ANNUAL DUES**

- 4.1.1.** The Annual Dues for each Fire Department, Fire Company, Fire Fighters' Association, Life member and Member shall be recommended by the Executive Committee for membership approval.
- 4.1.2.** Annual Dues shall be payable in advance for each fiscal year.
- 4.1.3.** All Fire Departments, Fire Companies, Fire Fighters' Associations, Ladies Auxiliaries and Life Members whose dues are in arrears for 2 years by the end of the fiscal year shall be notified by the Credentials Chairperson immediately following the Annual Meeting.
- 4.1.4.** If, after 30 days, the Credentials Chairperson has received no reply, said Fire Department, Fire Company, Fire Fighters' Association Ladies Auxiliary or Life Member shall be stricken from the membership rolls.
- 4.1.5.** To Be Reinstated, the delinquent dues, plus the current years' dues must be paid.
- 4.1.6.** A Life Member who has reached the age of 65 years and who has been a member in good standing of this Association for a minimum of 25 years shall be exempt from annual dues.

#### **4.2. PAST PRESIDENT DUES**

- 4.2.1.** Past Presidents are exempt from paying dues.
- 4.2.2.** When a Past President's spouse is, or becomes, a Life Member, he/she will not be required to pay dues.

## **CONSTITUTION SECTION # 5**

### **OFFICERS**

#### **5.1. OFFICERS**

- 5.1.1.** The Officers of this Association shall consist of the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary, Treasurer, Immediate Past President, and the Board of Directors.
- 5.1.2.** All Officers of this Association shall be active or retired Fire Fighters of a Fire Department, Fire Company, Fire Fighters' Association of which they are or were a member.
- 5.1.3.1.** They are to be members in good standing of this Association.
- 5.1.3.2.** If there are no Life Members available, the Board of Directors may appoint a member in good standing as they see fit.
- 5.1.4.** Officers of this Association must attend a minimum of 75% of meetings during a fiscal year, including the Annual Meeting.

#### **5.2. NOMINEES**

- 5.2.1.** Nominees for the position of President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, shall have served a minimum of three years as a member of an elected committee or the Board of Directors during the last 5 years.
- 5.2.2.** No Executive Committee member shall hold, simultaneously, more than one position on the Executive Committee of the F. F. A. O. in the same fiscal year of said Association, but may be appointed to a committee chair or serve as a committee member.
- 5.2.3.** Any member nominated for more than one position must declare the office for which he/she will stand within ten days after the close of nominations.

#### **5.3. TERMS OF OFFICE**

- 5.3.1.** The term of office for the officers shall be one year after their election and installation, or until their successors have been duly sworn in.

## CONSTITUTION SECTION # 6

### COMMITTEES

#### 6.1. COMMITTEES STANDING

6.1.1.1. The Chairman of the respected committees shall appoint the other members of same and forward the names to the Secretary with the least possible delay.

6.1.1.2. All Committee Chairmen must be Life Members.

6.1.1.3. All committee chairpersons shall submit to the Board of Directors, their respective budget for the upcoming fiscal year, no later than September 15<sup>th</sup>.

6.1.1.4. Any standing committee chairperson may also be the chairperson of an appointed committee.

#### 6.1.2. COMPETITIONS

6.1.2.1. One elected, plus 2<sup>nd</sup> Vice President, and two appointed.

##### 6.1.2.2. They shall:

6.1.2.2.(i) See that the rules governing the various competitions are adhered to.

6.1.2.2.(ii) Appoint judges for said competitions and see that the track and equipment for the various competitions are in place.

6.1.2.2.(iii) Supervise and maintain all equipment owned by this Association.

6.1.2.2.(iv) Submit a list of same to the Secretary annually.

#### 6.1.3. CREDENTIALS

6.1.3.1. One elected, plus four appointed.

##### 6.1.3.2. They Shall:

6.1.3.2.(i) Prepare and maintain a complete membership roll.

6.1.3.2.(ii) Submit a copy of same to the Secretary 30 days prior to each Annual Meeting.

6.1.3.2.(iii) Prepare a roll of all member Fire Departments, Fire Companies, Fire Fighters' Associations and Ladies' Auxiliaries.

6.1.3.2.(iv) Submit a copy of same to the Membership Committee 30 days following the Annual Meeting.

6.1.3.2.(v) Receive and record all attendance of all Life Members, Members, Past Presidents, Past Presidents' wives, Delegates, Visitors, Fire Departments, Fire Companies, Fire Fighters' Associations and Ladies Auxiliaries at all meetings.

6.1.3.2.(vi) Prepare a roll of all Delegates and present same to the President to be read periodically during sessions of the Annual Meeting.

6.1.3.3.(i) Collect all annual dues.

6.1.3.3.(ii) Forward all monies to the Treasurer.

6.1.3.3.(iii) Submit a written report of all monies collected to the Treasurer.

- 6.1.3.4. The Chairman shall receive an Honorarium as recommended by the Board of Directors from the funds available.
- 6.1.3.5. Shall send Get Well/Sympathy cards to members and/or member families, when notified of a requirement.
- 6.1.4. **EDUCATION & FIRE PREVENTION**
- 6.1.4.1. One elected, plus Liaison Officer plus three appointed.
- 6.1.4.2. **They Shall:**
- 6.1.4.2.(i) Secure educational programs for all meetings of this Association.
- 6.1.4.2.(ii) Secure a regional type school during the week preceding the Annual Meeting.
- 6.1.4.3. Promote the aims of fire prevention throughout the membership of this Association.
- 6.1.4.4.(i) Work with the Host department concerning the Fire Prevention Window competition.
- 6.1.4.4.(ii) Promote Industrial and Commercial participation during the Annual Parade.
- 6.1.5. **LAWS AND LEGISLATION**
- 6.1.5.1. One elected, plus 1<sup>st</sup> Vice President, plus three appointed.
- 6.1.5.2. **They Shall:**
- 6.1.5.2.(i) See that the provisions of the Constitution and By-Laws are adhered to.
- 6.1.5.2.(ii) Have charge of all amendments to the Constitution and By-Laws.
- 6.1.5.2.(iii) Evaluate any proposed legislation that may in any way affect the interest of this Association or its' members and report to the Executive.
- 6.1.5.2.(iv) Report findings back to the initiator of the Notice of Motion.
- 6.1.6. **OCCUPATIONAL HEALTH AND SAFETY**
- 6.1.6.1. Two to be elected, one each on alternate years for a two year term.
- 6.1.6.2. **They Shall:**
- 6.1.6.2.(i) Represent the FFAO at all meetings of the Ontario Fire Services Section 21 Advisory Committee, set up under the Ministry of Labour.
- 6.1.6.2.(ii) Represent the FFAO on any Ad Hoc Sub-Committee that the Section 21 Committee may form.
- 6.1.6.2.(iii) Report to the Executive the current activities of the Section 21 Committee and evaluate the FFAO position on any impending legislation.
- 6.1.6.2.(iv) Report to the members, any amendments to the Occupational Health and Safety Act that will affect and be of interest to the fire service.
- 6.1.6.2.(v) Report and post at Quarterly meetings any Alerts, Guidelines, Guidance Notes, or other information that may be issued from or sent to the Section 21 Committee of the Ministry of Labour.
- 6.1.6.2.(vi) Support member Fire Departments OH&S committees as the need requires.

**6.1.7. INSURANCE**

**6.1.7.1.** The Board of Directors shall appoint a Chairperson from within the Board.

**6.1.7.2.** Committee shall consist of the, Chairperson, President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents and the Immediate Past President.

**6.1.7.3. They Shall:**

**6.1.7.3.(i)** Act as a Liaison between the Insurance underwriter company and the Membership, and promote participation in the current policy.

## **CONSTITUTION SECTION #7**

### **ELECTIONS**

#### **7.1. ELECTION PROCEDURE**

- 7.1.1** All elections of Officers and Executive Committee members and Committee Chairmen shall be by ballot only. A clear majority of all votes polled will be necessary for election
- 7.1.2.** Nominees to sign a nomination form to ensure that they will stand for that particular Office.
- 7.1.3.** Any one person nominated for any office shall be afforded a three minute time period to speak at the May Quarterly Meeting if they so desire where an election is to be held for that office.
- 7.1.4.** Member Fire Departments, Fire Companies, Fire Fighters' Associations and Ladies Auxiliaries desiring to submit nominations for Officers or committee chairmen must have same in the hands of the Nominating Committee Chairman for compilation purposes no later than the end of the May Quarterly Meeting.
- 7.1.4.1.** Positions that are to be nominated shall be:  
President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Board of Directors (5), Membership, Fire Prevention and Education, Laws and Legislation, Credentials, Games and Competitions, Occupational Health and Safety (2 year term – 1 elected annually), Ways and Means.
- 7.1.5.** All Nominations shall be in writing.
- 7.1.6.** Members and Life Members may submit nominations if they so desire.
- 7.1.7.(i)** After the Nomination Committee Chair has made his/her report, nominations will be called for from the floor during the May Quarterly meeting by the President.
- 7.1.7.(ii)** For those positions nominated from the floor, all those persons nominated shall be voted on.
- 7.1.8.** Each Delegate and Life Member shall receive only one ballot form upon presentation of his/her credential at the Annual Meeting.
- 7.1.9.** A sealed ballot box shall be provided by this Association and those entitled to vote will hand to a member of the Elections Committee their marked ballot who will in turn deposit that into the ballot box.
- 7.1.10** The President will announce at the May Quarterly Meeting the hour at which the ballot box will be opened and then closed at the Annual Meeting and no ballots will be accepted after this hour. This information will also be published for the general membership.
- 7.1.11** The Election Committee shall then complete their duties as outlined in By-Law 1.9.

## CONSTITUTION SECTION #8

### GENERAL

- 8.1. This Association shall have full power to alter, amend or revise this Constitution.
- 8.1.1. Same shall not be altered, amended or revised except by notice of motion and a vote by two-thirds of the members present at an Annual Meeting.
- 8.1.2. Entitlement to vote can only be proven by Credential.
- 8.1.3. Members of the Executive Committee shall qualify for expenses as per By-Law 3.1.
- 8.1.4. Special Meetings; additional expenses may be approved by the President at any time.
- 8.1.5. The Secretary and Treasurer, if required, shall be provided with a secure office area at the Annual Meeting.
- 8.1.6. Chairmen of the appointed committees shall qualify for travel expenses when requested by the President to report to the Executive Committee.
- 8.1.7. Committee members and the Chairman are entitled to travel expenses with prior approval from the Executive Committee showing reasonable expectations.
- 8.1.8. All expenses shall be confirmed by the Chairman of the Board of Directors or designate, and approved by the President for payment.
- 8.1.9. All members of the Executive Committee, before taking their seats, shall repeat before the presiding officer:

**I, \_\_\_\_\_ pledge my honour that I will, to the best of my ability, fulfill the duties devolving on me, as a member of the executive of this Association and that I will act in my assigned capacity for the general benefit of the members of this Association when opportunity offers or occasion requires.**

- 8.1.10 The Board of Directors and other committees shall meet at such time and place as the Chairman or a majority of the committee shall designate.
- 8.1.11 Any situation or duty not specifically covered by this Constitution shall remain the prerogative of the President and/or the Board of Directors.
- 8.2. **RULES OF ORDER AND PROCEDURE**
- 8.2.1. The presiding officer shall preserve order and decorum. All questions of order shall be decided by him, subject to an appeal to the Association.
- 8.2.2. Every member when he speaks shall, standing in his place, address the presiding officer giving his name and department he represents.
- 8.2.3. All motions shall be in writing.
- 8.2.3.1. All changes regarding the Constitution and By-Laws shall be submitted, in writing, to the Chair of the Laws & Legislation Committee at least 60 days prior to the next quarterly meeting.

- 8.2.4.** No member shall speak more than once on any subject until all members, who so desire, have spoken. When a mover rises and speaks on the motion after having introduced it, except to explain a point when requested by the chair or answer questions, the debate shall automatically close and the vote be taken.
- 8.2.5.** When two or more members rise to speak at once, the presiding officer shall name who shall speak first.
- 8.2.6.** Any member called to order shall immediately sit down, unless permitted to explain by the chair. If there be no appeal, the decision shall be conclusive.
- 8.2.7.** Every member who is entitled to vote, must vote, unless excused by the Association; but no member shall vote on any question in which he has a direct individual or pecuniary interest, and the President shall not vote unless in the case of a tie vote.
- 8.2.8.** A roll call will require a demand by one tenth of the eligible votes present, unless ordered by the President. A roll call vote shall be recorded in the minutes according to the vote.
- 8.2.9.** Roberts Rule of Order of Parliamentary Procedure shall be the governing rules of this Association.
- 8.2.10.** Any activity related to this Association, and not covered by this document, must be pre-approved by the Executive.
- 8.3. ONTARIO FIREFIGHTER MEMORIAL FUND**
- 8.3.1.** Administration of this fund on behalf of the Fire Fighters of the Province of Ontario shall be the duty of this Association.

# **BY-LAWS SECTION # 1**

## **APPOINTED COMMITTEES**

1. Appointments shall be for one Fiscal year unless stated otherwise.
- 1.1 CHAPLAIN**
  - 1.1.1. To be appointed by the Executive Committee.
  - 1.1.2. Term of office shall be for as long as he wishes to serve.
  - 1.1.3. Duties: To perform the Association annual Memorial Parade.
  - 1.1.4. To be available to any Member Department, if time permits.
- 1.2. MEDAL OF MERIT**
  - 1.2.1. Chairperson shall be a member of the Board of Directors and appointed by the Board, plus one appointed by the Chairman from the general membership.
  - 1.2.2. **They Shall:**
    - 1.2.2.(i) Receive from the Secretary all applications for the Medal of Merit.
    - 1.2.2.(ii) Attend meetings with the representative of the OFM and the O. M. I. A. and the O. A. F. C. to evaluate applications.
    - 1.2.2.(iii) Notify recipients prior to the Annual Meeting.
- 1.3. PROFESSIONAL STANDARDS SETTING BODY**
  - 1.3.1. One member appointed by the President.
  - 1.3.2. He shall represent the FFAO at the Professional Standards Setting Body for the Ontario Firefighters Certification.
  - 1.3.3. The term of this appointment shall be for a minimum of 2 years.
- 1.4. CONVENTION**
  - 1.4.1. Chairman is appointed by the President, plus one member from the last host department, one member from the present host department, and one member from the next host department.
  - 1.4.2. He shall be a liaison between the host company and the FFAO in hosting the upcoming Annual Meeting and Convention.
  - 1.4.3. He shall see that the host department understands the requirement of By-Law 5.1., 5.2., and 7.1.
- 1.5. SERGEANT AT ARMS**
  - 1.5.1. Appointed by the President prior to each Quarterly and Annual Meeting.
  - 1.5.2. He shall maintain order on the floor during any meeting.

