

Fort Tejon
Historical Association



**Civil War
Program Regulations**

April 1989

Rev. #1 March 8 1998

Rev. #2 January 10, 1999

Rev. #3 October 16, 1999

Rev. #4 September 20, 2003

PREFACE

Following are the Regulations governing the Fort Tejon Historical Association's Civil War Program. These Regulations have evolved over time from the formation of the FTHA with this revision of the Regulations being approved by the FTHA Board of Directors in April 1989. Changes to these Regulations may only be made by the FTHA Board of Directors. Requests for changes or clarification may be submitted to the FTHA Board. If possible, these requests should be transmitted through the CWP Council of Administration and the CWP Director.

Each participant in the Program should be familiar with these Regulations and keep this set of regulations updated with any future changes. Changes to these regulations will be announced through the Associations Adjutant's Journal and/or other means of communication and it is the responsibility of each participant to keep their set of regulations updated. Finally, each participant should be aware that the CWP is also governed by specific Policies issued by the California Department of Parks and Recreation, the FTHA Board of Directors, the Associations Officers, and the CWP Director. These Policies may only deal with certain event locations and situations, or the overall operation of the Association and are therefore not included in these CWP Regulations.

Revision Summary

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| Rev. #1
March 8, 1998 | a. Adds this summary to preface page.
b. Replaces Paras. 12.2.1 and 12.2.2 to add requirements for minors without parents in attendance to designate an assigned guardian.
c. Adds para. 12.7 specifying the assignment of guardian.
d. Adds para. 15.21 to require minors to "take a hit" when assigned guardian does. |
| Rev. #2
January 10, 1999 | Adds references to Appendices A and B to the contents page |
| Rev. #3
October 16, 1999 | a. Replaces para. 18.5.2 specifies candidate must be a member for 12 consecutive months prior to the election for position sought. |
| Rev. #4
September 20, 2003 | a. Replaces para 4.3 to reduce number of Council of Administration members to ten (10).
b. Deletes para 4.3.4 An elected representative from the Artillery, Cavalry, and Infantry Battalions of both Brigades.
c. Deletes para 4.3.6 An elected representative from the Civilian Corps. |

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SECTION 1: PURPOSE OF THE FTHA CIVIL WAR PROGRAM

1.1: The Civil War Program (CWP) is established to assist the FTHA in its efforts to promote the educational and interpretive activities of the Association and the California State Park System, principally, but not limited to Fort Tejon State Historic Park.

1.2: The Program is to present to the public, through demonstrations of battle scenes and camp life, a Living History of the Civil War era.

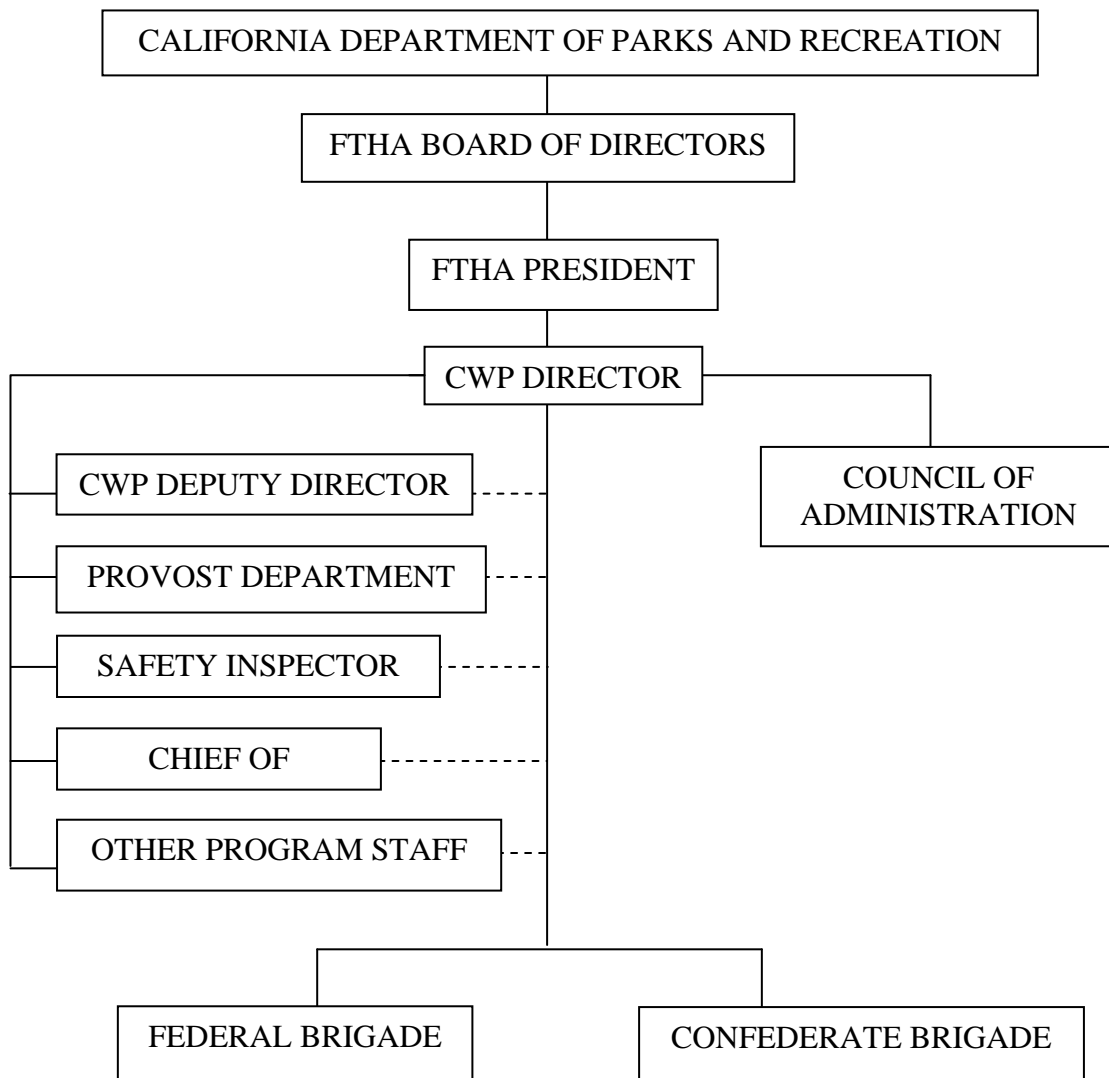
SECTION 2: STRUCTURE OF THE CIVIL WAR PROGRAM

2.1: The Civil War Program is administered by the CWP Director according to the Policies and Regulations set forth by the FTHA Board of Directors.

2.2: It consists of three elements as follows:

- 2.2.1: Civil War Program Staff
- 2.2.2: Council of Administration
- 2.2.3: Field Command Structure

2.3: The Civil War Program is organized as follows:



SECTION 3: CIVIL WAR PROGRAM STAFF

The CWP Director and Staff are responsible for organizing and implementing the FTTHA Civil War Program.

3.2: The CWP Director is appointed by the FTTHA Board of Directors.

3.3: All CWP Staff are chosen by the CWP Director and ratified by the FTTHA Board of Directors.

3.4: The CWP Director and Staff have authority over all CWP Participants, regardless of military rank or civilian status, to perform their required duties.

3.5: CIVIL WAR PROGRAM DIRECTOR:

3.5.1: Coordinates all CWP functions for the FTTHA under the supervision of the Association's President and the FTTHA Board of Directors.

3.5.2: The CWP Director serves as the Chairman of the CWP Council of Administration.

3.5.5: The CWP Director receives no military rank by reason of his position.

5.5.4: The CWP Director is responsible to ascertain that all aspects of the CWP are within the guidelines of the Articles of Incorporation, the Bylaws, the Policies of the Board of Directors of the FTTHA, and these Regulations.

3.5.5: The CWP Director has the authority to dismiss from Program activities any participant, according to Section 17 Dismissal and Disciplinary Hearings of these Regulations, for breach of any FTTHA or CWP Policy or Regulation. He may also request that a Disciplinary Hearing be called by the FTTHA Board of Directors.

3.5.6: The CWP Director will nominate individuals to fill all CWP Staff Positions to the Board of Directors for ratification.

3.5.7: The CWP Director may assume the duties of, or temporarily appoint people to, positions authorized in these Regulations until qualified personnel are approved.

3.5.8: The CWP Director will perform other related duties of his office that may be required.

3.6: CIVIL WAR PROGRAM DEPUTY DIRECTOR:

3.6.1: The CWP Deputy Director assists the CWP Director in coordinating all CWP functions.

3.6.2: The CWP Deputy Director assumes the duties and responsibilities of the CWP Director in his absence.

3.6.3: The CWP Deputy Director receives no military rank by reason of his position.

3.6.4: The CWP Deputy Director has the authority to dismiss from Program activities any participant, according to Section 17 (Dismissal and Disciplinary Hearings) of these Regulations, for breach of any FTHA or CWP Policy or Regulation. He may also request that a Disciplinary Hearing be called by the FTHA Board of Directors.

3.6.5: The CWP Deputy Director may assume the duties of other positions authorized in these Regulations until qualified personnel are approved when so delegated by the CWP Director.

3.6.6: The CWP Deputy Director will perform other related duties of his office that may be required.

3.7: PROVOST MARSHAL:

3.7.1: The Provost Marshal is responsible for all aspects of the Provost Department.

3.7.2: The CWP Provost Marshal receives no military rank by reason of his position.

3.7.3: Will ensure that the requirements of Section 19, Provost Duties, are met.

3.7.4: Will perform other duties as may be delegated by the CWP Director.

3.7.5: The CWP Director may appoint one or more Deputy Provost Marshals, who must be approved by the FTHA Board of Directors. Deputy Provost Marshals receive no military rank by reason of their position.

