

Program *Guide*



Guide to Lifesaving Society
programs and services



LIFESAVING SOCIETY
The Lifeguarding Experts

Lifesaving Society

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ONTARIO
2014 EDITION



LIFESAVING SOCIETY®

The Lifeguarding Experts

Program Guide

A guide to the Lifesaving Society's programs and services

The Society may update its *Program Guide* between printings. If there is a discrepancy between the printed version and the electronic edition posted on the Society's website, the electronic version is deemed to be the definitive text.

Published by the Lifesaving Society, 400 Consumers Road, Toronto, Ontario, Canada M2J 1P8 Telephone: 416-490-8844 Fax: 416-490-8766
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2014 Edition.

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The Lifesaving Society is Canada's lifeguarding expert. The Society works to prevent drowning and water-related injury through its training programs, Water Smart® public education, aquatic safety management services, drowning research and lifesaving sport.

Annually, over 1,000,000 Canadians participate in our swimming, lifesaving, lifeguard and leadership training programs. As Canada's lifeguarding expert, the Lifesaving Society sets the standard for aquatic safety and certifies Canada's National Lifeguards.

The Society represents Canada internationally in the Commonwealth Royal Life Saving Society and we are Canada's Full Member in the International Life Saving Federation. We are the governing body for lifesaving sport – a sport recognized by the International Olympic Committee and the Commonwealth Games Federation.

We are a national, independent, charitable organization. We've been teaching Canadians how to be safe around the water since 1896.

Registered Charity No. 10809 7270 RR0001.

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Foreword

HOW TO USE THIS GUIDE**New in this edition**

- Affiliate Member obligations and responsibilities
- Visual identity guidelines for Affiliates
- LifeguardDepot.com
- National Lifeguard Examination Policy
- Privacy Policy
- Fundraising Code of Ethics
- Find a Member
- Inside Tracker
- Don Fawcett Leadership Bursary
- Royce-Crossley-Hickman National Lifeguard Award
- “How to” Flow Charts:
 - Become an Instructor

The Lifesaving Society is a full-service provider of programs, products and services designed to prevent drowning. The Program Guide is the repository of the “rules” within which Instructors, Examiners, Trainers and Affiliate Members offer Lifesaving Society programs.

We have updated and reorganized this edition of the Program Guide to make it easier to quickly find the information required to deliver Lifesaving Society training programs.

In this edition of the Program Guide, the first four sections provide details concerning Affiliate obligations and responsibilities and the services available from the Society; an overview of the Society’s programs and services; policies affecting program delivery and member behaviour; and the administrative aspects of running the Society’s programs.

The next seven sections provide the specific information needed by Affiliates to organize and run the Society’s Swim to Survive, Swim for Life, Lifesaving, First Aid, Lifeguarding, Lifesaving Sport, Aquatic Safety Management, and Leadership programs.

The final two sections offer information about how Affiliate Members can participate in or initiate Water Smart® public education activities or events to raise funds to support the Society’s drowning prevention mission.

In this edition, we have retained and updated the ever popular “Prerequisites At-a-Glance” (inside back cover).

We encourage you to refer to the Program Guide often to ensure that we are all giving out the correct information. And, as always, we invite your feedback on how to improve the next edition.

Section 1

AFFILIATE MEMBERSHIP

Affiliate Members include municipalities, YMCAs, summer camps, boards of education, individual schools, colleges, universities and private organizations.

Affiliates of the Society are an essential part of lifesaving training by offering the Society's training awards to the public or to their members. Affiliates play a key role in support of Water Smart® public education in their communities throughout the province. Affiliates also provide direction to the Society concerning community needs and program revisions.

Affiliate Members pay annual affiliation fees that vary according to the number of facilities operated by the Affiliate.

OBLIGATIONS AND RESPONSIBILITIES OF AFFILIATE MEMBERS

- ❑ Affiliate Membership entails certain responsibilities and obligations. Lifesaving Society Affiliate Members agree to:

Quality and safety management

- Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- Confirm that candidates for Lifesaving Society awards hold the required prerequisites prior to the start of the course.
- Use currently certified Lifesaving Society Instructors, Coaches, Examiners and Instructor Trainers to teach and examine Lifesaving Society programs.
- Use all required Lifesaving Society resources and manuals for all Lifesaving Society programs.
- Respect that the content of Lifesaving Society resources and manuals are valuable intellectual property for the Society. Reproduction, by any means, of content is prohibited unless specifically authorized by the Society.
- Abide by all applicable privacy legislation (e.g., Ontario government's *Freedom of Information and Protection of Privacy Act*).

Administration and financial management

- Abide by Lifesaving Society policies and procedures respecting program delivery (see Section 3, *Policies*, and Section 4, *Training Program Administration*).
- Ensure that the administrative functions related to program delivery are completed in a timely manner (see Section 4, *Training Program Administration*).
- Adhere to Lifesaving Society visual identity guidelines (page 10) and refrain from altering Lifesaving Society licensed images.
- Use correct Lifesaving Society program names when advertising (e.g., “Lifesaving Society Bronze Cross”).
- Maintain financial account in good standing.

SERVICES AVAILABLE TO AFFILIATE MEMBERS

The Lifesaving Society posts **job listings** on our website for a fee. Contact us for more information.

- ❑ We invite Affiliate Members to make full use of the programs and services offered by the Society:
 - Affiliate Membership entitles your organization **to offer the training programs** of the Lifesaving Society and to present candidates for examination.
 - Affiliate Members (only) are **eligible for a license** to offer the Society’s Swim for Life and Lifesaving Sport Fundamentals programs.
 - Affiliate Membership entitles your organization to participate in lifesaving sport championships.
 - Affiliate Members enjoy **credit privileges**, which allows for the ordering of materials and award processing with payment at a later date.
 - **Promotional and educational literature** is available to Affiliate Members. This includes test sheets, posters and brochures for distribution to the general public, and electronic artwork and program descriptions for inclusion in Affiliate magazines and flyers.

- Affiliate Members receive the Society's newsletter ***Lifeline***, which highlights developments, technical information, resources and issues related to lifesaving, lifeguarding, leadership training as well as Water Smart[®] education, aquatic risk management and lifesaving sport.
- **Lifesaving Society representatives** are available to Affiliate Members throughout the year to assist instructors, lifeguards and programmers.
- Lifesaving Society Area Chairs can assist programmers in **finding qualified examiners**.
- Affiliate Members may obtain Lifesaving Society **instant awards** for presentation on the day of examination (see Section 4, *Training Program Administration*).
- The Society will post **Affiliate Members' course listings on the Society's website** at no charge.
- The Society will post **Affiliate Member's job openings on the Society's website** at a reduced rate.
- Affiliate Members receive **preferred Affiliate Member rates** for aquatic management services. These services are provided by the Lifesaving Society to maximize the safety of participants in aquatic recreational facilities. See Section 10, *Aquatic Safety Management*.
- Each Affiliate Member may send **two voting delegates** to the Ontario Annual General Meeting of the Society.

WEBSITE

- ❑ Visit us at www.lifesavingsociety.com for up-to-date information on our programs, products, services, course listings, events and contacts.

Shop LifeguardDepot.com: LifeguardDepot.com is the online store of the Lifesaving Society. LifeguardDepot.com provides a comprehensive selection of equipment and supplies required to operate safe aquatic facilities and

training programs including CPR instruction – all guided by the Lifesaving Society’s 100 years of knowledge and experience as the lifeguarding experts.

Find a Course: We encourage Affiliate Members to send us their course listings, which we will post in *Find a Course* free of charge.

Find a Job: Anyone may post a job with us, but Affiliate Members pay substantially less than non-Affiliates.

Find a Form: Download a wide variety of commonly used forms including test sheets, order forms, training records.

Find a Member: Check certification records online. You will need your personal Lifesaving Society ID code to check your records, or the ID code of the member whose records you need to confirm (remember to get his or her permission first) and access to the Internet. Check in from anywhere at any time!

Find a Member Mobile gives you instant access to the same great *Find a Member* service – specifically designed for mobile devices. Simply bookmark or add “findamember.ca” to your favorites on your phone or tablet and enter your ID code to see your awards record.

- Obtain immediate confirmation of certifications of staff members even when the Society’s office is closed.
- Save time not having to chase staff to obtain proof of certifications or to get updated qualifications in for verification.
- Verify current instructor certification required to teach specific courses.
- Verify qualifications required to compete in Lifesaving Sport events.
- Confirm certifications in cases where the authenticity of a card is questioned. *Find a Member* can provide employers with proof that certification cards being presented are valid (or not) especially when cards are altered.
- Access an applicant’s history of Lifesaving Society certifications.
- Check prerequisites for staff or potential staff who are taking courses.

INSIDE TRACKER

- ❑ Inside Tracker is designed specifically for Affiliates. With Inside Tracker you can:
 - **Check and track staff certifications.** With a click of a button, you get the up-to-the minute results of a query that YOU created eliminating hours of work creating and updating spreadsheets.
 - Create a staff roster by adding your staff members once. Assign staff members to a facility or create your own groups (e.g., on-call staff).
 - Query which staff members are certified and which are about to expire.
 - **Track test sheets** that you have sent to the Lifesaving Society office:
 - See what test sheets have been received and are in process.
 - See a list of test sheets that are being held because of a problem like missing information.
 - See what candidate awards are flagged and why.
- ❑ The Inside Tracker license agreement is renewed annually. Contact the Society for details about Inside Tracker features, capabilities and license fees.

SWIM PROGRAM LICENSEES

- ❑ Only Lifesaving Society Affiliate Members are eligible to become Swim Licensees. With no per-participant charges, Affiliate Members save substantially with the Lifesaving Society Swim for Life program (see Section 6, *Swim for Life*).

License fees

The Lifesaving Society is happy to discuss with its Affiliate Members which of the following options is the most economical for them, including multi-year license agreements.

- **Municipal:** a) per indoor facility *or* b) per seasonal (outdoor) facility *or* c) by population
- **Non-municipal:** a) year-round indoor facility (private organizations *or* charitable organizations, not-for-profit institutions) *or* b) summer-only facility

LIFESAVING SPORT LICENSEES

- ❑ The Lifesaving Sport Fundamentals program is available to Lifesaving Society Affiliate Members who obtain a Lifesaving Sport Fundamentals license to offer the program (see Section 9, *Lifesaving Sport*). Contact the Society for details about license and fees.

AFFILIATE RECOGNITION AWARDS

- ❑ Annually, the Society recognizes Affiliate Members who deliver the Society's training programs, promote Water Smart[®] public education, and raise funds in support of the Society's drowning prevention mission. Most trophies are awarded on the basis of points earned (see Point System). The Jocelyn Palm Cup and the Water Smart Award are awarded from a list of nominees who meet the established criteria.

Anthony G. S. Griffin Cup: Awarded to the City of Toronto District with the largest lifesaving program.

Arthur Lewis Cochrane Cup: Awarded to the Affiliate with the largest lifesaving program. (The City of Toronto does not participate in this category).

Arnold H. Morphy Cup: Awarded to the Affiliate with a single facility (waterfront or pool) with the largest lifesaving program.

David W. Pretty Cup: Awarded to the municipal Affiliate with the largest lifesaving program in a community with a population between 100,000 and 250,000.

Burlington Cup: Awarded to the municipal Affiliate with the largest lifesaving program in a community with a population between 50,000 and 100,000.

Scarborough Cup: Awarded to the municipal Affiliate with the largest lifesaving program in a community with a population between 10,000 and 50,000.

M.G. Griffiths Cup: Awarded to the municipal Affiliate with the largest lifesaving program in a community with a population less than 10,000.

Ernest A. Chapman Cup: Awarded to the Affiliated camp with the largest lifesaving program.

John H. Crocker Cup: Awarded to the Affiliated “Y” with the largest lifesaving program.

William Henry Memorial Cup: Awarded to the Affiliated secondary school with the largest lifesaving program.

Kirk A. Wipper Cup: Awarded to the Affiliated university or college with the largest lifesaving program.

R. Bredin Stapells Cup: Awarded to the Affiliate with the largest leadership training program; and, to the municipal Affiliate with the largest leadership training program per capita.

Private Affiliate Award: Awarded to the private Affiliate with the largest lifesaving program.

Water Smart Award: Awarded to an Affiliate for outstanding community service to drowning prevention education.

Swim to Survive Award: Awarded to Affiliates and their board of education partners who provide Swim to Survive[®] training to 80 per cent or more of their target populations.

Jocelyn Palm Cup: Awarded to the Affiliate making the most outstanding contribution to the National Lifeguard program.

Phil McBean Cup: Awarded to the Affiliate with the largest boat training program.

John E. McCutcheon Bowl: Awarded to the single-facility Affiliate with the largest first aid programs.

William M. Brummitt Bowl: Awarded to the Affiliate with the largest first aid program.

Darnell Challenge Cup: The Society recognizes the drowning prevention commitment of the Society’s Affiliate Members and institutions that mobilize staff and volunteers

to raise funds for Water Smart drowning prevention. The Darnell Cup is awarded in three categories: to the Affiliate that raises the most funds overall in the calendar year, to the municipal Affiliate, and to the single-facility Affiliate that raises the most funds in the calendar year.

- ❑ **Point system:** Affiliate Recognition Awards encourage and recognize the use of the Society's training programs. Point values reward Affiliates who offer a full menu of lifesaving programs. Point values reflect the relative degree of difficulty or amount of training and effort required to achieve each level including the programming time commitment.

Water Rescue Awards	Point Values*
Rookie Patrol / Ranger Patrol / Star Patrol	7 / 7 / 7points
Junior Lifeguard Club	10 points
Wading Pool Attendant	10 points
Patrol Rider	10 points
Bronze Star	10 points
Bronze Medallion	15 points
Bronze Cross	20 points
Distinction	30 points
National Lifeguard	40 points
First Aid Awards	
Anaphylaxis Rescuer	2 points
Basic First Aid	4 points
CPR-A / CPR-B / CPR-C	4 / 6 / 8 points
CPR-Health Care Provider	8 points
AED	10 points
Emergency First Aid	12 points
Airway Management	15 points
Standard First Aid	25 points
Specialized Training	
Lifesaving Fitness: Bronze / Silver / Gold	5 / 7 / 9 points
Boat Rescue	10 points
Boat Operator Accredited Training	10 points
All Officials	15 points

Leadership Training	Point Values*
Core Instructor	15 points
Assistant Instructor	20 points
Swim Instructor	40 points
Lifesaving Instructor	40 points
Advanced Instructor	20 points
Examination Standards Clinic	15 points
Update Clinics	15 points
Lifesaving Sport Officials Instructor	20 points
Lifesaving Sport Coach	20 points
Specialized Instructors	30 points
Trainer Clinics	30 points

**Recertifications are equivalent to half the value of original certifications.*

USING THE SOCIETY'S NAME AND LOGO

- ❑ Please use the Lifesaving Society's name in full. Never use abbreviations (like "LSS") in any public communications. When the Society's name is repeated often, it is permissible to use the full name "Lifesaving Society" – in the first instance and "the Society" thereafter.
- ❑ Use the Society's full name in program descriptions, e.g., Lifesaving Society Bronze Medallion, Lifesaving Society National Lifeguard.
- ❑ Symbols become meaningful through consistent usage. Please follow these rules whenever you use the Society's logo:

On a white or light-coloured background

- First choice: 2 colours – blue 300 of the Pantone Matching System (PMS) and black. Print the symbol and signature statement – *The Lifeguarding Experts* – in PMS 300 blue; the name of the Lifesaving Society in black.
- Second choice: 1 colour – whenever possible, print everything in PMS 300 blue. Otherwise print everything in black.

On a dark background

- Print everything in white.



Always

- Use *all* the elements of the corporate identity: symbol, name and signature statement.
- Leave “white space” around the logo. The minimum space required is about the size of one of the “ovals” in the symbol.

Never

- Alter the relationship between the symbol and the Society’s name.
- Alter the shape or the angle of the symbol.
- Delete the signature statement.
- Use any other colours (or switch the colours around) or typefaces.
- Use the symbol as a letter “S” in the name of the Society or another word.
- Reproduce the identity so small that you cannot read the signature statement.
- Combine the Society’s visual identity with any other logos or visual identities.

You can request an electronic copy of the logo from the Society’s office.

Contact us if you have questions on how to use it.

Usage on Affiliate Member stationery, business cards, websites, and other communication pieces

- Only Affiliate Members in good standing may use the Lifesaving Society’s identity. For Affiliate Members who wish to profile their membership with the Lifesaving Society, we recommend the following wording with or without the Lifesaving Society logo: “Affiliate Member of the Lifesaving Society.”
- When using the Lifesaving Society logo, follow the guidelines on this and the previous page.

On Affiliate Member stationery, business cards, etc., the Society’s logo should be placed in a subsidiary capacity to the Affiliate Member’s own corporate identity so it is clear that the communication is from the Affiliate Member and not the Society.

Section 2

THE LIFESAVING SOCIETY

The Lifesaving Society is a full-service provider of programs, products and services designed to prevent drowning and water-related injury. We save lives through our training programs, Water Smart public education, drowning research, aquatic safety management and lifesaving sport.

The Lifesaving Society is Canada's authority in drowning prevention, lifesaving and lifeguard training. We are a leader and partner in the delivery of water safety education throughout Canada and around the world. (The Society operates globally in over 25 countries.) We represent Canada in the Commonwealth Royal Life Saving Society and we are Canada's Full Member in the International Life Saving Federation. The World Health Organization recognizes ILS as the world authority in the global effort to prevent drowning. The Lifesaving Society takes lead responsibility for drowning prevention in Canada.

We have been teaching swimming, water safety and water rescue in Canada since 1896.

CANADA'S LIFEGUARDING EXPERTS

- ❑ The Lifesaving Society is a national, volunteer organization and registered charity composed of tens of thousands of individual members and over 4,000 affiliated swimming pools, waterfronts, camps and schools. Established in England (1891) as The Swimmers' Life Saving Society, we became The Royal Life Saving Society in 1904. Today, Canadians know us as simply the Lifesaving Society.

The Lifesaving Society has a long and proud history of teaching lifesaving skills to Canadians.

In the 1950s, we were the first Canadian organization to adopt mouth-to-mouth as the method of choice over manual methods of artificial respiration. We started our first CPR training program in the 1960s. We launched formal lifeguard competitions in the 1970s together with a series of lifesaving symposia on topics as diverse as Cold Water

(1976) Alcohol and Aquatics, Aquatic Spinal Injuries (1980) and the 1996 international symposium on ice safety (*Ice: The Winter Killer*).

In the 1980s, we initiated the project to design an economical CPR training manikin (ACTAR 911™) and consulted in the 1990s on its successor – the ACTAR D-fib manikin.

We've been researching, analyzing and publishing (*The Drowning Report*) drowning data since 1987, and we use it to improve our drowning prevention efforts.

In the 1990s, the Society introduced innovative new programs like Boat Operator Accredited Training, the Junior Lifeguard Club and the Canadian Swim Patrol program, and launched our Aquatic Safety Management Service. We expanded our First Aid training programs and completely revamped the Bronze medal and the National Lifeguard training programs to suit the needs of the new century.

We defined the Canadian Swim to Survive® Standard and subsequently launched our Swim to Survive® program to teach Canadians the minimum essential skills they need to survive an unexpected fall into deep water. Our learn-to-swim program – Swim for Life® – is our latest drowning prevention initiative.

WORKING TO PREVENT DROWNING

- ❑ Almost 500 Canadians die every year in water-related incidents. Drownings in areas supervised by lifeguards are rare. But drownings and water-related injuries in unsupervised settings are a serious problem. In fact, aquatic fatalities are the third leading cause of accidental death in Canada for people under 60 years of age. Most of these deaths are preventable.

Statistics like these motivate us to educate Canadians about drowning prevention and to provide training in emergency rescue skills.

