

REGISTRATION PROCEDURE AND SAFETY PROCEEDURE FOR NEW RECRUITS AT INDEPENDENT EVENTS

1. Brigade (Infantry, Cavalry, Artillery) and Civilian Mayor will Register their units with the Division Adjutants.
 - 1.1. Participants are encouraged to download in advance the Reenactor Release of Liability / Registration forms that are available on the FTHA Moorpark web site: <http://www.forttejon.org/moorpark/>
 - 1.2. Combatants and civilians will fill out Reenactor Release of Liability / Registration forms and will give them along with registration fees to their unit/group commanders/leaders.
 - 1.3. Reenactor Release of Liability / Registration forms will NOT be filled out at the Division registration table.
 - 1.3.1. Unit commanders will pass Reenactor Release of Liability / Registration forms and money to their Brigade Adjutants who will bring them to the Division Adjutant at Division HQ.
 - 1.3.2. Based on the number of registration forms turned in, the Division Adjutant will give a like number of tickets to the Brigade Adjutant to take back to camp to be filled out. Only the ticket half with contact information will be brought back to the Division Adjutant for the raffle. These tickets will not be filled out at the Division registration table.
 - 1.3.3. Late arrivals will fill out their form in camp and report to Division Adjutant with form and fee prior to cut off time of 11:00 am Saturday and Sunday.
 - 1.4. Everyone must register and have their ticket on their person at all times during the event. Placing a ticket in a safe place in camp will not be an acceptable excuse.
 - 1.5. Participants are encouraged to turn in registration fees without requiring change.
 - 1.6. Brigade Adjutants will pick up forms and tickets at 8:00 a.m. on Saturday at the Division AAG's tent. Registration shall begin without delay.
2. New recruits
 - 2.1. Each new recruit who is participating at his/her first event must have safety instruction by unit commander regarding:
 - 2.1.1. Proper loading, priming, and firing of the weapon.
 - 2.1.2. The minimum safe firing distance from individuals and the artillery limbers.
 - 2.1.3. The artillery safety zone.
 - 2.1.4. Artillery ramrod positions indicating that 1) the piece is loaded and ready to fire or 2) that a misfire has occurred.
 - 2.2. A checklist will be used to evaluate the recruit regarding acceptable safety knowledge in the presence of the Division Safety Officer.
 - 2.3. New recruits must be able to demonstrate their knowledge of the use of a weapon and safety distances and procedures in the presence of the Division Safety Officer or his designee prior to taking the field. NO EXCEPTIONS.
 - 2.4. Each new recruit must be attached to a unit whose commander accepts responsibility for the recruit and the recruit must fill out registration forms submitted along with the rest of the unit.
3. Pistol Registration
 - 3.1. Each pistol brought to the event must be registered with the Division Cavalry Battalion Commander, or his designee, who shall be responsible for ALL pistol inspections even pistols that will not be drawn, or pistols that are inoperative (for display only). All pistols MUST be inspected. NO EXCEPTIONS.
 - 3.2. Spare cylinders must be inspected also.
 - 3.3. The requirement for pistol registration and inspection applies to all civilians.
 - 3.4. Pistols and spare cylinders will have a colored adhesive dot affixed to each cylinder and the butt of each pistol taken on the field or used in camp.