3.7.6: The Deputy Provost Marshal(s), if any, shall assist the Provost Marshal in performing his duties and shall assume the duties and responsibilities of Provost Marshal in his absence.

3.8: SAFETY INSPECTOR:

3.8.1: Responsible for all aspects of safety for the FTHA CWP.

3.8.2: The CWP Safety Inspector receives no military rank by reason of his position.

3.8.3: The CWP Safety Inspector will ensure that the CWP operates within the safety requirements of these Regulations.

3.8.4: Will keep records of all safety infractions under the Regulations set forth and submit a copy of these infractions to the CWP Director.

3.8.5: Will assume other duties when delegated by the CWP Director.

3.8.6: The CWP Director may appoint one or more Deputy Safety Inspectors, who must be approved by the FTHA Board of Directors. Deputy Safety Inspectors receive no military rank by reason of their position.

3.8.7: The Deputy Safety Inspector(s), if any, shall assist the Safety Inspector in performing his duties and shall assume the duties and responsibilities of Safety Inspector in his absence.

3.9: CHIEF OF MOUNTS:

3.9.1: The Chief of Mounts is responsible for all aspects dealing with the use of horses at CWP events.

3.9.2: The Chief of Mounts receives no military rank by reason of his position.

3.9.3: The Chief of Mounts will ensure that the requirements of the Mounted Safety Rules Supplement are followed.

3.9.4: Will assume other duties when delegated by the CWP Director.

3.9.5: The CWP Director may appoint one or more Deputy Chiefs of Mounts, who must be approved by the FTHA Board of Directors. Deputy Chiefs of Mounts receive no military rank by reason of their position.

3. 9. 6: The Deputy Chief (s) of Mounts, if any, shall assist the Chief of Mounts in performing his duties and shall assume the duties and responsibilities of Chief Of Mounts in his absence.

3.10: OTHER PROGRAM STAFF:

3.10.1: The CWP Director may appoint additional staff as needed to operate the Program. The additional staff and their function must be approved by the FTHA Board of Directors.

SECTION 4: COUNCIL OF ADMINISTRATION

- 4.1: The Council of Administration is an advisory body to the CWP Director.
- 4.2: The Chairman of the Council of Administration is the CWP Director.
- 4.3: The Council of Administration is a seventeen (10) member council comprised of:
- 4.3.1: Director of the Civil War Program.
 - 4.3.2: Both Brigade Commanders.
 - 4.3.3: Artillery, Cavalry, and Infantry Battalion Commanders of both Brigades.
 - 4.3.4: The Head of the Civilian Corps.
- 4.4: Qualifications for all positions on the Council of Administration are:
- 4.4.1: Must be 18 years of age or older.
 - 4.4.2: Must have been a member of the FTTHA for 1 year.
 - 4.4.3: Should be able to attend all meetings of the Council of Administration as well as all military functions of the FTTHA CWP.
- 4.5: The Council of Administration shall be entitled to petition the FTTHA Board of Directors to recommend a change in the Regulations of the FTTHA CWP by having two thirds (2/3) of the Council of Administration sign a petition and have it presented to the FTTHA Board of Directors.
- 4.6: The Council of Administration shall be entitled to hold a recall election for an elected representative of the Council of Administration by having two thirds (2/3) of the Council of Administration sign a petition and have it presented to the CWP Director.
- 4.7: A quorum of the Council of Administration shall consist of two thirds (2/3) of the Council members.
- 4.8: Each member of the Council of Administration shall have only one (1) vote no matter how many positions he may hold. No proxies are allowed.

4.9: All promotions, 1st Sgt and above, must be ratified by at least five (5) votes of the Council of Administration members of the Brigade in which the promotion is being sought, before they become effective.

4.10: The Council of Administration must approve all new Companies by a two-thirds (2/3) vote of those present.

4.11: The Council of Administration must approve all unique and/or non-standard impressions that are not otherwise covered in these Regulations by a two-thirds vote of those present.

SECTION 5: FIELD COMMAND STRUCTURE

- 5.1: The Field Command Structure is established to create a military chain of command to ensure the implementation of the Program as directed by the CWP Director.
- 5.2: The military chain of command is used as the controlling element of the CWP and its participants while at events.
- 5.3: The CWP Director and Staff use the Field Command Structure, as necessary, to perform required tasks and resolve problems.
- 5.4: The Field Command Structure is organized as shown in Figure 5.1.

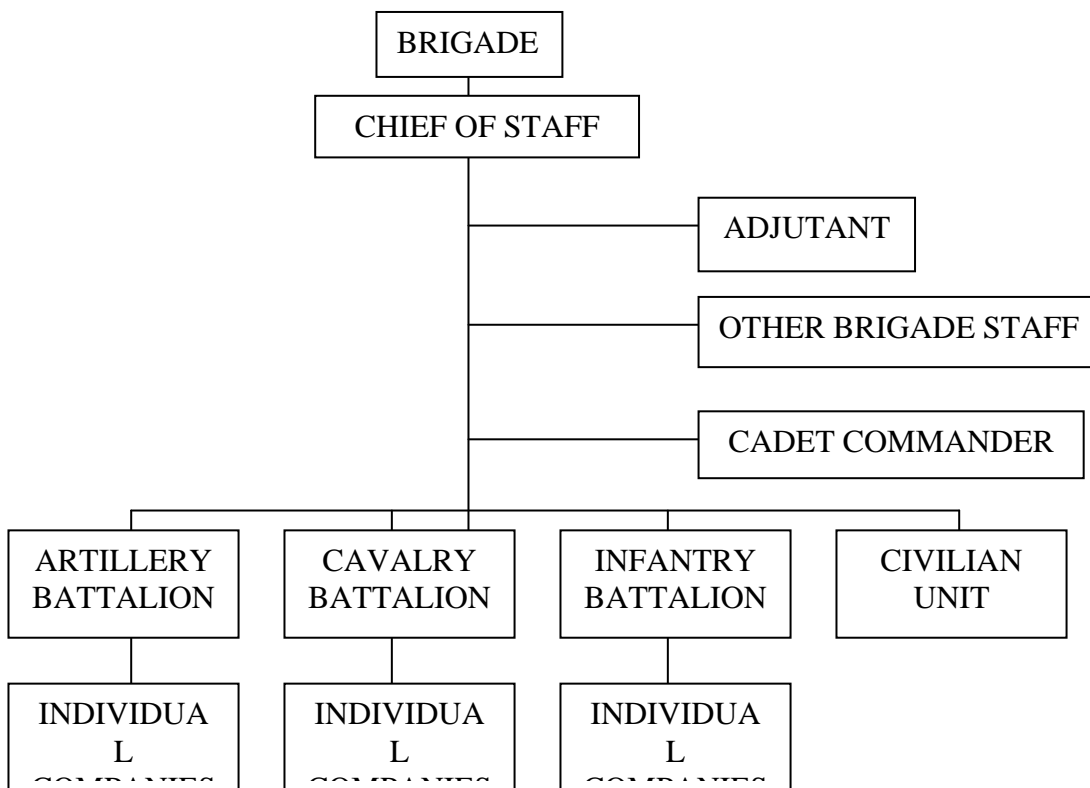


FIGURE 5.1: FIELD COMMAND STRUCTURE

SECTION 6: BRIGADE STRUCTURE

- 6.1: The purpose of the Union and Confederate Brigades is to establish a military command structure.
- 6.2: The Brigade Commanders are elected annually by their respective Brigades as outlined in Section 18, CWP Elections.
- 6.3: The Brigade Commander will follow all directives from the CWP Director.
- 6.4: The duties of the Brigade Commanders are to preside at all of their Brigade meetings and to exercise field command of their Brigade. The duties of field command include, but are not limited to the following:
- 6.4.1: Maneuvering and controlling their Brigade on the field during skirmish and battle demonstrations in accordance with the pre-arranged plans as agreed upon by the-respective Brigade Commanders.
 - 6.4.2: Relaying all pertinent information from the FTHA Board of Directors and the CWP Director to their Brigade.
 - 6.4.3: Ensuring the authenticity of the Participants of his Brigade.
 - 6.4.4: Maintaining the authenticity of the Brigade's camp.
 - 6.4.5: Organizing the layout of his Brigade's camp within the designated area.
 - 6.4.4: Providing the required number of personnel for Provost and duty details.
 - 6.4.5: Ensuring that the participants of his Brigade adhere to the Policies and Regulations of the FTHA CWP.
- 6.5: Brigade commanders will appoint the following Brigade positions, which must be ratified by the Council of Administration:
- 6.5.1: Chief of Staff, who will assume all Brigade responsibilities in the absence of the Brigade Commander and perform other duties as assigned him by his Brigade Commander.
 - 6.5.1: Adjutant, who is responsible for the administrative aspects of the Brigade and other duties as assigned by the Brigade Commander.
 - 6.5.2: Commander of the Cadet Company, who will command the Cadets on the field, and who is responsible to his Brigade Commander for the training, authenticity, military control, and the relay of communications to all participants of the Brigade's Cadet Company.

6.6: At the Brigade Commander's discretion, he may request from the Council of Administration additional staff personnel at a rank no higher than 1st LT. The request must be approved by a two thirds (2/3) vote of the entire Council of Administration.

6.7: Any Brigade appointment can be rescinded by the Brigade Commander at any time.

6.8: The Brigade Commanders will provide the CWP Director with the rank and seniority of their Brigade's Battalion Commanders.

6.9: In the absence of a Brigade Commander and his Chief of Staff, the ranking Battalion Commander shall assume the duties and responsibilities of the Brigade Commander.

6.10: No Brigade or Brigade Commander may enter into any financially binding contracts in the name of the FTHA without express approval by the FTHA Board of Directors.