**1.6. LIAISON TO OFM**

**1.6.1.** Appointed by the Executive Committee.

**1.6.2. He Shall:**

**1.6.2.1.** Act as a liaison between the OFM and this Association.

**1.6.2.2.** Be a member of the Education and Fire Prevention Committee.

**1.7. NOMINATING COMMITTEE**

**1.7.1.** Immediate Past President and two other Past Presidents.

**1.7.2.** They shall ensure that each candidate named has met the requirements to run for office.

**1.8. PUBLIC LIAISON COMMITTEE**

**1.8.1.** The chairman shall be the Secretary.

**1.8.2.** He shall call upon 3 other members of the executive to assist him in the efforts to obtain beneficial publicity, which will bring to the attention of the general public, the work of this Association and aid in public relations.

**1.9. ELECTIONS COMMITTEE**

**1.9.1.** Three life members appointed by the Board of Directors.

**1.9.2. They Shall:**

**1.9.2.1** Have complete charge of the ballot box and prepare same for the receipt of ballots, count and tabulate the results and report same before the end of the Annual Meeting.

**1.9.2.2.** Distribute to each of those entitled to vote, upon presentation of their Credential, one ballot form.

**1.9.3.** Those entitled to vote shall be Life Members, Members, and Delegates.

**1.9.4.** Any nominations must appear on each ballot prior to distribution of same.

**1.9.5.** Each ballot form to be initialed by a member of the Elections Committee before being issued.

**1.9.6.** They shall provide for the privacy of each elector during the casting of the ballots.

**1.10. MEMBERSHIP COMMITTEE**

**1.10.1** Chairperson shall be elected, plus the Credentials Chairperson and may include up to three appointed as necessary.

**1.10.2. They Shall:**

**1.10.2.1.** Be responsible for securing new members and retaining the membership of all Fire Departments, Fire Companies, Fire Fighters' Associations, Ladies Auxiliaries, Life Members, Honourary Members and Associate Members of this Association.

**1.10.2.2.** In every possible way, increase and promote membership in this province for the betterment of this Association.

- 1.10.2.3. Provide an information kit to prospective new members.
- 1.10.2.4. Information kit to consist of the following:
  - Letter of Introduction from the Chairman
  - History Folder
  - Medal of Merit Information and Application
  - Insurance Brochure
  - Business Card of FFAO Membership Chairman
- 1.10.2.5. Maintain a current copy of all member Fire Departments, Fire Companies, Fire Fighters' Associations and Ladies Auxiliaries.
- 1.10.3. The Chairman shall notify new member Fire Departments, Fire Companies, Fire Fighters' Associations, Ladies Auxiliaries and Associate Members of the location of the next meeting to receive their membership certificate.
- 1.11. **TROPHIES**
- 1.11.1 Chairman of Games and Competitions and may include three appointed if necessary.
- 1.11.2. **They Shall:**
- 1.11.2.1. Be in full charge of all cups and trophies belonging to this Association.
- 1.11.2.2. All cups and trophies shall be known as challenge trophies and be competed for annually.
- 1.11.2.4. The committee will have the responsibility of presenting the proper cup or trophy to the winners of the various events for which they are awarded and obtain a signed receipt from the recipients to keep a record of same.
- 1.11.2.5. A copy of this record shall be forwarded to the Secretary.
- 1.11.2.6. All Recipients of cups and/or trophies must return them to the Trophies Committee no later than the May Quarterly meeting, or when requested by the Trophies Chairman.
- 1.11.2.6.(i) Trophy holders shall be assigned a fine of Twenty-five dollars (\$25.00) per month if trophies are returned after this date.
- 1.11.2.7. Engraving of the winners names shall be the responsibility of the recipient.
- 1.11.2.8. Any damage to any cup or trophy shall be the responsibility of the recipient.
- 1.12 **SWEARING IN OF APPOINTED CHAIRPERSONS**
- 1.12.1. Chairpersons of Appointed Committees and Chairpersons of committees duly appointed by the Board of Directors shall be sworn in at the October Quarterly Meeting as per 8.1.9.
- 1.13. **MEMORIAL**
- 1.13.1. One appointed by the President.
- 1.13.2. Shall act as liaison with the OAFIC OFC and OPFFA for the operation of the maintenance of the Ontario Fire Fighters Memorial at the Ontario Fire College.
- 1.13.3. Counter sign all cheques drawn on the Ontario Fire Fighters Memorial Fund.

- 1.13.4. Update the Ontario Fire Fighter Memorial Books as names are submitted.
- 1.13.5. Act as liaison with the OAFCA and the OPFFA for the operation and maintenance of the Ontario Fire Fighters' Memorial at Queen's Park.

**1.14 APPOINTED COMMITTEE CHAIRPERSONS**

**1.14.1.** Chairpersons appointed by the President:

Public Fire Safety Council	1 Member
Memorial Committee	1 Member
Convention Committee	1 Member
Professional Standard Setting Body	1 Member
Fire Services Society	2 Members

**1.14.2.** Chairpersons appointed by the Board of Directors:

Election Committee	3 Members
Medal of Merit Committee	2 Members
Audit Committee	2 Members from the Board
Exemplary Service Medal	1 Member
<i>Regalia</i>	<i>1 Member</i>

**1.14.3.** Committees appointed by the Executive Committee:

Liaison to the Fire Marshal  
Chaplain

**1.15. WAYS AND MEANS:**

**1.15.1.** One elected plus two appointed.

**1.15.1.1.** Shall be responsible for handling and maintaining all merchandise relating to this Association.

**1.15.1.2.** Shall promote sponsorships for the benefit of this Association.

**1.16. REGALIA**

**1.16.1.** One – Appointed by the Board of Directors

**1.16.1.1.** He/she shall retain control of and maintain all regalia owned by this Association.

## **BY-LAWS SECTION # 2**

### **OFFICERS DUTIES**

#### **2.1 PRESIDENT**

##### **2.1.1 The President Shall:**

- 2.1.1.1. Preside over all meetings of this Association, both regular and special.
- 2.1.1.2. Call special meetings at the request of a majority of the Board of Directors, or when he deems a call of this Association necessary, at such time and place he and the Chairman of the Board of Directors shall direct.
- 2.1.1.3. Sign all orders drawn from the treasury, duly granted.
- 2.1.1.4. Call, immediately following election of the Board of Directors, a meeting of the Board to elect a Chairman.
- 2.1.1.5. Call a roll call periodically during the Quarterly and Annual Meetings.
- 2.1.1.6. Represent this Association on the Firefighters' Memorial Committee.
- 2.1.1.7. Appoint a Sergeant At Arms prior to each Quarterly and Annual Meeting.
- 2.1.1.8. (i) Appoint a Parade Marshal for the Memorial Parade.
- 2.1.1.8. (ii) Appoint a Leader of the Colour Party for the Memorial Parade.
- 2.1.2. He shall be notified and have the right to attend all Committee meetings.
- 2.1.3. The President may establish and/or disband any committee, and appoint a chairman that needs to be established for this Association to be active in the Fire Service of Ontario.

#### **2.2 1<sup>st</sup> VICE PRESIDENT**

##### **2.2.1 The 1<sup>st</sup> Vice President Shall:**

- 2.2.1.1. Perform the duties of the President, in the absence of the President.
- 2.2.1.2. Become the President of this Association should a vacancy occur in the office of the President for any reason.
- 2.2.1.3. Serve on the Laws and Legislation Committee.
- 2.2.2. He shall be notified, and have the option of attending all committee meetings.

#### **2.3 2<sup>nd</sup> VICE PRESIDENT**

##### **2.3.1 The 2<sup>nd</sup> Vice President shall:**

- 2.3.1.1. Serve on the Games and Competitions Committee.
- 2.3.1.2. Assume the duties of the 1<sup>st</sup> Vice President in his absence, in addition to his own.
- 2.3.2. He shall be notified, and have the option of attending all committee meetings.
- 2.3.3. He shall maintain a calendar of duties for Miss Firefighter and the Fire Safety Youth Representative to attend required functions.

**2.3.4. Reserved.**

**2.4. BOARD OF DIRECTORS**

**2.4.1 The Board of Directors shall:**

**2.4.1.1.** Elect their own chairman from the five elected members.

**2.4.1.2.** Fill by an appointment of a member of this Association to the office, an office of this Association that has been left vacant following the nomination and election procedure at the Annual Meeting.

**2.4.1.3.** Audit the financial records of the Association 30 days prior to the Annual Meeting, when there is a change of Treasurer and at any other time that they deem necessary.

**2.4.1.3.(i)** Any audit may be done within the Board of Directors, or by an outside source.

**2.4.1.4.** Examine the books and papers of all Officers of this Association.

**2.4.1.5.** Have the authority to prosecute any Officer of this Association for malfeasance or misfeasance in office.

**2.4.1.6.** Audit all personal expenses incurred by any member.

**2.4.1.7.** Be responsible for the licensing or use of the Corporate Seal or any part thereof.

**2.4.1.8.** The Board of Directors shall prepare and submit a yearly budget to the Association Executive Committee at the October Quarterly Meeting.

**2.4.1.9.** The Board of Directors shall appoint, from within their board, a Chairperson for the Medal of Merit and Audit Committee.

**2.4.1.10** The Board of Directors shall appoint, from within their board, an assistant chairperson to the following committees: Credentials, Convention and Membership.

**2.5. ELECTION COMMITTEE**

**2.5.1. RESERVED**

**2.5.2.** Election Committee Appointment.

**2.5.2.1.** The Board of Directors shall appoint, prior to the end of the May Quarterly Meeting, a committee of three Life Members and inform them of their duties and responsibilities.

**2.5.2.2.** A list of such appointees shall be placed in the hands of the President, whose duty it shall be, before the close of the May Quarterly Meeting, to announce the appointees' names to the voting members assembled, for their information.

**2.5.2.3.** The Board of Directors shall be responsible for the needs of this committee while they are performing their duties.

**2.6. IMMEDIATE PAST PRESIDENT**

**2.6.1.** The Immediate Past President shall be a member of the Executive Committee, assist the President and the Executive Committee in the performance of their duties.

**2.6.2.** He shall be Chairman of the Nominating Committee.

**2.6.3.** After completion of his/her term, shall not be elected to office for a period of one year.

## **2.7. SECRETARY**

### **2.7.1. It shall be the regular duty of the Secretary to:**

- 2.7.1.1. Keep a complete record of the proceedings of all meetings.
- 2.7.1.2. Receive and respond to all communications pertaining to this Association.
- 2.7.1.3. Preserve all books, papers, letters and documents of interest to this Association.
- 2.7.1.4. Issue to each organization paying dues, a certificate indicating the possessor thereof, is entitled to the privileges of this Association.
- 2.7.1.5. Shall be the chair of the Publicity Committee.

### **2.7.2. It shall be the annual duty of the Secretary to:**

- 2.7.2.1. Notify all Fire Departments, Fire Companies, Firefighters' Associations, Ladies Auxiliaries and Life Members, by letter calling for the nominations for the various positions open, at least 60 days prior to the May Quarterly Meeting.
- 2.7.2.2. Communicate to the Chairmen of Committees, in regard to their written annual report, prior to the Annual Meeting.
- 2.7.2.3. In the event he receives no report from any Chairman, notify the President, who will appoint some member of said Committee to prepare and present a written report at the Annual Meeting.
- 2.7.2.4. Prepare a complete list ballot for the use in the election of Officers.
- 2.7.2.5. Engage a Recording Secretary, from the Host Company community when possible.
- 2.7.2.6. Ensure that the Recording Secretary shall compile the Annual Meeting minutes into a master copy to be given to the Secretary, for distribution as a year book, to the membership.
- 2.7.2.7. Receive from the Credentials Chairman a list of all Delegates, Members and Life Members entitled to vote at the Annual Meeting.
- 2.7.2.8. Submit the names of those Delegates absent from any session of the Annual Meeting or Memorial Service to their home Fire Department, Fire Company or Firefighters' Association or Ladies' Auxiliary immediately following the Annual Meeting.
- 2.7.2.9. Tabulate and record the results of the Annual Parade and Competitions.

## **2.8. TREASURER**

### **2.8.1. It shall be the duty of the Treasurer to:**

- 2.8.1.1. Counter-sign all cheques drawn on the Ontario Firefighters' Memorial Fund.
- 2.8.1.2. Collect and record all monies due to this Association and deposit same to the credit of this Association into a chartered bank or banks as designated by the Executive Committee.
- 2.8.1.3. Issue receipts for all Association monies received.
- 2.8.1.4. Pay by cheque all accounts which have been passed by the Association, co-signed by the President or other authorized person and may, with the authorization of the President, and

the Board of Directors, pay regular operating expenses of this Association.

**2.8.1.5.** Pay a fee to the Recording Secretary (2.7.2.5.) out of funds available (3.4.1.) for the services rendered.

**2.8.1.6.** Make a full report, at all Executive meetings as to the financial status of this Association, and an abbreviated version, to be presented to the membership at the Annual General Meeting.

**2.9. RESERVED**

**2.10. HONOURARIUM**

**2.10.1** The Secretary, Treasurer, Webmaster and Credentials Chairman shall receive an honourarium annually, as recommended by the Board of Directors and approved by the membership.

**2.11 TRANSFER TO SUCCESSOR**

**2.11.1.** The secretary shall deliver to his successor all books, papers and documents in his care, and belonging to this Association.

**2.11.2.** The Treasurer shall deliver to his/her successor all monies, papers, and documents in their care, and belonging to this Association.

**2.11.2.1.** The Treasurer shall retain sufficient funds to maintain the operation of this Association during transition.

**2.11.3.** This shall not exceed 120 days.

## **BY-LAWS SECTION #3**

### **EXPENSES**

#### **3.1 EXECUTIVE EXPENSES**

- 3.1.1.** Accommodation expenses for the secretary shall be paid at the Annual Meeting.
- 3.1.2.** Accommodation expenses shall be paid for any member of the Executive Committee with the prior approval of the Board of Directors.
- 3.1.3.** Meal costs shall be paid for any Executive member attending an event or meeting called for the promotion of the business of this Association up to \$20.00 per meal to a maximum of \$50.00 per day, upon presentation of receipts.
- 3.1.4.** Members of the Executive Committee shall be paid mileage according to By-Law 3.10.1.
- 3.1.5.** Mileage allowance shall be paid to any member of the Executive for attendance at an Annual Meeting.
- 3.1.6.** Mileage shall be paid for those attending any other meeting called and approved by the President and/or Board of Directors as per By-Law 3.10.1.

