

 The logo of the National Cave Rescue Commission (NCRC) is circular. It features a red cross with a white silhouette of a cave interior in the center. The text "NATIONAL CAVE RESCUE COMMISSION" is written around the top inner edge, and "NATIONAL SPELEOLOGICAL SOCIETY" is written around the bottom inner edge.	<h1>National Cave Rescue Commission</h1> <h2>Chain of Command</h2>	Effective Date: 3/15/2014
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Purpose

The Chain of Command policy has been designed to provide the National Cave Rescue Commission (NCRC) with appropriate direction for the prompt handling of day to day operations of the organization. This policy makes available a formal line of communication and decision making authority for all who are involved in the NCRC

Background

The National Cave Rescue Commission (NCRC) received its charter from the National Speleological Society (NSS) in 1979. Within the NCRC organization there are many positions with various scopes and responsibilities. Most of the tremendous work product is produced by the many volunteers who work within this organization. NCRC teaches leadership and management principles both as tenants of the Incident Command System model and as development characteristics of our students in their progression of training. In an effort to more clearly define our leadership and the roles and responsibilities within the NCRC organization a Chain of Command has been developed.

Policy

- 1) The Chain of Command assists leaders at all levels to achieve their primary function of accomplishing the objectives in the NCRC Charter while caring for personnel and property in their charge. A simple and direct Chain of Command facilitates the transmittal of orders from the highest to the lowest levels in a minimum of time and with the least chance of misinterpretation. The command channel extends upward in the same manner for matters requiring official communication from subordinate to senior.
- 2) Leaders are responsible for everything their assigned element does or fails to do. However, leaders subdivide responsibility and authority and assign portions of both to various subordinate instructors, staff members, and students. In this way, a proper degree of responsibility becomes inherent in each echelon. Leaders delegate sufficient authority to individuals in the Chain of Command to accomplish their assigned duties, and leaders may hold these individuals responsible for their actions. Leaders who assign responsibility and authority to their subordinates still retain the overall responsibility for the actions of their assigned duties.
- 3) Proper use of the Chain of Command is vital to the overall effectiveness of the NCRC. Effective communication within the Chain of Command is crucial to the proper functioning of the

organization. Therefore, the Chain of Command shall be used when communicating issues and problems.

- 4) NCRC Chain of Command is as follows:
 - a) NSS Board of Governors (BOG)
 - b) NCRC Board of Regional Coordinators (BORC) the governing body
 - c) BORC Member
 - d) Training Coordinator/ Regional Seminar Lead Instructor (this applies only at a seminar or as otherwise noted in policy)
 - e) Lead Instructor (this applies only at a seminar or as otherwise noted in policy)
 - f) Instructor (this applies only at a seminar or as otherwise noted in policy)
 - g) Provisional Instructor(this applies only at a seminar or as otherwise noted in policy)
 - h) Student

- 5) Anyone working with or for the NCRC has the responsibility and duty to cooperate in their mutual efforts to assure the policies and procedures of the NCRC are followed and that when teaching the NCRC curriculum it is delivered as intended.
- 6) Outside of training seminars, as a normal course of business, any matter needing to be addressed should be directed to the Regional Coordinator of the region affected. (see Figure 1)
- 7) Matters to be addressed at a seminar should be referred through the Chain of Command to the Training Coordinator (or their designee) for National Seminars (see Figure 2), and the Regional Coordinator of the region (if present) or the Seminar Lead Instructor for Regional Seminars (see Figure 3).
- 8) The NCRC Policies and Procedures define various roles and responsibilities for the day to day operations of the organization. When indicated, direct inquiries to the person identified in policies or procedures.
- 9) Parties are encouraged to resolve matters on a one to one basis. Whenever possible, resolution should be found at the lowest level of leadership.
- 10) Leaders throughout the organization have the duty to take appropriate action on any matter brought to their attention.
- 11) Anyone who brings a matter to the leadership position directly above them, and does not find resolve may then move to the next level in the Chain of Command. This may continue through the Chain of Command.
- 12) Anyone filling a leadership position shall ensure that the Chain of Command is not circumvented and should ensure matters are addressed by lower levels prior to reaching upper levels.
- 13) Students are encouraged to address any concerns or issues with any instructor at a seminar.