6.11: No Brigade or Brigade Commander may enact any regulation or engage in activities in contradiction to the Articles of Incorporation, the Bylaws of the FTHA, Policy Directives from the Board of Directors and the CWP Director, or these Regulations.

6.12: Recall of a Brigade Commander may be accomplished by a petition signed by two thirds (2/3) of the Council of Administration requesting the FTHA Board of Directors to hold a recall election or by having a petition signed by forty percent (40%) of the members of the Brigade. Said election is to take place not more than forty-five (45) days or no less than fourteen (14) days from receipt of the petition by the Board of Directors. The present Brigade Commander may be a candidate at the recall election. The recall election will be conducted in the same manner as described for a regular election in these Regulations.

SECTION 7: BATTALIONS

- 7.1: The purpose of the Artillery, Cavalry, and Infantry Battalions of each Brigade is to organize like units under a command structure to facilitate the orderly command and movement of troops.
- 7.2: The Battalion Commanders are elected annually by their respective Battalions as outlined in Section 18, CWP Elections.
- 7.3: The Battalion Commanders will follow all legitimate orders from their Brigade Commanders and other senior officers.
- 7.4: The Battalion Commanders will follow all Directives from the CWP Director.
- 7.5: The duties of the Battalion Commanders are similar to those specified for Brigade Commanders (Section 6.4), except they are performed at the Battalion level.
- 7.6: The Battalion Commanders will provide their Brigade Commander with a list ranking their Battalion's Company Commanders in order of rank and seniority.
- 7.7: In the absence of a Battalion Commander, the ranking Company Commander shall assume the duties and responsibilities of the Battalion Commander.
- 7.8: No Battalion or Battalion Commander may enact any regulation or engage in activities in contradiction to the Articles of Incorporation, the Bylaws of the FTHA, Policy Directives from the Board of Directors and the CWP Director, or these Regulations.
- 7.9: Recall of a Battalion Commander may be accomplished by a petition signed by two thirds (2/3) of the Council of Administration requesting the CWP Director to hold a recall election or by having a petition signed by forty percent (40%) of the members of the Battalion. Recall election is to take place not more than forty-five (45) days or no less than fourteen (14) days from receipt of the petition by the CWP Director. The present Battalion Commander may be a candidate at the recall election. The recall election will be conducted in the same manner as described for a regular election in these Regulations.

SECTION 8: COMPANIES

8.1: To be a recognized Company within the FTTHA CWP, a military unit must have a minimum of six soldiers who are members of the FTTHA in good standing.

8.2: The Company must depict a Federal or Confederate military unit which saw service within the Confederate States (including Missouri, Kentucky, and Maryland) anytime during the period of May 1862 through April 1865. The choice of unit to be depicted is subject to approval by two thirds (2/3) of the entire Council of Administration.

8.3: New companies must write a letter of intent to the Brigade Commander. The letter must contain the number of men in the Company, the name and/or letter designation for this Company, the authentic uniforming and equipment list and the regulations by which that company will be governed. The Brigade Commander will then present the letter of intent and any recommendation, to the Council of Administration for approval.

8.4: After the above is complied with, and official ratification by the Council of Administration, the new company will be recognized and put on record.

8.5: Rank within the Company will be governed by the requirements set forth in Section 9, Rank Guidelines, of these Regulations.

8.6: Companies must adhere to all policies of the Board of Directors of the FTTHA, the CWP Director, these Regulations, and all legitimate orders from their Battalion Commander and their Brigade Commander.

8.7: The Company Commander of each unit must:

8.7.1: Be twenty-one (21) years of age or older.

8.7.2: Have complete knowledge of the Regulations of the CWP and see that the men of his Company adhere to these Regulations.

8.7.3: Submit all forms required by the FTTHA, CWP, and his Brigade Commander.

8.7.4: Relay all pertinent information from the FTTHA Board of Directors, CWP Director, his Brigade Commander, and his Battalion Commander to the men of his Company.

8.7.5: Have a complete knowledge of the uniform and equipment that his Company is depicting and see that the men of his Company adhere to the authenticity of that regulation, in addition to the authenticity requirements of the FTTHA CWP.

- 8.7.6; See that the men of his company are trained so that they will pass any FTTHA CWP Safety Inspector's Tests.
 - 8.7.7: Maintain complete control of his Company at any CWP function.
 - 8.7.8: Adhere to strict military and common courtesy and see that all of the men in his Company do the same at all times.
 - 8.7.9: Provide men for the Provost Guard and other details when so directed and see that his men are available when the time comes to perform such duties.
- 8.9: The Company Commander will, where reasonable, be held accountable for any infraction of Policies or these Regulations by the men under his Command.

SECTION 9: RANK GUIDELINES

9.1: All promotions within Companies to the Rank of Corporal and Sergeant are left to the discretion of each Company, provided the number of men in the Company satisfies Section 9.4 to permit the promotion.

9.2; All requests or recommendations for promotion above the rank of Sergeant shall be submitted first to the candidate's Brigade Commander, then by the Brigade Commander to the Council of Administration at its next meetings. The Council of Administration will consider the request and hear any recommendations, for or against, by the Brigade Commander. A request for promotion of a Brigade Commander will be presented by the CWP Director. At least five (5) votes of the Council of Administration members belonging to the Brigade in which the promotion is sought are required to approve the request, before the promotion becomes effective.

9.3: The following ranks are authorized, but must still be approved by the Council of Administration, for non-Company military positions:

<u>POSITION</u>	<u>AUTHORIZED RANK</u>
Brigade Commander	Captain or Major
Chief of Staff	Captain
Adjutant	2nd or 1st Lieutenant
Cadet Commander	Sergeant to 2nd Lieutenant
Battalion Commander	1st Lieutenant or Captain
Brigade Staff	Sergeant to 1st Lieutenant

9.4: The maximum number of NCO's and Officers permitted in any cavalry or infantry Company is based on the Unit Strength. The Unit Strength is the number of men physically present at the primary inspections at a minimum of three (3) CWP events during the calendar year. The following table, based on Unit Strength, will be used to determine Company rank:

<u>UNIT STRENGTH</u>	<u>PRIVATEES</u>	<u>CORPORALS</u>	<u>SERGEANTS</u>	<u>1ST SGT</u>	<u>2ND LIEUT</u>
6-8	4-6	1	1	0	0
9-11	6-8	2	0	1	0
12-14	8-10	2	1	0	1
15-17	10-12	3	0	1	1
18-21	12-15	3	1	1	1
22-25	15-18	4	1	1	1
26-29	18-21	2	2	1	1
30+	21+	5	2	1	1

9.5: Artillery Companies (Batteries) may have one sergeant and one corporal for each full gun crew. A "full gun crew" is considered to be five enlisted men working one cannon. Gun crews with at least the "minimum safe crew" (three men), but less than five, may have a sergeant only. In, addition, batteries fielding two or more cannons and two or more full gun crews are entitled to a 1ST sergeant and a 2ND lieutenant. Where necessary or desired, the 1ST sergeant may fill the role of sergeant in a gun crew. Verification of the number of cannons and gun crews fielded will be handled in the same manner as for infantry/cavalry "Unit Strength" (see 9.4).

9.6: At the Company's discretion they may substitute a lower rank position for any higher rank authorized.

9.7: A Company Commander with two (2) continuous years time in grade as a 2nd Lieutenant, whose Unit maintains its required Unit Strength during that time, will be eligible for promotion to the rank of 1st Lieutenant.

9.8: If a Company's Unit Strength does not support its current rank structure, that Company shall immediately be so notified of this situation by its Brigade Commander (acting on his own or upon the direction of the CWP Director) and shall be given one (1) year in which to satisfy the Unit Strength requirement. An insufficient Unit Strength can be determined at any time based on the Company's number of paid FTHA Members or at such point of the year that the number of remaining CWP events is not enough to enable the Company to satisfy the three (3) event minimum. The CWP Director will maintain a list of all Companies notified as being out of rank compliance and the date notified. Upon failure to achieve the required Unit Strength in the one (1) year period, The Brigade Commander will require the Company to reduce its rank structure to conform to its actual Unit Strength.

9.9: A Company whose Unit Strength falls below the required minimum of six (6) soldiers is subject to the provisions of Section 9.7, except that failure to achieve the required Unit Strength after the one (1) year period will result in an order from the Brigade Commander requiring the Company to attach itself to another Company, for purposes of Formations and field demonstrations, until the minimum Unit Strength requirement is satisfied. Participants of the understrength Company may not wear any insignia identifying them as having a rank above that of Private. Participants from an understrength Company will not count as part of the Unit Strength of the Company to which they are attached and shall be separately accounted for on their own muster reports.

9.10: A Company that has been required to attach itself to another Company for two (2) continuous years may be disbanded as a FTHA CWP Company by the Council of Administration.

SECTION 10: CIVILIAN CORPS

10.1: The Civilian Corps (CC) functions within the CWP to provide organization for all paid members of the FTHA who choose a non-military, non-combatant impression.

10.2: Members of the CC are considered to be under the jurisdiction of their designated Brigade Commander and are therefore subject to the same rights, regulations, and procedures as the general military, except where noted.

10.3: The Civilian Corps structure is comprised of:

10.3.1: Head of Civilian Corps.

10.3.2: Six (6) representatives elected at large from the Civilian Corps, referred to as the Civilian Corps Coordinating Council (CCCC).

10.3.3: A CWP Council of Administration Representative elected at large from the CC.

10.3.4: All other CC members, Federal and Confederate.

10.4: The seven (7) member CCCC will be chosen annually by general election of the CC membership.

10.4.1: The CCCC will elect a Chairperson from among its members who will coordinate CCCC activities.

10.4.2: The Chairperson shall appoint a Recording Secretary from the CCCC to maintain all CC records.

10.4.3: The Chairperson may appoint others as needed to carry out functions deemed necessary by the CCCC and CWP.