#### **3.2 DUES**

- 3.2.1.** Annual dues for each Fire Department, Fire Company, Firefighters' Association or Ladies Auxiliary shall be \$45.00 per station.
- 3.2.2.1.(i)** Annual dues for Life Members shall be \$20.00 per year.
- 3.2.2.1.(ii)** Annual Dues for an Associate Member shall be \$200.00.
- 3.2.2.1.(iii)** Annual Dues for a Website Sponsor shall be \$200.00.
- 3.2.2.1.(iv)** Annual Dues for a combination of Associate member and Website Sponsor shall be \$300.00
- 3.2.2.2.** Any Firefighter or individual joining this Association shall pay an application fee of \$25.00 plus annual dues under By-Law 3.2.2.1.

#### **3.3 REGISTRATION FEE**

- 3.3.1.** Registration fee for the Annual Convention shall be \$10.00 per person eighteen years of age and over.

#### **3.4 HONOURARIUMS**

- 3.4.1.** Honorariums shall be paid as per By-Law 2.10.

#### **3.5 DONATIONS**

- 3.5.1.** At the discretion of the executive, and with the approval of the membership, a donation may be made to any registered charity annually.
- 3.5.2.** The decision as to whom and how much shall be made at the Annual Meeting.

**3.6 STIPEND FOR HOSTING**

**3.6.1.** This Association shall pay the Host Department \$125.00 for hosting a Quarterly Meeting.

**3.6.2.** This Association shall pay the Host Department \$500.00 for hosting an Annual Meeting.

**3.7 SERGEANT AT ARMS**

**3.7.1.** Mileage shall be paid to the Sergeant At Arms for attending Association functions, to ensure that required regalia is present.

**3.7.2.** The Sergeant At Arms shall be reimbursed expenses for the authorized maintenance of Association Regalia.

**3.8 RESERVED**

**3.9 RESERVED**

**3.10 MILEAGE**

**3.10.1** Mileage shall be paid at a rate of \$0.35 per kilometer.

**3.11. RESERVED.**

**3.12. RESERVED**

**3.13. RESERVED**

**3.14. APPOINTED CHAIRPERSON – EXPENSES**

**3.14.1.** All Appointed Chairpersons shall receive mileage as per By-Law 3.10.1. when requested to attend an Executive Meeting.

**3.14.2.** All appointed Chairpersons shall receive mileage to any function required to fulfill their duties as per By-Law 3.10.1.

**3.15. OTHER EXPENSES**

**3.15.1.** Any other expenses incurred shall have prior approval from the Board of Directors.

**3.16 EXECUTIVE EXPENSES**

**3.16.1.** Mileage expenses shall be paid as per By-Law 3.10.1, 3.1.5., and 3.1.6.

**3.16.2.** Meal costs shall be reimbursed as per By-Law 3.1.1.

**3.16.3.** Accommodation expenses shall be reimbursed as per By-Law 3.1.1. and 3.1.2.

**3.16.4.** Any other expenses incurred shall have prior approval from the Board of Directors.

## **BY-LAWS SECTION #4**

### **MEDAL OF MERIT**

#### **4.1 INTRODUCTION**

- 4.1.1. On this day, Sunday November 6<sup>th</sup> 1983, the Fire Fighters Association of Ontario, in agreement with the Ontario Mutual Insurance Association, do hereby approve the presentation of the Firefighters Medal of Merit, to be presented for meritorious service above and beyond the call of duty.
- 4.1.2. The overall design of the Medal of Merit incorporates the traditional Maltese Cross and the Fire Fighters Association of Ontario Official Seal (a fire fighter carrying a person from a fire).
- 4.1.3. The Medal of Merit may be presented annually at the F. F. A. O. Annual Meeting for meritorious acts performed during the previous calendar year (January 1 – December 31).
- 4.1.4. Nominations are to be presented to the Secretary of the F.F.A.O. no later than March 1<sup>st</sup> of the year of the presentation. The committee choice will be made by April 30<sup>th</sup>, and announcement of the recipient to be made at the May Quarterly Meeting of the F.F.A.O.
- 4.1.5. The selection committee may consist of two representatives of the F.F.A.O., two representatives of the O.M.I.A., one representative of the Office of the Fire Marshal and one representative of the Ontario Association of Fire Chiefs.
- 4.1.6. A quorum shall consist of three members and must include one from the F.F.A.O.
- 4.1.7. Selection committee shall receive no remuneration.

#### **4.2 The Award of the Medal Shall Be:**

- 4.2.1. To any fire fighter in the Province of Ontario.
- 4.2.2. To recognize an act of Meritorious service
- 4.2.3. The award may be made posthumously.
- 4.2.4. A firefighter may be nominated by any person or organization in the Province of Ontario.
- 4.2.5. Any nomination must be accompanied by pertinent information (alarm reports, newspaper articles etc.).
- 4.2.6. More than one medal may be awarded for the same incident.

#### **4.3 SELECTION CRITERIA**

- 4.3.1. Consider whether a person is eligible to receive the award.
- 4.3.2. A Firefighter who has incurred a grave risk of injury or has placed his/her life in jeopardy in attempting to rescue another.
- 4.3.3. Saving a life is not, by itself, the paramount consideration.
- 4.3.4. Degree of risk of the would-be rescuer will be taken into consideration.
- 4.3.5. The persistence demonstrated by the would-be rescuer in the face of that risk.

**4.3.6.** An individual who recognizes the possibility of severe injury, or even death, but acts nonetheless, displays bravery of a higher order than one who is unaware of the personal risk involved.

**4.3.7.** Grave risk of injury, life threatening, putting life in jeopardy, degree of risk/hazard taken, was rescue reasonable, skill degree of rescue(s), age of victim, location, terrain, time of year/day, rescue aids, incident and location.

#### **4.4. WEARING OF MEDALS**

**4.4.1.** The Medal of Merit shall be worn in the sequence prescribed and in the manner described in publications issued by the Chancellery, a branch of the Governor General of Canada.

**4.4.2.** The recipients of the Medal of Merit may also wear a ribbon alone.

#### **4.5 CITATIONS**

**4.5.1.** Each eligible and worthy recipient is also presented with a suitable worded citation, which includes their name.

#### **4.6 CANCELLATION AND REINSTATEMENT**

**4.6.1.** The President of the F.F.A.O. And the Ontario Mutual Insurance Association may, on the advice of the selection committee:

**4.6.1.1.** Cancel or annul the award of the Medal of Merit to any person.

**4.6.1.2.** Restore the award of the Medal of Merit that has been canceled or annulled under 4.6.1.1.

#### **4.7. RECIPIENTS:**

**4.7.1.** A list of recipients will be published in the Annual Report.

**4.7.2.** Every recipient of the Medal of Merit shall receive a Life Membership in this Association as long as they pay their Annual Dues.

#### **4.8. PROTOCOL FOR AWARD AND MEDAL PRESENTATIONS**

**4.8.1.** The following protocol will be used by the F.F.A.O. for presentations of Citations and Medal during the Medal of Merit Ceremonies.

**4.8.2.** The Chairman of the Medal of Merit Committee shall direct members of the Reception Line and family members to the seats at the front of the hall.

**4.8.2.1.** The Reception Line will be arranged in the following order:

President of the F.F.A.O.

Ontario Mutual Insurance Association representatives

Fire Marshal or designate

Fire Chief from the recipient's department

Chairman of the Medal of Merit Committee

**4.8.3.** Recipients will be arranged at the back of the hall.

**4.8.4.** At the beginning of the ceremony, the Chairman will arrange the Reception Line at the front of the Hall.

- 4.8.5. The Sergeant at Arms will escort, one at a time, those fire fighters who were nominated by the Medal of Merit Committee to receive Citations to the front of the Reception Line.
- 4.8.6. The Chairman of the Medal of Merit Committee will read the particulars of the Citation.
- 4.8.7. The President of the F.F.A.O. Will shake his/her hand, take one step back and salute.
- 4.8.8. The Firefighter moves to the representative of the Ontario Mutual Insurance Association to receive his/her Citation and handshake.
- 4.8.9. The Firefighter moves through the Reception Line.
- 4.8.10. Repeat for each nomination.
- 4.8.11. The Sergeant At Arms will escort (with pipes is possible) the fire fighter nominated to receive the Medal of Merit to the front of the Reception Line.
- 4.8.12. The Chairman of the Medal of Merit Committee will read the particulars of the award.
- 4.8.13. The President of the F.F.A.O. Will pin the medal of Merit on the recipient, take one step back and salute.
- 4.8.14. The Firefighter moves to the representative of the Ontario Mutual Insurance Association to receive the written citation and handshake.
- 4.8.15. The Firefighter moves through the reception line.
- 4.8.16. The Chairman of the Medal of Merit Committee will ask the floor to show their appreciation.
- 4.8.17. The medal winner will be afforded time to address his fellow firefighters.
- 4.9. **ONTARIO MUTUAL INSURANCE ASSOCIATION**
- 4.9.1. The Ontario Mutual Insurance Association represents farm and cash insurance companies operating in the Province of Ontario.
- 4.9.2. We are 100% Canadian owned companies which have been providing a mutual insurance service to Ontario's rural communities for over 100 years.
- 4.9.3. We take pride and pleasure in co-sponsoring this Medal of Merit Award to recognize the efforts and dedication of Ontario firefighters.

## **BY-LAWS SECTION # 5**

### **HOSTING MEETINGS**

#### **5.1. HOSTING AN ANNUAL MEETING**

##### **5.1.1. The Host Department Shall:**

- 5.1.1.1. Provide a meeting room for the Executive and Committee Chairmen (approximately 30 people) for the meeting to be held on the Friday preceding the Annual Meeting.
- 5.1.1.2. Provide a room for the general membership (approximately 300 people).
- 5.1.1.3. Provide a head table with 6 chairs, flip chart, jugs of water and glasses.
- 5.1.1.4. **RESERVED.**
- 5.1.1.5. Provide for the playing of the National Anthem.
- 5.1.1.6. Provide a PA system with 2 microphones and sufficient speakers to accommodate the complete floor area.
- 5.1.1.7. Provide a seating area for the Sergeant At Arms.
- 5.1.1.8. Provide sufficient and secure office space with ventilation and storage area for the Secretary, Treasurer and Officers.
- 5.1.1.9. Provide 3 tables and chairs for the Election Committee and their equipment.
- 5.1.1.10. Provide a secure area for the counting of ballots.
- 5.1.1.11. Provide any equipment required for guest speakers who may speak during the meeting if requested.
- 5.1.1.12. Provide facilities to accommodate the Credentials Committee.

#### **5.2. HOSTING AN ANNUAL CONVENTION**

##### **5.2.1. The Host Department Shall:**

- 5.2.1.1. Provide serviced lots with water and hydro.
- 5.2.1.2. Provide an adequate number of lots.
- 5.2.1.3. Provide a sewage truck at the cost of the camper for pumping tanks of self-contained units.
- 5.2.1.4. Provide sufficient showers and washrooms as per the guidelines of the local health unit.
- 5.2.1.5. Provide 24 hour security for the complete campground.
- 5.2.1.6. Provide a suitable area for Games and Competitions as per the Committee Chairman.
- 5.2.1.7. Collect a Registration Fee from all persons 18 years of age or over entering the campground.
- 5.2.1.8. Provide public announcements as required by the Executive Committee.
- 5.2.1.9. Any costs incurred as a result of the Monday parade shall be the sole responsibility of the host department.
- 5.2.1.10. Registration cards are to be provided by this Association.

**5.2.1.11.** Ensure that any activity related to this Association and not covered by this document must be pre-approved by the Executive.

### **5.3. HOSTING A QUARTERLY EXECUTIVE MEETING**

#### **5.3.1. The Host Department Shall Provide:**

**5.3.1.1.** A room large enough to accommodate 20-30 people for an Executive meeting between 14:00 and 18:00 hours on the Saturday prior to the ¼ ly meeting.

**5.3.1.2.** Coffee for all attending.

**5.3.1.3.** Entertainment (tours, coffee parties, etc.) for the spouses of the Executive members during the afternoon of the Saturday prior to the ¼ ly meeting.

### **5.4 HOSTING A QUARTERLY MEETING**

#### **5.4.1. The Host Department Shall Provide:**

**5.4.1.1.** A room large enough to accommodate 250 persons for a meeting to begin at 12:00 hours.

**5.4.1.2.** Two tables near the entrance for attendees to register as they enter.

**5.4.1.3.** Head table with water and glasses for four people.

**5.4.1.4.** Lectern and loud speaker system.

**5.4.1.5.** A clergy member to give the invocation.

**5.4.1.6.** Local politicians and dignitaries to give opening remarks.

**5.4.1.7.** Education program of 30-60 minutes duration.

**5.4.2.** The secretary shall be provided with the following information at least 75 days prior to the meeting date:

- 1.) A map of general area.
- 2.) A list of local motels
- 3.) A list of local restaurants.
- 4.) A format of educational program.
- 5.) A proposed activity for the executive spouses.
- 6.) A location of meeting.

### **5.5 ENTRANCE OF DIGNITARIES AT AN ANNUAL MEETING**

**5.5.1.** The Sergeant at Arms shall call the audience to their feet.

**5.5.2.1.** The Sergeant At Arms shall lead the Procession, followed by a piper (if present), the Board of Directors, carrying flags, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary,

**5.5.2.2.** The Board of Directors shall place the flags in their holders and, facing the audience, stand at attention.

**5.5.3.** The members of the Head Table shall follow and shall remain standing behind their chairs.

**5.5.4.** Following the Head Table shall be any local dignitaries, including, but not limited to, Host Fire Chief or designate, Local Mayor or Reeve, Local Councilors, Local MPP, Local MP, Local Chaplain.

**5.5.5.** All remaining committee chairmen shall follow the local dignitaries.

**5.5.6.** When the above are all in their places they shall be joined by the Board of Directors.

**5.5.7.** The President will proceed to Subsection # 6.2 – Order of Business.

**5.6 CHILDREN'S PROGRAM**

**5.6.1.** The Association will provide a Children's Program during the Annual Convention, in co-operation with the host department, or independently.

