



TERC UNITED STATES COMMITTEE POLICY BOOK

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INTRODUCTION

This Transportation Emergency Rescue Committee USA Policy Book will serve as a base reference

document concerning committee operations or positions.

It is provided in order to clarify the committee rules and guidelines, and focus the Challenge operation considerations in the intended direction.

The Policy Book will be reviewed annually and items will be added or deleted as the Committee Chairman deems.

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Chapter 1

Committee Policy and By-Laws

Section 1

Name - This committee shall be known as the:

**Transportation Emergency Rescue Committee of The United States of America.
(TERCUSA Committee)**

Section 2

Mission Statement - The overall mission of the Transportation Emergency Rescue Committee USA (TERCUSA) is to serve as a competent source of guidance and information on transportation emergencies for those involved in providing emergency services.

The committee has goals, which include:

1. developing a three level system for vehicle extrication training;
2. developing guidelines to be met by vehicle extrication instructors;
3. developing suggested safety guidelines for training and extrication practices;
4. disseminating information about vehicle extrication through a newsletter or other means; and
5. developing a judge registration system for extrication judges.

Through these goals, the Transportation Emergency Rescue Committee USA will ensure the enhancement of life saving techniques in the challenging field of automobile extrication.

Section 3

Membership - The membership of the organization is open to all upon submission of application and payment of annual dues.

Section 4

The Executive Committee of TERC U.S.A. shall consist of the Chairman, Vice-Chairman, Secretary, and Treasurer. The Chairman and Executive positions will be elected by the membership of TERC U.S.A. at the annual meeting of the committee. The Chairman and Treasurer shall be elected in even years, and Vice-Chair and Secretary in odds years. The persons elected to these positions shall serve a term of two years. The person elected to these positions shall be determined by a majority vote of the committee members present at the annual meeting.

Section 4.1

Eligibility - Any member of the Committee seeking election to any office shall be an active member in good standing of the Organization.

Section 4.2

Eligibility for Election to Chairman position

The TERC U.S.A. Chair shall have served on the Executive Committee or as a Regional Chair. Any member of the committee seeking election to any office must be an active member in good standing of the TERC U.S.A. Committee.

Section 2- Duties of Executive Board and Regional Chairs

Section 2.1 Duties of the Chairman

Chairman shall:

1. Be the official representative and spokesman of the committee.
2. Serve as the Chair of the Executive Committee.
3. Preside at the meetings of the committee and at formal functions.
4. Appoint sub-committees as deemed necessary to conduct the business of the committee.
5. Be responsible for management of U.S.A. Extrication Symposiums and Challenges.

Section 2.2 Duties of the Vice-Chairman

Vice-Chair shall:

1. Assume the duties of the Chair in the absence or inability of the Chair to perform duties.
2. Assist the Chair in conducting the business of the committee.
3. Be responsible for directing District Chairs in Regional and National Challenges compliance of guidelines and polices.
4. Perform other duties as required by the Chairman.

Section 2.3 Duties of the Secretary

Secretary shall:

1. Record, distribute and archive the minutes of any meeting.
2. Distribute and archive any sub-committee meeting minutes submitted by a Chair of the sub-committee.
3. Distribute the minutes and any other materials received or requested in a timely fashion to the members of the committee.
4. Prepare reports or documents as directed by the Executive Committee.
5. Maintain a register and archive of all TERC U.S.A. approved judges.
6. Provide information to the WebMaster for inclusion on the TERC website as the official communications link.
7. Ensure communications of committee activities and important information to all members.

Section 2.4 Duties of the Treasurer

Treasurer shall:

1. Review the moneys of the committee that are collected, deposited and disbursed.
2. Report to the committee members on the financial condition of TERC U.S.A.
3. Provide an annual financial report for submission to TERC U.S.A. Executive Committee.
4. Be responsible for corporate, manufacture or other organization funds to assist the committee in research and development.
5. Maintain a record of membership in TERC U.S.A. and issue PIN numbers to competing teams or individuals.
6. Shall coordinate with the Secretary of TERC U.S.A. record keeping of PIN numbers.