10.5: The CC shall be entitled to two (2) voting representatives to the CWP Council of Administration.

10.5.1: One (1) representative shall be the CC chairperson.

10.5.2: One (1) representative shall be elected annually by a general election of the CC membership.

10.6: Voting in the CC may be by ballot or voice. Each member is entitled to one (1) vote on all matters submitted to a vote of the members.

10.7: The CC will formulate its policies consistent with the FTHA Bylaws, Articles of Incorporation, and CWP Regulations.

SECTION 11: PARTICIPANTS

- 11.1: Must be a paid member of the FTTHA in good standing.
- 11.2: Must have their FTTHA membership card or other approved pass on their person at every FTTHA CWP function and must have completed all required forms (FTTHA and State of California).
- 11.3: Must adhere to all Policies and Regulations governing the CWP.
- 11.4: To participate all members must attend CWP functions in the proper clothing required for that function.
- 11.5: Members are responsible to conform to all Policies and Regulations governing authenticity in clothing and equipment.
- 11.6: Must have passed any required FTTHA CWP Safety Inspector's tests before being allowed to participate on the field.
- 11.7: Must be at morning muster on time. Any member who arrives late may be denied from participating. Before participation, they must contact the CWP Safety Inspector for inspection.
- 11.8: All members are subject to disciplinary actions for failure to obey legitimate orders, violation of these Regulations, or for infractions of duties in rank or position.
- 11.9: Has the right to Submit directly to the FTTHA Board of Directors, in writing, any suggestions or complaints on matters pertaining to the CWP. The Board of Directors will review these matters and the member will be notified of any decision.
- 11.10: No Member, with the exception of the FTTHA President, has any authority to enter into contractual obligations binding upon the FTTHA without the express permission of the FTTHA Board of Directors.
- 11.11: Each member will participate when delegated for the Provost Guard or a duty detail.

SECTION 12: PARTICIPATION OF MINORS

12.1 Opportunities exist within the CWP for the participation of minors (those under the age of eighteen (18)). However, this participation has restrictions based on age and capabilities, due to concerns for safety and authenticity.

12.2 For those minors wishing to participate at CWP events in a military role, the following general rules apply:

12.2.1: Those fourteen (14) through seventeen (17) years of age may carry a weapon and participate on the field in battle demonstrations in any company under the supervision of a parent **or assigned guardian**.

12.2.2: Those fourteen (14) and fifteen (15) years of age may serve in the Brigade Cadet Company.

12.2.3: Those individuals twelve (12) and thirteen (13) may be members of the Cadet Company, but they will not be permitted to participate on the field in battle demonstrations. They may participate with the Cadet Company to learn the military drill for non-combat activities. During battle demonstrations these individuals will be subject to the same policies regarding civilian participants.

12.2.4: All those under the age of twelve (12) will automatically belong to their Brigade's Civilian Unit.

12.3: Functional musicians, age thirteen (13) through fifteen (15) may participate on the field in battle demonstrations with the Company of their parent or assigned guardian, the Cadet Company, or the Brigade Staff. They must be under the direct supervision of one of the above entities.

12.4: Under no circumstances will those under the age of fourteen (14) be used as flag bearers, messengers, servants, or other unauthentic, unsupervised field personnel during battle demonstrations.

12.5 The Cadet Company must have at least one adult member participating in the Cadet Company for each four (4) cadets that participate in battle demonstrations.

12.6: Any individual, twelve (12) through fifteen (15), may petition the Council of Administration to be allowed to participate on the field, contrary to the above General rules, during battle demonstrations. This individual must demonstrate without a doubt that he can safely and authentically participate on the field during battle demonstrations.

12.7: Minors twelve (12) through seventeen (17) may participate in FTHA activities in accordance with the above paras. 12.2.3 and 12.2.4 of the current Regulations **without a parent in supervision** providing that a guardian twenty-one (21) years of age or older is assigned in accordance with the Guardian Assignment Procedure for each year that they participate. The minor must also "take a hit" if the parent or assigned guardian does.

SECTION 13: AUTHENTICITY REQUIREMENTS

13.1: All clothing and equipment used in each individual's impression, including the camp areas, must conform to the May 1862 through April 1865 time period.

13.2: Each member must be properly attired in authentic clothing before being able to participate on the field at any CWP event.

13.3: In addition to the general requirements stated above, the following specific rules apply to Civil War Program participants:

13.3.1: Military and Civilian clothing, footwear, and accessories must be of proper period materials, construction, and style.

13.3.2: Infantry weapon will be a rifled or smoothbore percussion military musket. No flintlocks, Remington M1863 (Zouave) rifles, Hawken type rifles, or shotguns are allowed. [Participants using Remington M1863 rifles at FTHA CWP events prior to January 1989 may continue to use that rifle.]

13.3.3: Each cavalry participant must have a musketoon, carbine, or a rifled or smoothbore percussion musket. No flintlocks, Remington M1863 (Zouave) rifles, Hawken type rifles, or shotguns are allowed. [Participants using a shotgun prior to October 1985 or a Remington M1863 rifle prior to January 1989 may continue to use that weapon.]

13.3.4: Artillery must be full scale on six (6) or twelve (12) pounder carriages with a wheel diameter of fifty-seven (57) inches. The pieces must be either 6 pounder, 12 pounder, Parrott, or Ordnance Rifle field guns or be 12 pounder, 24 pounder, or 32 pounder field howitzers. On an individual basis, the use of other types of full scale field pieces may be considered by the Council of Administration. Approval must be by two thirds (2/3) of the entire Council of Administration. Any approval will be valid for one year and must be reviewed yearly after that time. [Artillery pieces in use at FTHA CWP events prior to October 1988 will be exempt from the above requirement as long as they remain with the Company using them at that time.]

13.3.5: Horse furniture for Federal mounted troops will be of the M1859 McClellan pattern. For Confederate mounted troops it can be M1859 McClellan, Grimsley, Campbell, Jenifer, or authenticated Plantation or English style. Other saddle types may be considered upon presenting documentation of use by the common soldier of the Civil War.

13.3.6: Colors must be full size, properly constructed, and their use must be documented. The Brigade Commanders will coordinate within their Brigades the types and numbers of Colors to be used in demonstrations.

13.4: The enforcement of the Authenticity Requirements must occur at all levels of the Field Command Structure (Company Commanders through Brigade Commander), with the CWP Director having the responsibility to see that the requirements are satisfied.

SECTION 14: GENERAL SAFETY

- 14.1: Overall safety enforcement at any Civil War Program event is the responsibility of the CWP Director.
- 14.2: In safety matters, all personnel on the field are subject to the orders of the Safety Inspector.
- 14.3: Any violation of safety rules, or common sense safety practice, may subject the guilty party to Dismissal from Program activities and a Disciplinary Hearing.
- 14.4: Instruction of individual units in safety is the responsibility of the Units' Company Commanders.
- 14.5: Each Company, Battalion, and Brigade Commander is responsible for ensuring that the participants under their command are aware of, and follow, all safety requirements.
- 14.6: Alcohol is prohibited from 11:00 PM of the day preceding an event until all of the day's demonstrations are completed. Alcohol will not be consumed at public events at any time with the public present. At the conclusion of an event alcohol is prohibited until a participant's camp is broken and loaded in vehicle.
- 14.7: Any individual found being under the influence of alcohol or drugs will be prohibited from participating in the event's activities and brought before the Board of Directors for a Disciplinary Hearing.
- 14.8: Possession and use of illegal drugs is prohibited and will constitute grounds for immediate dismissal from activities, a Disciplinary Hearing, and notification of local Law Enforcement Authorities.
- 14.9: No smoking is permitted during pre-battle preparations, the battle, and the post-battle, until all powder and weapons have been secured, or whenever powder, in quantity, is being transported. Smoking will be authorized in a designated area only on the command of the Brigade Commander.
- 14.10: If an injury to a member occurs during a demonstration that requires IMMEDIATE medical attention, any member may yell MEDIC to call attention to the emergency. The word MEDIC is not to be used in any other cases except actual emergency
- 14.11: If any spectators happen onto the field while a battle demonstration is in progress, all activity shall cease until the area is cleared and it is safe to continue. Any member may call a cease fire if this instance occurs.

14.12: Horseplay, rowdy behavior, physical abuse, or verbal abuse at any CWP event is strictly prohibited.

14.13: There will be no riding of horses in the camp areas, except for designated paths to pass through the camp, at any time.

14.14: Troops will move on command only, not on individual whim.

14.15: There will be no hand to hand combat without being preplanned and approved by both Brigade Commanders.

14.16: At no time will flag standards, lances, or artillery rammers be used as weapons.

14.17: The Cadet Company Commanders will not be subject to "death" or capture by enemy forces while their Cadets are on the field of battle.

14.18: Cadets will not charge the enemy's position or be involved in any direct physical contact with the enemy. Minors fourteen (14) or fifteen (15) years old serving with non-Cadet units are subject to this same restriction. If their unit charges, or if it is charged by an opposing unit, these minors shall either become casualties, fall out, or flee, as circumstances require.

14.19: Mounted Troops must refer to the Mounted Safety Rules Supplement to review rules pertaining to the use of horses.

SECTION 15: WEAPON SAFETY

15.1: The responsibilities of Participants, Commanders, and the CWP Director as stated in Section 14, General Safety, apply to the use Of weapons.

15.2: There will be no weapons left unattended at any time.

15.3: Sabers may only be drawn by those personnel authorized by the Brigade Commander for the purpose of commanding troops.

15.4: Bayonets must be removed from weapons prior to the beginning of any battle demonstrations.

15.5: Knives that have been approved by the Brigade Commander may only be worn during non-battle and camp demonstration. They must be returned to a safe place in the camp area prior to any battle demonstration.