DROWNING RESEARCH

- ❑ The Society conducts research into fatal and non-fatal drowning, aquatic injury and rescue interventions. Ongoing research and analysis supports the Society's evidence-based water-rescue training and Water Smart drowning prevention education.

MAKING CANADIANS WATER SMART

- ❑ The Society focuses its Water Smart® drowning prevention efforts on people most at risk – like men fishing in small boats – or on those who can make a significant difference, such as parents of young children. We deliver Water Smart messages through our swim program, through the media and community action. Our Swim to Survive program provides the essential minimum skills required to survive an unexpected fall into deep water.

TEACHING CANADIANS TO SAVE THEMSELVES AND OTHERS

- ❑ Because most drownings occur in unsupervised settings, Canadians need the lifesaving skills to save themselves or others in an emergency.

Annually, over 1,000,000 Canadians participate in the Society's swimming, lifesaving, lifeguard and leadership training programs. And each year we certify thousands of instructors who provide the leadership for these programs.

SETTING THE STANDARD

- ❑ The Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic industry, governments and the judiciary. The Society offers a suite of services to help aquatic facility operators maintain and improve safe pool and waterfront operations. We perform aquatic safety audits and serve as experts in legal cases involving aquatic safety.

Our National Lifeguard certification is the standard for professional lifeguards in Canada.

LIFESAVING SPORT

- ❑ The Lifesaving Society is the Canadian governing body for Lifesaving Sport – a sport recognized by the International Olympic Committee and the Commonwealth Games Federation. We use Lifesaving Sport to engage and inspire youth in our drowning prevention mission. Our Lifesaving Sport Fundamentals program offers a recreational introduction to lifesaving sport skills. Age-group, senior and masters athletes compete regionally, provincially, nationally and internationally. We offer certification programs for officials and coaches.

REGISTERED CHARITY

- ❑ As a registered charity, the Lifesaving Society solicits and accepts donations. Our Water Smart public education activities and Lifesaving Sport are supported by personal donations, corporate giving and fundraising events (see Section 13, *Fundraising Events*).

Donate online: on our website (www.lifesavingsociety.com) click DONATE on the right navigation bar and select the “Donate Now” icon.

IN ONTARIO

- ❑ The Lifesaving Society is incorporated in Ontario and operates from a Toronto office.

Elected volunteers compose our activity centre Councils, the Council of Officers and the Board of Directors. Volunteer Area Chairs serve as the Society’s official representatives and coordinate volunteers within their geographical areas.

The Society’s staff provides administrative and management support to the hundreds of aquatic facilities and volunteers who execute the activities of the Society throughout the province.

WEBSITE

- ❑ Visit www.lifesavingsociety.com for up-to-date information on our programs, products, services, course listings, events and contacts. The Society's online store www.LifeguardDepot.com, provides a comprehensive selection of equipment and supplies required to operate safe aquatic facilities and training programs including CPR instruction – all guided by the Lifesaving Society's 100 years of knowledge and experience as the lifeguarding experts.

RESCUE RECOGNITION AWARDS

- ❑ **Rescue Award of Merit:** The Rescue Award of Merit certificate is awarded to an individual involved in a water-related rescue or to Lifesaving Society award holders for a non-aquatic rescue. Lifeguards or instructors who perform rescues in the course of their employment are not normally eligible.

Send a written nomination outlining the facts to the Rescue Commendation Chair c/o the Lifesaving Society office.

- ❑ **Mountbatten Medal:** The Mountbatten Medal is awarded annually for the most gallant rescue or rescue attempt undertaken throughout the Commonwealth by the holder of a Royal Life Saving Society award.

Send written nominations to the Rescue Commendation Chair (c/o the Lifesaving Society office).

The Mountbatten Medal was instituted in 1951 by the Society's then Grand President, The Earl Mountbatten of Burma.

- ❑ **The Russell Medal:** The Russell Medal is awarded to an individual, 18 years or younger, who during the previous calendar year had carried out the most outstanding resuscitation or attempted resuscitation. The recipient must be a member of the Royal Life Saving Society or of a Royal Lifesaving Society affiliated club or organization anywhere in the Commonwealth.

The Russell Medal was inaugurated in 2000 to honour the memory of Pat Russell, a longtime volunteer of the Society's Warwickshire Branch in the United Kingdom. Send written nominations to the Rescue Commendation Chair (c/o the Lifesaving Society office).

HILARY M. WESTON AWARD

- ❑ The award is designed to provide lifesaving training opportunities for youth who otherwise would be financially unable to participate in the Society's lifesaving programs.

For recipients of these awards, the Lifesaving Society provides the examination fee and the Society's required literature at no charge.

The Society encourages the Affiliate under whose auspices the award recipient takes the lifesaving training, to waive the registration fee.

Area Chairs and Affiliate representatives throughout Ontario are empowered to nominate specific youth in their communities who would benefit from the Award. Send nominations including the name and contact information of the nominee with supporting rationale to the Society's Member Services Director.

The Lifesaving Society instituted the Hilary M. Weston Award in grateful recognition of the Lt. Governor's Patronage of the Society 1997–2002.

DON FAWCETT LEADERSHIP BURSARY

- ❑ The Don Fawcett Leadership Bursary provides financial assistance to high school students who are pursuing aquatic leadership certifications. The Bursary subsidizes the cost of course fees and required material for swimming, lifesaving or coaching leadership certifications of the Lifesaving Society, YMCA, Canadian Red Cross or national aquatic sport organizations. Other aquatic leadership training or certification may be eligible.

Eligibility is restricted to students enrolled in Ontario boards of education that participate in Ontario Teachers Aquatic Standard (OTAS). Visit the Society's website for more details and application form.

The Bursary honours the memory of Don Fawcett, executive director of the OTAS program, in recognition of his leadership and dedication to the aquatic field.

ROYCE CROSSLEY-HICKMAN NATIONAL LIFEGUARD AWARD

- ❑ This award is designed to provide National Lifeguard training to qualified youth in the County of Simcoe who otherwise would be financially unable to participate. The Lifesaving Society provides the National Lifeguard certification fee, the *Alert* textbook and a first aid kit, pocket mask, gloves and whistle to the recipient. The Society encourages the Affiliate Member under whose auspices the recipient takes the National Lifeguard training to waive the course registration fee.

The Society's Area Chair or an Affiliate Member in the County of Simcoe may nominate individuals who meet the criteria by forwarding the name and contact information of the nominee with supporting rationale to the Society's Member Services Director.

The award honours the memory of Royce Crossley-Hickman, a lifeguard from the County of Simcoe. The award was established by County of Simcoe donors and is sustained through ongoing donations.

EVA MCDONALD PRIZE

- ❑ The Eva McDonald Prize is a \$1,000 bursary presented annually to the undergraduate in the University of Toronto's School of Physical Education and Health who has made the most significant contribution to the development of aquatics and lifesaving education through the university and the Lifesaving Society.

The prize honours Eva McDonald, a member of the Lifesaving Society for over 40 years, who died in 1969 while serving as

Ontario President. Eva graduated from the School and was President of its Alumni Association. The prize is awarded jointly by the Lifesaving Society and the Alumni Association of U of T's School of Physical Education and Health.

Section 3

POLICIES

Lifesaving Society policies provide direction to Instructors, Examiners and Affiliate Members concerning the required procedures and processes which are designed to:

- *protect the integrity of the Society's training standards*
- *protect the privacy of individuals*
- *guide member behaviour*

TRAINING PROGRAM POLICIES

Certification and recertification

The Society certifies successful candidates as having attained a specific level of competence at the time of the examination. The competencies are defined in the Society's award guides and the examination or certification date appears on candidates' certification cards.

Currency

Lifesaving Society certifications are held for life, but they are "current" for only 24 months from the date of certification. To maintain a current certification, award holders must recertify within 24 months. (Note: some employers may require their aquatic staff to recertify more frequently.)

Recertification of lifesaving and lifeguard awards

Award holders are encouraged to maintain up-to-date skills and ability through recertification. Award holders may recertify at any time regardless of the certification date of the original award. First Aid awards are the only exception to this because recertification policies for First Aid are established by Ontario's Workplace Safety and Insurance Board (see below).

Recertification of leadership awards

In order to teach or evaluate candidates, Instructors, Examiners and Trainers must be current. The Society requires its Instructors to remain current by recertifying their teaching or

examining credentials through a credit system. For details, visit www.lifesavingsociety.com.

Prerequisites

Some Lifesaving Society awards have prior training or age prerequisites to ensure that candidates have the necessary knowledge and ability to achieve success. Affiliates, Instructors and Examiners are responsible for checking prerequisites. The Society will not issue awards to candidates who do not have the required prerequisites.

Proof of prerequisites must be available to the examiner.

Age prerequisites: Minimum age requirements must be attained by the day of the exam. There are no exceptions. Acceptable proof of age includes: birth certificate, driver's license, health card or passport.

Award prerequisites: Prerequisite awards must be earned prior to the start of the course to which they apply. When two or more awards are offered together (e.g., Emergency First Aid and Bronze Cross), the Society deems the prerequisite award to have been earned in the correct order.

Acceptable proofs of awards are: a Lifesaving Society certification card or current temporary card (expired temporary cards – more than 90 days old – may not be used); a printout from *Find a Member*; or confirmation using *Find a Member Mobile* (www.findamember.ca).

Prerequisite awards need not be current.

First aid prerequisites: When a first aid certification from an agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, a photocopy of the certification card must accompany the Lifesaving Society test sheets. The Society will not issue awards if this proof of prerequisite is missing.

For prerequisite purposes, the Lifesaving Society accepts Emergency First Aid and Standard First Aid certificates as prerequisites only from the following agencies:

- Lifesaving Society
- Canadian Red Cross
- St. John Ambulance
- Canadian Ski Patrol

Please notify Bronze Cross and National Lifeguard candidates of this prerequisite requirement in your promotional materials and at registration locations. Before you submit test sheets to the Society, please attach copies of prerequisites when necessary.

Provincial regulations

Ontario regulations identify specific Lifesaving Society certifications as an employment standard and, for employment purposes, establish a limit on the time an individual can work without recertifying.

Thus, when a Lifesaving Society certification is being used as a lifeguard or instructor certification under Ontario's Public Pools Regulation, the award must be "current" – that is, the lifeguard or Instructor must hold a certification that is dated "not more than two years prior to the date on which he or she is acting as a lifeguard." (While the Regulation defines a two-year currency period for lifeguard or instructor certifications, it defines a three-year currency period for first aid certifications.)

Employers may establish time limits that are shorter than the maximum allowed by legislation. For example, an employer may require the renewal of certifications annually.

WSIB requirement regarding Standard First Aid Recertification

Ontario's Workplace Safety and Insurance Board dictates that Standard First Aid (SFA) award holders may recertify just once on a SFA recertification course. To renew SFA subsequently, award holders must repeat the full SFA course. Thereafter, they may renew by alternating recertifications and original courses.

To attend a SFA recertification course, the date of the original SFA certification must be *within 36 months*. If the award holder misses the recert course by even one day, he or she must retake a full two-day course. No exceptions.

Award holders may not renew their SFA certificates from another agency on a Lifesaving Society SFA recertification course. They must recertify with the original certifying agency. However, in the year in which they must attend a full two-day SFA course, they can take the Lifesaving Society Standard First Aid course.

Foreign certifications

Individuals with foreign awards may request a review of their certifications to determine what training should be undertaken to acquire the appropriate Canadian certification(s).

Applications are located in *Find a Form* at www.lifesavingsociety.com. A fee is charged for each review.

Certification review

Under the Lifesaving Society's certification review policy, a certification review committee conducts confidential investigations of serious complaints and recommends appropriate action that may include suspension, revocation of appointment or decertification. The policy applies to holders of Lifesaving Society leadership appointments including instructors, examiners and trainers who deliver the Society's program to others. The policy may apply to other award holders including lifeguards who fail to maintain or reflect the Society's standards.

Course or exam

While candidates may challenge some lifesaving awards by taking the exam (without a course), candidates for the following certifications must take the full course:

- National Lifeguard, Patrol Rider
- First Aid (all levels), CPR (all levels), AED, Airway Management
- All Safety Management certifications
- All Instructor certifications
- All Lifesaving Sport Coach and Officials certifications

Who teaches and certifies candidates?

Some Lifesaving Society awards are taught and evaluated in their entirety by Lifesaving Society Swim or Lifesaving or Emergency First Aid Instructors.

Some awards are taught by an Instructor but require an Examiner to certify candidates. For example, in Bronze Medallion, the Lifesaving Instructor teaches and evaluates most of the items. However, during the exam, Bronze Cross Examiners are required to evaluate specific items and may also evaluate any or all of the Instructor-evaluated items at their discretion.

Some awards may only be taught and/or examined by those with more advanced Instructor and/or Examiner certifications. For specifics, see Section 11, *Leadership Training Programs*.

Examiners may examine their own class. Examiners may not examine themselves.

Unsuccessful candidates

The candidate who is unsuccessful at one award level is not automatically certified at a lower award level. Candidates for any of the Society's awards must complete all items required for that award.

Unsuccessful candidates are encouraged to undertake the appropriate additional instruction and practice before presenting themselves for evaluation again. National Lifeguard candidates must retake the National Lifeguard course.

The failure of a candidate who is recertifying before their certification expires does not affect the status of their certification. It remains current until it expires. For example, a National Lifeguard whose certification expires in June, but who fails a recertification in March, is still current until June.

More than one award per day

Candidates may be evaluated for any number of awards in one day, provided they hold the prerequisites. When two or more awards are evaluated together, the Society deems the prerequisite award to have been earned in the correct order.

Candidates for an award must complete all items required for that award.

Facilities

Lifesaving Society courses may be run in any pool, waterfront or surf environment compatible with the award requirements. See also specific requirements for National Lifeguard examinations below.

The Society's first aid awards and Boat Operator Accredited Training do not require water and may be run anywhere conducive to good learning conditions.

National Lifeguard examinations

The Lifesaving Society National Lifeguard Examination Policy defines the minimum conditions under which National Lifeguard examinations may occur:

Affiliates must adopt the revised (2012) National Lifeguard training program before June 30, 2014.

1. All National Lifeguard examinations must be submitted by an Affiliate Member of the Society.
2. Pool facilities must meet the following *minimum* standards: 15 m long, 5 m wide and 1.5 m deep.
3. All examinations must be conducted with the following *minimum* equipment:
 - Spineboard (with head immobilizer and straps recommended)
 - 20 lb. / 9 kg brick or equivalent
 - CPR manikin (for exams under the revised 2012 National Lifeguard program)
 - Suitable rescue aids (PFDs, lifejackets, rescue tubes / cans)
 - Sufficient barrier devices (masks and gloves)
 - Sufficient first aid supplies
4. The minimum number of candidates is one. However, additional and currently certified National Lifeguards must participate during situations – as the second lifeguard. The second lifeguard may not be the National Lifeguard Examiner conducting the exam.

5. Candidates respond to emergency situations as a single lifeguard and as both a member and leader of a lifeguard team. A minimum of three lifeguarding situations are required.
6. The minimum number of potential victims may not be less than six. Victims' names and contact information must be recorded and submitted with the test sheets.

On exams with eight candidates or more, no additional "victims" are required (because this number provides for two-lifeguard situations with six victims). However, on exams with fewer than eight candidates, the number of candidates and the number of additional volunteers must add up to a minimum of eight, and the names and contact information for all volunteers must be submitted with the test sheets.

Recertifications:

7. The revised (2012) National Lifeguard program defines the mandatory items which must be evaluated on National Lifeguard recertifications (see *National Lifeguard Recertification Notes for Instructors* or the items marked with the † symbol on the "Revised 2012" National Lifeguard test sheets).
8. If using the 2004 National Lifeguard training program, the following items must be evaluated on National Lifeguard recertifications:

All Options – National Lifeguard Core (2004)

- Item 3a (Management of drowning victim)
- Item 3b (Management of submerged non-breathing victim)
- Item 3c (Management of spinal-injured victim)

Pool Option (2004)

- Item 6a (Spinal carry)
- Item 6b (Object recovery)
- Item 6c (Approach & carry)
- Item 6d (Rescue drill)

- Item 7 (Lifeguarding situations)

Waterpark Option (2004)

- Item 8 (Spinal injury)
- Item 9 (Slide rescue)
- Item 10 (Lifeguarding situations)

Waterfront Option (2004)

- Item 7 (Physical standard)
- Item 8 (Lifeguarding situations)

Surf Option (2004)

- Item 8 (Physical standard)
- Item 9 (Lifeguarding situations)

Inclusion

The Lifesaving Society's training programs are designed to maximize the participation and success of individuals of various ages, skill levels and abilities.

The Lifesaving Society encourages its Affiliate Members to use their discretion in the placement and advancement of individuals with special needs. For example, if more practice would correct a problem identified by the instructor, then it is in the best interest of the participant to remain at the same level.

The Society recognizes that some individuals may be unable to achieve all the performance criteria (Must Sees) for some items.

- In the Society's Swim for Life and Swim Patrol, Bronze Star, Junior Lifeguard Club, Lifesaving Fitness and Lifesaving Sport Fundamentals programs, if an individual is able to *complete the item(s) with modifications or otherwise achieve the purpose statement(s)*, then the programmer/instructor should advance the participant to the next level as long as this does not compromise the safety of the individual or others.
- In other awards, while the Society welcomes the participation of all, certification is based solely on the

individual's ability to meet the performance criteria (Must Sees) without modification.

MEMBER POLICIES

Privacy

The Lifesaving Society respects the individual's right to privacy and is committed to keeping personal information accurate, confidential, secure and private. Except as specifically outlined in this policy, the Society does not disclose any individual's personal information to any third parties.

What we collect and why: The Lifesaving Society collects information required to provide services to members and other individuals. This includes an individual's name, address, phone number, email address, birth date, gender, and payment information. The Lifesaving Society's website may record information such as number of log-ins, IP address, date and time of access.

The personal information collected by the Lifesaving Society directly or through course-providers (e.g., Affiliate Members) is required for the administration and delivery of the Society's programs and services. The Society does not release personal information to any third party with the exception of Transport Canada as required by law as a Pleasure Craft Operator (PCO) course provider. Personal information is collected to:

- confirm age and award prerequisites for training program and leadership awards and lifesaving sport competitions
- maintain a record of individuals' Lifesaving Society awards and to issue certification cards
- establish and maintain a relationship with members and to provide members with ongoing service and communication
- meet with legal and regulatory requirements
- track website use in order to improve services
- understand our members in order to develop services specific to their needs
- upload information required by Transport Canada for their PCO cardholders' database

Consent: When an individual provides personal information, consent has been implied for the Society to deal with the information in a reasonable manner. The individual consents to the Society's collection, use and disclosure of that personal information in accordance with this policy. The Society may seek additional specific authorization or consent from time to time where required by law or in situations where it is necessary or appropriate.

An individual may withdraw consent to the collection, use or disclosure of his or her personal information at any time upon reasonable notice in writing.

Accuracy and retention: Accuracy and integrity of the Society's members' records is of the utmost concern. The Society endeavours to ensure that personal information collected is accurate, complete and maintained for the purpose for which it was collected.

The Society keeps members' personal information indefinitely to ensure:

- members' certification records are maintained
- inactive members can become reinstated
- the Society can generate accurate reports

What we disclose: The Society does not exchange or disclose personal information with other organizations except where the Society is required to disclose information without consent. In situations where the Society is obligated to disclose information without consent, no more information than is required in the applicable circumstances will be disclosed.

Personal information provided may be shared among paid personnel and volunteer officers only as required to perform their duties with the Society.

The Society discloses an individual's awards earned and the date the award was earned to Affiliate Members, employers and the government in order to confirm eligibility for employment and prerequisites for Society awards.

The Society publishes photos and corresponding names of individuals in Society publications and on the website.

How we protect personal information: The Society takes measures to ensure the privacy, accuracy, security and confidentiality of individual information. The Society strives to maintain adequate physical, procedural and technical security with respect to the headquarters and other information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of personal information.