## **BYLAWS SECTION # 6**

### **ORDER OF BUSINESS**

#### **6.1. QUARTERLY MEETING**

- 6.1.1. National Anthem
- 6.1.2. Invocation and Silence
- 6.1.3. Addresses of welcome by representatives of Municipality etc.
- 6.1.4. Response of President.
- 6.1.5. Reading of minutes of last meeting or adoption as circulated.
- 6.1.6. Receiving of Communications and applications.
- 6.1.7. Receiving of Accounts.
- 6.1.8. Treasurer's Report.
- 6.1.9. Reports of Standing Committees.
- 6.1.10. Unfinished business.
- 6.1.11. New Business.
- 6.1.12. Educational topics.
- 6.1.13. Announcements.
- 6.1.14. Adjournment.

#### **6.2. ANNUAL MEETING**

- 6.2.1. National Anthem.
- 6.2.2. Invocation and Silence
- 6.2.3. Two minutes silence for departed Firefighters
- 6.2.4. Addresses of welcome by representatives of Municipality etc.
- 6.2.5. President's response.
- 6.2.6. Introduction of Head Table
- 6.2.7. Announce Sergeant at Arms.
- 6.2.8. Firefighters' Medal of Merit Presentation.
- 6.2.9. Nominations (where no prior Nomination has been received).
- 6.2.10. Minutes of last meeting or adopted as circulated.
- 6.2.11. Receiving of Communications and applications.
- 6.2.12. Receiving of Accounts.
- 6.2.13. Treasurer's Report – yearly balance sheet as audited by auditors.
- 6.2.14. Audit Report.

- 6.2.15.** All committee annual reports as printed and circulated in notice of annual meeting.
- 6.2.16.** Unfinished business – any discussion and/or voting of items from committee annual reports.
- 6.2.17.** New Business.
- 6.2.18.** Election of Officers – ballot box to be opened for 1 1/2 hours after the close of the first session.
- 6.2.19.** Sunday morning Memorial Parade.
- 6.2.20.** Announce results of Election of Officers.
- 6.2.21.** Designation of place of next meeting.
- 6.2.22.** Announcements.
- 6.2.23.** Adjournment.
- 6.3.** Educational topics to be interspersed throughout the Annual convention at the discretion of the Host Department.

## **BYLAWS SECTION # 7**

### **MEMORIAL SERVICE**

#### **7.1. HOST DEPARTMENT'S RESPONSIBILITIES**

- 7.1.1. Prepare the Program and have it printed for distribution prior to the commencement of parade.
- 7.1.2. Provide a podium and P. A. system at the Cenotaph site.
- 7.1.3. Provide a band for marching and possibly the playing of hymns at the service.
- 7.1.4. Provide a bugler.
- 7.1.5. Provide music for the National Anthem and Hymns.
- 7.1.6. Provide either the vocals or a person to lead in the singing of the National Anthem and Hymns.
- 7.1.7. All costs incurred will be covered by the Association, using funds available, and as approved by the executive not later than the May Quarterly meeting.

#### **7.2. PARADE MARSHAL'S RESPONSIBILITIES**

- 7.2.1. Be present at 09:00 hours.
- 7.2.2. Give instructions on how to march. 1<sup>st</sup> step is always with left.
- 7.2.3. Give instructions on how to salute – only those in Regulation Dress Uniforms as defined by Constitution. The Canadian and American flags remain tall.
- 7.2.4. Those personnel in Regulation Dress will not remove caps during prayer unless directed by Chaplain.
- 7.2.5. Set parade order prior to March Off.
- 7.2.6. Give clear and precise instruction during parade and service.
- 7.2.7. Inform all personnel that if they become weary or feel faint during the service to step back out of ranks and then remove tunic. One of the spotters will help those that encounter such a problem.
- 7.2.8. Instruct personnel to please sing out during hymn, except those that are saluting during the singing of the National Anthem.
- 7.2.9. Appoint a leader for the Colour Party if the President has not already done so.

#### **7.3. F.F.A.O. COLOUR PARTY**

- 7.3.1. Shall consist of all member Departments and Associations wishing to participate.
- 7.3.2. Shall be under the direction of a leader appointed by the President or designate.
- 7.3.3. Shall include the F.F.A.O. Honour Guard.
- 7.3.4. Duties shall consist of;
  - 7.3.4.1. Lead the Annual Memorial Parade as part of the Annual Meeting.

#### **7.4. PREVIEW OF MEMORIAL**

**7.4.1.** There will be a gathering for those officials involved in the Memorial Parade to review and discuss the proceedings of Sunday's service, (President, Immediate Past President, Chaplain, Parade Marshal, Heads of Colour Parties, Vocalist and Representative of the Host Department).

#### **7.5. MEMORIAL SERVICE PROTOCOL**

##### **7.5.1. Form up**

**7.5.1.1.** 09:00 hrs. Fall In

**7.5.1.2.** 09:15 hrs. Spot Roll Call.

**7.5.1.3.** 09:20 hrs. Instructions from Parade Marshal

**7.5.1.4.** 09:30 hrs. March Off (on time).

##### **7.5.2. PARADE ORDER**

**7.5.2.1.** F.F.A.O. Colour Party

**7.5.2.2.** Royal Canadian Legion Colour Party.

**7.5.2.3.** Band

**7.5.2.4.** Parade Marshal

**7.5.2.5.** President, Immediate Past President, Chaplain.

**7.5.2.6.** Officers of the FFAO (1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents, Secretary, Treasurer, Board of Directors.

**7.5.2.7.** Past Presidents.

**7.5.2.8.** Remainder of FFAO Executive.

**7.5.2.9.** Civic Officials & visiting firefighters (out of Province).

**7.5.2.10.** All Department Officers.

**7.5.2.11.** Firefighters in Regulation Dress (cap, tunic, gloves).

**7.5.2.12.** Firefighters in Fancy Dress.

**7.5.2.13.** Ladies Auxiliaries (in uniform).

**7.5.2.14.** All Others.

**7.5.3.** There will be 4 spotters (Department Officers) to ensure no talking or ill behaviour during the march to/from the Cenotaph. They will be able to observe all personnel during the service and help those who may become ill or faint.

**7.5.4.** Only Department Officers in full Regulation Dress, as defined by the Constitution, shall salute during the service.

**7.5.5.** Tunics will not be removed during the Memorial Service. If the Chaplain and the Parade Marshal consider the temperature excessive, personnel will be advised by morning announcements that tunics are not required. All personnel in Regulation Dress will not remove their caps during prayers unless specified by the Chaplain.

**7.5.6.** Upon arrival at the Cenotaph, Chaplain will assume control of service after everyone has been placed in their respective positions by Parade Marshal. During the service, Chaplain will direct the Parade Marshal to bring personnel to attention etc. At the end of the service, Chaplain will return control to the Parade Marshal.

**7.5.7.** The Memorial Wreath will be laced beside the podium, for placement by the President/Immediate Past President following the reading of the Memorial Resolution.

**7.5.8.** The Host Department Chaplain may be involved in the Memorial Service with the FFAO Chaplain, if that individual desires to participate. They must also attend the Procedural Meeting on Saturday afternoon.

**7.5.9.** Upon arrival at the Cenotaph, and placement of the FFAO President, and Immediate Past President, Chaplain and members of the FFAO Executive, the Parade Marshal shall say.....  
“Parade: Stand at Ease...Revered Padre. We are set to begin the Memorial Ceremonies”.

**7.5.10. ORDER OF SERVICE**

**INVOCATION** – Opening prayer by the Padre or Padre of the Host Department.

**OPENING HYMN** – All People That On Earth Do Dwell.

**SCRIPTURE READING** – As chosen by the FFAO Chaplain.

**CHAPLAINS' ADDRESS**

**7.5.11. THE MEMORIAL CEREMONIES**

**7.5.11.1.** Chaplain: I call the President and Immediate Past President of the FFAO to the podium for the reading of the Memorial Resolution.

Chaplain: Parade Marshal; Please bring all personnel to Attention.

The Memorial Resolution is read as per 7.5.12.

Following the reading of the Memorial Resolution, the President and Immediate Past President place the wreath in front of the Cenotaph, step back and salute.

Chaplain: Parade Marshal, please have all personnel stand easy.

**7.5.11.2. MEMORIAL PRAYERS**

Following the Memorial Prayers, the Chaplain says: Parade Marshal, please bring all personnel to attention.

**LAST POST - Silence (or lament) – REVEILLE (There will be a full salute during Last Post and Reveille) – Flags will dip during Last Post and raise during Reveille.**

Chaplain: Parade Marshal please have all personnel stand easy for the Commendation of the Departed.

**CLOSING HYMN** – O God Our Help In Ages Past.

**NATIONAL ANTHEM**

**THE BENEDICTION:** FFAO Chaplain

Chaplain: Parade Marshal: Prepare all personnel for parade to March Off.

**7.5.12. MEMORIAL RESOLUTION:**

Whereas God, in His infinite wisdom, has removed from our midst...(Names)... in whose passing, this Association has lost sincere, loyal and revered friends, the several communities valued and respected citizens, and the families a kind and devoted member.  
AND

Whereas, we shall miss their pleasant companionship and good fellowship, their wise counsel, and their loyalty to the best interests of the Association, and their fellow human beings, and desiring to perpetuate their memory, and to the family of each our sincere sympathy in their bereavement;

Be it resolved: That our hearts go out to them with love and understanding in the loss of their Dear One, and we breathe a prayer that God will give them courage and strength to bear their loss bravely, confident in the knowledge that they have fought the good fight and the have heard the consoling words of the Master, "Well done thou good and faithful servant", They have reached the end of their earthly journey, and their reward will not be transitory, but Eternal and Glorified, AND

Be it further resolved: that a copy of this resolution be forwarded to each of the bereaved families.

May the souls of the faithful departed rest in PEACE and in the name of the Father, and the Son and of The Holy Ghost, Amen.

**7.5.13. Upon completion of the parade, a second roll call may be held.**

## **BYLAWS SECTION # 8**

### **GAMES AND COMPETITIONS**

#### **8.1. DEFINITIONS**

- 8.1.1. ASSOCIATION:** Shall be a group of fire fighters from more than one department who have banded together and registered to compete for Association trophies.
- 8.1.2. APPROVED:** Shall mean “Approved by the Department/Station Chief or Designate.
- 8.1.3. AUXILIARY TEAMS:** Shall be made up of persons whose spouse, significant other, father, mother, son or daughter is a fire fighter or retired fire fighter.
- 8.1.4. CHIEF:** Shall be the Chief Fire Official, and shall include Deputy Chief, District Chief and/or Platoon Chief.
- 8.1.5. CHIEF JUDGE:** Shall be the Chairperson of the Games and Competitions Committee.
- 8.1.6. CLOTHING:** Each game or competition shall show the minimum level of protective clothing to be worn during that event.
- 8.1.7. COMPANY:** (For Parade Competition purposes) Shall be determined by the number of persons regularly employed by a department.
- 8.1.8. DISTRICT:** Shall be a group of unorganized municipalities as described by the OFM.
- 8.1.9. FANCY DRESS:** Shall consist of any uniform other than Regulation Dress.
- 8.1.10. FIREFIGHTER:** Shall be an active fire fighter for a minimum period of six months prior to the competition, whose Fire Department, Fire Company or Fire Fighters Association is a member in good standing of the F.F.A.O. (See Constitution – Section # 1.)
- 8.1.11. PROTEST:** Shall be a complaint of a violation of any of the rules of competition.
- 8.1.11.1.** A protest must be in writing, signed by the team captain, and hand delivered to the Chief Judge or designate at the sound table within the specified time.
- 8.1.12. REGULATION DRESS:** Shall consist of black shoes or boots, black socks, blue serge pants and tunic, blue or white shirt, white gloves, black tie and dress cap.
- 8.1.12.1.** Tunic may be substituted with a blue, suit length jacket with metal buttons, in which case the white gloves and dress cap may be eliminated.
- 8.1.12.2.** Eisenhower-type jacket, complete with zipper done up may be substituted for tunic, but white gloves, black tie and dress cap shall be worn.

#### **8.2. GENERAL RULES:**

##### **8.2.1. COMPETITION FOR WHICH AGGREGATE POINTS ARE AWARDED;**

- 8.2.1.1. Hose Race**
- 8.2.1.2. Ladder Race**
- 8.2.1.3. Rescue Race**
- 8.2.1.4. Hose Replacement Race**

**8.2.1.5. Reserved**

**8.2.1.6. Best Appearing Company on Parade**

8.2.1.6.(i) 20 and under, Regulation Dress

8.2.1.6.(ii) 21 and over, Regulation Dress

8.2.1.6.(iii) 20 and under, Fancy Dress

8.2.1.6.(iv) 21 and over, Fancy Dress

**8.2.1.7. Best Association/District on Parade**

8.2.1.8. Running order of the competition games shall be:

Rescue Race

Hose Race

Ladder Race

Hose Replacement Race

Chief's 50 Meter Dash

Fire Fighter's 100 meter Dash

**8.2.2. PARTICIPATION:**

8.2.2.1. No Fire Department, Fire Company, or Fire Fighters' Association shall be allowed to participate in any of the games and/or competitions unless they are members in good standing of the F.F.A.O.

8.2.2.2. Before the beginning of the Games and Competitions, each team must submit to the Chief Judge, the name of their Fire Department, Fire Company, or Fire Fighters' Association, and the name of each member of the team about to compete, on an official entry form.

8.2.2.3. The Chief of the Fire Department, Fire Company, or Fire Fighters' Association shall swear that each individual whose name has been submitted has been a member of that Fire Department, Fire Company or Fire Fighters' Association for six months prior to the Game/Competition.

8.2.2.4.(i) A Fire Department, Fire Company or Fire Fighters' Association shall enter only one team per station or association for any games collecting aggregate points.

8.2.2.4.(ii) Teams may be comprised of members from more than one station within a department for fun games.

8.2.2.5. No member shall compete on any team other than the one for which their name has been submitted under sentence 8.2.2.2.

8.2.2.6. Each team shall report to the Chief Judge or Designate when they are ready to take their place for the Games and Competitions.

8.2.2.7. Each team shall be inspected by the judges prior to the event, and any team with a member whose name has been listed on any other team shall be immediately disqualified.

8.2.2.8. All competitors must participate in at least 50% of the games on the field.

**8.2.3. GENERAL**

**8.2.3.1. ENTRIES SHALL:**

**8.2.3.1.(i)** Be in the hands of the Host Department by July 15.

**8.2.3.1.(II)** Be passed to the Chief Judge before 12:00 hours on the Friday of the Convention.

**8.2.3.1.(iii)** Specify the events entered.

**8.2.3.2.** There shall be a team Captains meeting on the games field 30 minutes after the adjournment of the Annual Meeting.