15.6: At no time will a participant pick up another participant's weapon without permission, unless it is evident that the weapon has been "lost". The weapon shall then be turned over to a Brigade Commander.

15. 7: All firearms will use black powder only. Pyrodex or smokeless powder is prohibited.

15. 8: No ramrods will be allowed on the field, unless they are permanently attached to the weapon.

15. 9: At no time will a powder or horn, containing black powder, be carried on the person.

15. 10: There will be no firing of weapons in either the modern or the authentic camp areas at any time.

15. 11: No weapons firing will be allowed within twenty-five (25) feet of powder magazines.

15.12: Weapons firing will only be done on the command of the Brigade Commander.

15.13: At no time during battle demonstrations will the wounded lying on the ground be allowed to fire their weapons from that position.

15.14: The minimum distance for firing a weapon towards another person is thirty (30) feet. Do not fire or aim at another person if closer.

15.15: The loading of weapons will commence just prior to the start of any demonstration and only on the command of the Brigade Commander.

15.16: Priming (capping) will be done on command only.

15.17: The following guidelines for the loading of revolvers shall be followed:

15.17.1 The proper load will consist of powder, wad and grease.

15.17.2 Each component of the load is to be introduced to all chambers being loaded, before proceeding to the next step of the loading process.

15.17.3 Revolvers will use FFFg (3F) or FFFFg (4F) powder. The amount of powder used must be appropriate for the weapon and must not exceed 40 grains.

15.17.4 Wads will be only of soft styrofoam. Paper or felt (Wonderwads) wads of any type are prohibited. *

15.17.5 Grease used over wads should be especially designed for black powder shooting.

15.17.6 Participants shall not carry a loaded, extra cylinder.

15.18 The following guidelines for the use of muzzle-loading weapons shall be followed:

15.18.1 Muzzle loading weapons will use FFG (2f) or FFFG (3F) powder. The amount of powder used must be appropriate for the weapon. The maximum powder charge shall be 40 grains for a pistol and 80 grains for rifles and muskets.

15.18.2 All muzzle loading weapon charges must be made up in paper cartridges that conform to the Civil War period. No staples, tape or metallic materials are to be used in the construction of these cartridges.

15.19 All breech-loading weapons, both those using metallic and paper cartridges, must be approved by the CWP Safety Inspector. The method of making blanks and loading the weapon must be demonstrated to the Safety Inspector and approved by him.

15.20 Any participant serving on an artillery piece shall refer to the Artillery Procedures and Safety Supplement. (See Appendix B)

15.21 When an assigned guardian of a minor “takes a hit” the minor for which he is responsible for must also “take a hit”.

SECTION 16: INSPECTIONS

16.1: At a minimum, on any day in which CWP Participants will be demonstrating weapons, there will first be a comprehensive inspection of all participants. This inspection will verify the following:

16.1.1: That each participant is a Member of the FTTHA in good standing or has an approved event pass.

16.1.2: That the authenticity of clothing and equipment is consistent with the CWP Authenticity Requirements as stated in Section 13 of these Regulations.

16.1.3: That all weapons to be used are in a safe operating condition.

16.2: The CWP Director, Safety Inspector, and the Field Command may hold additional inspections, at other times, as circumstances require.

16.3: It is the duty of all Commanders, at all levels, to assure the attendance at these inspections by all of the participants under their jurisdiction.

16.4: Any Commander who knowingly permits, or does not take appropriate action to prohibit, the participation of a individual who has not passed all required inspections shall be subject to a Disciplinary Hearing.

16.5: Any individual who avoids an inspection in order to gain access to an event may be dismissed from the event. If that individual is a Member of the FTTHA they will be subject to a Disciplinary Hearing. If they are not a Member any future application for Membership in the FTTHA may be denied by the FTTHA Board of Directors.

16.6; Inspection ceremonies will be conducted, as nearly as practically possible, in accordance with the inspection procedures laid out in the Army Regulations of the United States and Confederate States Armies, 1861-1865. Deviations from, or modifications of, said period procedures will be subject to the approval of the CWP Director, with the advice of the Council of Administration.

16.7: The CWP Director, CWP Deputy Director, CWP Safety Inspector (including any Deputy Safety Inspectors), and other persons designated by the CWP Director or the FTTHA Board of Directors are authorized to make any required inspections.

16.8: Each Company will be inspected according to the criteria set forth above. Persons without current FTTHA Membership cards or approved event passes will, be directed to fall out to a designated area, pending resolution of their participation status. Persons with weapons judged unsafe by an inspector shall be prohibited from firing said weapon at the event until the weapon is sufficiently cleaned or repaired to the satisfaction of the CWP Safety Inspector. Deficiencies in authenticity shall be noted by the inspectors and reported to appropriate Commanders, together with a request for correction.

16.9: Battalion and Company Commanders shall personally attend the inspection of their respective Commands. Brigade Commanders are encouraged to attend the inspection of their entire Brigade.

SECTION 17: DISMISSAL AND DISCIPLINARY HEARINGS

17.1: All CWP Participants, military or civilian, may be immediately dismissed from a CWP activity for "just cause". Only the FTTHA President, the CWP Director, the CWP Deputy Director, and the respective Brigade Commanders may exercise this authority (except that only the FTTHA President may dismiss the CWP Director or Deputy Director). If one (or more) of these authorities witnesses an infraction, they may immediately dismiss any offender(s); if they do not personally witness an infraction, these authorities should make sufficient investigation to assure themselves that "just cause" exists.

17.2: Dismissal from a one-day event is good for the remainder of that day; dismissal from a multi-day event is valid for the remaining day(s) of that event. Participants dismissed from a CWP activity are barred from exercising any authority (by virtue of military rank or by FTTHA/CWP appointment) during the period of removal. Dismissed participants may be barred from entering onto or into any re-enactment areas, including campsites, but cannot be ordered completely off of Park or private property, except by direction of Park authorities or the owners/managers of the property.

17.3: The following conditions or actions by CWP Participants during any CWP activity constitute "just cause" for immediate dismissal:

17.3.1: Under the influence of illegal or dangerous drugs at any time during a CWP activity.

17.3.2: Disorderly and/or dangerous conduct.

17.3.3: Consumption of alcohol during prohibited time periods (as set by FTTHA Board of Directors or State Officials).

17.3.4: Possession of bullets or similar solid projectiles, loose or in cartridges, whether loaded into weapons or not, unless by express authority from the CWP Director.

17.3.5: Firing a weapon without authority.

17.3.6: Physical assault or abuse upon any person.

17.3.7: Theft of private or public property.

17.3.8: Contributing to the delinquency of a minor (drugs, alcohol, etc.).

17.3.9: Malicious destruction of private or public property.

17.3.10: Violation of one or more Safety Rules.

17.3.11: Abuse of authority.

17.3.12: Insubordination (refusal to follow legitimate orders of military superiors, CWP Officials, or FTTHA Officials).

17.0.11: Disrespect toward spectators.

17.3.14: Lewd or immoral conduct, including excessive profanity.

17.4: When a Participant is dismissed from an event, the person ordering the dismissal will prepare a written report describing the circumstances leading to the removal. The report shall also either request, or recommend against, a Disciplinary Hearing concerning the infraction. The report will either be personally presented to the President of the FTTHA, or else mailed to him/her, within 72 hours of the dismissal (reports by the President are presented to the Chairman of the FTTHA Board of Directors in similar fashion). The President (or Chairman) will review the report, and may recommend that a Disciplinary Hearing take place even if the report recommends against a Disciplinary Hearing. If the report recommends a Disciplinary Hearing the President (or Chairman) cannot deny the Hearing. The report and final recommendation will then be promptly forwarded to the Board of Directors.

17.5: For any infraction cited in Section 17.3, a Disciplinary Hearing may be requested, as in Section 17.4, without dismissing the offending Participant. In addition, the following conduct or actions by CWP Participants are not "just Cause" for immediate dismissal, but are grounds for requesting a Disciplinary Hearing:

17.5.1: Conduct Outside of CWP activities which jeopardizes the reputation of the FTTHA (including conviction of a felony or misdemeanor in a Court of Law).

17.5.2: Willfully and knowingly submitting false information on a FTTHA Membership application form.

17.6: The provisions outlined in Sections 17.3 and 17.5 concerning Dismissal and Disciplinary Hearings in no way limit the authority of State Park or other Law Enforcement Officials to cite, remove from event grounds, and/or arrest any violators of State Laws or Regulations

17.7 Upon receipt of a report recommending a hearing the Chairman of the Board shall:

17.7.1: Place the Disciplinary Hearing on the agenda for the next FTTHA Board meeting and inform other members of the Hearing.

17.7.2: Give or send a written notice to the accused CWP Participant, informing them of the time, place, and reasons for the Disciplinary Hearing, and inviting them to be present for any defense of the charge.

17.8: At the appointed time and place, the FTTHA Board of Directors will convene to act as jurors/judges in the Disciplinary Hearing. If a quorum of the Board is not present, the Hearing will automatically be continued until the next meeting date (of which the accused Participant shall be timely notified).

17.9: The Chairman shall act as the presiding judge and shall have overall authority on Hearing procedure. The authority who requested the Hearing shall have the obligation of acting as prosecutor; the defending CWP Participant may be represented by himself or another FTTHA Member. The prosecutor shall have the burden of proving, by clear and convincing evidence, that the accused Participant committed an act punishable by these Regulations.

17.10: First the prosecution, then the defense, will present their cases, by means of witnesses or other evidence. Witnesses called by one side may be cross-examined by the other side. Board Members, with permission of the Chairman, may likewise question witnesses. Following presentation of evidence, if any, both sides (in the same order) shall be allowed a brief closing statement, with which they may summarize their cases and/or rebut the case of the opposite side. Following these statements, the Chairman shall instruct the other Board Members to retire to a private place and deliberate. If the prosecutor happens also to be a Member of the Board, he/she shall be disqualified from deliberating.