Section 2.5 Duties of District Chairs

District Chairs shall:

1. Be the contact person for Extrication Symposiums or challenges in a geographic area.
2. Assist any present symposium organizer.
3. Assist any new inquires for symposiums with information on TERC sanctioned events.
4. Be responsible for assisting sanctioned TERC U.S.A Challenges or other District Chairs qualified judges within their region.
5. Assist the TERCUSA Secretary with certifying TERC U.S.A Challenges.

TERC U.S.A. will adhere to all polices addressed in the TERC International Policy Book, 2001.

Section 6

Meetings - The Committee shall meet annually at the USA National Challenge. At the annual meeting the election of officers shall occur. The National Challenge and dates shall be determined at the annual meeting. Other meetings may be held at the call of the Chairman or at the call of the Executive Board.

Section 7

Order of Business - The following order of business shall govern all meetings of the Committee unless the order is suspended by majority vote of the members present at the meeting.

Call to Order

Review and adoption of minutes of previous meeting's)

Chairman's report

Vice - Chairman's report

Treasurer's report
Secretary's report
Sub-committee reports
Old business
New business
Election of Officers (if appropriate)
Selection of location, dates, and Judges of next International Challenge
Good of the Committee
Adjournment

Section 7.1

Rules of Order - All meetings of the Committee shall be held in accordance with the provisions of Robert's Rules of Order.

Chapter 2

INFORMATION

2.1 Information

TERC Executive Board

Confidential information of the organization should be disclosed within the organization only on a need-to-know basis.

Confidential information of the company (paper or electronic) must be marked with additional handling instructions designated as Confidential.

Confidential information of the organization should be disclosed outside the organization only when required by law or when necessary to further the organization's business activities and in accordance with the organization's disclosure guidelines.

TERC Extrication Judge's

During the Challenge event, Challenge score sheets and team performance information shall not be disclosed publicly outside the Team Debriefing area by any Judge or Shadow Judge. The Head Judge may/shall verify and check score sheets as required.

Shadow Judges shall not participate in the debriefing and may share no information with fellow team members or other persons for the duration of the challenge.

Chapter 3

TERC Committee Reference Documents

1. **The TERC Committee provides the following as source and reference materials for person's seeking information on extrication procedure and operations.**
2. **Brady**
3. **Mosby**
4. **IFSTA**

Chapter 4

Education Committee

The Educational Committee has as its mission the development of educational programs to instruct students as to safe and efficient methods of extrication. The committee shall address curriculum, testing and evaluations and instructor qualification

4.1 Scope (01Oct96)

4.2

4.3 Educational Component (01Oct96)

4.3.1 When conducted, the educational symposium should have at least six (6) hours and not more than sixteen (16) hours of educational sessions. This will allow the Host agency to qualify the program for Continuing Education Units (CEU's) for the participants.

4.3.2 The Host agency will provide the educational program objectives to the TERC Committee at least two (2) months before the program.

4.3.3 The TERC Committee will develop and provide, for reference and guidance, an educational resource list to any host agency that requests such. The TERC Secretary will update the list as needed.

Chapter 5

Manufacture Committee

5.1 Scope / Purpose

Chapter 6

Extrication Challenges

6.1 Scope / Purpose (01Oct96)

6.1 The TERCUSA Committee shall serve as the registrar for the National and International Challenge and application process.

Any literature of materials concerning the National or International Challenge shall be submitted to the committee for approval prior to distribution.

6.2 The TERCUSA Committee or its sub-committee shall be the sole party for administering the team selection process for the National and International Challenge and review of team's application by way of a sanctioned event (TERCUSA CIN).

The TERCUSA Chairman shall appoint members.

The Head Judge and TERCUSA Secretary shall serve on this committee.

Selections for the National Challenge shall be all first place winners of Regional or State challenges.

Second place finishers may apply for any remaining spots to fill the 25 team maximum.

Selections for the International Challenge shall strive to follow the following format:

1. Nine (9) teams from United States
2. Five (5) Teams from Canada
3. One (1) Team from United Kingdom
4. Four (4) Teams from other overseas Challenges
5. Previous year overall winner
6. Previous year International Host
7. Four (4) teams to be selected by TERCUSA or TERCCANADA Committee

6.3 There shall be a Challenge Committee and a TERCUSA Committee member designated as

Resource Liaison to Hosts and planners for the National or International Challenge. This person

would also assist Regional conference planners as needed.