The Society limits personal information access to paid personnel and volunteer officers who require the information to conduct Society activities and to provide services and programs. Under this policy, any misuse of personal information is treated as a serious offence for which disciplinary action may be taken.

Transparency: The Society makes its policy relating to the protection of personal information available on request and on the Society's website.

The Society permits access to, and review of personal information about an individual by the individual concerned. The Society requires sufficient information to confirm the identity of the person making the request before granting access and will strive to provide information within a reasonable time.

The Society may decline access where the required information:

- is not readily retrievable and the burden or cost of providing it would be disproportionate to the nature or value of the information
- does not exist, is not held, or cannot be found
- is required not to be disclosed on any legal ground
- is permitted by law not to be disclosed

Where information is not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

Challenging compliance: In the event that an individual wishes to voice a complaint regarding the Society's protection of personal information policy or procedures, the Lifesaving Society shall:

- acknowledge the complaint promptly
- investigate the complaint and contact the individual to clarify if necessary
- notify the individual of the outcome of the investigation clearly and promptly
- inform the individual of his or her avenues of recourse
- take appropriate measures to correct information-handling practices and policies

Anti-harassment

The Lifesaving Society is committed to providing an environment free of harassment. All individuals should be treated with respect and dignity. Each person has the right to participate and work in an amicable environment free of harassment.

All persons are encouraged to make it known that behaviour contrary to this policy is unwelcome and offensive and to attempt to ameliorate the situation directly.

If necessary, steps may be taken under this policy. Individuals are reminded that they continue to have the right to seek redress from the Ontario Human Rights Commission and under the Criminal Code of Canada.

The Society's anti-harassment policy applies to Honorary Members, Active Members, Award Members, and staff of the Lifesaving Society Ontario when ostensibly acting in that capacity.

Definitions: "Harassment" is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known unwelcome. A "complainant" is a person who alleges that harassment has occurred. A "respondent" is a person against whom the complainant's allegation is directed.

Complaint procedure: If unable to resolve the situation directly with the respondent, a complainant may report the alleged harassment to the Lifesaving Society Ontario Executive Director or, failing the Executive Director, the President. The

Executive Director (or the President) shall ensure that an investigation into the circumstances of the allegations is conducted and appropriate disciplinary measures are taken if warranted.

Volunteer Code of Conduct

The Lifesaving Society's reputation in aquatic safety and its status as a charitable organization impose high expectations of professional and ethical behaviour.

The Society's reputation depends on the integrity of its volunteers and staff. Volunteers carry a high burden of trust. The way in which that trust is discharged determines to a great extent the Society's success and the place of pride it enjoys in the aquatic community and in society at large.

Guidelines for ethical standards of conduct:

- Volunteers will act in a way that promotes the welfare, image and reputation of the Society.
- Volunteers will treat everyone with dignity and respect.
- Volunteers will avoid perceived and actual conflicts of interest.
- Volunteers who find themselves in a conflict of interest will self-declare.
- Volunteers who receive confidential Society information will keep the information confidential.
- The Society's intellectual property remains the property of the Society and will not be used for the personal benefit of a volunteer.
- A volunteer should avoid involvement in any form of self-employment or private business that competes with programs or services delivered directly by the Society which could be considered a conflict of interest.
- Volunteers will not use their volunteer position to influence other volunteers, staff or organizations having dealings with the Society in order to gain personally or to advance others through the results of that influence.
- Volunteers may accept gifts, favours or hospitality *on behalf of* the Society. Volunteers will not accept personal

gifts, favours or hospitality except where gifts of nominal value for purposes of promotion or courtesy may be offered. Receipt of such gifts is acceptable.

- Volunteers will be aware of and follow other Codes and Policies of the Society.

Fundraising Code of Ethics

The Code of Ethics guides the Society and its members' selection and involvement in fundraising activities (see Section 13, *Fundraising Events*).

- All fundraising activities must conform to federal and provincial statutes as well as local bylaws.
- Fundraising activities must not put the Society at legal risk through potential lawsuit.
- Fundraising activities must not put the Society's excellent public image at risk.
- Fundraising activities must be congruent with the mission and programs of the Society.
- The Lifesaving Society may solicit and will accept unconditional donations of funds from the tobacco-products industry. The Society will not solicit nor accept, contributions of products, nor will it solicit or accept corporate sponsorships to which specific conditions are attached.
- The Lifesaving Society will accept funds from the alcohol products industry through the office, but not through its areas. Area Chairs refer offers of such funds or product to the Lifesaving Society Ontario office. The Society will accept funds from the alcohol industry for the promotion of drowning prevention initiatives or responsible use of alcohol. The Society will not accept donations that require it to advertise or promote consumption of alcohol.
- The Lifesaving Society will not knowingly become involved in fundraising activities with or accept donations from any person or organization that has been convicted of a criminal offense.

- The Lifesaving Society will not knowingly become involved in fundraising activities with or accept donations from any organization known to be environmentally irresponsible.
- The Lifesaving Society will not become involved in fundraising activities or accept donations from organizations that have, in the opinion of the Society, an unsatisfactory public reputation.
- The Lifesaving Society will provide full public disclosure as to how donated funds are intended to be dispersed.
- The Lifesaving Society will not engage the services of professional fundraising organizations to raise “Personal Giving” or “Event” funds for the Society.
- The Lifesaving Society will not sell its mailing list or make it available for use by other organizations or agencies.

Order return policy

The Lifesaving Society provides a customer satisfaction guarantee with all your purchases. If for any reason you are not satisfied, simply return your purchase for refund, exchange or credit within 90 days of the purchase date.

All returns must be new and unused, in the original state, and deemed by the Lifesaving Society to be in an unworn / undamaged condition prior to being accepted for refund, exchange or credit.

All returns under the Lifesaving Society warranty are subject to inspection.

Exceptions and exclusions:

- Shipping fees are non-refundable.
- Once processed, custom orders cannot be cancelled and may not be returned unless deemed defective.
- Dolphin Surf Craft may not be returned after you have ‘received’ the goods.
- When these items are shipped, you must sign to ‘Receive’ them in good condition. Inspect the product and packaging before signing. If you are not satisfied with the condition,

do not sign for the product. Have the shipper return it immediately.

- You may return literature that is the current edition, ‘New’ not used, not damaged, marked, bent or partially read. Retired or out dated editions may be returned within the specified time frame announced on launch of the newest edition.
- Return defective literature (missing pages, printing errors, etc.) as soon as you become aware of the problem.
- CDs and DVDs may be returned for exchange only. Due to copying technology we cannot accept returns for refund or credit.

Return items to the Lifesaving Society, 400 Consumers Road, Toronto, Ontario, Canada, M2J 1P8. Please allow a minimum of 10 business days to receive and process your returned items.

To expedite your return, we encourage you to submit a copy of the invoice or packing slip along with a completed Return Form with the items returned. Returns without a copy of the invoice or packing slip will be subject to the previous year’s listed price for a full refund or credit.

The complete Return Policy – including exceptions and exclusions – is posted in *Find a Form* at www.lifesavingsociety.com.

Section 4

TRAINING PROGRAM ADMINISTRATION

Lifesaving Society training programs are delivered through a community-based system in which Affiliate Members of the Society:

- *determine when and where courses are offered*
- *determine how much to charge for each course*
- *collect Lifesaving Society exam fees*
- *register candidates for courses*
- *assign the appropriately certified leadership personnel to teach the Society's courses*
- *order course materials (and instant awards where permitted)*
- *find certified examiners*
- *schedule and host exams (where required)*
- *submit completed test or master sheets and exam fees to the Society*

**Post your courses
on our website**

As a service to its Affiliate Members and their clients, the Lifesaving Society invites Affiliates to post their Lifesaving Society courses in *Find a Course* on the Society's website. Contact us for details.

This system provides Affiliates with the flexibility to meet the needs of their community and to hire the leadership personnel they want.

Affiliates have the authority to set their own course fees and to run the courses when and where they prefer. Affiliates can run courses with as few or as many candidates as they wish.

With this authority comes great responsibility. Affiliate Members must follow Lifesaving Society policies and procedures and ensure that courses are taught and evaluated by appropriately certified Lifesaving Society instructors and examiners.

**REGISTER CANDIDATES
AND CHECK PREREQUISITES**

- ❑ Once the course schedules are finalized, register candidates. Some courses have age and/or certification prerequisites. The Society will not issue awards to individuals who do not hold the prerequisites. Everyone has responsibilities to follow Lifesaving Society prerequisite policy (see Training Program Policies, page 20 in Section 3, *Policies*) to avoid the unnecessary and negative public relations issues that result when candidates are not certified after participating in a course.

Affiliates:

- Please put procedures in place to ensure that all candidates prove they hold the proper prerequisites *prior* to the start of each course.
- Include a list of the required prerequisites in your program brochure and refer registrants to it.
- Provide your registration staff with the *Prerequisites at a Glance* (see inside back cover) and make sure they understand it.
- Do not allow candidates to register if they cannot prove prerequisites. See “Prerequisites” (page 21) in Training Program Policies, Section 3, *Policies*.

ORDER MATERIALS**You're supporting drowning prevention**

The Lifesaving Society is a self-financing registered charity working to prevent drowning. When you purchase merchandise from us you support Water Smart® drowning prevention education, which is funded by merchandise sales and donations.

- ☐ To order equipment, literature, resources and supplies:

Order online: LifeguardDepot.com is the Lifesaving Society's e-commerce store. Affiliate Members can purchase online 24/7 on account or by credit card. See page 39 for instructions on setting up an account.

Call: 416-490-8844. Talk to real people 9 to 5, Monday to Friday. After hours, our answering machine takes your call.

Email: experts@lifeguarding.com.

Fax: 416-490-8766.

Order form: Use one of several downloadable order forms at www.lifesavingsociety.com as references for the info we need to fill your order.

We deliver: All items are shipped pre-paid. We ship merchandise orders “best way” via courier or Canada Post, unless you tell us otherwise, to ensure best value to you. Shipping charges will be added to your bill. If you need an estimated shipping cost, please contact us.

Paying us

Affiliate Members can order on their account or by purchase order. Others pay at time of purchase by cash, cheque, money order, Visa, MasterCard, American Express or debit card.

The Society's Affiliate and Individual Members can pay electronically at any time, from anywhere, through their bank, by phone or Internet. To set this up, contact your bank and use your Lifesaving Society ID number as your account number.

When making an e-payment, email **payments@lifeguarding.com** to tell us what you are paying for or how you want us to apply your payment.

Because email is not a secure means of sending confidential information, we recommend you *do not include credit card numbers in emails*. Include your phone number and we'll call you for your card number.

Returns

The Lifesaving Society provides a customer satisfaction guarantee with every purchase. If for any reason you are not satisfied, simply return your purchase for refund, exchange or credit within 90 days of the purchase date.

For instructions on how to return materials please see the complete Return Policy (see Order Return Policy in Section 3, *Policies*) – or in *Find a Form* at www.lifesavingsociety.com.

Lifeguard Depot.com®

Order program materials online 24/7 at the Lifesaving Society's LifeguardDepot.com, which also offers related equipment, supplies and merchandise.

Order as an individual or on behalf of your organization. See how-to details below.

Set up your personal Account

- » Go to www.lifesavingsociety.com and click Login. Click Register to sign up for a new account.
- » If you are a Lifesaving Society member, associate this login with your membership by entering your Member ID and Access Code. Your personal Access Code is printed on the address label of your *Lifeline*. If you no longer have your *Lifeline*, call us.
- » Go shopping. Remember to register first.

Set up your Affiliate/Organization Account

- » Designate an "Administrator" for your organization. Choose your Administrator carefully. This person can purchase on behalf of your organization, and has authority to add "Users" from your organization who also may purchase goods and bill them to your organization
- » Call us and give us the contact information for the "Administrator" for your Affiliate account. We need the Administrator's name, business email address and phone number. We add this individual to our system and confirm with you and the Administrator (if different) by email when this is done.
- » **Important:** If your Administrator is a Lifesaving Society Individual Member, he or she first registers as an individual (as above) at www.lifesavingsociety.com making sure to associate this registration with his or her Lifesaving Society Member ID and Access Code.
- » If your Administrator has already registered as an individual, he or she simply selects "Administrator" rather than "Individual" in order to add "Users."

Set up your Users

- » Administrator logs in as "Administrator" for the Affiliate.
- » Goes to "Manage Logins" in left-side navigation.
- » Enters the Lifesaving Society Member ID of each User in the space provided and clicks "Add User."
- » If not a Lifesaving Society Member, contact us so we can add the User to our system.
- » To remove a User, click on "Remove" beside their name.
- » Important: Before Users can purchase, they have to register as individuals (as above) at www.lifesavingsociety.com and make sure to associate with their Lifesaving Society Member ID and Access Code.
- » Go shopping. Remember to register first.

EVALUATING CANDIDATES

- ❑ Some Lifesaving Society courses are evaluated entirely by the Instructor, others require an Examiner. You may contact an Examiner directly (perhaps he or she is on staff). Alternatively, and at least three weeks before the examination date, contact your Area Chair to request an Examiner or to obtain a list of available or potential Examiners in your area. The name and phone number of your Area Chair is available in “Contact Us” at www.lifesavingsociety.com or from the Society’s office.

Discuss the following aspects with the Examiner:

- number of candidates and the award level(s) being examined
 - date and time of the exam (plan an alternate date if weather is a factor)
 - time and space allotted for the examination
 - directions to the facility
- ❑ Candidates, Instructors, Examiners and Affiliates each have responsibilities during evaluations.

Affiliates are responsible for:

- ensuring that candidates have the required prerequisites to enroll in the course
- providing a lifeguard during the examination
- confirming the Examiner’s qualifications (and currency) before the examination begins
- ensuring that one copy of the completed test sheet is sent to the Society’s office immediately following the examination; one copy is retained by the Affiliate for its own records, and; one copy is provided to the Examiner for his or her records

Examiners are responsible for:

- providing proof of Examiner appointment to the Affiliate before the examination begins
- reviewing proof of candidate prerequisites
- ensuring that adequate safety supervision is provided

- providing a fair evaluation for each candidate
- completing and signing the test sheet
- retaining a copy of the signed test sheet for the Examiner's records

Instructors are responsible for:

- ensuring proof of prerequisites is available to the Examiner
- providing the results of the Instructor-evaluated items on the test sheet
- providing appropriate equipment

Candidates are responsible for:

- providing proof of prerequisites
- providing any clothing required by the award
- providing personal protective equipment (i.e., gloves, masks)

TEST SHEETS

- ❑ The Society provides test sheets for each award (download from www.lifesavingsociety.com). Instructors, evaluators, and programmers use test sheets as teaching, evaluation and administrative tools respectively:
 - to record teaching and evaluation results
 - to record participant names and contact information

Most test sheets must be forwarded to the Lifesaving Society office for processing at the conclusion of a course. The following test sheets/worksheets need not be sent to the Society's office: Swim for Life, Lifesaving Sport Fundamentals, Canadian Swim Patrol, Basic First Aid, Anaphylaxis Rescuer and CPR-A, -B, and -C.

Affiliates issue permanent certification cards directly to the candidates for Basic First Aid, Anaphylaxis Rescuer and CPR and should therefore keep copies of the test sheets because these test sheets are the only record of certification.

- ❑ Instructors, Examiners, program administrators and the Lifesaving Society use test sheets in different ways:

Test sheet processing

The Society processes test sheets in the order in which they are received. The speed with which the Society can issue candidate awards is directly related to legibility, accuracy and completeness of the information on the test sheet.

- The Society keeps a record of the certifications earned by an individual starting with Bronze Star. Test sheets contain the information required to maintain accurate records.
- Confirmation that an individual holds a Lifesaving Society award is considered official when the test sheet is received and verified by the Society.
- Maintaining accurate records of certifications allows the Society to:
 - confirm prerequisite awards
 - issue replacement cards
 - send *Lifeline*
 - confirm certifications required for employment
 - communicate important information to award holders
- Affiliates (not Examiners) are responsible for submitting completed test sheets to the Society in a timely manner. Affiliates keep one copy of the test sheets on file at their headquarters.
- The Society accepts test sheets submitted in person, by mail and by email or fax.

MASTER SHEETS

- ❑ A master sheet is the leadership course equivalent of a test sheet. Use a master sheet for all instructor and coach courses or to record attendance at clinics such as an Examination Standards Clinic or Instructor Trainer Clinic. Ensure all sections of the master sheet are completed in full and that it has been signed by the Trainer. Completed master sheets must be returned to the Lifesaving Society office.
- ❑ Remember to include phone numbers and email addresses for all leadership candidates. This helps the Society contact Instructors and Examiners to quickly solve problems with test sheets.

EXAMINATION FEES

- ❑ Examination fees are revised annually in consultation with the Society's Affiliate Members. Normally, Affiliates add this charge to the cost of lessons at registration time, or collect the fee separately before the examination.

The examination fee is payable only by successful candidates for the following awards:

- Rookie Patrol, Ranger Patrol, Star Patrol
- Bronze Star
- Basic First Aid, Emergency First Aid
- CPR-A, -B, -C
- Lifesaving Fitness

The examination fee is payable by candidates for all other awards whether successful or not. If they attended the exam, they pay the exam fee.

LIFESAVING SOCIETY
The Lifeguarding Experts

Bronze Medallion (Revised 2003)

Side 1: Please print each candidate name and contact information legibly.

1 Name: John Smith
2,7 Address: 123 Any Street
City: Cityville M5K 5K5 Postal Code
E-mail: jsmith@email.com 111-123-4567 Phone

3 Date of birth: 00 Year, 01 Month, 02 Day

4 Prerequisites checked: ☒ Rowing accuracy, ☒ Self-rescue, ☒ Rescue drill, ☒ Defences & releases, ☒ Fitness challenge, ☒ Endurance challenge, ☒ One-rescuer CPR: adult & child, ☒ Obstructed airway: conscious, ☒ Obstructed airway: unconscious, ☒ Emerg: shock, ☒ Emerg: heart attack or angina, ☒ Circ. Emerg: external bleeding, ☒ Circ. Emerg: stroke & TIA, ☒ Walk, spot & demonstrate, ☒ Spinal injury management, ☒ Search, ☒ Rescue 1: non-contact, ☒ Rescue 2: non-breathing victim, ☒ Rescue 3: open water

6 Total pass/fail: 15 Pass

Prerequisites: Original: 13 years old OR Bronze Star Date earned: Mar 19/12 Location: Swimcity
Recert: Bronze Medallion Date earned: Location:

- Name:** Print clearly. Spell correctly.
 - Contact info:** Need full address to mail the permanent certification card.
 - Birth date:** Need birth date to confirm age prerequisite and to differentiate among candidates with same name.
 - Prerequisites checked and test items:** Instructor ensures that proof of birth dates and prerequisite awards are available to the examiner.
 - Examiner:** Checks the "prerequisites checked" column after verifying that the candidate holds the required prerequisites.
 - Examiner:** Indicates with a ✓ or X (or F) the result of each item and whether candidate passed or failed the exam.
 - Examiner:** Draws a line through blank candidate spaces so that no names can be added after the examiner signs the test sheet.
 - Examiner:** Checks the box marked "there are more candidates on the reverse ..." to ensure the records of all candidates are received (especially important when test sheets are faxed).
 - Total pass/fail:** Examiner indicates total number of candidates on the exam that passed and failed.
 - Instructor info*:** Make sure instructor info and signature is on the test sheets. Instructor must be current or the Society will not issue certification cards.
 - Original/Recert:** Check appropriate box. Do NOT mix original and recertifying candidates on same test sheet.
 - Exam date:** Make sure the exam date is on all pages. The Society cannot issue certification cards without it.
 - Examiner info*:** The Society will not issue certification cards for exams conducted by a person other than a currently qualified examiner. Make sure the examiner signs all pages.
 - Affiliate / Host info:** The Affiliate is the organization that advertised the course, registered the candidates and is responsible for sending the test sheet and exam fees to the Lifesaving Society office.
- Note (*):** For instructor-evaluated awards (e.g., Bronze Star), the instructor must complete and sign both the instructor and examiner sections at the bottom of the test sheet.