17.11: In its deliberations, the Board shall determine, by secret ballot, whether the prosecution has proven its case. If a majority decide in favor of the prosecution, the Board will next consider the punishment. By a majority vote, the Board may order:

- 17.11.1: Suspension from all CWP and/or FTTHA activities for a period of not less than thirty days nor longer than 180 days.
- 17.11.2: A fine, not to exceed \$ TBD.
- 17.11.3: Removal from any (or all) appointed offices.
- 17.11.4: Public reprimand at an ensuing FTTHA event.
- 17.11.5: A specified amount of service to the FTTHA or CWP, such as extra Provost or duty details.
- 17.11.6: Any combination of the above items 17.11.1 through 17.11.5.
- 17.11.7: Permanent expulsion from the FTTHA, provided that expulsion can only be ordered for one of the reasons established in Article IV, Section 3, of the FTTHA Bylaws (Expulsion of Members).

17.12: The Board shall provide a reasonable amount of time for a member to remit any fine or perform any service, as ordered per the Disciplinary Hearing. Refusal to abide by the sentence imposed by the Board shall constitute an act of insubordination, as per Section 17.3.

SECTION 18: CIVIL WAR PROGRAM ELECTIONS

18.1: Annual CWP Elections will take place on the third Sunday of September during the regularly scheduled FTTHA CWP event.

18.2: All elections will be by written ballot if there is more than one candidate. Ballots will be counted in public.

18.3: To be eligible to vote a Participant must:

18.3.1: Be a current Member of the FTTHA in good standing.

18.3.2: Have been a Member of the FTTHA for the twenty-one (21) days preceding the election.

18.3.3: Have established their Brigade and Battalion status prior to the election.

18.3.4: Be in attendance at the time of election. No proxy vote are permitted at CWP Elections.

18.3.5: Be eighteen (18) years of age or older.

18.4: All Members eligible to vote will be verified by the CWP Director, or his delegate, using FTTHA Membership records.

13.5: Qualifications for all elected CWP Positions are:

18.5.1: Must be twenty-one (21) years of age or older.

18.5.2: Must be a current member of the brigade and / or battalion in which the position is sought for twelve (12) consecutive months prior to the election.

18.5.3: Should be able to attend all CWP events and Meetings.

18.6: The elections will take place in each Brigade in the following order:

1: Brigade Commander

2: Battalion Commanders

3: Council of Administration Representatives

18.7: The rules governing nominations of candidates are as follows:

18.7.1: Each candidate must be nominated and seconded by Participants of the Brigade or Battalion in which the Position is sought.

18.7.2: A nominee who wishes to, may decline to be a candidate.

18.7.3: Participants do not need to be present to be nominated.

- 18.7.4: Candidates must meet the qualifications of the Position for which they are being nominated.
- 18.8: All elections for Brigade Commander will be conducted in the following manner:
- 18.8.1: The CWP Director will specify the time and duration of the voting.
 - 18.8.2: The Brigade adjutant will conduct the elections for their Brigade's Commander. If there is no Adjutant, the CWP Director will appoint a Participant of the Brigade to conduct the election.
 - 18.8.3: The CWP Director will ensure that each Brigade Adjutant, or the appointed substitute, is set up and organized with a current copy of the Brigade's eligible voters and all necessary items to conduct the election.
 - 18.8.4: Each candidate is allowed a representative to watch over the balloting.
 - 18.8.5: All Members wishing to vote will form a single line at the designated location, and will cast their vote upon verification of their voting eligibility.
 - 18.8.6: At the conclusion of the specified voting period no more Members may cast their vote. (Members in line to vote before the end of the designated voting period will be allowed to cast their vote.)
 - 18.8.7: The votes will then be counted in public at a designated location. Each candidate will be allowed a representative at the counting. The candidate with the most votes will become the new Brigade Commander.
- 18.9: The newly elected Brigade Commander will immediately assume command of the Brigade.
- 18.10: The new Brigade Commander will then appoint a Member from each Battalion to conduct similar elections for Battalion Commanders and Council of Administration Representatives.
- 18.11: The newly elected Battalion Commanders and Council of Administration Representatives will immediately assume their new Positions.

SECTION 19: PROVOST DUTIES

19.1: The appointed CWP Provost Marshal 's duties shall include:

19.1.1: Maintaining a current roster of all CWP military units and their respective commanders.

19.1.2: Establishing and maintaining a rotating Provost Duty schedule of Federal and Confederate Companies, including each Brigade's Civilian Unit auxiliaries.

19.1.3: Instructing duty personnel on the requirements of their posts of duty.

19.1.4: Verifying, by periodic inspection, that all duty posts are properly manned.

19.1.5: Noting violations of CWP Regulations and promptly reporting these to the applicable Brigade Commander and/or CWP Director.

19.2: At each CWP event, one Federal and one Confederate company will be detailed each day by the Provost Marshal for "provost" duties (i.e., a two-day event will normally require a total of four (4) companies). Units detailed for provost duties will give primary attention to fulfilling those duties and any orders from the Provost Marshal, with other operations being secondary.

19.3: In the event a company has insufficient men present to discharge its provost duty functions, the Provost Marshal may obtain the balance of men required from the company (of the same Brigade) next on his duty schedule. This company will then also receive full credit for having performed provost duty.

19.4: The Company Commanders of provost duty Companies shall:

19.4.1: Receive and execute all orders from the Provost Marshal.

19.4.2: Ensure, by periodic inspection, that the necessary number of men from his Company are at their assigned posts, and see to their relief at designated intervals.

19.5: Provost duty personnel will not partake of alcohol prior to or during duty time. They will be-alert, responsive, responsible, and courteous in performing their duties.

19.6: The Provost Marshal, with the approval of the CWP Director, will formulate specific policies and orders regarding regular provost duty posts (number of personnel, hours, etc.).

19.7: The Civilian Corps auxiliaries of each Brigade will provide the Provost Marshal, upon request, with personnel as required. Civilians performing provost duties have the same responsibilities as military participants.

Appendix A

FTHA Civil War Program Mounted Safety Rules and Regulations

SECTION 1 GENERAL RULES AND REGULATIONS

- 1.1: The authenticity, style and type of horse equipment used will be the decision of each company commander and his unit subject to the Authenticity guidelines of the Civil War Program Rules and Regulations. The condition and serviceability of such equipment will be the jurisdiction of the Mounted Safety Officer, who shall be known as the "Chief of Mounts", or his designee.
- 2.1 Each company commander, or senior company member, will perform an equipment safety check on each mounted member of his unit at least one hour prior to the first engagement of the day.
- 3.1 The company commander, or senior company member, will perform the same inspection prior to any activity that his unit will participate in mounted, (ie. parades, back country tacticals, displays, etc.)
- 4.1 The purpose of the inspection will be to insure that each horse is properly saddled and that all tack is in serviceable condition and properly adjusted, and that both horse and rider are ready and capable of safely participating in the planned activity.
- 5.1 Unserviceable or questionable equipment will be repaired or replaced before the person and their mount is allowed to continue their participation in the event.
- 6.1 The Mounted Safety Officer will confer with the Company Commander(s) concerning any problems and will conduct inspections and spot checks as he feels appropriate.
- 7.1 Any disagreement will be settled by the Civil War Program Director, however the Safety Mounted Safety Officer's decision will stand until the situation has been corrected or his decision is overturned by the Civil War Program Director.
- 8.1 Each mounted cavalryman and his horse will be considered a team. Both, together, must take and pass a mounted safety course before taking part in any FTHA CWP event. The mounted safety course must be taken each year at a minimum and the rider certified on his membership card by the Chief of Mounts.
- 9.1 There will be no rental horses allowed at any FTHA sponsored events. With written approval from the FTHA Board of Directors, rental horses may be used at back country tacticals, encampments and re-enactments.
- 10.1 Mounted units will leave/not take the field (at Fort Tejon) once the dismounted troops have deployed. A single mounted courier may be used behind the lines.
- 11.1 Mounted troops will maintain a minimum safety distance of 30 (thirty) feet from the spectators / safety ropes / other units.
- 12.1 Any member who owns more than one horse may loan their extra horse(s) to another member, however, both the horse and the rider must complete the mounted safety course together.

- 13.1 An FTHA CWP Mounted Safety Card will be maintained by the Chief of Mounts for each horse and rider as a team. Any change in the composition of the team will require a new test and card, showing the make-up of the new team.
- 14.1 Mounted safety infractions will be noted on the back of the Mounted Safety Card. 3 (three) infractions, within one year of the issuance date, will cause the team to be denied access to further events until their training has been reviewed with the rider, company commander, Chief of Mounts and the CWP Director.
- 15.1 Any serious safety infraction will require the immediate removal of the mounted team from the event.
- 16.1 A serious mounted safety infraction may be noted by anyone, mounted or on foot, and a "CEASE FIRE" called if necessary.
- 17.1 Anyone found drinking alcohol after 10:00pm on the evening before a CWP event will not be allowed on the field mounted the following day. Anyone found to be under the influence of drugs or alcohol on the morning of an event will not be allowed to participate or will be refused access to the event.