6.4 There shall be a TERCUSA fee for each team that enters in a TERCUSA sanctioned Regional or

National Challenge to be paid by the Challenge host. A report listing judges and team names shall be filed and fees shall be paid to TERC Committee at the completion of the Challenge.

Fees shall be \$25.00 US per team.

6.5 There be a \$1000 US dollar cap on registration for the National or International Challenge

and that this fee be reviewed annually.

6.6 The TERCUSA Committee shall formulate a contract with prospective hosts of the National or International Challenge in that the TERC Committee guarantee's prospective host's moneys for 22 teams at a minimum of \$800 per team for a minimum contract price of \$17,600 US to host a National or International Challenge. Should additional teams be entered the appropriate moneys would be passed on to the host to pay for each additional team.

6.7 TERCUSA Committee Policy shall be to release score sheets to teams at each level, Regional, National, and International Challenges.

A. At Regional Challenges, the Host shall strive to forward the team score sheets to that team within four weeks following the Challenge.

B. At National Challenges, the Host shall strive to forward the team score sheets to that team within four weeks following the Challenge.

C. At International Challenges, the TERCUSA Secretary shall strive to forward the team score sheet to that team within eight weeks following the Challenge.

The TERCUSA Secretary shall archive the results of the National and International Score sheets.

6.8 Should a dispute arise during a TERCUSA Sanctioned Challenge, the following procedure shall be used for resolution.

A. International Challenge

1. The Team Captain of the team filing a dispute shall immediately notify the Lead Judge of the scenario pit in which the conflict or dispute occurs.

2. The Lead Judge will immediately call the Head Judge for a hearing on the matter in dispute. The Head Judge will render a resolution to the Team Captain immediately.

3. If the Team Captain wishes to file a formal appeal, the Team Captain shall file in writing the issue in dispute with the Head Judge within four (4) hours of the occurrence of the issue in dispute.

4. Upon receiving the appeal, the Head Judge will immediately convene a meeting with a panel consisting of himself and Two (2) International rated Judges not judging in this Challenge. The panel shall review the item in dispute and immediately issue a ruling.

5. The Head Judge will issue a resolution in writing and this will be a final and binding resolution.

B. National Challenge

1. The Team Captain of the team filing a dispute shall immediately notify the Lead Judge of the scenario pit in which the conflict or dispute occurs.

2. The Lead Judge will immediately call the Head Judge for a hearing on the matter in dispute. The Head Judge will render a resolution to the Team Captain immediately.

3. If the Team Captain wishes to file a formal appeal, the Team Captain shall file in writing the issue in dispute with the Head Judge within four (4) hours of the occurrence of the issue in dispute.

4. Upon receiving the appeal, the Head Judge will immediately convene a meeting with a panel consisting of himself and Two (2) National or International rated Judges not judging in this Challenge. The panel shall review the item in dispute and immediately issue a ruling.

5. The Head Judge will issue a resolution in writing and this will be a final and binding resolution.

A. Regional Challenge

1. The Team Captain of the team filing a dispute shall immediately notify the Lead Judge of the scenario pit in which the conflict or dispute occurs.

2. The Lead Judge will immediately call the Head Judge for a hearing on the matter in dispute. The Head Judge will render a resolution to the Team Captain immediately.

3. If the Team Captain wishes to file a formal appeal, the Team Captain shall file in writing the issue in dispute with the Head Judge within four (4) hours of the occurrence of the issue in dispute.

4. Upon receiving the appeal, the Head Judge will immediately convene a meeting with a panel consisting of himself and Two (2) Regional, National or International rated Judges not judging in this Challenge. If rated judges are not available, The Head may appoint two (2) persons not associated /involved with a team that he/she deems qualified to the panel. The panel shall review the item in dispute and immediately issue a ruling.

1. The Head Judge will issue a resolution in writing and this will be a final and binding resolution.

6.9 Judge's Accommodations/Expenses

A host of an Extrication Challenge shall be responsible for furnishing the following items for the Judge's.