☐ Check box if there are more candidates on the reverse side of this page. This test sheet is Page 1 of 1 Pages. ☒ - Satisfactory Performance - Fail

8 Instructor information: John Smith, Instructor's name, jsmith@email.com, E-mail address, (111) 123-4567, Telephone, Signature, RIL T46 ID#

10 Awards information: ☒ Awards issued by affiliate, ☐ Awards not issued

12 Total Pass for Exam: 1, Total Fail for Exam: 0

11 Exam information: Exam date: 13 03 21 YY MM DD, Exam is: ☒ Original OR ☐ Recert, Facility name (e.g., name of pool): Swimcity, Telephone: (111) 123-4567

14 Payment information: ☒ Exam fees attached, ☐ Exam fees not attached, Send invoice or receipt to: Swimcity, Host name (Affiliate): 321 Fake St., Street address: Cityville, City, On: M5K 5K5, Prov.: Postal code

13 This section to be completed by the Lifesaving Examiner who examined the candidates. Jill Lasnam, Examiner's name, RIL T46 ID#, jlasnam@email.com, E-mail address, (111) 123-4567, Telephone, Signature

CANDIDATE AWARDS

Temporary cards

Temporary cards may be issued to the following successful candidates:

- Bronze Star
- Bronze Medallion
- Bronze Cross
- Distinction
- National Lifeguard
- Emergency First Aid
- Standard First Aid
- Airway Management
- CPR-HCP
- Lifesaving Instructor
- Swim Instructor

Temporary cards expire 90 days from the date of certification. Candidates will receive their permanent card from the Lifesaving Society office before this.

- ❑ The administration of Society training programs ensures successful candidates receive their awards as soon as possible.
- ❑ For Swim for Life, Canadian Swim Patrol (Rookie, Ranger, Star), Basic First Aid, Anaphylaxis Rescuer, CPR, and Lifesaving Fitness, Affiliates issue awards directly to the candidates.

Affiliates should order the awards from the Society ahead of time for presentation to successful candidates at the evaluation. See *Instant Awards* (below) for details.

Only Affiliates who have a Swim for Life or Lifesaving Sport Fundamentals license may offer these programs.

For all other awards, the Society issues the permanent certification cards directly to successful candidates. In addition, Affiliates may issue temporary cards to successful candidates. Affiliates are encouraged to order temporary cards and badges/medals (where applicable) for immediate presentation to successful candidates at the exam. See *Instant Awards* (below) for details.

Immediately following the exam, the Affiliate sends the test sheets to the Society. On receipt of the test sheets, the Society mails the permanent certification card (with the crest and medal if the Affiliate is not on instant awards) directly to candidates. It is important that the Affiliate provide candidates' complete addresses including postal code on test sheets or master sheets.

The Society invoices the Affiliate for the exam fees.

INSTANT AWARDS

- ❑ The Society provides “instant awards” to qualified Affiliates for awards other than leadership certifications. To participate in the instant award system, Affiliates must:
 - have a year-round mail, email and telephone contact
 - identify the individual who will assume personal responsibility for the safekeeping of the awards, for

supervision of the instant awards administration, and who will personally liaise with the Lifesaving Society on matters relating to the instant award system

- guarantee the security of the award inventory
- guarantee that the cards are issued only to those who passed the exam
- provide office facilities for filing, typing and other administrative support
- send test sheets containing the names and addresses of all candidates who participated in the exam to the Lifesaving Society immediately following the exam

- ❑ There are two types of instant awards – Replaceable and Non-Replaceable:

Replaceable Instant Awards

Affiliates order the following awards from the Society ahead of time for presentation to successful candidates at the evaluation:

- Swim for Life
- Canadian Swim Patrol
- Basic First Aid
- Anaphylaxis Rescuer
- CPR-A, -B, -C
- Lifesaving Fitness

Test sheets need not be submitted to the Society's office for these awards.

- In conjunction with the Lifesaving Society, the Affiliate establishes an initial stock of awards. The number of awards purchased need only be large enough to supply one set of exams.
- The Lifesaving Society invoices the Affiliate for the stock and sends the awards. The Affiliate pays the invoice within 30 days.
- The Affiliate collects examination fees from all candidates participating in the exam.
- The Affiliate presents the awards to successful candidates who can prove prerequisites.
- For the relevant awards (see sidebar previous page), the Affiliate issues a temporary card (with the crest and medal where applicable) to successful candidates at the exam.
- The Affiliate forwards one copy of the completed test sheets to the Society indicating that the candidate awards have been issued.
- The Society issues the permanent cards to the successful candidates and replenishes the Affiliate's

stock of awards by sending replacement awards and an invoice for the exam fees to the Affiliate.

Non-Replaceable Instant Awards

- In conjunction with the Society, the Affiliate establishes a stock of awards.
- The Society invoices the Affiliate for the stock and sends the awards. The Affiliate pays the invoice within 30 days.
- The Affiliate collects examination fees from all candidates participating in the exam.
- The Affiliate issues awards to successful candidates at the exam – temporary or permanent card – and relevant badges/medals.
- The Affiliate forwards one copy of the completed test sheets (except those noted above in “Test Sheets” (page 41) to the Society indicating that the candidate awards have been issued.
- The Society issues the permanent cards to successful candidates.
- The Lifesaving Society subtracts the number of awards issued from the Affiliate’s non-replaceable instant award inventory and invoices the Affiliate for the exam fees for unsuccessful candidates only.
- When the supply of awards is depleted, the Affiliate orders more instant awards from the Society.
- Affiliates using the non-replaceable instant awards system pay the exam fee for each candidate examined. If the Affiliate indicates they have issued awards to more candidates than they have inventory for, the Society invoices the Affiliate for the additional exam fees.

Section 5

SWIM TO SURVIVE®

In pursuit of its mission to prevent drowning and water-related injury in Canada, the Lifesaving Society articulates and promotes its official positions on issues to improve aquatic safety across the country. In Canada's water-rich environment, basic swimming ability is a required life skill for survival.

**LIFESAVING SOCIETY
POSITION**

- ❑ Acquisition of basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada. All Canadian children deserve the chance to learn basic swimming skills.

The acquisition of basic swim survival skills by Canadian children is worthy of public and government support. Affordable training should be available for all children to the level of the Canadian Swim to Survive standard.

**SWIM TO SURVIVE
STANDARD**

- ❑ The Canadian Swim to Survive standard is a minimum national standard of swimming skill for all children. The standard is simple, straightforward and focused. It defines the essential minimum skills required to survive an unexpected fall into deep water. It is recognized that there is a wide range of aquatic training well beyond this minimum.

Essential skill	Task
Orient oneself at the surface after an unexpected entry	Roll into deep water
Support oneself at the surface	Tread water for 1 minute
Swim to safety	Swim 50 metres

Rationale

High participation in swimming as a recreational activity:

Among school-aged children (5–12 years of age), swimming is the second most popular activity in Canada after bicycling. Among those over 18 years, swimming is the third most popular activity (after walking and gardening/yard work).

Drowning is a leading cause of death: Drowning is the third leading cause of accidental death in Canada for people 60 years of age and under.

And drowning is second only to automobile injuries as the leading cause of accidental death among children under five, according to a study by the Canadian Institute for Health Information.

Year after year, the majority of people who drown have no intention of going into the water. Immersion is sudden and unexpected.

Need for instruction: Swim skills need to be taught. Swim skills are not innate: they are acquired. Swim skills are very difficult to self-teach.

During the 1990s, boards of education withdrew from providing basic swim instruction to elementary school children. This instruction needs to be replaced at the community level.

For details, consult
“Who’s Drowning” at
www.lifesavingsociety.com.

SWIM TO SURVIVE PROGRAM

- ❑ The Swim to Survive program is an organized way to achieve the Canadian Swim to Survive standard. It can be offered as a stand-alone program or as part of the Lifesaving Society’s Swim for Life[®] continuum. Swim to Survive is ideal for groups from schools, camps, Girl Guides and Boy Scouts and others who have limited time and diverse abilities. The program might be used in the following ways:
 - **Camp swims:** offer Swim to Survive evaluations during all camp swims.

- **Family swims:** offer Swim to Survive evaluations during family swims.
- **Host a Swim to Survive day:** challenge the public to attempt the standard.
- **After-school programs:** offer Swim to Survive evaluations to the participants of your after-school programs.
- **Birthday parties:** offer Swim to Survive evaluations with every birthday party booking.
- **Skill screening:** Test individuals as a safety activity for school and youth group trips to waterfronts or to qualify for aquatic training such as canoe or kayak courses, canoe trips.

Use the Swim to Survive standard as the basic “swim test” for aquatic facility owners/operators in determining admission of unaccompanied children.

- **For groups with minimal swimming skills:** teach them to achieve the Swim to Survive standard independent of other traditional swimming skills.
- **Non-swimmers:** ideal for learners or groups with limited time to accomplish a critical set of personal self-rescue skills (e.g., school groups). The use of personal flotation devices can be used to teach non-swimmers to accomplish the skills and standard in the shortest time possible without using traditional strokes or beginner progressions.

SCHOOL GRANT PROGRAM

- ❑ Swim to Survive grants help provide a minimum of three in-water survival lessons to elementary school children during school hours. Grant funds help defray the costs of transportation, instructors and facility rental.

Because grant funds are limited, the Society relies on the generosity of participating school boards and their partners to support this program with matching service and in-kind sponsorship

The Lifesaving Society acknowledges and thanks the Ontario Ministry of Education and the Stephanie Gaetz Keepsafe Foundation (the founding sponsor of Swim to Survive) for their generous support of the Swim to Survive School Grant program.

Ontario school boards with their own aquatic facilities are eligible to apply. So too are partnerships of school boards or schools with others like regional governments, municipalities, and aquatic facilities.

Grant application evaluation criteria

The Society only funds applicants who have the capacity to execute the Swim to Survive School Program successfully. Priority is given to:

- incorporated organizations such as school boards, schools, municipalities, YMCAs with confirmed access to aquatic facilities
- applicants with additional cash or in-kind support for transportation, facility and instructional staff costs in addition to the Lifesaving Society grant

In reviewing applications, the Lifesaving Society evaluates:

- ***community support***: including volunteer time, contributions from other organizations, cash or in-kind support from corporate sponsors or individual donors.
- ***grant-per-student ratio***: because the Society aims to deliver survival training to as many students as possible, the grant-per-student is an important factor in maximizing the impact of the available funds. A grant request for \$5 per student is low and excellent. A grant request for \$10 per student is fair. A grant request for more than \$15 per student is high. The Society seeks applicants with maximum facility grant requests of \$40 per hour and maximum instructional staff grant requests of \$15 per hour.
- ***ability to provide proof of insurance coverage*** for participants during transportation and during in-water lessons.

Full details and application forms are available in Swim to Survive at www.lifesavingsociety.com



Section 6

SWIM FOR LIFE® PROGRAM

"The acquisition of basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada" – Lifesaving Society Canadian Swim to Survive® position statement.

FEATURES AND BENEFITS

- ❑ **Swim for Life®** is a complete learn-to-swim program from Parent & Tot through to Leadership (see Flow Chart, page 53). Easy to program and easy to explain, Swim for Life leads seamlessly into the Society's lifesaving training awards. The program is endorsed by the International Life Saving Federation and the Commonwealth Royal Life Saving Society.
- ❑ **Focus on learning to swim:** Program content is stroke and skill driven: entries and exits, surface support, underwater skills, Swim to Survive skills, movement/swimming skills, fitness, and Water Smart® education.
- ❑ **Easy administration:** One-stop shopping for learn-to-swim, lifesaving and lifeguarding. Because Swim for Life has no per-participant costs, Affiliate Members save money.
- ❑ **Customization and flexibility:** Choose Swim for Life modules based on your needs. Add content, add levels and customize candidate recognition. Use our certificates, badges, seals or create your own. We can add your logo to certificates and progress reports.
- ❑ **Sponsorship opportunity:** If you secure local sponsorship for Swim for Life, you can put sponsor logos or credits on progress reports and candidate recognition certificates.
- ❑ **Water Smart education:** Water Smart education is embedded in the skills of the Swim for Life program. No extra deck time is required for "water safety." We provide Water Smart education materials electronically so you can deliver drowning prevention messages in a variety of formats. This means you can reach the whole family, and deliver

appropriate information when it's most relevant according to the time of the year and candidate experiences.

LICENSED AFFILIATES

- ❑ A license to offer the Swim for Life program is available only to Lifesaving Society Affiliate Members. Our single annual licensing fee covers unlimited numbers of participants, and provides:
 - electronic lesson and core plan, stroke charts and stroke drills
 - print-as-you-need electronic worksheets, progress reports, and candidate recognition certificates
 - electronic “blurbs” for Affiliate brochures (see page 58)
 - electronic Water Smart drowning prevention learning resources
 - Lifesaving Society support before, during and after implementation
- ❑ Swim for Life licensed Affiliates have the choice of providing the Society with verifiable statistics each year (registration reports) or purchasing the award seals or badges. Swim for Life licensed Affiliates may purchase cloth badges and/or seals as optional candidate recognition items as follows:

Module	Badges	Seals (Stickers)
Parent & Tot	none	yes
Preschool	yes	yes
Swimmer	yes	yes

Licensed Affiliates may also purchase pre-printed full-colour candidate recognition certificates and candidate progress reports.

- ❑ License fees: The Lifesaving Society is happy to discuss which option is the most economical for its Affiliate Members:
 - municipal license fee options: a) per facility, b) per seasonal (outdoor) facility, c) per population

- non-municipal license fee: a) year-round indoor facility (private organizations, charitable organizations, not-for-profit institutions), and b) summer-only facility

The Society also offers a loyalty rewards program for Affiliates who are looking for a five-year or longer license agreement. Please contact us for details.

- ❑ **Transition to Swim for Life:** Once you've decided to implement the Lifesaving Society Swim for Life program, our team of experts will be delighted to help you make the transition as easy as possible with a step-by-step plan that includes:
 - programming options
 - staff update clinics (see Swim Instructor Update Clinic, page 123, Section 11, *Leadership Training Programs*)
 - transition time lining
 - support materials for instructors, administrators and parents
 - best practices: examples of how other Affiliates successfully made the transition

SWIM PROGRAM MODULES

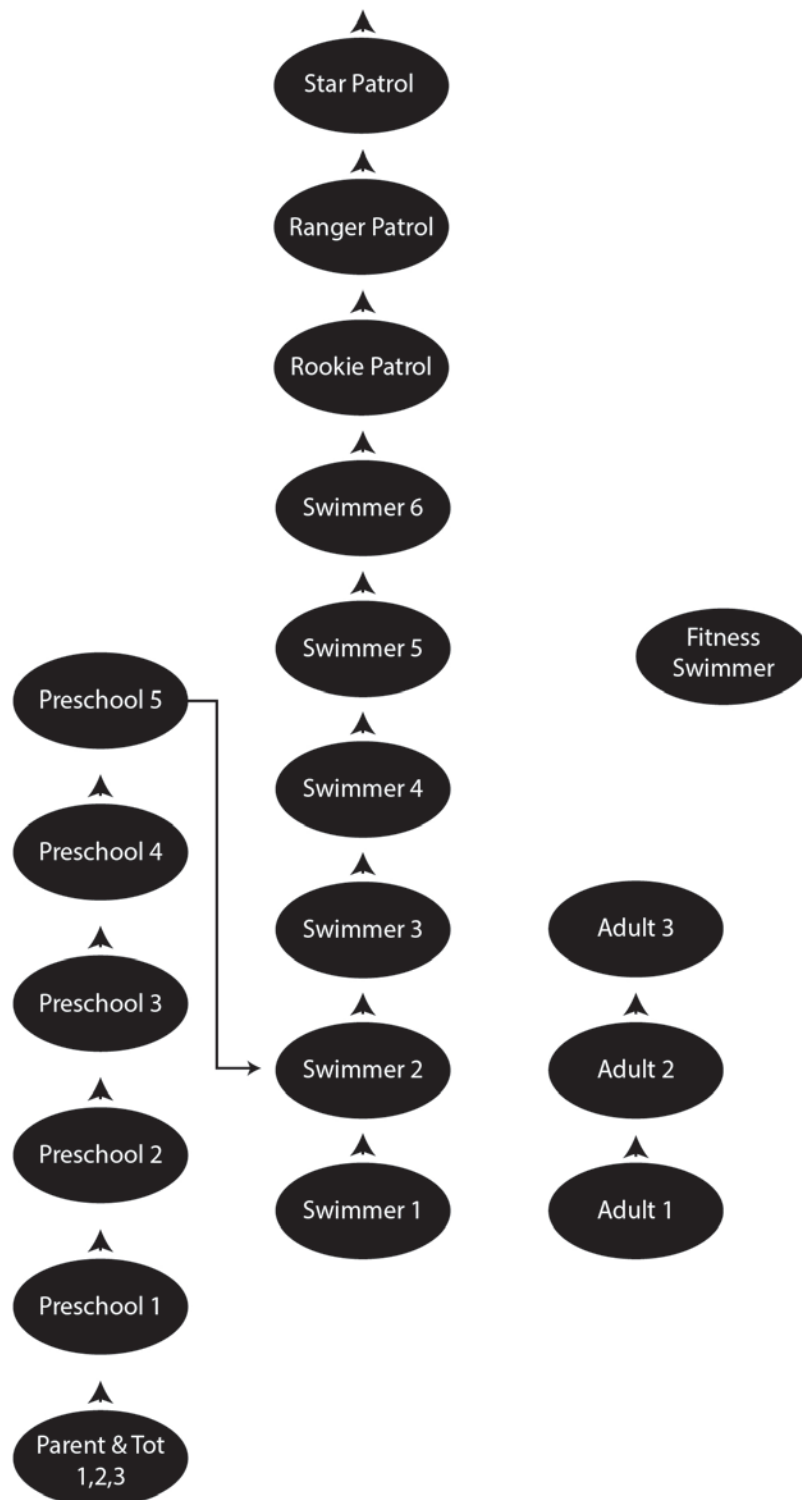
- ❑ There are five modules in the Swim for Life program:
 - **PARENT & TOT** for parents and children up to 3 years of age
 - **PRESCHOOL** for children 4–5 years
 - **SWIMMER** for children 5 years and older
 - **ADULT SWIMMER** for people over 16 years
 - **FITNESS SWIMMER** for swimmers of any age who want to improve their overall physical fitness

The Society designed the modules so they flow together seamlessly and logically into one another and into the basic lifesaving awards: Rookie, Ranger and Star Patrol (see Programming Flow Chart).

All Swim for Life levels are taught by a Lifesaving Society Swim Instructor (See Section 11, *Leadership Training Programs*, page 102).

- ❑ Content is organized as follows:
 - Entries and exits
 - Surface support
 - Underwater skills
 - Swim to Survive skills
 - Movement/Swimming skills
 - Fitness
- ❑ As an integral part of the Swim for Life program, Water Smart education provides information and experiences that helps participants make smart decisions when in, on and around water and ice.
- ❑ Personal flotation devices (PFDs) are required. Other learn-to-swim accessories and toys are recommended: e.g., sinking objects, kickboards, pull buoys, noodles, floating toys. Visit www.lifeguarddepot.com to purchase.

Swim for Life Flow Chart



CLASS LENGTH AND SIZE

- ❑ The following chart will guide programmers who may adapt these suggestions to meet the needs of participants. When deciding length of program and class size, consider: pool spacing, pool depth, use of volunteers or assistant instructors, Ontario Regulation 565, number of classes per session. We recommend eight lessons.