SECTION 2 INSPECTIONS

- 2.1 Safety inspections will be looking for, but not limited to, the following:
 - 2.1.1 Worn or damaged leather
 - 2.1.2 Dryrot, cracked or split leather
 - 2.1.3 New leather that has not been properly oiled before use
 - 2.1.4 Old leather that has not been properly oiled
 - 2.1.5 Worn cinches
 - 2.1.6 Particular attention will be given to stirrup, girth and quarterstraps
 - 2.1.7 Although not mandatory, it is strongly recommended that every rider use a surcingle when mounted at any event.
 - 2.1.8 Bridles and halters in serviceable condition
 - 2.1.9 A lead strap or rope attached to the horse's halter and the free end tied around the horse's neck or tied to the left front saddle ring
- 2.2 Horses:
 - 2.2.1 Each horse will be inspected for soundness or obvious sickness and injury. Horses with open cuts, bad feet (including overtrimming or shoeing), saddle sores or infections may be removed from the picket line and denied use in the event. Whenever possible, these problems will be corrected and the horse returned to service.
 - 2.2.2 Horses will be kept on company (or larger) picket lines when not in use. The company(s) will provide a picket line guard(s) during the hours of darkness or when necessary to keep the public from entering the picket line during daytime. Any horse that cannot get along with the rest of the herd will be removed from the picket line and his owner will be responsible for his security at an alternate site.
 - 2.2.3 Only geldings and mares will be used.
 - 2.2.4 To prepare any horse for the unusual situations that are found at a typical FTHA CWP function, it is suggested that each rider/horse or unit train their horse(s) using "Cooke's Cavalry Tactics, ca. 1862, Article VII.

SECTION 3 CAVALRY WEAPONS

- 3.3.1 The mounted troops are bound by the same rules and safety standards in regard to weapons safety as the rest of the FTTHA CWP. The following rules are in addition to the current FTTHA CWP Safety Rules (See Sections 14 and 15 FTTHA CWP Rules and Regs.) These rules are in effect when mounted:

3.3.1.1 Pistol

- 3.3.1.1a The pistol will be drawn only upon command of the Company Commander.
- 3.3.1.1b When firing to the front when mounted, the muzzle will be elevated over the horse's head so as not to cause harm to the horse or its hearing.
- 3.3.1.1c Pistols may be fired to the flanks and rear in a more realistic/aimed manner; so long as the safe distances prevail. The horse covers distance much faster than a person on foot. Therefore, great care must be exercised to insure that an action started at a safe distance still exists before weapons are fired.
- 3.3.1.1d Once the pistol is drawn from its holster, it will be held in the raised/ready position, muzzle up with the hand at shoulder level, until just before firing.
- 3.3.1.1e The hammer will not be cocked until the pistol is brought to bear and fired. Pistols may not be reloaded while mounted.

3.3.1.2 Carbine

- 3.3.1.2a The carbine will be kept on the saddle and not attached to the carbine sling while mounted during battles. Mounted troops may use a device of their choosing to secure the carbine to the saddle, but all methods must be approved by the Chief of Mounts. Several suggestions are:
1. The use of a carbine boot that supports the carbine completely.
 2. A metal snap link or hook that would connect the carbine slide ring to the saddle, and used in conjunction with the carbine thimble. (NOTE: Tiedown affairs using leather thongs or cords will not be acceptable.)
 3. These boots and links/hooks should be removed for Living History demonstrations. At these times, the carbines may be attached to the carbine sling.
- 3.3.1.2b Once drawn from the thimble or boot, the carbine will be kept pointing muzzle up, with the butt resting on the right leg, until ready to fire. The same precautions exist as were noted on the pistol.
- 3.3.1.2c When reloading, the carbine will be held in the left hand at the fore stock, muzzle pointing slightly forward and downward.
- 3.3.1.2d The hammer will be placed in the half-cock position during loading and until ready to fire.
- 3.3.1.2e Should the carbine be returned to the boot/thimble while loaded, the primer will be removed before the carbine is returned,

3.3.1.3 Sabres/Swords (interchangeable)

- 3.3.1.3a The sabre may be worn on the field while mounted and during battles.
- 3.3.1.3b The sabre may not be withdrawn from the scabbard for any reason during battles. To do so will cause an immediate "CEASE FIRE" to be called and the offending party removed from the field.

- 3.3.1.3c The sabre may be used for public displays and pre-planned programs. these programs must be pre-planned, well rehearsed by the actual performers, and reviewed and approved by the Chief of Mounts and the CWP Director.
- 3.3.1.3d Cuts, slashes, parries, etc., may be shown using a combination of mounted and foots assistants, as long as the demonstrator and the assistants are stationary.
- 3.3.1.3e If for any reason the horse becomes jumpy or hard to handle, the demonstration will be stopped until a substitute is brought in, or the program will proceed to the next event.

Appendix B

FTHA Civil War Program Artillery Procedures, Policies and Safety

SECTION 1 CHAIN OF COMMAND

1.1 The chain of command from the Brigade Commander to the respective gun crews shall occur as follows:

- 1.1.1 Brigade Commander
- 1.1.2 Chief of Artillery (Battalion Commander)
- 1.1.3 Battery Commander(s)
- 1.1.4 Section Commander(s)
- 1.1.5 Gun Captain(s)
- 1.1.6 Gun Crew(s)

SECTION 2 CHIEF OF ARTILLERY (ARTILLERY BATTALION COMMANDING OFFICER)

2.1 Position

- 2.1.1 The Chief of Artillery will be in command of the battalion's artillery pieces for each brigade at all FTHA CWP battle re-enactments.
- 2.1.2 He reports directly to his Brigade Commander.
- 2.1.3 He relays all orders to his subordinate commanders.

2.2 Duties

- 2.2.1 To supervise artillery pieces and personnel under his command.
- 2.2.2 To verify the safety and skill in loading and firing drills of all artillery personnel under his command and sign the membership cards of artillery personnel upon such verification.
- 2.2.3 To command the movement, use and placement of artillery pieces on the field as per the orders of his Brigade Commander.
- 2.2.4 To command the loading and firing of all artillery pieces of the artillery battalion.
- 2.2.5 To organize the construction and storage of all artillery powder charges.
- 2.2.6 To supervise the general safety of the artillery practices during all demonstrations and functions.
- 2.2.7 To insure that all artillery personnel understand the artillery battle plan of each scenario or demonstration.
- 2.2.8 To verify the authenticity of the personnel under his command relative to their uniform and drill procedures on the field pieces.

- 2.2.9 To coordinate with the Chief of Artillery and the Brigade Commander of the opposing forces as to how the artillery pieces will be fired (eg. by volley, section or piece) and the number of rounds that are to be fired during each scenario or demonstration.
- 2.2.10 To establish and coordinate a system of communication with the Chief of Artillery of the opposing forces as to the status of the pieces fielded under his command... (ie. "loaded", "misfire", "hang fire" or "clear".)

SECTION 3 DUTIES OF THE BATTERY PERSONNEL

- 3.1 Battery Commander and/or Section Commander:
 - 3.1.1 To command the movement, use and placement of the artillery pieces according to the orders of the Chief of Artillery.
 - 3.1.2 To assume, during battle re-enactments, all responsibilities for the safe operation of the pieces under his command.
 - 3.1.3 To immediately inform the Chief of Artillery if, during the course of a re-enactment, a piece should misfire, and immediately assume command of that piece. The battery commander or section commander shall then initiate the procedures as described in "Misfire Instructions" of the Artillery Safety Appendix.
 - 3.1.4 To supervise and organize the training of the gun crews of his battery or section.
 - 3.1.5 To insure that the men under his command adhere to the rules and regulations of the FTHA Civil War Program, including authenticity standards.
- 3.2 Gun Captain
 - 3.2.1 To supervise the general safety practices of the artillery piece under his command.
 - 3.2.2 To command the gun crew assigned to his piece, with respect to the functions of loading, firing, worming, sponging and to any other actions necessary for the safe and effective operation of the piece.
 - 3.2.3 To determine whether the front of his piece is obstructed by personnel or horses within a distance of 75 feet from the muzzle and to insure that the piece shall not be fired if such circumstances occur.
 - 3.2.4 To insure that:
 - 3.2.4a The tube and the vent are clear of obstructions before all re-enactments and demonstrations.
 - 3.2.4b All equipment and accoutrements needed to operate the piece are in position on the piece prior to any demonstration or re-enactment.
 - 3.2.4c Any crew member serving on the piece or transporting powder charges is wearing welder's gauntlets composed of heavy leather, the cuffs of which are to extend to the

middle of the forearms. Crew members serving the vent must wear either a thumbstall or protective leather gloves (Note: The No. 4 crew member is not required to wear gauntlets when handling friction primers or the lanyard.)

3.3 Gun Crews

- 3.3.1 To execute the commands of the gun captain in the servicing of the piece.
- 3.3.2 To know and execute their specific duties on the piece, as well as those duties of all other positions on the piece.
- 3.3.3 To know and apply the procedures needed to rectify misfires and hangfires.
- 3.3.4 To insure that his piece is properly cleaned at the end of each re-enactment or demonstration.

SECTION 4 BASIC LOADING AND FIRING PROCEDURES FOR GUN CREWS

The **National Safety Rules and Procedures for Shooting Muzzleloading Artillery (Addendum A)**, are adopted for use by the FTHA with the exception of any procedure that pertains to the actual firing of projectiles, and which does not conflict with any FTHA procedure specified herein.

The **National Safety Rules and Procedures** describe specific actions and sequences or steps of actions only. How these particular actions re to be assigned to the members of a gun crew is the responsibility of the gun captain of a specific piece, pending approval by his battery or section commander. It is **HIGHLY** recommended, for the sake of authenticity, that the gun captain assign these procedural duties to his gun crew members based on such references as the "1862 Ordnance manual", Gibbon's "Artillerists Manual", French's "Instruction for Field Artillery", Switlik's "The Complete Cannoneer" and/or other similar document(s).