**8.2.3.3.** Drawings for position in the competitions shall take place at the Captains meeting.

**8.2.3.4.** The Chief Judge will advise all concerned of the water supply available for the competitions at the team Captains meeting.

**8.2.3.5.** Between events (ladder race, hose race etc.) the judges shall be allowed a five minute break, off the Games and Competitions area.

**8.2.3.6.** The judges shall not leave the general Games and Competitions area until their job is completed.

**8.2.3.7.** The Host Fire Department, Fire Company, or Fire Fighters' Association may participate in the Games and Competitions.

**8.2.3.8.** After each competition, the announcer shall give the unofficial results and shall announce the time that this information is given.

**8.2.3.9.** Any protest shall be made within 30 minutes of the announcement in 8.2.3.8.

**8.2.3.10.** In all cases, the decision of the Chief Judge and the Games and Competitions Committee shall be final.

**8.2.3.11.** No hose keys shall be worn or carried by any competitor in any event.

**8.2.3.12.** Points shall be awarded as follows:

First Place – Five Points

Second Place – Three points

Third Place – One Point

**8.2.3.13.** A fifteen second penalty shall be assessed against any team not being on the starting line within sixty seconds of being called.

**8.2.3.14.** No unauthorized persons are to be on the playing field at any time that the games are in progress. This includes down time between events.

**8.2.3.15.** No alcohol, or glass containers, shall be permitted inside the perimeter of the playing field.

**8.2.4. GAMES AND COMPETITIONS COMMITTEE**

**8.2.4.1.** The Games and Competitions Committee shall:

**8.2.4.1.(i)** See that the games and competitions area is laid out in accordance with the rules.

- 8.2.4.1.(ii) Ensure that the Games and Competitions area and all equipment for the events is in good order.
- 8.2.4.1.(iii) Appoint a starter and equip him/her with a starting gun or whistle.
- 8.2.4.1.(iv) Supply stop watches for the judges.
- 8.2.4.1.(v) Ensure that a member of the committee acts as a judge regarding hydrants and couplings, and,
- 8.2.4.1.(vi) Have the authority to make such arrangements or special rules as they see fit, but not to conflict with specific competition rules.

## **8.2.5. HOST DEPARTMENT**

8.2.5.1. The host Fire Department, Fire Company, or Fire Fighters' Association shall:

- 8.2.5.1.(i) See that the Games and Competitions area is laid out in accordance with these rules and with the approval of the Games and Competitions Committee.
- 8.2.5.1.(ii) Supply at least three ½ ton pickup trucks to be used as hose beds.
- 8.2.5.1.(iii) Supply at least six persons to keep the Games and Competitions area clear and to relocate equipment as necessary.
- 8.2.5.1.(iv) Supply judges for the Competition parade.
- 8.2.5.1.(v) Meet with the Games and Competitions Committee at the May quarterly meeting to advise the type of water supply available for the competitions.
- 8.2.5.1.(v) (a) Notwithstanding 8.2.5.1.(v), the committee shall have the option of making other arrangements if it is deemed necessary.
- 8.2.5.1.(vi) Supply all equipment as listed.

## **8.3. RULES**

### **8.3.1. FIRE FIGHTERS' WATERBALL**

- 8.3.1.1. Maximum number of competitors shall be five (5) plus one (1) coach.
- 8.3.1.2. Nozzle pressure shall be 630 KPA (90 PSI)
- 8.3.1.3. Time limit shall be three (3) minutes.
- 8.3.1.4. **CLOTHING SHALL CONSIST OF:**
  - 8.3.1.4.(i) Approved Structural Firefighting Bunker Style Pants, Coat and Boots.
  - 8.3.1.4.(ii) Head Protection – Approved Firefighting Helmet.
  - 8.3.1.4.(iii) Gloves shall be optional.
  - 8.3.1.4.(iv) Use of face shields shall be mandatory.
- 8.3.1.5. **EQUIPMENT SHALL CONSIST OF:**
  - 8.3.1.5.(i) 60M (200 FT.) of 38mm (1 ½ “) hose.
  - 8.3.1.5.(ii) 65mm (2 ½ “) supply line.
  - 8.3.1.5.(iii) 1 – gated Wye 65mm X 38mm X 38mm (2 ½ X 1 ½ X 1 ½ )

**8.3.1.5.(iv)** 2 – 38 mm (1 ½ “) straight bore nozzles with 13mm (½ “) tip (Supplied by FFAO).

**8.3.1.5.(v)** A ball of either 35 cm (14”) or 37.5 cm (15”) diameter.

**8.3.1.5.(vi)** Cable of 10 mm (3/8 “) diameter.

**8.3.1.6. THE CABLE SHALL BE STRUNG AS FOLLOWS:**

**8.3.1.6.(i)** 3 meters (10 ft.) from the ground to center.

**8.3.1.6.(ii)** 33 meters (110 ft.) between the posts.

**8.3.1.6.(iii)** Stops shall be 15 meters (45 ft.) from the center.

**8.3.1.7.** The starting line shall be 4.5 meters (15 ft.) each side of the center mark on the ground and/or the cable.

**8.3.1.8.** The winner of each heat shall advance to the next round.

**8.3.1.9.** The final round shall be the best two out of three.

**8.3.1.10.** The heat is won by advancing the ball against the stops in the opponent's territory.

**8.3.1.11.** In the event of time expiring, the winner shall be the team who has the ball in the opponent's territory when the whistle sounds.

**8.3.1.12.** The team may stand any distance behind the starting line at the beginning of the heat.

**8.3.1.13.** The nozzle men must cross streams over the ball before the signal to start is given.

**8.3.1.14.** After the signal to start, the teams may maneuver any place on the playing area.

**8.3.1.15.** Teams members may change positions any time during the competition.

**8.3.1.16. DISQUALIFICATION SHALL OCCUR IF:**

**8.3.1.16.(i)** The coach comes in contact with any player, the hose or the nozzle until after the final whistle is sounded.

**8.3.1.16.(ii)** The hose stream is directed at the opposing team.

**8.3.1.16.(iii)** The nozzle is dropped or thrown to the ground at any time during the competition.

**8.3.1.16.(iv)** In the opinion of the judges, the nozzle man loses control of the nozzle.

**8.3.1.16.(v)** There is any interference by a spectator.

**8.3.1.17.** Only the team captain shall converse with the judges in the event of a dispute.

**8.3.2. AUILIARY WATERBALL:**

**8.3.2.1.** Maximum number of competitors shall be six (6) plus a coach.

**8.3.2.2.** Nozzle pressure shall be 525 KPA (75 PSI).

**8.3.2.3.** Time limit shall be two (2) minutes.

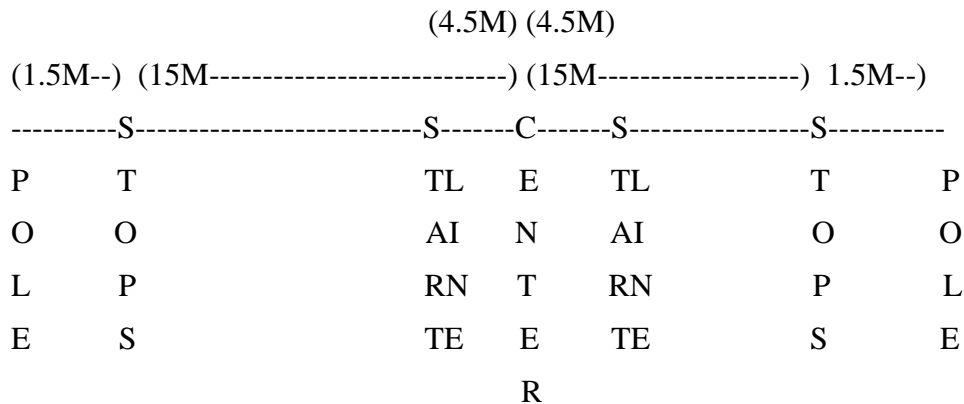
**8.3.2.4. CLOTHING SHALL CONSIST OF:**

**8.3.2.4.(i)** Long sleeved tops and long pants.

**8.3.2.4.(ii)** Head Protection – Approved Firefighting Helmet.

- 8.3.2.4.(iii)** Full running style shoes with laces or Velcro fasteners done up. No sandals or open toed shoes.
- 8.3.2.4.(iv)** Gloves shall be optional.
- 8.3.2.4.(v)** Face shields shall be mandatory.
- 8.3.2.5. EQUIPMENT SHALL CONSIST OF:**
- 8.3.2.5.(i)** 60 meters (200 feet) of 38 mm (1 ½ “) hose.
- 8.3.2.5.(ii)** 65 mm (2 ½ “) supply line.
- 8.3.2.5.(iii)** One gated wye – 65mm X 38mm X 38mm (2 ½ “ X 1 ½ “ X 1 ½ “)
- 8.3.2.5.(iv)** Two 38mm (1 ½ “) straight bore nozzles with 13mm (½ “) tip.
- 8.3.2.5.(v)** A ball of either 35cm (14”) diameter or 37.5cm (15”) diameter.
- 8.3.2.5.(vi)** Cable of 10mm (3/8 “) diameter steel.
- 8.3.2.6. THE CABLE SHALL BE STRUNG AS FOLLOWS:**
- 8.3.2.6.(i)** 3 m (10 ft.) from the ground to center.
- 8.3.2.6.(ii)** 33 m (110 ft.) between the posts.
- 8.3.2.6.(iii)** Stops shall be 15 m (45 ft.) from the center.
- 8.3.2.7.** The starting line shall be 4.5 m (15 ft.) each side of center and marked on the ground and/or the cable.
- 8.3.2.8.** The winner of each heat shall advance to the next round.
- 8.3.2.9.** The final round shall be the best two out of three.
- 8.3.2.10.** The heat is won by advancing the ball against the stops in the opponent's territory.
- 8.3.2.11.** In the event of time expiring, the winner shall be the team who has the ball in the opponent's territory when the whistle sounds.
- 8.3.2.12.** The team may stand any distance behind the starting line at the beginning of the heat.
- 8.3.2.13.** The nozzle persons must cross streams above the ball before the signal to start is given.
- 8.3.2.14.** After the signal to start, the teams may maneuver any place on the playing area.
- 8.3.2.15.** Team members may change places at any time during the competition.
- 8.3.2.16. DISQUALIFICATION SHALL OCCUR IF:**
- 8.3.2.16.(i)** The coach comes in contact with any player, the hose, or the nozzle until after the final whistle is sounded.
- 8.3.2.16.(ii)**The hose stream is directed at the opposing team.
- 8.3.2.16.(iii)**The nozzle is dropped or thrown to the ground during the event.
- 8.3.2.16.(iv)**In the opinion of the judges, the nozzle person loses control of the nozzle.
- 8.3.2.16.(v)**There is any interference by a spectator.
- 8.3.2.17.** Only the team captain shall converse with the judges in the event of a dispute.

**8.3.2.3. LAYOUT OF THE FIELD FOR FIRE FIGHTERS' AND AUXILIARY WATERBALL:**



**8.3.4. FIRE FIGHTERS' BUCKET RACE:**

**8.3.4.1.** Number of contestants shall be six (6).

**8.3.4.2. CLOTHING SHALL CONSIST OF:**

**8.3.4.2.(i)** Approved Structural Firefighting Bunker style Pants, Coat and Boots.

**8.3.4.2.(ii)** Head Protection – Approved Firefighting Helmet.

**8.3.4.2.(iii)** Gloves shall be optional.

**8.3.4.2.(iv)** Use of face shields shall be optional.

**8.3.4.3. EQUIPMENT SHALL CONSIST OF:**

**8.3.4.3.(i)** Six (6) nine litre (2 gal.) buckets (Supplied by FFAO).

**8.3.4.3.(ii)** Water trough with a capacity of 450 litres (100 gal.).

**8.3.4.3.(iii)** Barrel with a capacity of 225 litres (50 gal.).

**8.3.4.3.(iv)** Ladder – four m (12 ft.) tied to platform.

**8.3.4.3.(v)** Platform – 2.75 m X 2.75 m (8 ft. X 8 ft.) square – 2.75 m (8 ft.) from the ground to the top of the platform with a 1.3 m (4 ft.) railing on three (3) sides.

**8.3.4.4. DISTANCES SHALL BE:**

**8.3.4.4.(i)** Starting line – 22.5 m (75 ft.) from the base of the platform.

**8.3.4.4.(ii)** Trough – 15 m (75 ft.) from the starting line.

**8.3.4.4.(iii)** Empty buckets may be placed on either side of the trough, but must not extend past either end of the trough.

**8.3.4.5. RUNNING THE EVENT:**

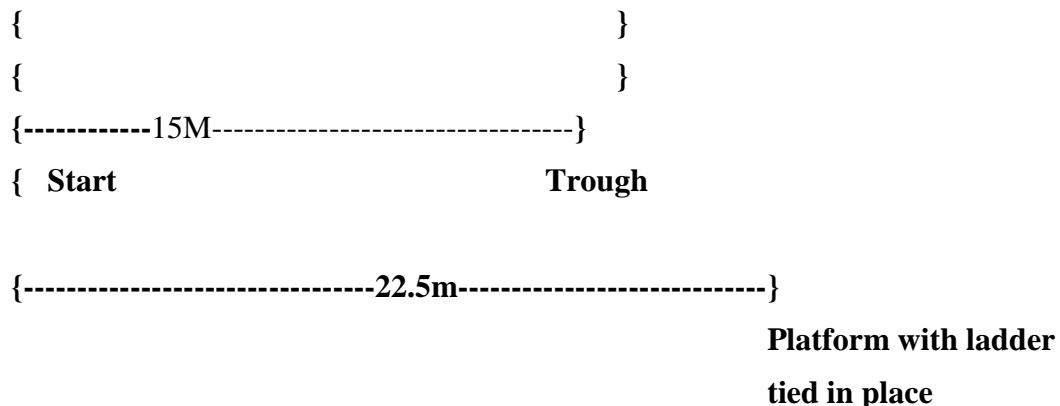
**8.3.4.5.(i)** All contestants shall run from the starting line and circle the trough once, all traveling in the same direction.