Module and Level	Suggested Class Length	Suggested Class Size (per instructor)
Parent & Tot 1	30 min.	10–12 plus parents/guardians
Parent & Tot 2	30 min.	10–12 plus parents/guardians
Parent & Tot 3	30 min.	10–12 plus parents/guardians

Preschool 1	30 min.	4–6
Preschool 2	30 min.	4–6
Preschool 3	30 min.	4–6
Preschool 4	30 min.	4–6
Preschool 5	30 min.	4–6

Swimmer 1	30 min.	6–8
Swimmer 2	30 min.	6–8
Swimmer 3	45 min.	8–10
Swimmer 4	45 min.	8–10
Swimmer 5	45 min.	10–12
Swimmer 6	45 min.	10–12
Rookie / Swimmer 7	60 min.	10–12
Ranger / Swimmer 8	60 min.	10–12
Star / Swimmer 9	60 min.	10–12

Fitness Swimmer	60 min.	10–12
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Adult 1	45 min.	10–12
Adult 2	45 min.	10–12
Adult 3	45 min.	10–12

PARENT & TOT OVERVIEW

- ❑ Spend quality time with your child while you both have fun and learn and socialize.

Through structured in-water interaction between parent and child, we stress the importance of play in developing water-positive attitudes and skills. We provide Lifesaving Society Water Smart® tips on keeping your child safe in any aquatic setting. Certified instructors provide guidance and answers to your questions.

Because activities and progressions are based on child development, you register in the level appropriate for your child's age: 4–12 months, 12–24 months, or 2–3 years.

Levels

Parent & Tot 1: Designed for the 4 to 12-month-old, this level is all about helping your child feel and explore the water – tickling, floating, splashing, reaching, paddling. You'll learn how to help your child play in and play with the water with comfort and confidence.

Parent & Tot 2: Designed for the 12 to 24-month-old, this level teaches children to get their face wet and blow bubbles (the first step in breath control). With your guidance, your child recovers objects below the surface, performs front and back floats and learns how to travel at the surface by kicking.

Parent & Tot 3: This is an advanced level for 2–3 year-olds. They'll have fun jumping into the water and getting out without assistance. They learn to hold their breath and open their eyes underwater to recover an object from the bottom. Mastering front and back floats in “starfish” and “pencil” positions and kicking on front and back provide the building blocks for swimming stroke development in the Preschool program.

PRESCHOOL OVERVIEW

- ❑ Give your child a head start on learning to swim. The Lifesaving Society Preschool program develops an appreciation and healthy respect for the water before these kids get in too deep.

In our basic aquatic progressions we work to ensure 3 to 5-year-olds become comfortable in the water and have fun acquiring and developing a foundation of water skills. We incorporate Lifesaving Society Water Smart education in all Preschool levels.

Levels

Preschool 1 (4 hr.): We encourage the parent to participate until their child lets them know they can do it themselves (thank you very much). These preschoolers will have fun learning to get in and out of the water. We'll help them jump into chest deep water. They'll try floats on their front and back, and glides on their back while wearing a personal flotation device (PFD). They'll learn to get their face wet and blow bubbles underwater.

Preschool 2 (4 hr.): These preschoolers learn to jump into chest deep water by themselves, and get in and get out wearing a personal flotation device. They'll submerge and exhale underwater. While wearing a personal flotation device they'll glide on their front and back.

Preschool 3 (4 hr.): These youngsters will try both jumping and a side roll into deep water while wearing a personal flotation device. They'll recover objects from the bottom in waist-deep water. They'll work on kicking and gliding through the water on their front and back.

Preschool 4 (4 hr.): Advanced preschoolers will learn to do solo jumps into deeper water and get out by themselves. They'll do side roll entries and open their eyes underwater. They'll master a short (3–5 m) swim on their front and gliding and kicking on their side.

Preschool 5 (4 hr.): These youngsters get more adventuresome with a forward roll entry wearing a PFD and

holding their breath underwater for up to 10 seconds. They'll work on longer front and back crawl swims, interval training and get a giggle out of whip kick.

SWIMMER OVERVIEW

- ❑ The Lifesaving Society's six-level Swimmer program makes sure your children learn how to swim before they get in too deep.

Swimmer progressions accommodate children five years and older including absolute beginners as well as swimmers who want to build on the basics.

We stress lots of in-water practice to develop solid swimming strokes and skills. We incorporate Lifesaving Society Water Smart education in all Swimmer levels.

Levels

Swimmer 1 (4 hr.): These beginners will become comfortable jumping into water with and without a personal flotation device. They'll learn to open their eyes, exhale and hold their breath underwater. They'll work on floats, glides and kicking through the water on their front and back.

Swimmer 2 (4 hr.): These advanced beginners will jump into deeper water, and learn to be comfortable falling sideways into the water wearing a personal flotation device. They'll be able to support themselves at the surface without an aid, learn whip kick, swim 10–15 m on their front and back, and be introduced to flutter kick interval training (4 x 9–12 m).

Swimmer 3 (6 hr.): These junior swimmers will dive and do in-water front somersaults. Their new bag of tricks includes handstands and completion of the Canadian Swim to Survive® Standard. They'll work on 10–15 m of front crawl, back crawl and whip kick. Flutter kick interval training increases to 4 x 25 m.

Swimmer 4 (6 hr.): These intermediate swimmers will swim 5 m underwater and lengths of front, back crawl, whip kick, and breaststroke arms with breathing. They'll cap it all off with front crawl sprints over 25 m and 4 x 25 m front or back crawl interval training.

Swimmer 5 (6 hr.): These swimmers will master shallow dives, cannonball entries, eggbeater kicks, and in-water backward somersaults. Surface dives will take them down to underwater swims. They'll refine their front and back crawl over 50 m swims of each, and breaststroke over 15–25 m. Then they'll pick up the pace in 25 m sprints and two interval training bouts: 4 x 50 m front or back crawl; and 4 x 10–15 m breaststroke.

Swimmer 6 (6 hr.): These advanced swimmers will rise to the challenge of sophisticated aquatic skills including stride entries, compact jumps and lifesaving kicks like eggbeater and scissor kick. They'll develop strength and power in head-up breaststroke sprints over 25 m. They'll easily swim lengths of front crawl, back crawl, and breaststroke, and they'll complain about 300 m workouts.

ADULT OVERVIEW

- ❑ Whether you're just starting out or just want help with your strokes, our Adult program is for the young at heart – no matter what your age. Set your own goals. Work with certified instructors to learn to swim, or improve your current swimming ability and water fitness.

You won't be going to the Olympics, but you'll develop water confidence and smooth recognizable strokes good enough for lane swimming and fit enough for the beach. We incorporate Lifesaving Society Water Smart[®] education in all Adult levels.

Levels

Adult 1 (6 hr.): You'll work towards a 10–15 m swim on your front and back. You'll do jump entries from the side and recover an object from the bottom in chest-deep water.

Improve your fitness and your flutter kick with 4 x 9–12 m interval training.

Adult 2 (6 hr.): Kick it up a notch working on two interval training workouts of 4 x 25 m kicking and front or back crawl. You'll be able to perform dive entries and demonstrate breaststroke arms and breathing over 10–15 m. You'll be supporting yourself at the surface for 1–2 minutes, and showing off your handstands in shallow water.

Adult 3 (6 hr.): No sweat (or at least none anyone can see). You'll learn eggbeater, stride entries and compact jumps; you'll be doing a 300 m workout and sprinting 25–50 m; you'll master your front crawl, back crawl and breaststroke.

FITNESS SWIMMER OVERVIEW

- ❑ **Fitness Swimmer (8 hr.):** No matter what your age, Fitness Swimmer lets you set your own goals to improve overall physical fitness. Fitness Swimmer is a structured approach based on accepted training principles and practices including interval training, sprints and distance swims.

Section 7

LIFESAVING AND LIFEGUARD PROGRAMS

Prerequisite awards

Prerequisite awards must be earned prior to the start date of the course to which they apply. Minimum age requirements must be attained by the last day of the course or the day of the exam. When two or more awards are offered together (e.g., Standard First Aid with Bronze Cross or with National Lifeguard), the Society deems the prerequisite awards to have been earned in the correct order.

Annually, most Canadians participate in some form of aquatic activity. Unfortunately, in pursuit of enjoyment in, on or near the water, drowning and water-related injuries claim the lives of almost 500 people every year. And most drownings occur in unsupervised settings, which is why Canadians need the lifesaving knowledge and skills to save themselves or others in an aquatic emergency.

The Lifesaving Society's training programs provide this knowledge and skill in a series of award progressions designed for a variety of age groups and abilities.

Lifesaving and lifeguard education requires practice with the use of water rescue and first aid equipment. Some award items specify certain equipment but most refer only generically to rescue aids like reaching, throwing or towing assists. A variety of the standard commercial and homemade water rescue equipment are all that are required for most award levels.

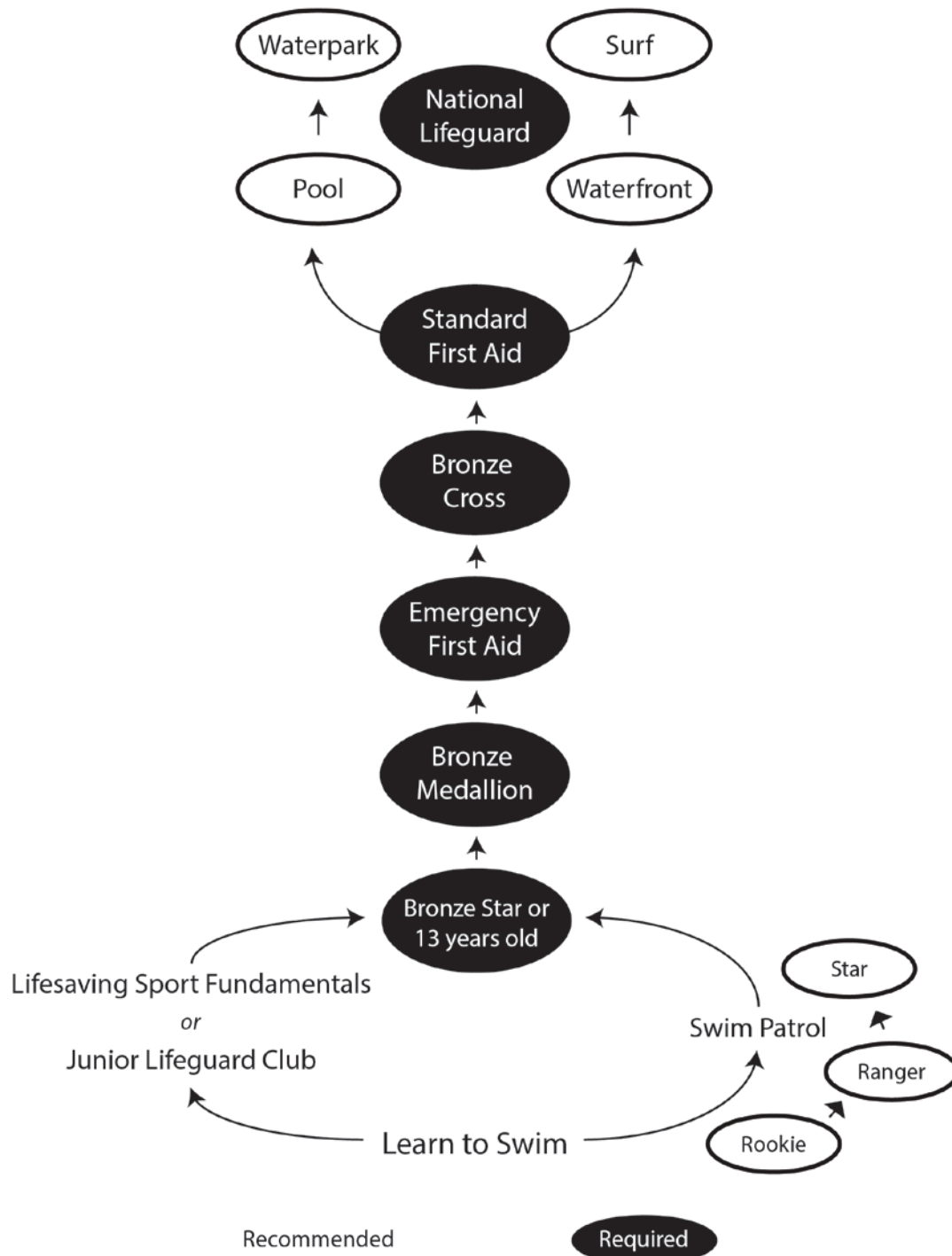
Resuscitation and first aid equipment is also useful. Manikins or other suitable devices are recommended to enhance learning of resuscitation skills.

While water rescue equipment can be used for a wide variety of games and skill drills, other aquatic accessories and toys can certainly expand the scope for training.

A timing device is necessary because some awards have timed swims or repeats, and others require the learner to practice taking a pulse (their own or a victim's). A simple watch that counts seconds would serve, although many instructors prefer to use a large pace clock or stop watch.

For each of the following awards, the recommended time to cover the course content is based on a class size of 12–16 candidates. The additional time required for evaluation by an examiner is also indicated where relevant.

How to Become A Lifeguard



CANADIAN SWIM PATROL

- ❑ The Lifesaving Society's three-level Canadian Swim Patrol program provides enriched training for those who want to develop swim strokes and skills while having fun in the challenging world of lifesaving. Swim Patrol develops swimming strength and efficiency with emphasis on Water Smart[®] behaviour. Skill drills enhance capability in the water, good physical conditioning and lifesaving judgment.

Content is organized in modules – Water Proficiency, First Aid, Recognition and Rescue.

Swim Patrol levels are often programmed as the top three levels of a learn-to-swim continuum (see Section 6, *Swim for Life*).



- ❑ **Rookie Patrol** (8–10 hr.): swimmers continue stroke development with 50 m swims of front crawl, back crawl and breaststroke. Lifesaving Sport skills include a 25 m obstacle swim and 15 m object carry. First aid focuses on assessment of conscious victims, contacting EMS and treatment for bleeding. Fitness improves in 350 m workouts and 100 m timed swims.

Prerequisite: None.

Evaluation and certification: Current Lifesaving Instructors or YMCA Swim Instructors evaluate all items and certify candidates.

Candidate recognition: Wall chart, Award crest and seals, Award seal.

Required equipment: 2.3 kg (5 lb.) objects, items of clothing to inflate, buoyant aids, buoyant aids with lines, timing device.



- ❑ **Ranger Patrol** (8–10 hr.): swimmers develop better strokes over 75 m swims of each stroke. They tackle Lifesaving Sport skills in a lifesaving medley, timed object support and rescue with a buoyant aid. First aid focuses on assessment of unconscious victims, treatment of victims in shock and obstructed airway procedures. Skill drills develop a strong lifesaving foundation.

Prerequisite: None.

Evaluation and certification: Current Lifesaving Instructors or YMCA Swim Instructors evaluate all items and certify candidates.

Candidate recognition: Wall chart, Award crest and seals, Award seal.

Required equipment: 2.3 kg (5 lb.) objects, buoyant aids and timing device.



- ❑ **Star Patrol** (8–10 hr.): swimmers are challenged with 600 m workouts, 300 m timed swims and a 25 m object carry. Strokes are refined over 100 m swims. First aid focuses on treatment of bone, joint injuries and respiratory emergencies including asthma and allergic reactions. Lifesaving skills include defence methods, victim removals and rolling over and supporting a victim face up in shallow water.

Prerequisite: None.

Evaluation and certification: Current Lifesaving Instructors or YMCA Instructors evaluate all items and certify candidates.

Candidate recognition: Wall chart, Award crest and seals, Award seal.

Required equipment: 4.5 kg (10 lb.) objects, towing aids and timing device.

BRONZE MEDAL AWARDS



- ❑ **Bronze Star** (10–12 hr.): excellent preparation for success in Bronze Medallion. Participants develop problem-solving and decision-making skills individually and in partners. Candidates learn CPR and develop the lifesaving skills needed to be their own lifeguard. Includes a timed 400 m swim.

Prerequisite: None (Swim Patrol experience recommended.)

Evaluation and certification: Current Lifesaving Instructors evaluate all items and certify candidates.

Candidate recognition: Bronze Star medal, Bronze Star crest, certification card.

Required equipment: 4.5 kg (10 lb.) object or manikin, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult manikin, shirt and long pants, aids, timing device.



- ❑ **Bronze Medallion** (18–20 hr.): teaches an understanding of the lifesaving principles embodied in the four components of water-rescue education – judgment, knowledge, skill and fitness. Rescuers learn tows and carries, and defence methods and releases in preparation for challenging rescues of increased risk involving conscious and unconscious victims of various types. Lifesavers develop stroke efficiency and endurance in a 500 m timed swim.

Prerequisite: Minimum 13 years of age *or* Bronze Star certification (need not be current).

Evaluation and certification: Current Lifesaving Instructors evaluate most items, but only Bronze Cross Examiners may certify candidates.

Candidate recognition: Bronze Medallion medal, Bronze Medallion crest, certification card.

Required references: *Canadian Lifesaving Manual*. The *Bronze Medallion Workbook* is a recommended candidate resource that Affiliates should order from the Society prior to the course.

Required equipment: 4.5 kg (10 lb.) object or manikin, rescue can, tube or homemade shoulder loop and line with buoyant object, adult/child manikins, first aid supplies including barrier devices, shirt and long pants, and buoyant throwing aids.

Examination time (12-16 candidates):

Original exam Examiner-evaluated items	Recert exam All items evaluated by Examiner
2–2.5 hr.	4–5 hr.



- ❑ **Bronze Cross** (18–20 hr.): designed for lifesavers who want the challenge of more advanced training including an introduction to safe supervision in aquatic facilities. Bronze Cross is a prerequisite for all advanced training programs including National Lifeguard and Instructor certification. Includes a timed 600 m swim.

Prerequisite: Bronze Medallion and Emergency *or* Standard First Aid certification (need not be current).

Evaluation and certification: Current Lifesaving Instructors evaluate most items, but only Bronze Cross Examiners may certify candidates.

Candidate recognition: Bronze Cross medal, Bronze Cross crest, certification card.

Required references: *Canadian Lifesaving Manual*.

Required equipment: 4.5 kg (10 lb.) object or manikin, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult/child/infant manikins, first aid supplies including barrier devices, shirt and long pants, and buoyant throwing aids.

Examination time (12-16 candidates):

Original exam Examiner-evaluated items	Recert exam All items evaluated by Examiner
2–2.5 hr.	5–6 hr.

ADVANCED LIFESAVING

- ❑ **Distinction** (20–25 hr.): encourages a maturity of response to demanding aquatic emergency situations and is designed to develop advanced water rescue skill and knowledge, and an understanding of the principles of fitness training. Distinction challenges include implications of assuming

responsibility in an emergency, how to deal with two victims at once, and rescue of a non-breathing spinal-injured victim. Inherent in the name of the award, lifesavers must perform every item with distinction.

Prerequisite: Bronze Cross certification (need not be current).

Evaluation and certification: Current Lifesaving Instructors evaluate most items, but only Distinction Examiners may certify candidates.

Candidate recognition: Distinction medal, Distinction crest, certification card.

Required references: *Canadian Lifesaving Manual*.

Required equipment: shirt, pants, shoes, spineboard.

Examination time (12-16 candidates):

Original exam Examiner-evaluated items	Recert exam All items evaluated by Examiner
2.5–3.0 hr.	5–6 hr.

SPECIALTY PROGRAMS



- ❑ **Junior Lifeguard Club:** the Junior Lifeguard Club (JLC) offers a unique aquatic alternative to traditional test-sheet-based aquatic programs. JLC is for quick learners and those between levels or programs who thrive in an energetic learning environment.

The JLC stresses fun and aquatic skill development based on personal-best achievement. Building on skills they already have, JLC members work to develop and improve swimming and other aquatic skills with emphasis on: swim and lifesaving knowledge, leadership and teamwork, community education, competition and personal fitness.