1. Travel expense's agreed upon by the Judge and the Host
2. Room or Hotel accommodations
3. Meals or a daily per diem to purchase meals
4. If needed, transportation from hotel to the Challenge site and back.

6.10 Face shield policy

Participants who have a helmet with a face shield shall use the shield in conjunction with eye protection.

6.11 Special helmets

The person designated by the team captain as the Medical Member may wear a non-structural fire-fighting helmet with approval of the Head Judge. Other Helmets shall be submitted at the Captains meeting for approval.

6.12 Medical Unit

The local host shall furnish an Advanced Life Support ambulance or medical personnel with adequate emergency medical equipment, at the Challenge site during those times that teams are competing. This unit shall be manned while on site.

6.13 Challenge Awards

Local hosts are to present awards for the following categories:

1. Unlimited 1st Place
2. Unlimited 2nd Place
3. Unlimited 3rd Place
4. Limited 1st Place
5. Limited 2nd Place
6. Limited 3rd Place
7. Overall 1st Place
8. Overall 2nd Place
9. Overall 3rd Place
10. Outstanding Team Captain

6.13.2 Awards may be a certificate, trophy, etc.

6.14 Submit National or International Brochures

Hosts for the National or International Challenge shall submit any Challenge brochures to the

TERCUSA Challenge Liaison before distribution.

The TERCUSA Challenge Liaison shall review and approve brochures.

6.15 Tools Policy

The following is a policy on tools for use in the Challenge pits. It is the intention of the TERCUSA committee to simulate as close as possible the quantity of tools that a rescue

team may carry on a responding vehicle.

The TERCUSA Committee finds it difficult to believe that any one rescue vehicle would carry unlimited

sets of tools. In the spirit of fair Challenge, use sound judgment in the quantity of tools set in staging.

6.15.1 PROTOTYPE or REMANUFACTURED TOOLS:

Tools that have been altered or Non-commercially manufactured will be subject to the approval for use of the Head Judge or designate.

NOTE: QUANTITY OF TOOLS MAY BE LIMITED TO AVAILABILITY.

6.15.2 LIMITED TOOLS PIT

See tool list

6.15.3 UNLIMITED TOOLS PIT

see tool list

A. Hydraulic Tools: Tools using external power

- a. 1 simultaneous operation power unit (simo-unit) OR 2 single operation power units (personal power unit)
- b. 1 section of hydraulic hose may be attached to each port of the power unit
- c. 1 spare section hydraulic hose
- d. 1 spreader
- e. 1 cutter
- f. 1 combination spreader/cutter
- g. 1 of each size ram - any combination of sizes

Chapter 7

Challenge Judges

7.1 The TERCUSA Committee shall serve as the registrar of TERCUSA Regional, National, and International judges.

7.2 Persons are not required to join any other rescue organization to become a TERCUSA Recognized Extrication Judge.

7.2.1 The TERCUSA Judges Selection Committee will approve and certify all TERCUSA Judges. The TERCUSA Judges Committee will review and recommend all TERCUSA judges applications at annual meeting.

7.2.2 The judges committee after reviewing and accepting a judges application can grant a provisional status to the applicant pending full approval at the next annual meeting.

7.3 Applicants for the position of Regional Judge shall have the following minimum levels for appointment as a Regional Judge:

7.3.1 Six (6) years experience in the Fire or Rescue Service

7.3.2 Basic Instructor rating/level or certification from State or Country of residence

7.3.3 Letter of endorsement from a Rated Judge, one level higher than the applicant, who is familiar with applicant's qualifications.

7.3.4 Competition of a TERCUSA sanctioned Judge's Clinic prior to any shadow judging activity.

7.3.5.

A. If an applicant has no challenge experience, the Shadow judge shall be required to judge (4) Extrication Challenges under a Registered Judge. At each challenge, the applicant shall shadow at a minimum, Three (3) Limited exercises scenarios and three (3) unlimited exercise scenarios.

B. If an applicant has (3) or more years of TeamChallenge experience, he shall be required to judge (2) Challenges under a Registered Judge. At each challenge, the applicant shall shadow at a minimum, Three (3) limited exercise scenarios and three (3) unlimited exercise scenarios.