- 8.3.4.5.(ii) This direction is to be maintained throughout the event.
- 8.3.4.5.(iii) The first competitor shall climb the ladder to the top of the platform.
- 8.3.4.5.(iv) The second competitor shall partially climb the ladder and apply a leg lock.
- 8.3.4.5.(v) The third competitor shall locate himself at the base of the ladder with one leg through a rung.
- 8.3.4.5.(vi) The remaining three (3) competitors shall circle the trough a second time, picking up and filling one bucket each, proceed to the base of the ladder and hand the bucket off to the ladder personnel, who will pass it up the ladder to be dumped into the barrel.
- 8.3.4.5.(vii) This shall be repeated until the barrel is filled.
- 8.3.4.6. The first three competitors shall not carry a bucket of water to the ladder.
- 8.3.4.7. If a bucket breaks, the judges will place another bucket into play at the trough.
- 8.3.4.8. A penalty of fifteen (15) seconds shall be incurred for every infraction of the rules.
- 8.3.4.9. The barrel is to be filled with water only. Any infraction shall result in the team being disqualified.
- 8.3.5. **AUXILIARY BUCKET RACE:**
- 8.3.5.1. Number of contestants shall be six (6).
- 8.3.5.2. **CLOTHING SHALL CONSIST OF:**
- 8.3.5.2.(i) Long sleeved tops and long pants.
- 8.3.5.2.(ii) Head Protection – Approved Firefighting Helmet.
- 8.3.5.2.(iii) Full running style shoes with laces or Velcro fasteners done up. No sandals or open toed shoes.
- 8.3.5.2.(iv) Gloves shall be optional.
- 8.3.5.2.(v) Use of face shields shall be optional.
- 8.3.5.3. **EQUIPMENT SHALL CONSIST OF:**
- 8.3.5.3.(i) Six (6) 9 litre (2 gal.) plastic buckets.
- 8.3.5.3.(ii) Water trough with a capacity of 450 litres (100 Gal.)
- 8.3.5.3.(iii) Barrel with a capacity of 157.5 litres (35 gal.).
- 8.3.5.3.(iv) Ladder – 4 m (12 ft.) tied to the platform.
- 8.3.5.3.(v) Platform – 2.75 m X 2.75 m (8 ft. X 8 ft.) square – 2.75 m (8 ft.) from the ground to the top of the platform with a 1.3.m (4 ft.) railing on three (3) sides.
- 8.3.5.4. **DISTANCES SHALL BE:**
- 8.3.5.4.(i) Starting line – 22.5 m (75 ft.) from the base of the platform.
- 8.3.5.4.(ii) Trough – 15 m (50 ft.) from starting line.
- 8.3.5.4.(iii) Empty buckets may be placed on either side of the trough, but must not extend past either end of the trough.

**8.3.5.5. RUNNING OF THE EVENT:**

- 8.3.5.5.(i)** All contestants shall run from the starting line and circle the trough once, all traveling in the same direction.
- 8.3.5.5.(ii)** This direction shall be maintained throughout the event.
- 8.3.5.5.(iii)** The first competitor shall climb the ladder to the top of the platform.
- 8.3.5.5.(iv)** The second competitor shall partially climb the ladder and apply a leg lock.
- 8.3.5.5.(v)** The third competitor shall locate themselves at the base of the ladder with one leg through a rung.
- 8.3.5.5.(vi)** The remaining three competitors shall circle the trough a second time, picking up and filling a bucket each, proceed to the base of the ladder and hand off the bucket to the ladder personnel to be passed up to the platform and emptied into the barrel.
- 8.3.5.5.(vii)** This shall be repeated until the barrel is full.
- 8.3.5.6.** The first three competitors shall not carry a bucket of water to the ladder.
- 8.3.5.7.** If a bucket breaks, the judges will place another bucket into play at the trough.
- 8.3.5.8.** A penalty of fifteen (15) seconds shall be incurred for every infraction of the rules.
- 8.3.5.9.** The barrel is to be filled with water only. Any infraction, the team will be disqualified.

**8.3.6. LAYOUT OF THE FIELD FOR FIRE FIGHTERS AND AUXILIARY BUCKET RACE**



**8.3.7. HOSE RACE**

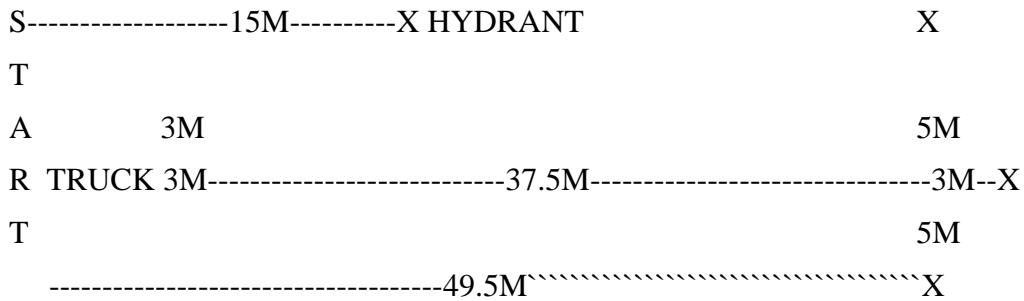
- 8.3.7.1.** Maximum number of competitors shall be eight (8)
- 8.3.7.2. CLOTHING SHALL CONSIST OF:**
  - 8.3.7.2.(i)** Approved Structural Firefighting Bunker style Pants, Coat and Boots.

- 8.3.7.2.(ii)** Head Protection – Approved Firefighting Helmet.
- 8.3.7.2.(iii)** Gloves shall be optional.
- 8.3.7.2.(iv)** Use of face shields shall be mandatory.
- 8.3.7.3. EQUIPMENT SHALL CONSIST OF:**
- 8.3.7.3.(i)** Hydrant c/w ¼ turn shut off.
- 8.3.7.3.(ii)** Three 9 liter (2 gallon) plastic buckets for targets (Supplied by FFAO).
- 8.3.7.3.(iii)** Three target stands approximately 2.75m (5 ft.) from the ground with a base of approximately 20cm (8 inches) square.
- 8.3.7.3.(iv)** Three 15m (50ft) lengths of 65mm (2 ½ ") hose.
- 8.3.7.3.(v)** Two 15m (50ft) lengths of 38mm (1 ½ ") hose.
- 8.3.7.3.(vi)** One gated wye 65mm X 38mm X 38mm (2 ½ ' X 1 ½ " X 1 ½ ").
- 8.3.7.3.(vii)** 65mm (2 ½ ") straight bore nozzle (Supplied by FFAO).
- 8.3.7.3.(viii)** Two 38mm (1 ½ ") straight bore nozzles (Supplied by FFAO).
- 8.3.7.4.** Hydrant pressure to be 525 KPA (75 PSI) at the nozzle.
- 8.3.7.5.** Pump pressure to be adequate to provide above.
- 8.3.7.6.** Starting line shall be 15m (50ft) from hydrant.
- 8.3.7.7.** Truck is to be located 3m (10ft) back of the hydrant and 3m (10ft) to the side of the hydrant.
- 8.3.7.8.** Targets shall be 52.5m (175ft) from starting line.
- 8.3.7.9.** Side targets shall be 4.5m (15ft) to each side of the centre target.
- 8.3.7.10.** No coupling shall be left hanging over the side of the truck. Judges decision is final.
- 8.3.7.11. RUNNING OF THE EVENT**
- 8.3.7.11.(i)** Hose load may be arranged any way the participating team wants.
- 8.3.7.11.(ii)** Contestants shall run from the starting line to the truck, remove necessary equipment, and pull out 30m (100ft) of 65mm (2 ½ ") hose, disconnect coupling between second and third lengths, connect the line to the hydrant and knock down the centre target and shut off water.
- 8.3.7.11.(iii)** Coupling between second and third lengths shall be clear of the truck tailgate before disconnecting.
- 8.3.7.11.(iv)** Drop 65mm (2 ½ ") nozzle on ground, break connection between first and second lengths and install gated wye at end of second length.
- 8.3.7.11.(v)** Connect 15m (50ft) of 38mm (1 ½ ") line to each side of gated wye.
- 8.3.7.11.(vi)** Connect straight bore nozzles to ends of 38mm (1 ½ ") lines.
- 8.3.7.11.(vii)** Turn on water and knock down remaining targets, one with each nozzle.
- 8.3.7.12.** All contestants (except nozzle men) must stand clear of all couplings before targets are

knocked down, and remain clear until final whistle is sounded.

- 8.3.7.13. Should it become necessary to return to a coupling that comes undone, time will continue to run.
- 8.3.7.14. Any infraction of the rules shall result in a fifteen (15) second penalty.

**8.3.8. LAYOUT OF FIELD FOR HOSE RACE**



**50**

**8.3.9. LADDER RACE:**

8.3.9.1. Maximum number of contestants shall be eight (8).

**8.3.9.2. CLOTHING SHALL CONSIST OF:**

- 8.3.9.2.(i) Approved Structural Firefighting Bunker style Pants, Coat and Boots.
- 8.3.9.2.(ii) Head Protection – Approved Firefighting Helmet.
- 8.3.9.2.(iii) Gloves shall be optional.
- 8.3.9.2.(iv) Use of face shields shall be mandatory.

**8.3.9.3. EQUIPMENT SHALL CONSIST OF:**

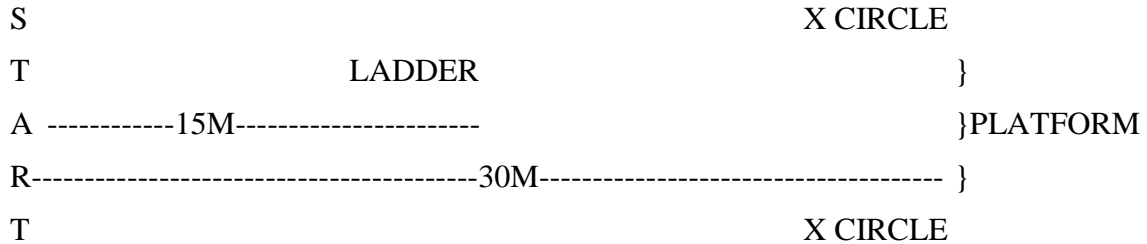
- 8.3.9.3.(i) Two 15m (50 ft) lengths of 65mm (2 ½ “) hose.
- 8.3.9.3.(ii) Two 15m (50 ft) lengths of 38 mm (1 ½ “) hose.
- 8.3.9.3.(iii) Gated wye 65 mm X 38 mm X 38 mm (2 ½ “ X 1 ½ “ X 1 ½ “)
- 8.3.9.3.(iv) Two 38 mm (1 ½ “) straight bore nozzles (Supplied by FFAO).
- 8.3.9.3.(v) Two 9 litre (2 gal.) plastic buckets used as targets (Supplied by FFAO)
- 8.3.9.3.(vi) Two target stands approximately 2.75 m (5 ft) from the ground with a base approximately 20 cm (8”) square.
- 8.3.9.3.(vii) Ladder support 3 m (10 ft) high.
- 8.3.9.3.(viii) Ladder 4 m (12 ft) long.

- 8.3.9.4.** Hydrant pressure to be 525 KPA (75 PSI) at the nozzle.
- 8.3.9.5.** Pump pressure to be adequate to provide the above.
- 8.3.9.6.** Starting line shall be 15 m (50 ft) from the hydrant.
- 8.3.9.7.** Truck to be located 3 m (10 ft) back from the hydrant and 3 m to the side of the hydrant.
- 8.3.9.8.** Targets shall be 46.5 m (155 ft) from starting line.
- 8.3.9.9.** Targets shall be 6 m (20 ft) apart.
- 8.3.9.10.** No coupling shall be left hanging over the side of the truck.
- 8.3.9.11. RUNNING THE EVENT:**
- 8.3.9.11.(i)** Hose load may be arranged any way the participating teams wants.
- 8.3.9.11.(ii)** Contestants shall run from the starting line to the truck, remove the necessary equipment and pull out 15 m (50 ft) of 65 mm (2 ½ ") hose, disconnect the coupling between the first and second lengths, and connect line to hydrant.
- 8.3.9.11.(iii)** Coupling between the first and second lengths shall be clear of the truck before disconnecting.
- 8.3.9.11.(iv)** Connect the gated wye to the end of the 65 mm (2 ½ ") line.
- 8.3.9.11.(v)** Connect a 15 m (50 ft) length of 38 mm (1 ½ ") hose to each side of the gated wye.
- 8.3.9.11.(vi)** Connect the straight bore nozzles to the ends of the 38 mm (1 ½ ") lines.
- 8.3.9.11.(vii)** Carry ladder and raise to the ladder support.
- 8.3.9.11.(viii)** Carry nozzles up ladder, position one above the ladder support and one under the ladder support and assume a leg lock.
- 8.3.9.11.(ix)** Turn on the water and knock down each target with a different nozzle.
- 8.3.9.12.** All contestants (except nozzle man) shall stand clear of all couplings before targets are knocked down and shall remain clear until the final whistle is sounded.
- 8.3.9.13.** Should it become necessary to return to a coupling that has come undone, time will continue to run.
- 8.3.9.14.** Any infraction of the rules shall result in a fifteen (15) second penalty.



- 8.3.11.8. Rescuer may use the beam of the ladder for free hand during decent.
- 8.3.11.9.(i) Rescuer must use all ladder rungs with both feet and hands while climbing.
- 8.3.11.9.(ii) First hand to touch a rung must be no higher than chest height.
- 8.3.11.10. Rescuer must use all ladder rungs with both feet when descending.
- 8.3.11.11. Any infraction of the rules shall result in a fifteen (15) second penalty.

**8.3.11.12 LAYOUT OF FIELD FOR RESCUE RACE:**



**8.3.12. HOSE REPLACEMENT RACE:**

8.3.12.1. Maximum number of competitors shall be four (4).

**8.3.12.2. CLOTHING SHALL CONSIST OF:**

- 8.3.12.2.(i) Approved Structural Firefighting Bunker style Pants, Coat and Boots.
- 8.3.12.2.(ii) Head Protection – Approved Firefighting Helmet.
- 8.3.12.2.(iii) Gloves shall be optional.
- 8.3.12.2.(iv) Use of face shields shall be mandatory.

**8.3.12.3. EQUIPMENT SHALL CONSIST OF:**

- 8.3.12.3.(i) Hydrant complete with ¼ turn shut off.
- 8.3.12.3.(ii) Two 9 litre (2 gal.) plastic buckets for targets. (Supplied by FFAO)
- 8.3.12.3.(iii) Two target stands approximately 2.75 m (5 ft.) from the ground with a base of approximately 20cm (8 in.) square.
- 8.3.12.3.(iv) Five 15 m (50 ft.) lengths of 38mm (1 ½ in.) hose.
- 8.3.12.3.(v) One 38mm (1 ½ in.) straight bore nozzle. (Supplied by FFAO).
- 8.3.12.3.(vi) One 65mm (2 ½ in.) to 38mm (1 ½ in.) reducer.
- 8.3.12.4. Hydrant pressure to be adequate to supply 525 KPA (75 PSI) at the nozzle.
- 8.3.12.5. Pump pressure to be 525KPA (75PSI).
- 8.3.12.6. Starting line shall be 15m (50ft.) from the hydrant.
- 8.3.12.7. Truck to be located 3m (10ft.) back of the hydrant and 3m (10 ft.) to the side of the hydrant.
- 8.3.12.8. Targets shall be 61m (200 ft.) from the start line.
- 8.3.12.9. Targets shall be 4.5m (15 ft.) apart.