SECTION 5 PREPARATION OF THE ARTILLERY CHARGES AND THEIR STORAGE

5.1 Construction of Rounds

- 5.1.1 All charges are to be made of either Fg or Cannon Grade black powder.
- 5.1.2 The maximum allowable charge of black powder for a given piece shall NOT exceed in ounces three times the bore diameter of the piece in question. For example, if a piece has a bore diameter of 3 (three) inches, the maximum allowable powder charge for that gun is 9 (nine) ounces.
- 5.1.3 Powder charges are to be placed in a lightweight, non-ziplock type plastic sandwich baggie which is then wrapped in 3 layers of double thickness heavy duty wrap aluminum foil.
- 5.1.4 Charges are to be constructed in an area approved by the Chief of Artillery.

- 5.1.5 No jewelry or objects made of steel, silver or other electrically conductive metal are to be worn during the construction of the charges.
 - 5.1.6 No smoking or open flames are permitted within 50 feet of the area.
 - 5.1.7 No measuring containers or scoops capable of generating static electricity are to be used in the making of the charges. This includes ferrous metals, glass or plastic.
 - 5.1.8 All artillery personnel shall be capable of making artillery charges.
- 5.2 Storage of Artillery Rounds
- 5.2.1 All powder amounts over 5 lbs. shall be stored in the Fort Tejon powder magazine located at the upper end of the maintenance area at Fort Tejon. Storage of powder at other off-Fort Tejon events shall be coordinated by the Chief of Artillery but shall at a minimum meet all of the other requirements call for herein. If required, quantities greater than five lbs. shall not be permitted at off-site events which do not have adequate space to insure the safe storage of artillery powder and ammunition.
 - 5.2.2 Immediately prior to each battle re-enactment, the respective Chiefs of Artillery or his designee shall obtain only those numbers of rounds needed for that specific presentation.
 - 5.2.3 Upon arrival on the field, these rounds will be distributed to the respective batteries and/or field pieces, whereupon said rounds are to be secured in a lockable limber chest or pass box for each piece.
 - 5.2.4 These limber chests are to be constructed of wood with a self closing lid restricted to opening at no greater than an 80 degree angle.
 - 5.2.5 The limber chests are to be placed at a minimum of 20 (twenty) feet behind the piece and positioned so that the lid opens toward the piece.
 - 5.2.6 The limber chest is to be opened only long enough to receive a round of ammunition and then closed immediately.
 - 5.2.7 Friction primers and/or other priming devices are to be stored separately from the powder charges in the limber chest.
 - 5.2.8 The powder runner, in the process of transporting the round of ammunition to the piece, does so with the round of ammunition in a sealed container or heavy canvas haversack or leather gunner's haversack.
 - 5.2.9 If opposing forces should reach a manned piece, the powder runner is to rout from the field, taking the limber chest or pass box and its contents with him if it can be moved. Otherwise, he shall remain with the closed chest, guarding it and its contents and warning all others away from the area. The powder runner, guarding the chest **is not subject to capture for any reason whatsoever** and will only leave the chest when instructed to do so by his battery, section or gun commander, the Chief of Artillery or the CWP Director.

SECTION 6 PLACEMENT AND USE OF THE PIECES ON THE FIELD AND SAFE FIRING PRACTICES

- 6.1 Artillery pieces are to be positioned at a minimum of 40 (forty) feet from the public during battles. If the nearest the public is less than 60 (sixty) feet from the public, the barrel shall be deflected a minimum of 30 (thirty) degrees away from an imaginary line parallel to the rope barrier demarcating the area occupied by the public. (See Figure 3, Addendum B)
- 6.2 The minimum distance between the guns on the line on either side of the field shall be 20 (twenty) feet.
- 6.3 The minimum safe firing distance for cannon with personnel or horses to the front of the piece's position is 75 (seventy-five) feet.
- 6.4 Methods of Ignition of Artillery Pieces
 - 6.4.1 Lanyard and falling block to effect the detonation of a .22 caliber blank black powder cartridge or shotgun primer. In such an ignition system, the vent must be primed with FFg or FFFg black powder.
 - 6.4.2 Quick match and linstock.
 - 6.4.3 Lanyard and period style friction primer.
 - 6.4.4 Pistol firing of an artillery piece is permitted only under the conditions of misfires and/or hangfires and under the supervision of the battery commander or his designee.
- 6.5 Intervals of Fire during Re-enactments:
 - 6.5.1 Upon firing the piece, artillery crews shall do the following:
 - a. Clean the vent.
 - b. Worm out any remaining pieces of the cartridge bag (foil).
 - c. Sponge with a damp sponge, not a sopping wet sponge; turn the sponge against the breech two complete revolutions, withdraw halfway out of the barrel, then repeat the sponging.
 - d. Dry the breech chamber with a dry sponge.
 - e. Load with a smoothly tapered hardwood rammer or a plain pole (no period rammer head), holding it one hand, underhand, thumb to the side while wearing heavy duty, gauntlet-style welder's or foundry workers' gloves, and standing with the body behind the muzzle.
 - f. Drop the hand away from the rammer as the charge reaches the breech. Do not tamp the charge. Wait 5 to 10 seconds and withdraw the rammer one hand, underhand, thumb to the side using several strokes to clear the muzzle.
 - g. For steps b through f, ensure that the No. 3 man properly seals the vent with a thumbstall or leather glove until, in step f, the No. 1 man has cleared the muzzle with the rammer and is in a safe position.

6.5.2. Using the foregoing steps, a minimum of three (3) minutes will be observed between the loading of any piece. If, after step d, steps a, c, and d are repeated before proceeding to step 3, a minimum of two (2) minutes will be observed between the loading of any piece.

6.6 Misfires, Hangfires and Their Management

6.6.1 Misfire: (definition) A piece that fails to fire on the first attempt to effect ignition of the main powder charge.

6.6.1.1 Management Procedures for Misfires:

6.6.1.1a Upon the event of a misfire, the gun captain shall cry out in a loud, clear voice "MISFIRE!" and shall ensure that this situation is reported to the battery or section commander, who shall in turn inform the Chief of Artillery.

6.6.1.1b The gun captain shall wait 60 seconds, during which time he shall ensure that the front of the piece is clear of personnel and that no personnel enter the 75 (seventy-five) foot safety area to the front of the piece. He shall then reset the firing mechanism and await orders to re-fire the piece.

6.6.1.1c If, upon attempting to re-fire the piece, the piece again misfires, the gun captain shall repeat procedure 6.6.2.2. If the piece again fails to fire, the gun captain then will step aside to allow the battery or section commander or his designee fire the piece with a handgun. Firing the piece with a handgun shall not occur in any other instance other than that of a misfire.

6.6.1.1d If the piece should fail to fire after several attempts with a handgun, the condition of the piece shall be upgraded to a "Hangfire".

6.6.2 Hangfire (definition) A misfired piece which fails to fire despite numerous attempts either by primary or secondary ignition techniques.

6.6.2.1 Management Procedures for Hangfires:

6.6.2.1a The battery commander shall inform the Chief of Artillery that a specific piece is a hangfire.

6.6.2.1b Whenever possible, the gun captain and his crew are to secure the piece from battle, removing it from the field taking proper care that the muzzle is not pointed toward the public or any other personnel including other gun crews. Movement of

the piece shall be accomplished using the gun's prolong rope. The gun captain shall at all times remain with the piece.

6.6.2.1c The tube shall be elevated to as many degrees as possible using the elevating screw of the piece and water shall be poured into the vent and the muzzle, flooding the bore and powder charge. The gun captain shall make the determination when adequate water has been introduced into the piece. The bore shall remain in this flooded condition for a minimum of 15 minutes before any further action is taken to correct the situation.

6.6.2.1d After 15 (fifteen) minutes, the Chief of Artillery or his designee shall remove the powder charge with the worm. The extracted charge shall be emptied into a full bucket of water and then broken open to fully saturate the contents.

SECTION 7 SIGNALS TO OPPOSING FORCES AS TO THE STATUS OF THE PIECE

7.1 Piece Loaded and Ready to Fire:

The No. 1 man shall place the rammer on the hub of the right wheel of the piece with the sponge shaft at a 45 degree angle above the horizontal and parallel to the axle. (See Fig. 1 Addendum B)

7.2 Piece is Secured:

The sponges shall be laid across both sides of the chase of the tube at 90 degree angles to the axis of the bore, forming a large letter "X" when seen from the front, with the sponge heads on top.

7.3 Unsafe Piece (Misfire or Hangfire)

Should it be impossible or impractical to remove the piece from the field in the vent of a misfire or hangfire, the elevated crossed rammer signal will be used to signify this condition. The No. 1 and No. 2 man shall cross their implements over the top of the piece with the shafts parallel to the axle at 90 degrees to the axis of the tube, the base of the shafts of the implements resting on the top of each wheel, forming a large letter "X" over the gun. (See Fig. 2 Addendum B) In no case shall the men signaling the status of the piece leave their positions unless it is determined by the battery commander or Chief of Artillery that the piece can be safely moved at which time the men shall assist in the movement of the piece, following the procedures detailed above for moving a hangfired piece safely from the field.

SECTION 8 REQUIRED IMPLEMENTS AND EQUIPMENT

8.1 The following shall be considered the minimum required equipment to safely operate an artillery piece at all FTHA sanctioned events. The Chief of Artillery may, at his discretion, require additional equipment as needed:

- 8.1.1 1 rammer and 1 dry sponge implement*
- 8.1.2 1 wet sponge implement
- 8.1.3 1 worm implement
- 8.1.4 1 trail handspike
- 8.1.5 1 vent pick of either solid copper or brass
- 8.1.6 1 leather gunner's haversack or heavy canvas pass pouch or a pass box.
- 8.1.7 1 thumbstall or heavy gauntlet
- 8.1.8 Adequate supplies of heavy welder's gauntlets for No.1 and No. 2 crew members, the cuffs of which should reach to at least the middle of the forearms.

* (Note: Sponge covers should fit tightly into the bore with minimum windage.)

Addenda of the Artillery Procedures, Policies and Safety Rules of the FTHA Civil War Program