C. The Shadow Judge applicant shall be responsible for submitting his endorsement sheet to the judges committee

7.3.6 Applicants shall submit the above information to the TERCUSA Secretary for the Judge's Sub-Committee.

Applicants will then complete the following;

B. The shadow judge shall work under the Lead Judge of the Pit. The Pit Lead Judge's will sign an endorsement sheet.

The endorsement will be reviewed by the Head Judge of the Challenge and signed.

C. The Shadow Judge shall not participate in the debriefing process except as an observer.

7.4. Applicants for the position of National Judge shall have the following minimum levels for appointment as a National Judge.

1. Two (2) years experience as a Regional Judge

2. Shadow Judge at Two (2) National or International Extrication Challenges under a Registered Judge.

At each Challenge the applicant shall shadow at a minimum, Three (3) Limited exercise scenarios and Three (3) Unlimited exercise scenarios.

3. The shadow judge shall work under the Lead Judge of the Pit. The Pit Lead Judge's will sign an endorsement sheet.

The endorsement will be reviewed by the Head Judge of the Challenge and signed.

The Shadow Judge shall not participate in the debriefing process except as an observer.

7.5 Applicants for the position of International Judge shall have the following minimum levels for appointment as an International Judge.

1. Four (4) years experience as a Regional and/or National Judge

2. Shadow Judge at One (1) International Extrication Challenges under a Registered International Judge.

At each Challenge the applicant shall shadow at a minimum, Three (3) Limited exercise scenarios and Three (3) Unlimited exercise scenarios.

3. The Shadow Judge shall not participate in the debriefing process except as an observer.

4. The shadow judge shall work under the Lead Judge of the Pit. The Pit Lead Judge's will sign an endorsement sheet.

The endorsement will be reviewed by the Head Judge of the Challenge and signed.

5. Shall have judged in (2) National events

6. The National Judge shall be responsible for submitting his endorsement sheet to the judges committee.

7.6 Shadow Judging

7.6.1 Persons that wish to shadow judge shall:

1. Completion of a TERCUSA sanctioned Judge's Clinic prior to any shadow judging

activity.

2. Any person starting or within the shadow judge process as of August 1, 2003, forward, Shall be required to attend a TERCUSA Judge's Clinic prior to any further shadow judging activity.
3. Persons that wish to shadow judge at a challenge in which their team is competing may only do so, if a alternate challenge is greater than 400 miles from the regional or state challenge or with the Challenges Head Judge's approval.
4. At Regional and National Challenges contact the Head Judge of the Challenge for scheduling.
3. At the International Challenge, contact the Judges Selection Committee for scheduling.
4. The shadow judge shall work under the Lead Judge of the Pit.
5. The Shadow Judge shall not participate in the debriefing process except as a observer.
6. Persons may only Shadow Judge after their team has competed in the appropriate pit.

7.7 BI-Annual Review of Activities

7.7.1 Judges must provide BI-Annual Judge's Activity reports.

7.7.2

1. All Shadow Judges shall sign the Code of Conduct at the Shadow Judges Clinic
2. All TERCUSA judges shall sign the Code of Conduct and submit it with their annual renewal fee schedule

7.7.3 Judges shall submit Judge's Activity Reports listing all Challenges or symposiums that they attended.

The activity Report will list the date, location, Challenge Name and capacity that they served.

7.7.4 If a Judge is unable to attend a Regional, National, or International Challenge, for a period of two years, that Judge must attend a Judge's Workshop at the next National or International Challenge to maintain his Judge's certification.

7.8 Application & Renewal Fee Schedule

7.8.1 Appointment or upgrade in Judges status \$ 25.00 US

7.9 Judges Etiquette

Judges shall conduct themselves in a professional manner at all times.

The TERC Judge's Selection Committee shall monitor Judge's as required.

7.10 National Challenge Judges Selection

The TERCUSA Judges Committee will select the Head Judge, Pit Judges, and Scoring Coordinators for the annual TERCUSA National Extrication Challenge.

The Head Judge will come from a state other than the state holding the National Challenge.

For the International Challenge, the Head Judge shall come from a country other than the country hosting the event.

Should there be a conflict, The TERCUSA Chairman shall make the appointment of the Head Judge Position.