**8.3.12.10.** No coupling shall be left hanging over the side of the truck.

**8.3.12.11. RUNNING OF THE EVENT:**

**8.3.12.11.(i)** Hose may be arranged any way the participating team wants.

**8.3.12.11.(ii)** Contestants shall run from the starting line to the truck, remove necessary equipment, and pull out 45m (150 ft.) of hose, disconnect coupling between third and fourth lengths, connect the hose to the hydrant and knock down one target and shut off water.

**8.3.12.11.(iii)** Coupling between third and fourth lengths shall be clear of the truck before disconnecting.

**8.3.12.11.(iv)** Remove the second length and replace with one length off the truck.

**8.3.12.11.(v)** Turn on water and knock down remaining target.

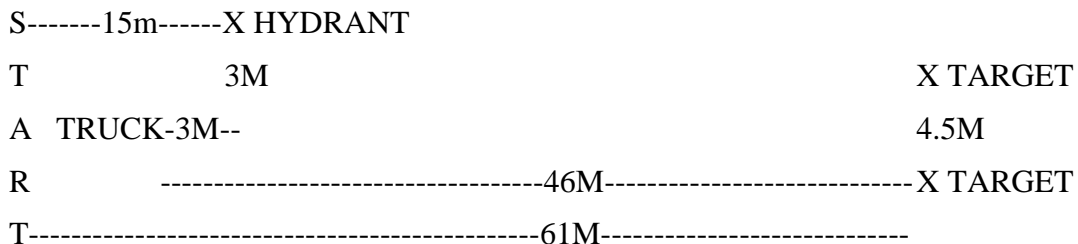
**8.3.12.12.** All contestants (except nozzle man) must stand clear of all couplings before target is knocked down, and shall remain clear until the final whistle is sounded.

**8.3.12.13.** Should it become necessary to return to a coupling that has come undone, time will continue to run.

**8.3.12.14.** Any infraction of the rules shall result in a fifteen (15) second penalty.

**8.3.12.15.** Spare hose may not leave the truck until the first coupling is broken.

**8.3.13. LAYOUT OF THE FIELD FOR HOSE REPLACEMENT RACE:**



**8.3.14 FIREFIGHTERS OPEN – 100 METRES**

**8.3.14.1.**Open to all firefighters.

**8.3.14.2.CLOTHING SHALL CONSIST OF:**

**8.3.14.2.(i)** Full running style shoes with laces or Velcro fasteners done up.

**8.3.14.2.(ii)**Street clothes.

**8.3.14.3.**Disqualification shall occur if a competitor wears spikes of any kind.

**8.3.15. CHIEFS OPEN**

**8.3.15.1.**Open to all chiefs.

**8.3.15.2.CLOTHING SHALL CONSIST OF:**

**8.3.15.2.(i)** Full running style shoes with laces or Velcro fasteners done up.

**8.3.15.2.(ii)** Street clothes.

**8.3.15.3.** Disqualification shall occur if a competitor wears spikes of any kind.

#### **8.4. MINI MUSTER**

##### **8.4.1. TRUCK EFFICIENCY**

**8.4.1.1.** Maximum number of competitors shall be five (5).

##### **8.4.1.2. CLOTHING SHALL CONSIST OF:**

**8.4.1.2.(i)** Approved Structural Firefighting Bunker style Pants, Coat and Boots.

**8.4.1.2.(ii)** Head Protection – Approved Firefighting Helmet.

**8.4.1.2.(iii)** Gloves shall be optional.

**8.4.1.2.(iv)** Use of face shields shall be optional.

##### **8.4.1.3. EQUIPMENT SHALL CONSIST OF:**

**8.4.1.3.(i)** Two (2) wheel chocks.

**8.4.1.3.(ii)** Minimum of one length of hard suction hose as supplied as original equipment.

**8.4.1.3.(iii)** Suction screen.

**8.4.1.3.(iv)** Safety rope (Supplied by FFAO).

**8.4.1.3.(v)** Three 15m (50 ft.) lengths of 38mm (1 ½ in.) hose.

**8.4.1.3.(vi)** Straight bore nozzle 38mm (1 ½ in.)

**8.4.1.3.(vii)** One 9 litre (2 gal.) plastic bucket for target. (Supplied by FFAO).

**8.4.1.3.(viii)** One target stand approximately 2.75 m (5 ft.) from ground complete with a base approximately 20 cm (8 in.) square.

##### **8.4.1.4. CONTESTANTS SHALL:**

**8.4.1.4.(i)** Proceed to turnout gear and dress properly.

**8.4.1.4.(ii)** Board pumper.

**8.4.1.4.(ii)** Move pumper to water source under its own power.

**8.4.1.4.(iv)** Hook up necessary lines.

**8.4.1.4.(v)** Obtain water.

**8.4.1.4.(vi)** Knock down target with solid stream from straight bore nozzle.

**8.4.1.4.(vii)** Must have two (2) men on the nozzle.

##### **8.4.1.5. COURSE LAYOUT FOR TRUCK EFFICIENCY**

**8.4.1.5.(i)** Starting line shall be 5 m (15 ft.) from the truck.

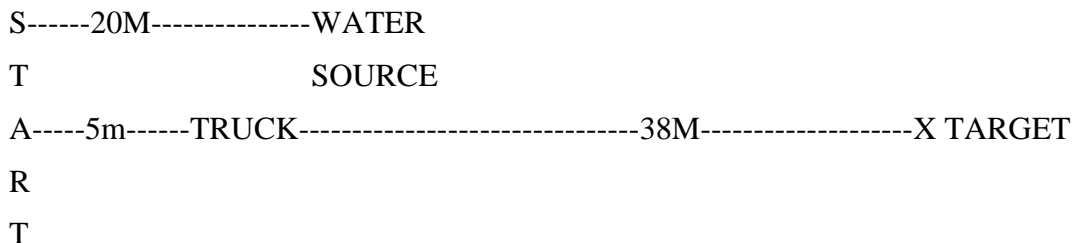
**8.4.1.5.(ii)** Truck shall be 15 m (50 ft.) from the water source.

- 8.4.1.5.(iii) Target shall be 38 m (125 ft.) from the water source.
- 8.4.1.5.(iv) Turnout gear shall be placed at the rear of the truck, on the ground.
- 8.4.1.5.(v) Truck shall be running with parking brake applied prior to the start signal.
- 8.4.1.6. Penalty of five (5) seconds shall be assessed for each infraction as follows:
  - 8.4.1.6.(i) Failure to have boots on both feet.
  - 8.4.1.6.(ii) Failure to have coats and pants on with all buttons, zippers, belts and Velcro fasteners done up.
  - 8.4.1.6.(iii) Failure to have helmets on, both liner flap and chin strap done up before boarding pumper.
  - 8.4.1.6.(iv) Failure to have all five (5) contestants board the pumper before it moves.
  - 8.4.1.6.(v) Failure to move pumper under its own power.
  - 8.4.1.6.(vi) Failure to stop pumper and apply hand brake within prescribed limits at the water source.
  - 8.4.1.6.(vii) Failure to place two (2) wheel chocks under one rear wheel.
  - 8.4.1.6.(viii) Failure to have screen fastened to hard suction.
  - 8.4.1.6.(ix) Failure to have safety rope tied to screen and/or pumper.
  - 8.4.1.6.(x) Failure to have all 38 mm (1 ½ in.) hose off the hose bed.
  - 8.4.1.6.(xi) Failure to have nozzle on 38 mm (1 ½ in.) hose.
  - 8.4.1.6.(xii) Failure to have two (2) firefighters on the nozzle.

**8.4.1.7. DISQUALIFICATION SHALL OCCUR FOR THE FOLLOWING:**

- 8.4.1.7.(i) Tank to pump valve is open
- 8.4.1.7.(ii) Pump is not drained prior to start.
- 8.4.1.7.(iii) Target is not knocked down within three (3) minutes after the first discharge of water.

**8.4.1.8. LAYOUT OF FIELD FOR TRUCK EFFICIENCY:**



**8.4.2. FAST WATER PUMPING – MOTORIZED:**

- 8.4.2.1. Classification of vehicles shall be as follows:

**8.4.2.1.(i)** Rotary

**8.4.2.1.(ii)** Piston

**8.4.2.1.(iii)** Centrifugal

**8.4.2.2.** Each apparatus shall be tested individually against a stop watch.

**8.4.2.3.** Maximum number of contestants shall be five (5).

**8.4.2.4. CLOTHING SHALL CONSIST OF:**

**8.4.2.4.(i)** Approved Structural Firefighting Bunker style Pants, Coat and Boots.

**8.4.2.4.(ii)** Head Protection – Approved Firefighting Helmet.

**8.4.2.4.(iii)** Gloves shall be optional.

**8.4.2.4.(iv)** Use of face shields shall be optional.

**8.4.2.5. EQUIPMENT SHALL CONSIST OF:**

**8.4.2.5.(i)** Two (2) lengths of hard suction hose with a minimum diameter of 65 mm (2 ½ in.)

**8.4.2.5.(ii)** Suction screen.

**8.4.2.5.(iii)** Three (3) 15 m (50 ft.) of 38 mm (1 ½ in.) hose.

**8.4.2.5.(iv)** Straight bore nozzle 38 mm (1 ½ in.). (Supplied by FFAO).

**8.4.2.5.(v)** One (1) 9 litre (2 gal.) plastic bucket to be used as a target. (Supplied by FFAO).

**8.4.2.5.(vi)** One target stand approximately 2.75 m (5 ft.) from the ground complete with a base approximately 20 cm (8 in.) square.

**8.4.2.6.** Truck to be located at water source with hard suction and screen connected in water source.

**8.4.2.7.** Pump, suction and discharge to be drained and checked by judges.

**8.4.2.8. CONTESTANTS SHALL:**

**8.4.2.8.(i)** Have engine running.

**8.4.2.8.(ii)** Have hand brake set.

**8.4.2.8.(iii)** Have wheels chocked.

**8.4.2.8.(iv)** Have pump disengaged.

**8.4.2.8.(v)** Have transmission in neutral.

**8.4.2.8.(vi)(a)** If equipped with a centrifugal pump, have the operator seated in the drivers seat with both hands on the steering wheel and both feet flat on the floor not touching the pedals.

**(b)** If equipped with a rotary pump, have the operator standing on the ground outside the drivers door with the door open and both hands at his sides.

**8.4.2.8.(vii)** At the signal, engage transmission and pump, prime the pump and flow water.

**8.4.2.8.(viii)** Knock down the target.

**8.4.2.9.** Time shall run from the start signal until the target is knocked down.

**8.4.2.10.** Each team shall be given a second chance if they wish, however, the best time shall be used.

**8.4.2.11.** A penalty of five (5) seconds shall be incurred for each of the following infractions:

**8.4.2.11.(i)** Both feet are not flat on the floor.

**8.4.2.11.(ii)** Both hands are not on the steering wheel.

**8.4.2.11.(iii)** Turnout gear is not fastened properly.

**8.4.2.11.(iv)** Target is not knocked down within two (2) minutes of the start signal.

**8.4.3. FAST WATER PUMPING – NON MOTORIZED**

**8.4.3.1.** Each apparatus shall be tested individually against a stop watch.

**8.4.3.2. CLASSIFICATION OF APPARATUS SHALL BE AS FOLLOWS:**

**8.4.3.2.(i)** Steam operated

**8.4.3.2.(ii)** Hand operated

**8.4.3.3. MAXIMUM NUMBER OF CONTESTANTS SHALL BE:**

**8.4.3.3.(i)** Steam operated – five (5)

**8.4.3.3.(ii)** Hand operated – twelve (12)

**8.4.3.4. CLOTHING SHALL CONSIST OF:**

**8.4.3.4.(i)** Approved Structural Firefighting Bunker style Pants, Coat and Boots.

**8.4.3.4.(ii)** Head Protection – Approved Firefighting Helmet.

**8.4.3.4.(iii)** Gloves shall be optional

**8.4.3.4.(iv)** Use of face shields shall be optional

**8.4.3.5. EQUIPMENT SHALL CONSIST OF:**

**8.4.3.5.(i)** Hard suction hose as provided on the original equipment.

**8.4.3.5.(ii)** Three (3) 15 m (50 ft) lengths of 38mm (1 ½ “) hose.

**8.4.3.5.(iii)** Straight bore nozzle – 38mm (1 ½ “) diameter. (Supplied by FFAO)

**8.4.3.5.(iv)** One (1) 9 litre (2 gal) plastic bucket to be used as a target. (Supplied by FFAO)

**8.4.3.5.(v)** One target stand approximately 2.75 m (5 ft) from the ground with a base approximately 20 cm (8”) square.

**8.4.3.5.(vi)** Target shall be 38m (125 ft.) from the start line.

**8.4.3.6.** Apparatus to be located at water source with hard suction connected and in the water source.

**8.4.3.7.** Pump, suction and discharge to be drained and checked by judges.

**8.4.3.8. RUNNING OF THE EVENT**

**8.4.3.8.(i)** Contestants shall have pump disengaged.

**8.4.3.8.(ii)** Contestants shall be placed as follows:

**8.4.3.8.(ii)(a)** Steam operated – all crew lined up at rear of wagon.

**8.4.3.8.(ii)(b)** Hand operated – Crew members to stand back one metre (1m) from the side of the wagon with both hands at their sides.