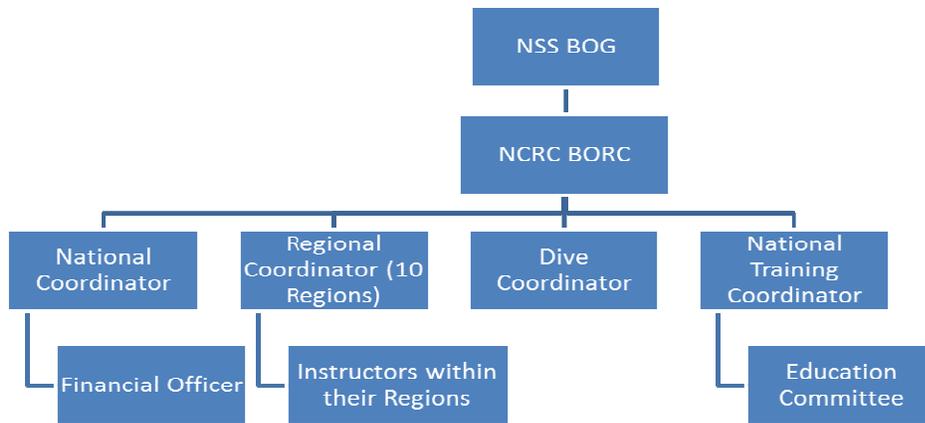


Figure 1. Organization Chart outside of a seminar in day to day operations.

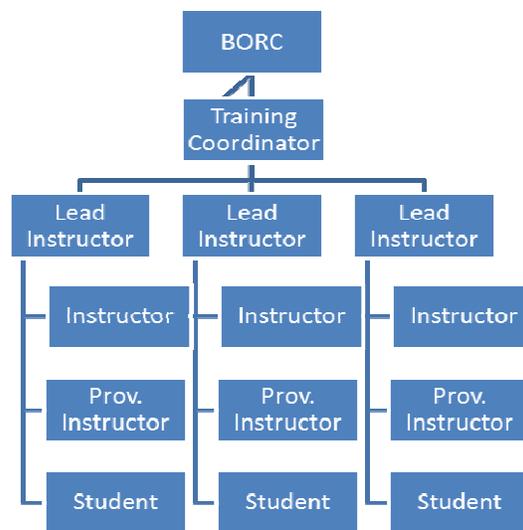


Figure 2. Organization Chart during a National Seminar.

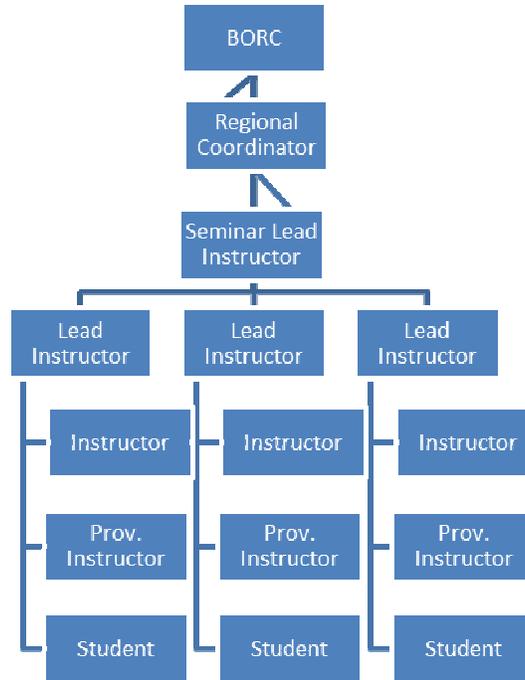


Figure 3. Organization Chart during a Regional Seminar.