Prerequisite: must be able to meet the Society's Swim to Survive® standard.

Candidate recognition: There is no "failure" in the Junior Lifeguard Club. Club members earn recognition seals for achievements in: Swimming skills, Lifesaving skills,

Lifesaving knowledge, Leadership and teamwork, Community education, Competition and Fitness. Members can also earn traditional swimming and lifesaving awards within the club.

Required references: Junior Lifeguard Club WaterLog.

Evaluation and certification: The Junior Lifeguard Club is led by a coach. The JLC coach must: be a current Lifesaving Instructor; hold a current lifeguard certificate; and have lifeguarding experience. Ideally, the JLC coach would be a certified Lifesaving Sport Coach Level 1 and have coaching and Lifesaving Sport experience.

Programming: The JLC is independent of traditional award progressions. Members can be any age between 8 and 15 years.

Clubs are typically organized around three sub-groups – “junior” members who are 8–10 years of age; “intermediate” members who are 11–13 years of age; and “senior” members who are 14 or 15 years of age.

The Junior Lifeguard Club can be organized so that it runs for “X” meetings over “X” weeks or days. For example: members might meet once a week over a 10-week period. This approach allows for a special event, such as a junior lifeguard competition, to be held at the end of the period as a high point.

Alternatively, the club may be set up as an ongoing program with no set beginning date or ending date. Club members join and participate perhaps on a “drop-in” or a “pay-as-you-go” basis.

- ❑ **Lifesaving Fitness (10 hr.):** teaches the importance of physical fitness in lifesaving and how to measure, monitor, and maintain personal physical fitness for lifesaving emergencies.

Prerequisite: 30 years of age or under or medical approval.

Evaluation and certification: Lifesaving Instructors evaluate all items and certify candidates.

Candidate recognition: Bronze, Silver, or Gold Fitness crest, certification card.

Required equipment: 4.5 kg (10 lb.) and 9 kg (20 lb.) objects, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, barrier devices.

- ❑ **Boat Rescue (8–10 hr.):** provides lifesaving knowledge and rescue ability for those engaged in small craft activities. Boat Rescue is designed for those who are already skilled in handling their craft. Training emphasizes self-rescue techniques, recognition of emergencies, factors in rescue craft performance and proper emergency response procedures. Since boat rescue techniques vary considerably with the type of craft and the wind and weather conditions, the requirements of the award specify the type of victim, rather than the method of rescue.

Prerequisite: Basic swimming and craft-handling ability.

Evaluation and certification: Current Boat Rescue
Instructors evaluate all items (in open water conditions) and certify candidates.

Candidate recognition: Award crest, certification card.



- ❑ **Boat Operator Accredited Training (8 hr.):** Under federal regulations, operators of recreational boats powered by a motor must show proof of competency by passing a written test of **basic** boating safety to earn Transport Canada's Pleasure Craft Operator (PCO) Card. All tests for the Pleasure Craft Operator Card are administered in accordance with the policies of the Lifesaving Society and Transport Canada.

PCO cards are issued for life, have no expiry date, do not have to be renewed, and cannot be revoked or suspended. Individuals caught without the PCO card on board the powered boat they are driving are subject to fines.

Participation in a boating safety course is *not* mandatory. Boaters can study on their own and take the test when they're ready.

The Lifesaving Society's *Boat Operator Accredited Training*[™] program is accredited by Transport Canada. The BOAT course teaches all the safe boating knowledge – the “must knows” – required to earn the Pleasure Craft Operator card. The BOAT course is highly recommended for youth and for adults with little or no boating experience or training.

Prerequisite: None (minimum 8 years of age recommended).

Instructional time: The time needed to ensure the success of candidates in the BOAT course may vary depending upon the number and maturity of the candidates, their prior knowledge and their training or experience in lifesaving or boating.

The BOAT course can be scheduled in a variety of ways as long as time is provided for the content to be covered (min.4 hr.) and sufficient additional time is allotted to write, mark and take-up the written examination.

Boat Operator Accredited Training	Classroom	Water
Total Time 8 hr.	8 hr.	0 hr.

Evaluation and certification: Current BOAT Instructors evaluate and certify BOAT candidates. Candidates must score 75% on a written test to earn the PCO.

Candidate recognition: Plastic Pleasure Craft Operator card and Lifesaving Society BOAT certification card.

Required references: *BOAT Study Guide*.

Required equipment: various pieces of small boat equipment including: PFDs or lifejackets, marine charts, etc.

LIFEGUARD CERTIFICATIONS

- ❑ **Wading Pool Attendant** (4–6 hr.): provides knowledge of wading pool operations and lifesaving skills to prevent injuries and promote the safe use of the facilities. The

course identifies the role and responsibilities of a Wading Pool Attendant and provides training in how the attendant can identify, control and eliminate risks and hazards through facility analysis.

Prerequisite: Minimum 14 years of age. Emergency *or* Standard First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol (need not be current). Prior lifesaving training recommended.

Evaluation and certification: Current Lifesaving Instructors evaluate and certify candidates.

Candidate recognition: Certification card.

- ❑ **Patrol Rider®** (8–10 hr.): provides lifesaving knowledge and rescue techniques applicable to personal watercraft (PWC). Patrol Rider trains lifeguards to provide fast, efficient and safe response to water-related emergencies. Includes: safe operations and maintenance of the PWC, how to rescue various victim types, quick pick-ups, victim care and transport to emergency services.

Prerequisite: Pleasure Craft Operator (PCO) and National Lifeguard certifications (waterfront or surf option recommended). National Lifeguard certification need not be current.

Evaluation and certification: Current Patrol Rider Instructors evaluate and certify candidates.

Candidate recognition: Certification card.

- ❑ **National Lifeguard** (40 hr.): The National Lifeguard certification builds on the fundamental skills, knowledge and values of the Lifesaving Society to develop the practical skills and knowledge required by lifeguards.

National Lifeguard is the industry-accepted standard for lifeguards in Canada. National Lifeguard is endorsed and supported by the National Lifeguard Advisory Committee composed of lifeguard employers, facility operators and national agencies: Canadian Parks and Recreation



Emergency First Aid is a prerequisite for Bronze Cross. Standard First Aid is a prerequisite to National Lifeguard.

When a first aid certification from an agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, we need to see a photocopy of the certification card with the Lifesaving Society test sheets. **The Society will not issue awards if the proof of prerequisite is missing.** Affiliates should notify candidates of prerequisites in their promotional materials and at registration locations.

Association, Physical and Health Education Canada, YMCA and Canadian Forces. National Lifeguard is the only Canadian lifeguard standard recognized by the International Life Saving Federation and the Commonwealth Royal Life Saving Society.

National Lifeguard education is designed to develop a sound understanding of lifeguarding principles, good judgment and a mature and responsible attitude toward the role of the lifeguard.

The primary role of the National Lifeguard is the prevention of emergency situations and where this fails, the timely and effective resolution of emergencies. The National Lifeguard program is designed to prepare lifeguards to fulfill this role as professional facilitators of safe, enjoyable aquatics.

The National Lifeguard course cannot in theory or practice prepare candidates for every situation which might be encountered by National Lifeguards working in Canadian aquatic environments and facilities. National Lifeguard training is designed to develop the basic lifeguarding skills, principles and decision-making processes which will assist the lifeguard to evaluate and adapt to different aquatic facilities and emergencies.

Options: National Lifeguard certification is available in four options – Pool, Waterpark, Waterfront and Surf.

Prerequisite: Minimum 16 years of age, Bronze Cross certification, and Standard First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol. Prerequisites need not be current.

National Lifeguard Pool certification is a prerequisite to National Lifeguard Waterpark. National Lifeguard Waterfront certification is a prerequisite to National Lifeguard Surf.

Instructional time: The National Lifeguard course can be scheduled in a variety of ways. The following

recommended time guidelines are based on a class of 12-16 candidates. This is instructional time only; additional time must be allotted for breaks and evaluation by an Examiner (where applicable).

National Lifeguard Pool	Classroom	Water
Total required time 40 hr. minimum	16 hr.	24 hr.

National Lifeguard Waterfront	Classroom	Water
Total required time 40 hr. minimum	12 hr.	28 hr.

National Lifeguard Waterpark	Classroom	Water
Total required time 16 hr. minimum	4 hr.	12 hr.

National Lifeguard Surf	Classroom	Water
Total required time 16 hr. minimum	4 hr.	12 hr.

National Lifeguard Waterfront (when candidates hold NLS Pool)	Classroom	Water
Total required time 21 hr. minimum	4 hr.	17 hr.

National Lifeguard Pool (when candidates hold NLS Waterfront)	Classroom	Water
Total required time 21 hr. minimum	4 hr.	17 hr.

Evaluation and certification: Current National Lifeguard Instructors evaluate most items, but only National Lifeguard Examiners may certify candidates.

Candidate recognition: National Lifeguard certification card.

Required references: *Alert: Lifeguarding in Action.*

Required equipment: standard lifeguard equipment (e.g., rescue cans, rescue tubes, first aid supplies including barrier devices, spineboard with head immobilizer and straps, communication devices). In addition, for Pool option: CPR manikin, 9 kg (20 lb.) brick or equivalent. For Waterfront and Surf options: skin diving mask, snorkel, fins and rescue craft or paddleboard.

Examination time (12-16 candidates):

Original exam Examiner-evaluated items	Recert exam
3.5–4 hr.	4–8 hr.

- ❑ **National Lifeguard Examination Policy:** The Lifesaving Society Ontario’s National Lifeguard Examination Policy defines the minimum conditions under which National Lifeguard examinations may occur. See page 25, Section 3, *Policies*.

RECERTIFICATION

- ❑ Lifesaving Society awards are held for life. But they are “current” for only 24 months from the date of certification. To maintain a “current” certification, award holders must recertify within 24 months. (Note: some employers may require their aquatic staff to recertify more frequently.)
- ❑ Award holders are encouraged to maintain up-to-date skills and ability through recertification. Award holders may recertify at any time regardless of the certification date of the original award. First Aid awards are the only exception to this as recertification policies for first aid are established by Ontario’s Workplace Safety and Insurance Board (see page 22, Section 3, *Policies*).

Section 8

FIRST AID CERTIFICATIONS



Recommended instruction times are based on 12–16 candidates. The actual time needed will vary with the number and maturity of the candidates, their prior knowledge, training and experience.

The Workplace Safety & Insurance Board (WSIB) recognizes the Lifesaving Society's Standard and Emergency First Aid programs. Our First Aid programs also satisfy the first aid requirements in the Ontario Public Pools Regulation 565.

No water required: use Lifesaving Society first aid awards to train your non-aquatic staff – playground, camp, maintenance – as well as the general public.

First Aid awards may be offered as stand-alone courses or combined with other lifesaving courses: e.g., Emergency First Aid with Bronze Medallion or Bronze Cross, Standard First Aid with Bronze Cross. Combining first aid and lifesaving awards allows candidates to earn both certifications at the same time. Suggested course combinations and time required to teach content items are:

First aid awards combined with lifesaving awards	Additional instruction hours
Basic First Aid + Bronze Star	Add 2 hr. to Bronze Star
Emergency First Aid + Bronze Medallion	Add 4 hr. to Bronze Medallion
Emergency First Aid + Bronze Cross	Add 4 hr. to Bronze Cross
Standard First Aid + Bronze Cross	Add 8 hr. to Bronze Cross
Standard First Aid + National Lifeguard	Add 8 hr. National Lifeguard

- ❑ **Basic First Aid** (3–4 hr.): features the first aid content distributed across the Rookie, Ranger, and Star awards in the Canadian Swim Patrol program. Basic First Aid covers the basics including how to contact emergency medical services, rescue breathing, how to treat choking and minor injuries.

Prerequisite: None.

Evaluation and certification: Current Emergency or Standard First Aid Instructors evaluate and certify candidates.

Candidate recognition: Certification card.

Required equipment: Classroom and first aid supplies.

Recertification: Basic First Aid course.

- ❑ **Emergency First Aid (8 hr.):** Includes CPR-B certification. Emergency First Aid provides a general knowledge of first aid principles and the emergency treatment of injuries including: victim assessment, CPR, choking, and what to do for external bleeding, heart attack, stroke, wounds and burns.

Emergency First Aid certification is a prerequisite to Bronze Cross.

Prerequisite: None.

Evaluation and certification: Current Emergency or Standard First Aid Instructors evaluate and certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual* or *Canadian Lifesaving Manual*.

Required equipment: Classroom and first aid supplies including barrier devices, ACTAR AED Trainers, ACTAR D-fib manikins, or equivalents.

Recertification: Emergency First Aid course.

When a First Aid certification from an agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, we need to see a photocopy of the certification card with the Lifesaving Society test sheets.

The Society will not issue awards if the proof of prerequisite is missing. Affiliates should notify candidates of prerequisites in their promotional materials and at registration locations.

- ❑ **Standard First Aid (16 hr.):** Includes CPR-C certification. Standard First Aid provides comprehensive training covering all aspects of first aid. Standard First Aid incorporates Emergency First Aid and is designed for those who require a more in-depth understanding of first aid including: legal implications of first aid treatment, spinal injuries, heat or cold injuries, bone and joint injuries, chest injuries, and medical emergencies.

Standard First Aid certification is a prerequisite to National Lifeguard.

Prerequisite: None.

Evaluation and certification: Current Standard First Aid Instructors evaluate most items, but only Standard First Aid Examiners may certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual* or *Canadian Lifesaving Manual*.

***SFA Recertification:** The Lifesaving Society altered its recertification procedure for Standard First Aid (only) to comply with Ontario's Workplace Safety & Insurance Board (WSIB) requirements.

Required equipment: Classroom and first aid supplies including barrier devices and ACTAR AED Trainers, ACTAR D-fib manikins, or equivalents.

***Recertification (6.5–8 hr.):** Current Standard First Aid (SFA) award holders may recertify their Lifesaving Society SFA certification just once on a Lifesaving Society SFA Recertification course not more than 3 years from the Standard First Aid date of issue. To renew SFA certifications subsequently, award holders must repeat the full SFA course. Thereafter, individuals may renew by alternating recertifications and original courses.

Holders of Standard First Aid certificates from other agencies may not recertify their certificate on a Lifesaving Society SFA Recertification course. They must recertify with the original certifying agency.

- ❑ Four levels of CPR training are designed to meet the needs of the public, professional rescuers such as lifeguards and Health Care Providers:

CPR-A (4–5 hr.) teaches how to do CPR and choking procedures for adults and includes the importance of early defibrillation and how to use an AED.

CPR-B (5–6 hr.) teaches parents, grandparents, babysitters or child care workers the CPR and choking procedures for adults, children and infants. CPR-B includes the importance of early defibrillation and how to use an AED. CPR-B certification is included in Emergency First Aid.

CPR-C (6–8 hr.) covers all aspects of CPR skills and theory for adult, child and infant victims including two-rescuer CPR skills. CPR-C includes the importance of early defibrillation and how to use an AED. CPR-C certification is included in Standard First Aid.

Prerequisite: None.

Evaluation and certification: Current Emergency or Standard First Aid Instructors evaluate and certify candidates in CPR-A, CPR-B and CPR-C.

Candidate recognition: Certification card for all CPR levels.

Required references: *Canadian First Aid Manual* or *Canadian Lifesaving Manual*.

Required equipment: Barrier devices, ACTAR AED Trainers, ACTAR D-fib manikins, or equivalents.

Recertification: CPR-A, -B and -C course.

The term “Advanced First Aid Instructor” has been retired and replaced with “Health Care Provider Instructor.”

Current Advanced First Aid Instructors may continue to teach CPR-HCP and current Advanced First Aid Examiners may continue to certify candidates.

- ❑ **CPR-Health Care Provider (6–8 hr.)** covers all aspects of CPR skills and theory for adult, child and infant victims, including rescue breathing and the use of AEDs and bag-valve-masks. This level is designed specifically for those who, as part of their job descriptions as Health Care Providers, have a duty to respond to medical emergencies (e.g., doctors, nurses, paramedics and allied health care professionals).

Prerequisite: None.

Evaluation and certification: Current Health Care Provider Instructors may teach CPR-HCP but only current Health Care Provider Examiners may certify CPR-HCP candidates.

Candidate recognition: Certification card.

Required references: *Canadian CPR-HCP Manual*.

Required equipment: Barrier devices, bag-valve-masks, ACTAR AED Trainers, ACTAR D-fib manikins, or equivalents.

Recertification: CPR-HCP course.

- ❑ **Automated External Defibrillation (AED) (4–5 hr.):** provides knowledge of how the heart works and what goes wrong when defibrillation is required. The AED course covers: when and how to operate an AED; AED maintenance; data management and the reporting protocols required after an incident in which an AED unit is used.

Prerequisite: CPR certification.

Evaluation and certification: Current Emergency or Standard First Aid Instructors teach and certify AED candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual*.

Required equipment: ACTAR AED Trainers, ACTAR D-fib manikins, or equivalents.

Recertification: AED course.

The term “Advanced First Aid Instructor” has been retired.

Current Advanced First Aid Instructors may continue to teach Airway Management and current Advanced First Aid Examiners may continue to certify candidates.

- ❑ **Airway Management** (4–5 hr.) certification provides senior and experienced lifeguards with specific knowledge and training in the use of oxygen, suction devices, oral airways and masks/bag-valve-masks.

Prerequisite: Standard First Aid from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol. Prerequisites need not be current.

Evaluation and certification: Current Airway Management Instructors may teach Airway Management, but only current Airway Management Examiners may certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual*.

Required equipment: Oxygen delivery system, bag-valve-masks, oral airways, suction unit.

Recertification: Airway Management course.

- ❑ **Anaphylaxis Rescuer** (1 hr.) certifies a candidate in the prevention and first aid treatment of anaphylaxis using auto-injectors. Ideal for parents, school teachers, camp staff, day-care workers and first aiders who require annual review.

Prerequisite: None.

Evaluation and certification: Current Lifesaving Society Standard First Aid Examiners evaluate and certify Anaphylaxis Rescuer candidates.

Candidate recognition: Certification card.

Required equipment: Sample auto-injectors.

Recertification: Anaphylaxis course.

Section 9

LIFESAVING SPORT

Lifesaving Sport is an athletic activity that combines lifesaving, swimming, running, and water craft races.

Lifesaving Sport engages and inspires youth in the Society's humanitarian mission; provides an incentive for lifesaving, skill development and lifeguard training; encourages innovation in lifesaving and lifeguarding technique; and provides opportunities for volunteer recruitment, retention and leadership development.

The Lifesaving Society is the Canadian governing body for Lifesaving Sport – a sport recognized by the International Olympic Committee and the Commonwealth Games Federation.

LIFESAVING SPORT FUNDAMENTALS PROGRAM

The Lifesaving Sport Fundamentals program offers a recreational introduction to lifesaving sport skills while teaching team building, fair play, ethics in sport and personal responsibility.

Features and benefits

- ❑ The Fundamentals program is a 5-level progression that builds on learn-to-swim skills for kids (approx. 8–12 years) who have completed Swimmer 3 or who have equivalent skill levels. Offer the program where it best fits your community's demographic and programming needs.
- ❑ **Complements other Lifesaving Society programs:** The acquisition of lifesaving sport skills provides an excellent foundation for lifesaving training.
- ❑ **Keeps kids active:** Lifesaving Sport Fundamentals promotes a healthy lifestyle for children and gives them the opportunity to keep active in physical activity for their lifetime.
- ❑ **Uses the True Sport Principles:** *Go For It, Play Fair, Respect Others, Keep it Fun, Stay Healthy and Give Back* are principles taught and applied in all levels. The program also incorporates the fundamentals of Long-Term Athlete Development.

- ❑ **Strong leadership training:** Lifesaving Sport Fundamentals is led by a certified Lifesaving Sport Coach – Level 1. This certification provides the coach with the necessary tools and training to ensure participants a unique experience. (See Coach and Officials certification courses in Section 11, *Leadership Training Programs*.)