**8.4.3.8.(iii)** At the signal, engage pump, prime pump and flow water

**8.4.3.8.(iv)** Knock down the target.

**8.4.3.9.** Time shall run from the signal to start until the target is knocked down.

**8.4.3.10.** Each team shall be given a second chance if they wish, but the best time will be used.

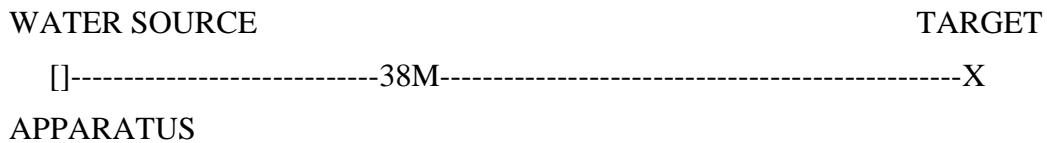
**8.4.3.11.** A penalty of five (5) seconds shall be assessed for each of the following infractions:

**8.4.3.11.(i)** Contestants not standing where specified.

**8.4.3.11.(ii)** Turnout gear not fastened properly.

**8.4.3.11.(iii)** Target not knocked down within two minutes of start signal.

**8.4.3.12.LAYOUT OF FIELD FOR FAST WATER:**



**8.4.4. CREW EFFICIENCY**

**8.4.4.1.** Number of contestants shall be five (5).

**8.4.4.2. CLOTHING SHALL CONSIST OF:**

**8.4.4.2.(i)** Approved Structural Firefighting Bunker style Pants, Coat and Boots.

**8.4.4.2.(ii)** Approved Firefighting Helmet.

**8.4.4.2.(iii)** Gloves shall be mandatory.

**8.4.4.2.(iv)** Use of face shields shall be optional.

**8.4.4.3.** Equipment shall be placed on the ground 5m (15 ft) from the start line.

**8.4.4.4.** Finish line shall be 30m (100 ft) from the equipment.

**8.4.4.5.** Team members shall stand at the start line with shoes on.

**8.4.4.6. RUNNING OF THE EVENT:**

**8.4.4.6.(i)** At the start signal, contestants will run to the turnout gear and don completely before proceeding.

**8.4.4.6.(ii)** After donning gear, run to the finish line.

**8.4.4.6.(iii)** Cross the finish line with both hands raised above their head.

**8.4.4.7.** Time shall be from the start signal until the last team member crosses the finish line.

**8.4.4.8.** A penalty of five (5) seconds shall be assessed for each of the following infractions:

**8.4.4.8.(i)** Failure to have both shoes on at the start line.

**8.4.4.8.(ii)** Failure to have both boots on both feet.

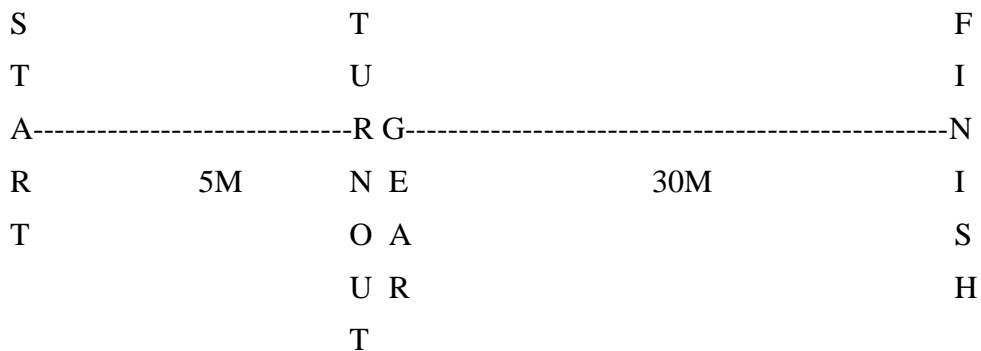
**8.4.4.8.(iii)** Failure to have coats and pants on with all buttons, latches, snaps, zippers, belts and Velcro fasteners done up.

**8.4.4.8.(iv)** Failure to have helmet on with both liner and chin strap done up.

**8.4.4.8.(v)** Failure to have gloves on both hands.

**8.4.4.8.(vi)** Moving past the equipment line prior to all of the above being completed.

**8.4.4.9. LAYOUT OF FIELD FOR CREW EFFICIENCY:**



**8.5. PARADES AND PAGENTES:**

**8.5.1. COMPETITION PARADE**

**8.5.1.1. THE COMPETITION PARADE SHALL:**

**8.5.1.1.(i)** Be held on the Monday of the Annual Meeting.

**8.5.1.1.(ii)** Form up at 09:00 hours.

**8.5.1.1.(iii)** Move off at 10:00 hours.

**8.5.1.2.(i)** All persons competing in any game or competition shall march or walk in the Competition Parade.

**8.5.1.2.(ii)** One (1) team member shall be permitted to drive a vehicle.

**8.5.1.3. ENTRY DEADLINE:**

**8.5.1.3.(i)** Entries are to be in the hands of the host company no later than July 15.

**8.5.1.3.(ii)** Any entries received after July 15 shall be placed at the end of the parade and shall not be judged for competition purposes.

**8.5.1.4.** No association having its membership companies, brigades or fire fighters from two or more municipalities is eligible to compete for any prize other than the **ADAMS DISTILLERY TROPHY FOR DISTRICT OR ASSOCIATION.**

**8.5.1.5.** A parade lineup sheet shall be prepared from all entry forms.

**8.5.1.6.** Copies of the lineup sheet shall be given to the judges at the Marshalling area one hour prior to the parade moving off.

**8.5.1.7. REVIEWING STAND:**

**8.5.1.7.(i)** The reviewing stand shall be located at a place determined by the host department.

**8.5.1.7.(ii)** Reviewing stand personnel shall consist of:

- a) Incoming President
- b) Immediate Past President
- c) 1<sup>st</sup> Vice President
- d) 2<sup>nd</sup> Vice President
- e) Any other executive members available that are not marching.

**8.5.1.7.(iii)** Flag markers for the reviewing stand shall be:

- a) Canadian Flag; Next most immediate Past President
- b) American Flag; to be appointed by the incoming President, preferably an American.

**8.5.1.7.(iv)** Incoming President shall take the salute.

**8.5.2. MISS FIREFIGHTER AND FIRE SAFETY YOUTH REPRESENTATIVE PARENTS**

**8.5.2.1. ENTRANTS SHALL BE:**

**8.5.2.1.(i)** Age to be 16 to 21 years by the Friday of the FFAO Convention.

**8.5.2.1.(ii)** NOT PROFESSIONAL MODELS

**8.5.2.1.(iii)** Sponsored by a member department.

**8.5.2.1.(iv)** Reside in the area covered by the sponsoring department.

**8.5.2.1.(v)** Consent form signed by the contestant (or parent or guardian if under 18 years of age).

**8.5.2.1.(vi)** Entries are to be in the hands of the host department by July 15. No exceptions for late entries.

**8.5.2.1.(vii)** Not be a fire fighter.

**8.5.2.2. PURPOSE:**

**8.5.2.2.(i)** To encourage fire safety awareness amongst the residents of Ontario through youth.

**8.5.2.2.(ii)** To provide fire safety awareness at the FFAO Annual Convention.

**8.5.2.2.(iii)** To be a youth representative of the FFAO.

**8.5.2.3. DUTIES OF MISS FIREFIGHTER AND FIRE SAFETY YOUTH REPRESENTATIVE**

**8.5.2.3.(i)** Take part in any public relation activity the FFAO executive would deem useful.

**8.5.2.3.(ii)** Prepare a safety message for the next FFAO convention program.

**8.5.2.3.(iii)** Attend the annual convention Memorial Service and take part if possible.

**8.5.2.3.(iv)** Attend and take part in the Ontario Firefighters Memorial Service in Gravenhurst if possible.

**8.5.2.3.(v)** Permit use of the Competition Address by the FFAO.

**8.5.2.3.(vi)** Be available to support Muscular Dystrophy in some manner.

**8.5.2.3.(vii)** Be available to appear in a taped message suitable for cable television.

**8.5.2.3.(viii)** Attend a luncheon of the Ontario Municipal Fire Prevention Officers Association at their annual conference.

**8.5.2.3.(ix)** Attend a luncheon of the Ontario Association of Fire Chiefs Annual General Meeting and Educational Seminar.

**8.5.2.3.(x)** Attend the Medal of Merit annual dinner held at the FFAO convention.

**8.5.2.3.(xi)** Meet with the Fire Marshal.

**8.5.2.3.(xii)** Winner must ride in the FFAO Monday Competition Parade.

**8.5.2.4. THE WINNER SHALL RECEIVE:**

**8.5.2.4.(i)** A Trophy – supplied by the FFAO.

**8.5.2.4.(ii)** A cash prize.

**8.5.2.4.(iii)** A professional name tag – supplied by the FFAO.

**8.5.2.4.(iv)** A sash stating their class (to be presented to the next years winner) supplied by the FFAO.

**8.5.2.5. DRESS CODE:**

**8.5.2.5.(i) MISS FIREFIGHTER:**

(a) A red, long sleeved, front button blouse.

(b) A knee length, pleated, white skirt.

(c) White shoes or boots.

**8.5.2.5.(ii) YOUTH REPRESENTATIVE – FEMALE**

(a) White dress slacks

(b) White dress shoes

(c) Red blouse with long sleeves

**8.5.2.5.(iii) YOUTH REPRESENTATIVE – MALE**

Black dress slacks

White dress shirt with a black tie.

**8.5.2.6. JUDGES:**

**8.5.2.6.(i)** Minimum of five (5) – two must be female – three must have firefighting experience.

**8.5.2.6.(ii)** Judges not to be affiliated with any contestant or department that has a contestant.

**8.5.2.6.(iii)** Judges to attend all contestant functions.

**8.5.2.7. JUDGING TO BE BASED ON:**

**8.5.2.7.(i)** A speech of 3 to 5 minutes in length, the topic to be on fire safety and why the contestant would make a good representative.

**8.5.2.7.(ii)** Question and Interview before the panel of judges.

**8.5.2.7.(iii)** Two (2) impromptu questions in front of the audience.

**8.5.2.8. HOST DEPARTMENT REQUIREMENTS:**

**8.5.2.8.(i)** To provide activity Saturday morning for contestants to meet each other and the judges. Judges to observe congeniality amongst contestants.

**8.5.2.8.(ii)** Speech and interview will be held after lunch.

**8.5.2.8.(iii)** Final judging will be held in the same venue as the annual meeting at 16:30 on Saturday.

**8.5.2.8.(iv)** Host department to provide lunch.

**8.5.2.8.(v)** Host department to provide dressing accommodations if needed.

**8.5.2.8.(vi)** Judging to be mixed with Miss Firefighter and Youth Representative.

**8.5.2.9. ENTRY FORM:**

**8.5.2.9.(i)** Must be to the host department by July 15. There shall be no exceptions for late entries.

**8.5.2.10.SPONSORING DEPARTMENT SHALL:**

**8.5.2.10.(i)** Make transportation available for all FFAO requested appearances.

**8.5.2.10.(ii)** Expenses to be paid by the FFAO as per By-Law 3.1.3. and 3.10.1.

**8.5.2.10.(iii)** Expenses to be sent to the 2<sup>nd</sup> Vice President.

**BY-LAWS SECTION # 9**  
**F.F.A.O. HONOUR GUARD**

**9.1 FLAGS AND POLES:**

**9.1.1. DRESS FLAGS:**

**9.1.1.1. SHALL CONSIST OF:**

**9.1.1.1.(i)** One Canadian Flag with Pole

**9.1.1.1.(ii)** One American Flag with Pole

**9.1.1.1.(iii)** One Ontario Flag with Pole

**9.1.1.1.(iv)** One FFAO Flag with Pole

**9.1.1.1.(v)** One Office of the Fire Marshal Flag with Pole

**9.1.1.1.(vi)** One Canadian Fallen Firefighter Foundation Flag with Pole

**9.1.1.1.(vii)** Six Flag Pole Bases

**9.1.1.1.(viii)** One FFAO Convention Flag – to be flown by the Host Department during Convention.

**9.1.1.1.(ix)** One Miniature Flag Set (1 base, 4 flags – Canadian, American, Ontario, FFAO.)

**9.1.1.1.(x)** One Gavel

**9.1.1.1.(xi)** One Table Skirt

**9.1.2. MARCHING FLAGS:**

**9.1.2.1. SHALL CONSIST OF:**

**9.1.2.1.(i)** One Canadian Flag and Pole

**9.1.2.1.(ii)** One American Flag and Pole

**9.1.2.1.(iii)** One Ontario Flag and Pole

**9.1.2.1.(iv)** One FFAO Flag and Pole

**9.1.2.1.(v)** One FFAO Flag (spare)

**9.1.2.1.(vi)** Four Flag Holsters

**9.1.2.1.(vii)** Seven pairs of White Gauntlets

**9.1.2.1.(viii)** Two Pike Poles with chromed heads

**9.1.2.1.(ix)** Two Axes with chromed heads and carrying case

**9.2 REGALIA**

**9.2.1. SHALL CONSIST OF:**

**9.2.1.1.** One Ladder Wreath with Carrying Case.

**9.2.1.2.** Two additional ladder wreaths – stored at the Ontario Fire College.

**9.2.1.3.** Two sashes for the Sergeant At Arms (one is considerably older than the other)

9.2.1.4. Four granite initials (FFAO), for use at entrance to Convention Site, with four carrying cases.

**9.3. REGALIA USES:**

9.3.1. To be used in all FFAO Parades and Memorial Services.

9.3.2. To be available for use in any Member Department functions as requested.

9.3.3. Personnel to be drawn from ranks of the FFAO or Member Department as required.

**9.4. DRESS SHALL CONSIST OF:**

9.4.1. Regulation Dress with the following changes:

9.4.1.1. White gloves shall be substituted with Regalia Gauntlets

**9.5. DUTIES**

9.5.1 To participate in the FFAO Annual Meeting

**9.6. RESPONSIBILITIES OF MEMBER DEPARTMENTS REQUESTING USE OF REGALIA**

9.6.1. Contact the Regalia Chairperson to arrange date and place Regalia is to be shipped to via courier.

9.6.2. Guarantee that the Regalia will be returned to the Regalia Chairperson within five (5) days of the event.

9.6.3. Guarantee the Regalia will be returned in the same or better condition than it was received in.

9.6.4. Prepay courier charges to return Regalia to the Regalia Chairperson.

9.6.5. Insure the return shipment for a value of not less than One Thousand Dollars (\$1000.00).

## **BY-LAWS SECTION 10**

### **GENERAL**

#### **10.1 LIFE EVENT CARD**

##### **10.1.1. GET WELL CARD**

**10.1.1.1.** It shall be the duty of the Credentials Chairperson to send a get well card to any member/stakeholder when notified of an illness.

##### **10.1.2. SYMPATHY CARD**

**10.1.2.1.** It shall be the duty of the Credentials Chairperson to send a sympathy card to any member, or member's family, when notified of the death of a member.

#### **10.2. BY-LAW CHANGES**

**10.2.1.** By-Law changes may be passed at a ¼ ly meeting.

**10.2.2.** Any changes shall be circulated 30 days in advance of a ¼ ly or Annual Meeting.