Licensed Affiliates

- ❑ The Lifesaving Sport Fundamentals program is available (only) to Lifesaving Society Affiliate Members who obtain a Lifesaving Sport Fundamentals license. Our single annual licensing fee covers unlimited numbers of participants, and provides:

• Program descriptions	• Practice plans
• Worksheets	• Session (core) plans
• Certificates	• Support materials
• Progress Reports	

- ❑ **License fees:** License fees are calculated per facility for a nominal annual fee. The license fee is part of the loyalty rewards program. Please contact us for details.
- ❑ **Getting started is easy:** Contact the Lifesaving Society. We can assist with selecting your best programming options, setting up your first coaching course, identifying timelines for implementation, and offering any required support. Your Area Chair and Lifesaving Sport Representative are also available to offer support.

We encourage Affiliates to focus resources on making the program a success in one facility before rolling it out to others. Large Affiliates might offer Lifesaving Sport Fundamentals at one facility in each district or region.

Program overview

- ❑ Lifesaving Sport Fundamentals is offered in two modules: the Pool module is now available; the Waterfront module is in development.
- ❑ The five-level Pool program organizes content as follows:
 - Lifesaving Sport Principles

- Starts, Turns, Transitions & Finishes
 - Swim Proficiencies
 - Lifesaving Sport Skills
- ❑ Lifesaving Sport Fundamentals exercises both mind and body with upper and lower body conditioning; stroke improvement over increasing distances; sprints and endurance training. Once individual skills are mastered, participants are challenged with increasingly demanding skill sequences. The True Sport principles promoting healthy, positive and ethical behaviour are embedded in the program.
- ❑ **Equipment:** The following equipment is used in the pool levels: fins, manikin, obstacle, rescue tube, throw rope, throw target, weighted object.

Equipment should not be a barrier to offering Lifesaving Sport Fundamentals. A variety of standard commercial and homemade equipment is all that is required to run the program successfully. Equipment details are outlined in the *Lifesaving Sport Fundamentals Award Guide*.

Manikins, rescue tubes, throw ropes and weighted objects may be purchased from the Lifesaving Society. Download instructions for building your own obstacles from www.lifesavingsociety.com.

- ❑ The following chart guides programmers who may adapt these suggestions to meet the needs of participants. When deciding length of program and class size, consider: pool spacing, pool depth, use of volunteers or assistant coaches, Ontario Regulation 565, number of classes per session.

Fundamentals Pool	Suggested Class Length	Suggested Class Size (per coach)
Level 1	45 min.	8–10
Level 2	45 min.	8–10
Level 3	60 min.	10–12
Level 4	60 min.	10–12
Level 5	60 min.	10–12

- ❑ Hours indicated are recommendations based on 8–10 lessons.

Level 1 (6–8 hr.): *Play Fair* is the underlying principle emphasized in this level. Participants practice in-water starts and jump starts from the deck; stroke work includes 25 m front and back crawl, a 25 m sprint and a 100 m workout and swimming underwater. Lower body work includes whip kick and treading water (30 sec.).

Level 2 (6–8 hr.): *Respect for Others* is a key theme in this level. Participants practice dive starts from the deck; open turns and in-water somersaults, and; front crawl, back crawl and breaststroke. They learn how to scull (25 m), practice 2 x 25 m sprints and perform a 200 m workout. Participants learn how to throw accurately, swim with fins, and tow a manikin with a rescue tube.

Level 3 (6–8 hr.): Participants set short-term goals in this level while they master challenging skills including jumps from a starting block, relay transitions and front crawl flip turns. Stroke work over longer distances includes: 50 m front and back crawl; 25 m breaststroke; 4 x 25 m sprints and a 300 m workout. Lower body work includes eggbeater kick; and in-water object support (90 sec.).

Level 4 (6–8 hr.): In this level, participants set long-term goals and learn how to *Stay Healthy*. Level 4 skills include dive starts from starting block, front and back crawl flip turns and breaststroke turns. Stroke work includes 50 m front and back crawl and breaststroke, a 50 m sprint and a 400 m workout. Participants acquire throwing accuracy under the pressure of a time limit. Eggbeater and scissor kicks, and in-water object support (2 min.) are the focus of lower body work.

Level 5 (6–8 hr.): In this level, participants learn about the importance of *Giving Back*. They practice racing starts from a starting block, relay transitions and three racing turns. A 500 m workout and 50 m sprint repeats complement 50 m front and back crawl and breaststroke. New skills include learning how to dive start and swim wearing fins. A 25 m

approach and 25 m manikin tow with a rescue tube is a feature of this level.

COMPETITION

- ❑ Opportunities are available for Age-group, Senior and Masters athletes to compete locally, regionally, provincially, nationally and internationally.
- ❑ Lifesaving Sport is the only athletic competition whose skills are first learned for humanitarian reasons. Pool and Open Water events challenge and showcase the skill, fitness, knowledge and values of Age-group, Senior and Masters competitors. Emergency response competition demands good judgment, quick decision-making and team work.
- ❑ National and provincial championships have been organized in Canada under the auspices of the Lifesaving Society Canada for over 40 years. The promotion of competition was in the aims of the Lifesaving Society at its formation in 1891.
- ❑ The World Lifesaving Championships are a biennial competition organized under the auspices and rules of the International Life Saving Federation. The Commonwealth Lifesaving Championships are a biennial competition organized under the auspices of the Royal Life Saving Society. Lifesaving Sport is also part of the quadrennial World Games.
- ❑ Importantly, aquatic programmers can use Lifesaving Sport to:
 - enhance staff training by providing incentive for skill and emergency response training and fitness development
 - promote staff retention and provide opportunities for staff leadership development
 - provide opportunities to recruit and train youth as future staff members

- ❑ **TeleGames:** The Lifesaving Society’s Junior Lifeguard TeleGames are inter-club level competitions held at aquatic facilities throughout the year. In TeleGames, participants have the opportunity to experience Lifesaving Sport events in a fun and encouraging competitive environment. TeleGames can be delivered during regularly scheduled club meetings, classes or workouts or as an inter-facility or regional competition. Performances are compared with other lifesavers – all without travelling.

Participating Affiliates may run one or all TeleGames events at their own facilities. Results of events are forwarded to the scoring centre, where results from all participating Affiliates are compiled.

The Society coordinates Junior Lifeguard TeleGames four times a year – winter, spring, summer, and fall. See details in the TeleGames Handbook in Lifesaving Sport at www.lifesavingsociety.com.

OFFICIALS

- ❑ **Community Official (2–3 hr.):** The Community Official course trains parents, staff, and volunteers to officiate at community-level Lifesaving Sport competitions. The course focuses on the duties and roles of Officials who are required in large numbers (e.g., timers, runners, tabulators) when hosting a Lifesaving Sport event.

Prerequisite: Minimum 13 years of age.

Evaluation and certification: Current Lifesaving Sport Officials Instructors teach and evaluate candidates.

Candidate recognition: No certification card is issued for this award.

Required references: *Canadian Officials Manual* and *ILS Competition Manual* (purchase or download the latter at www.lifesavingsociety.com).

Recertification: None.

- ❑ **Pool Official, Open Water Official, Emergency Response Official (3–4 hr.):** These courses provide training for Lifesaving Sport Officials who wish to officiate in different roles at community, provincial and national Lifesaving Sport events. The courses consist of core material together with environment-specific modules leading to certification in the following options:

- Pool Official Certification
- Open Water Official Certification
- Emergency Response Official Certification

Prerequisite: min. 16 years of age; Lifesaving Sport Community Official certification; min. 5 hr. experience at a sanctioned Lifesaving Sport event in a Community Official role. Prerequisites need not be current.

Evaluation and certification: Current Lifesaving Sport Officials Instructors teach and evaluate candidates.

Candidate recognition: No certification card is issued for this award.

Required references: *Canadian Officials Manual* and *ILS Competition Manual* (purchase or download the latter at www.lifesavingsociety.com).

Recertification: Officials recertify every two years through professional development.

- ❑ **Referee and Meet Manager:** Referees and Meet Managers are responsible for maintaining fairness and consistency through the enforcement of proper scoring practices, rules, engaging in protest resolution, and managing all aspects of a Lifesaving Sport event.

The Referee course and Meet Manager course are in development. Interested persons should contact the Lifesaving Society.

Section 10

AQUATIC SAFETY MANAGEMENT

As Canada's lifeguarding expert, the Lifesaving Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic industry, governments and the judiciary. The Society serves as an expert witness in legal cases involving aquatic safety.

The Lifesaving Society provides a suite of Aquatic Safety Management services in seven areas: Aquatic Safety Audits, Aquatic Safety Standards, Court and Inquest Findings, Expert Witness, Regulation Review, Incident Management and Aquatic Management Training. Services include:

- *backyard pool inspections*
- *systematic aquatic safety audits of facilities and procedures*
- *an Aquatic Safety Accreditation program*
- *research and development of safety standards on aquatic safety issues*
- *reporting and interpretation of legal precedents developed from aquatic accidents, coroners' inquests, and court cases*
- *interpretation of the Ontario health regulations*
- *training for aquatic and pool operations personnel*
- *consulting services – assistance with the management of critical incidents, advice on operational concerns, or the preparation of expert witness reports*

For more information, visit Safety Management at www.lifesavingsociety.com or contact the Society's office.

SAFETY MANAGEMENT TRAINING PROGRAMS

- ❑ There is no in-water component to any Safety Management course. While Safety Management courses are delivered primarily in a classroom set-up, on-deck inspections of the aquatic facility and pool-water testing are an important part of these programs. Pool Operator Levels 1 and 2 courses require access to the pool deck and filter room. Aquatic Safety Inspector and Safety Auditor also require access to

the change rooms, office, equipment and filter rooms. Deck work should not affect regular programming.

- ❑ **Aquatic Supervisor** (10 hr.): For deck-level supervisory staff, the Aquatic Supervisor course provides the knowledge and skills, beyond National Lifeguard certification, to manage a safe aquatic environment.

Prerequisite: National Lifeguard *or* Swim Instructor *or* Lifesaving Instructor certification; and 100 hours experience as a lifeguard and/or instructor. Prerequisites need not be current.

Evaluation and certification: The Aquatic Supervisor Instructor evaluates and certifies candidates.

Candidate recognition: Certification card.

Required references: *Guide to Ontario Public Pools Regulation*.

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment.

Recertification: Aquatic Supervisor need not be recertified.

- ❑ **Aquatic Management Training** (10 hr.): For recreation professionals responsible for overseeing the operation of aquatic facilities, the Aquatic Management Training course provides the knowledge required to provide a safe aquatic environment.

Prerequisite: None.

Evaluation and certification: The Aquatic Supervisor Instructor evaluates and certifies candidates.

Candidate recognition: Certification card.

Required references: *Guide to Ontario Public Pools Regulation*.

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment.

Recertification: Aquatic Management Training need not be recertified.

- ❑ **Aquatic Safety Inspector (12 hr.):** For those interested in evaluating operational safety standards for aquatic facilities, the Aquatic Safety Inspector course provides a strong understanding of the regulations, protocols and guidelines that apply to the operation of aquatic facilities. Participants apply knowledge learned in the class through hands-on inspections using the Society's inspection checklists.

Prerequisite: None.

Evaluation and certification: Aquatic Safety Inspector
Instructors evaluate and certify candidates.

Candidate recognition: Certification card.

Required references: *Guide to Ontario Public Pools Regulation, Guide to Ontario Public Spas Regulation, Waterfront Safety Guidelines, Wading Pool Guidelines, Aquatic Safety Inspector Workbook.*

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. On-deck sessions require "booties".

Recertification: Aquatic Safety Inspector is current for 24 months from date of certification. Aquatic Safety Inspectors recertify by attending an Aquatic Safety Inspector recertification course.

- ❑ **Supervision Evaluation and Enhancement (SEE) Auditor (4 hr.):** The SEE Auditor course is designed to give participants the knowledge, training and tools required to evaluate the effectiveness of lifeguard and instructor supervision using Lifesaving Society SEE checklists.

Prerequisite: National Lifeguard certification and a minimum of 100 hr. experience as a lifeguard *or* National Lifeguard Examiner *or* Aquatic Supervisor *or* Aquatic Management Training certifications (need not be current).

Evaluation and certification: SEE Auditor Instructors teach and evaluate candidates.

Candidate recognition: Certification card.

Required references: *SEE Auditor Workbook* and forms.

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. On-deck sessions require “booties.”

Recertification: SEE Auditor remains current for 24 months from date of certification. SEE Auditors recertify by attending a SEE Auditor recertification course.

- ❑ **Pool Operator Level 1** (8 hr.): The Level 1 course blends aquatic safety management – including regulatory requirements – with the essential knowledge of facility operation. This introductory course provides pool operators with the knowledge and resources to operate and maintain swimming pools in accordance with provincial health regulations.

Prerequisite: None.

Evaluation and certification: Lifesaving Society Pool Operator Instructors teach and evaluate candidates.

Candidate recognition: Certification card.

Required references: *Lifesaving Society Pool Operations Manual, Pool Operations Level 1 Workbook.*

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. On-deck sessions require “booties.”

Recertification: Pool Operator 1 remains current for 24 months from date of certification. Pool Operators recertify by attending a Pool Operator 1 recertification course.

- ❑ **Pool Operator Level 2** (8 hr.): The Level 2 course examines regulatory standards in detail and provides candidates with real-life problems, such as chemical management issues, which they must solve in class. The course provides pool operators with the knowledge and resources to operate and maintain swimming pools in accordance with provincial health regulations.

Prerequisite: Pool Operator Level 1 or equivalent as determined by the Society’s Aquatic Safety Management Director.

Evaluation and certification: Lifesaving Society Pool Operator Instructors teach and evaluate candidates.

Candidate recognition: Certification card.

Required references: *Pool Operations Manual, Pool Operations Level 2 Workbook, Guide to Ontario Public Pools Regulation, Guide to Ontario Public Spas Regulation, Waterfront Safety Guidelines, Wading Pool Guidelines.*

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. On-deck sessions require “booties.”

Recertification: Pool Operator 2 remains current for 24 months from date of certification. Pool Operators recertify by attending a Pool Operator 2 Recertification course.

CLINICS AND APPOINTMENTS

- ❑ Clinics are non-certification training sessions. They are used for staff training or as the first step in the two-part appointment process used for Examiners, Trainers and Auditors. There is no fee payable to the Lifesaving Society for clinics.

SAFETY AUDITOR CLINIC AND SAFETY AUDITOR APPOINTMENT

- ❑ **Safety Auditor Clinic:** This Clinic is for aquatic professionals who want the knowledge and practical experience that will enable them to conduct safety audits of aquatic operations within a community. It is the first step in a two-step process to be appointed as a Lifesaving Society Safety Auditor.

Following the Clinic, candidates apprentice on at least one full aquatic safety audit with a Chief Auditor. With a positive recommendation from an Aquatic Safety Chief Auditor, auditor candidates submit a completed training record to the Society’s office. The Society may subsequently appoint candidates as Aquatic Safety Auditors (see below).

Prerequisite: Aquatic Safety Inspector certification (need not be current).

Required references: *Safety Auditor Workbook*, Safety Audit checklists. Safety Auditor Clinic participants should also have the following for on-course reference: *Guide to Ontario Public Pools Regulation*, *Guide to Ontario Public Spas Regulation*, *Waterfront Safety Guidelines*, *Wading Pool Guidelines*.

Instructional time: A minimum of two hours on-deck is required. Based on 20 candidates:

Safety Auditor Clinic	Classroom	Deck
Total Time (4 hr.)	2 hr.	2 hr.

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. On-deck sessions require “booties.”

Recertification: None.

- ❑ **Safety Auditor Appointment:** Safety Auditors are experienced Safety Inspectors who undergo specific training in order to conduct Lifesaving Society comprehensive Aquatic Safety Audits.

Prerequisite: Safety Inspector certification and experience conducting Safety Inspections; participation in Safety Auditor Clinic; successful apprenticeship on an Aquatic Safety Audit with a Chief Auditor.

Who appoints: The Society’s Aquatic Management Training Chair appoints Aquatic Safety Auditors.

Candidate recognition: Certification card.

Recertification: Safety Auditors remain current for 24 months from date of appointment. Only *current* Safety Auditors may conduct Comprehensive Aquatic Safety Audits. Safety Auditors are required to attend a Safety Auditor recertification course to recertify.

Fees: Certification payable to the Society upon submission of Safety Auditor Training Record.

CHIEF AUDITOR CLINIC AND CHIEF AUDITOR APPOINTMENT

- ❑ **Aquatic Safety Chief Auditor (4 hr.):** The Society may appoint Chief Auditors following participation in the Chief Auditor Clinic which prepares participants to successfully lead a team in comprehensive aquatic safety audits.

Prerequisite: Aquatic Safety Auditor certification.

Candidate recognition: Certification card.

Required references: *Guide to Ontario Public Pools Regulation, Aquatic Safety Chief Auditor Workbook.*

Who can teach this clinic: Lifesaving Society Aquatic Safety Management Director.

Who appoints: Lifesaving Society Aquatic Safety Management Director.

Required equipment: Classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. On-deck sessions require “booties.”

Recertification: Chief Auditors remain current for 24 months from date of appointment. Chief Auditors are required to attend a Chief Auditor recertification course to recertify.

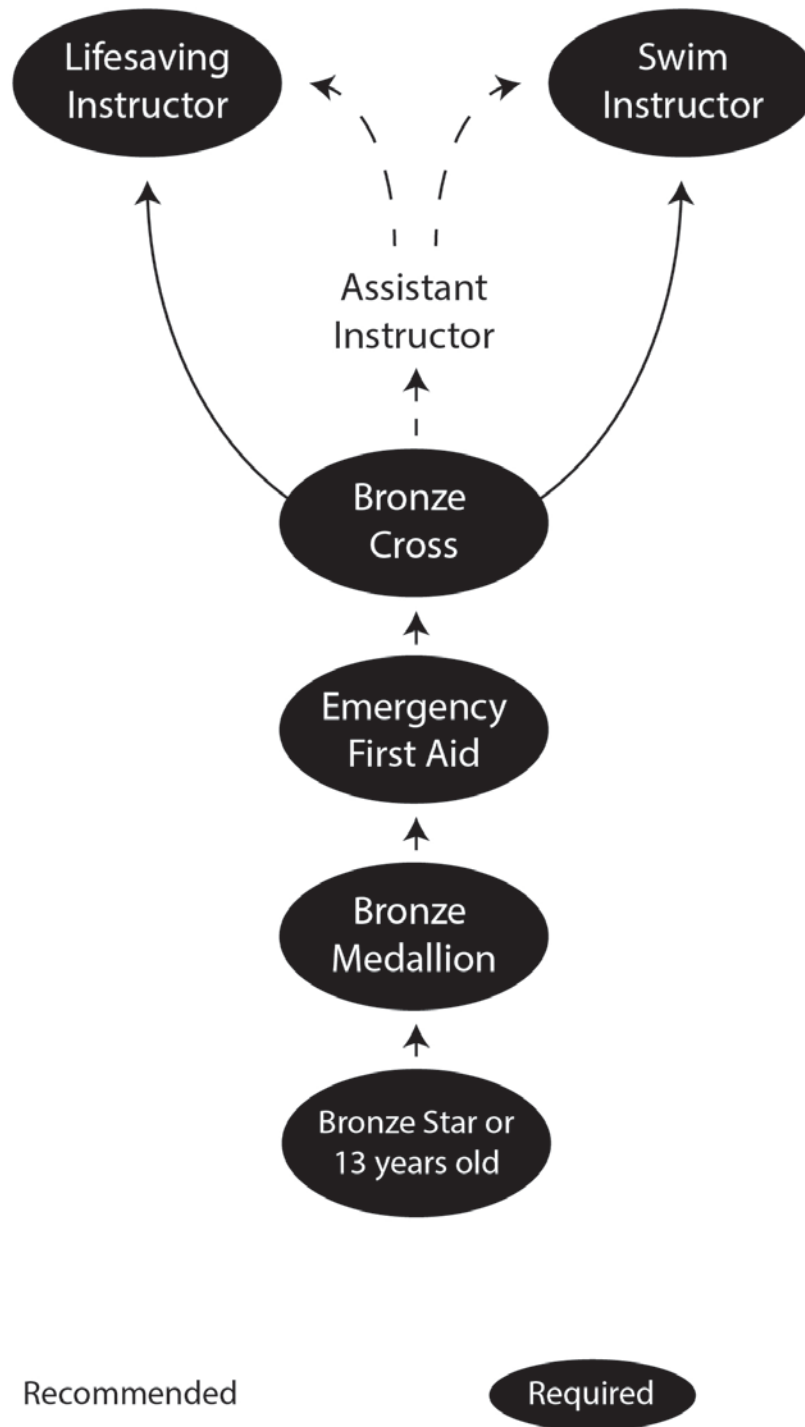
Section 11

LEADERSHIP TRAINING PROGRAMS

The Lifesaving Society leadership training system is a progression of certifications and appointments which begin with the Assistant Instructor Award.

- ❑ The Lifesaving Society leadership training system is composed of Instructors, Coaches, Examiners, and Trainers.
 - Instructors teach candidates
 - Examiners evaluate and certify candidates
 - Trainers teach and certify Instructors
 - Coaches coach Lifesaving Sport
- ❑ Instructor and Coach certifications are earned as a result of the successful completion of a course (i.e., successful candidates are fully certified at the end of the course).
- ❑ “Examiner” and “Trainer” appointments are earned at the discretion of the Society at the end of a two-stage process: 1) participation in the appropriate clinic, and 2) successful completion of an apprenticeship. Completion of Examiner or Trainer requirements does not necessarily result in appointment.
- ❑ Lifesaving Society leadership courses have prerequisite awards and age prerequisites. There is no grace period for age prerequisites: candidates must be the required minimum age prior to the conclusion of the course.
- ❑ Lifesaving Society leadership certifications remain current for 24 months from the date of certification. To maintain “current” Instructor, Coach, Examiner and Trainer status, individuals must recertify their award(s) through the “credit system.” The credit system is designed to recognize individual needs and interests by encouraging instructors to learn and improve through continuing education and professional development. For further information about leadership recertification, please see *Recertifying in Teaching* at www.lifesavingsociety.com.

How to Become an Instructor



PROGRAMMING LEADERSHIP COURSES AND CLINICS

OVERVIEW

- ❑ In the community-based system, *the Affiliate* offering a Lifesaving Society leadership course or clinic (Swim Instructor, Lifesaving Instructor, National Lifeguard Instructor, Standard First Aid Instructor, etc.):
 - hires and consults with an appropriately certified Lifesaving Society Instructor Trainer to teach the course
 - provides sufficient time and adequate space for the course
 - promotes the course and registers candidates – ensuring they have the required prerequisites – and collects fees
 - orders course materials at least three weeks before the course starts
 - returns a copy of the completed master sheet, unused awards and materials to the Society office after the course
 - pays the Trainer and the Lifesaving Society invoice

The Lifesaving Society

- sends the course materials to the Affiliate
- invoices the Affiliate for all candidates participating in the course

The Instructor Trainer

- confirms that candidates have the proper prerequisites
- teaches the course
- evaluates and certifies the candidates
- issues awards to successful candidates
- completes the master sheets and gives them to the Affiliate
- keeps one copy of the master sheet for personal records

TIME AND FACILITIES

- ❑ **Content:** The Lifesaving Society establishes the content of its leadership training programs. The content must be covered, but how it is covered is the responsibility of the Instructor Trainer. Instructor Trainers may add enrichment topics where time permits, for candidates who are working, or who will be working, in a specific environment or facility.
- ❑ **Format and schedule:** Leadership training programs may be run in a variety of formats:
 - one weekend (or more)
 - three or more days (consecutive or otherwise)
 - weekly (one or more days/evenings per week for a series of weeks)
 - combinations of the above

Each format has advantages and limitations. Choice of format depends on the Affiliate's programming preferences and the Instructor Trainer's availability. See award sections below for specific class/water times.

COURSE STAFF

- ❑ **Trainer responsibility:** The Instructor Trainer's primary responsibility is to preserve the integrity of the Lifesaving Society leadership program in terms of content, prerequisites, provision of adequate time, equipment and other resources. The Instructor Trainer is responsible for devising the detailed course schedule. In addition, Instructor Trainers attempt to provide a meaningful apprenticeship experience to would-be Trainers.
- ❑ **Apprentices:** As future Instructor Trainers, apprentices benefit greatly from opportunities to present material, organize sessions and evaluate candidates under the guidance of an experienced Instructor Trainer. The extent of apprentices' participation and their individual responsibilities is determined in discussion with the Instructor Trainer before the course.
- ❑ **Trainer fees or honoraria:** The Instructor Trainer's fee is determined in negotiation with the host Affiliate.

LIAISON AND COMMUNICATION

- ❑ Communication among the Lifesaving Society office, the Instructor Trainer, and the host facility is essential for the smooth operation of the course. A pre-course meeting between the Instructor Trainer(s) and the host facility representative should cover:
 - **Legal responsibility:** Course staff are legally responsible to adhere to provincial requirements regarding lifeguard supervision. Emergency procedures established by the facility should be reviewed with the Instructor Trainer who will communicate these to the course candidates.

In addition, Instructor Trainers are advised to investigate the scope of course staff coverage under the liability insurance policy of the host facility.
 - **Format and schedule:** The format is a matter for discussion. The schedule is the responsibility of the Instructor Trainer.
 - **Number of candidates:** Desired minimum and maximum numbers of candidates are established by mutual agreement of the Instructor Trainer and Affiliate. The Instructor Trainer must be kept informed of projected enrollment to plan effectively.
 - **Course staff:** The format and number of candidates may affect course staffing requirements.
 - **Communication:** Roles, responsibilities and lines of communication are established to ensure everyone knows whom to contact about what.
 - **Facilities:** When are they available? Who is responsible for opening and lock-up? Is transportation between classroom and pool/waterfront venues a factor? Who is responsible?
 - **Teaching aids and equipment:** What is available from the facility and what needs to be obtained elsewhere?
 - **Administration:** Determine candidate registration procedures, sales and distribution of required candidate

texts and materials, and post-course follow-up with the Society office.

- **Trainer honorarium:** Determine the amount of the Instructor Trainer's salary, fee or honorarium.
- **Rules and regulations:** Review the regulations governing the use of the facility.

MASTER SHEETS

- ❑ A master sheet is the leadership program equivalent of a test sheet. Use a master sheet for all Instructor/Coach courses or to record attendance at clinics such as an Examination Standards Clinic or Instructor Trainer Clinic. Ensure all sections of the master sheet are completed in full and that it has been **signed by the Trainer**. Completed master sheets must be returned to the Society's office.

INSTRUCTOR CERTIFICATIONS

ASSISTANT INSTRUCTOR

- ❑ Through classroom learning and in-water practice, the Lifesaving Society Assistant Instructor course prepares candidates to help certified instructors with swimming and lifesaving classes. Candidates are introduced to key principles of learning and teaching, and they master basic progressions. The roles and responsibilities of instructors and their assistants are emphasized.

Prerequisite: 14 years of age by the end of the course, Bronze Cross.

Who can teach this: Current Swim Instructor Trainers or Lifesaving Instructor Trainers.

Who can certify candidates: Current Swim Instructor Trainers or Lifesaving Instructor Trainers.

Candidate recognition: Certification card.

Required references: Assistant Instructor candidates should bring their *Canadian Lifesaving Manual* for on-course

reference. The *Assistant Instructor Workbook* is a recommended resource that Affiliates should order from the Society prior to the course.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. A one-weekend format or weekly formats are common. Breaks require additional time. Based on 12-16 candidates:

Assistant Instructor Course	Classroom	Water
Total Time (15–18 hr.)	9–10 hr.	6–8 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. In-water sessions require instructional equipment such as kickboards, noodles and water toys.

Recertification: Assistant Instructor certification need not be recertified.

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

SWIM INSTRUCTOR

- ❑ The Lifesaving Society Swim Instructor course prepares the instructor to teach and evaluate basic swim strokes and related skills. Candidates acquire proven teaching methods, a variety of stroke development drills and correction techniques. Current Swim Instructors teach and certify candidates in all levels of the Swim for Life® program.

Prerequisite: 16 years of age by the end of the course, Bronze Cross.

Who can teach this: Current Swim Instructor Trainers.

Who can certify candidates: Current Swim Instructor Trainers.

Candidate recognition: Certification card.

Required references: Swim Instructor Pac: includes *Instructor Notes*, *Swim for Life Award Guide*, *Teaching Swim for Life* and binder. Candidates should bring their

Canadian Lifesaving Manual for on-course reference.

Instructional time: Swim Instructor may be offered as a stand-alone course or combined with the Lifesaving Instructor course. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Based on 12-16 candidates:

Swim Instructor Course	Classroom	Water
Total Time (20–22 hr.)	10–11 hr.	10–11 hr.

Combined Swim and Lifesaving Instructor Course	Classroom	Water
Total Time (40 hr.)	20 hr.	20 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. In-water sessions require instructional equipment such as kickboards, noodles and water toys.

Recertification: Swim Instructors remain current for 24 months from the date of certification. Only *current* Swim Instructors may teach and certify Swim for Life candidates. Swim Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

LIFESAVING INSTRUCTOR

- ❑ The Lifesaving Society Lifesaving Instructor course prepares individuals to organize, plan, teach and evaluate lifesaving and first aid skills and resuscitation techniques in the Society's lifesaving and first aid awards. Because the Society's first aid courses are recognized by the Workplace Safety & Insurance Board, the Society complies with the WSIB's request that only 'first aid instructors' teach WSIB-approved courses. Successful candidates receive two certification cards: Lifesaving Instructor and Emergency First Aid Instructor.

- ❑ Current Lifesaving Instructors are certified to teach:
 - Canadian Swim Patrol Program
 - Bronze Star, Bronze Medallion, Bronze Cross, Wading Pool Attendant
 - Lifesaving Fitness, Distinction
- ❑ Current Emergency First Aid Instructors are certified to teach:
 - Basic First Aid, Emergency First Aid and CPR
- ❑ Lifesaving Instructors evaluate all items in Canadian Swim Patrol, Bronze Star, Wading Pool Attendant, Lifesaving Fitness and certify candidates. They evaluate most items in Bronze Medallion, Bronze Cross and Distinction, but only Examiners may certify candidates in these awards.

Emergency First Aid Instructors evaluate all items in Basic First Aid, Emergency First Aid and CPR and certify candidates.

Prerequisite: 16 years of age by the end of the course, Bronze Cross.

Who can teach this: Current Lifesaving Instructor Trainers.

Who can certify candidates: Current Lifesaving Instructor Trainers.

Candidate recognition: Certification card and crest.

Required references: Lifesaving Instructor Pac: includes *Instructor Notes*, *Swim Patrol Award Guide*, *Bronze Medals Award Guide*, *First Aid Award Guide*, and binder.

The *Bronze Medallion and Emergency First Aid Instructor CD* and the *Bronze Cross and Standard First Aid Instructor CD* are optional but recommended resources that Affiliates may order from the Society prior to the course.

Candidates should bring their *Canadian Lifesaving Manual* and *Canadian First Aid Manual* for on-course reference.

Instructional time: The Lifesaving Instructor course may be offered as a stand-alone course or combined with the Swim Instructor course. Actual time needed may vary depending

on course format, number of candidates and the learning activities selected. Based on 12-16 candidates:

Lifesaving Instructor Course	Classroom	Water
Total Time (25–27 hr.)	11–12 hr.	14–15 hr.

Combined Lifesaving and Swim Instructor Course	Classroom	Water
Total Time (40 hr.)	20 hr.	20 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require 2.3 kg (5 lb.) and 4.5 kg (10 lb.) object or manikin, rescue can, tube or shoulder loop and line with buoyant object, adult/child CPR manikins, first aid supplies including barrier devices, and buoyant throwing aids, AED trainer and AED-compatible manikins.

Recertification: Lifesaving Instructors and Emergency First Aid Instructors remain current for 24 months from the date of certification. Only *current* Lifesaving Instructors and Emergency First Aid Instructors may teach the Society's programs as detailed above. Lifesaving Instructors and Emergency First Aid Instructors recertify through the Society's professional development credit system (see page 20). Because Emergency First Aid Instructor and Lifesaving Instructor are individual certifications, instructors choose to recertify either or both awards depending on the courses they wish to teach.

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

ADVANCED INSTRUCTOR

- ❑ The Advanced Instructor course provides training for instructors who wish to teach the advanced awards including National Lifeguard, Standard First Aid and Safety Management certifications, such as Aquatic Supervisor.

Prerequisite: Lifesaving Instructor certification.

Who can teach this: Current Instructor Trainers (any stream).

Who can certify candidates: Current Instructor Trainers (any stream).

Candidate recognition: Certification card.

Required references: Lifesaving Instructor Pac: includes *Instructor Notes*, *Swim Patrol Award Guide*, *Bronze Medals Award Guide*, *First Aid Award Guide* and binder.

Instructional time: Advanced Instructor may be offered as a stand-alone course, but it is more often combined with other specialized instructor courses, such as National Lifeguard Instructor or Standard First Aid Instructor. It may also be combined with an Examination Standards Clinic. Based on 12-16 candidates:

Advanced Instructor Course	Classroom	Water
Total Time (5–6 hr.)	5–6 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Advanced Instructor certification need not be recertified.

Fees: There is no exam fee payable to the Society for this certification.

NATIONAL LIFEGUARD INSTRUCTOR

- ❑ The National Lifeguard Instructor course provides candidates with an understanding of the principles and practices on which the National Lifeguard program is based and explores teaching approaches and techniques appropriate for National Lifeguard candidates.

After successful participation in the National Lifeguard Instructor course, National Lifeguard Instructors are certified to teach all options of the National Lifeguard

certification. Instructors evaluate most items in National Lifeguard, but only National Lifeguard Examiners may certify candidates.

Prerequisite: National Lifeguard certification (any option), Lifesaving Instructor certification, and Advanced Instructor certification (may be done concurrently).

Who can teach this: Current National Lifeguard Instructor Trainers.

Who can certify candidates: Current National Lifeguard Instructor Trainers.

Candidate recognition: Certification card.

Required references: National Lifeguard Instructor Pac: includes *National Lifeguard Award Guide*, *National Lifeguard Instructor Resource CD*, *Guide to Ontario Public Pools Regulation*, and binder.

National Lifeguard Instructor candidates should also have the following for on-course reference: *Alert: lifeguarding in action*, *Canadian Lifesaving Manual*, *Instructor Notes*.

Instructional time: A one-weekend format is common for a stand-alone instructor course. It is often combined with Advanced Instructor which will require additional classroom time.

National Lifeguard Instructor	Classroom	Water
Total Time (12–16 hr.)	7–9 hr.	5–7 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require 9 kg (20 lb.) object, rescue can, rescue tube or shoulder loop and line with buoyant object, buoyant throwing aids, first aid supplies including: adult/child/infant CPR manikins, barrier devices, communication devices and spineboard.

Recertification: National Lifeguard Instructors remain current for 24 months from date of certification. Only

current National Lifeguard Instructors may teach National Lifeguard candidates. National Lifeguard Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

STANDARD FIRST AID INSTRUCTOR

- ❑ The Lifesaving Society's Standard First Aid Instructor course is designed to provide Lifesaving Instructors with the knowledge and resources required to organize, plan, and deliver Lifesaving Society First Aid awards up to and including Standard First Aid and CPR-A, -B, -C.
- ❑ Current Standard First Aid Instructors may **teach and certify**:
 - Basic First Aid
 - Emergency First Aid
 - CPR-A, -B, -C
- ❑ Current Standard First Aid Instructors may **teach** Standard First Aid.

Standard First Aid Instructor Prerequisite: see also Core Instructor Clinic option, p. 115.

Prerequisite: Lifesaving Instructor, Advanced Instructor (may be done concurrently) and Standard First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol. Prerequisites need not be current.

Who can teach this: Current First Aid Instructor Trainers.

Who can certify candidates: Current First Aid Instructor Trainers.

Candidate recognition: Certification card.

Required references: *First Aid Award Guide*, *Canadian First Aid Manual*, and *First Aid Instructor Resource CD*. Standard First Aid Instructor candidates should also have *Instructor Notes* for on-course reference.

Instructional time: A one-weekend format is common for a stand-alone instructor course. It is often combined with

Advanced Instructor which will require additional classroom time.

Standard First Aid Instructor Course	Classroom	Water
Total Time (12–16 hr.)	12–16 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment, first aid supplies, CPR manikins, barrier devices, AED trainer and AED-compatible manikins.

Recertification: Standard First Aid Instructors remain current for 24 months from the date of certification. Only *current* Standard First Aid Instructors may teach Standard First Aid. Only Standard First Aid Examiners certify Standard First Aid candidates. Standard First Aid Instructors recertify through the Society’s professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

AIRWAY MANAGEMENT INSTRUCTOR

- ❑ The Lifesaving Society Airway Management Instructor course focuses on preparing instructors to teach experienced lifeguards the specific knowledge and training required for the use of oxygen, suction devices, oral airways and mask/bag-valve-mask.

Airway Management Instructors are certified to teach the Society’s Airway Management certification.

Prerequisite: Lifesaving Society Airway Management and Lifesaving Society Standard First Aid Instructor certifications.

Who can teach this: Current First Aid Instructor Trainers who hold current Airway Management Examiner (or Advanced First Aid Examiner) certification.

Who can certify candidates: As above.

Required references: *First Aid Award Guide, Canadian First Aid Manual* and *First Aid Instructor Resource CD*. Airway Management Instructor candidates should also have *Instructor Notes* for on-course reference.

Instructional time: Airway Management Instructor may be offered as a stand-alone course or in combination with other leadership training courses.

Airway Management Instructor Course	Classroom	Water
Total Time (6–9 hr.)	6–9 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment, oxygen delivery system, bag-valve-mask, oral airways, suction unit.

Recertification: Airway Management Instructors remain current for 24 months from the date of certification. Only *current* Airway Management Instructors may teach Airway Management. Airway Management Instructors recertify through the Society’s professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

HEALTH CARE PROVIDER INSTRUCTOR

The term “Advanced First Aid Instructor” has been retired and replaced with “Health Care Provider Instructor.”

Current Advanced First Aid Instructors may continue to teach CPR-HCP and current Advanced First Aid Examiners may continue to certify candidates.

- ❑ The Society’s Health Care Provider Instructor course prepares Standard First Aid Instructors to teach CPR-Health Care Provider (HCP).

Prerequisite: Lifesaving Society CPR-HCP certification, and Lifesaving Society Standard First Aid Instructor.

Who can teach this: Current First Aid Instructor Trainers who hold the HCP Examiner certification (or Advanced First Aid Examiner).

Who can certify candidates: As above.

Candidate recognition: Certification card.

Required references: *First Aid Award Guide, Canadian First Aid Manual, Canadian CPR-HCP Manual, and First Aid Instructor Resource CD.* HCP Instructor candidates should also have *Instructor Notes* for on-course reference.

Instructional time: A one-day format is common for a stand-alone course.

Health Care Provider Instructor Course	Classroom	Water
Total Time (4.5–6 hr.)	4.5–6 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment, barrier devices, AED trainer and AED-compatible manikins, oxygen delivery system, bag-valve-mask, oral airways, suction unit.

Recertification: Health Care Provider Instructors remain current for 24 months from date of certification. Only *current* HCP Instructors may teach CPR-HCP. HCP Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

BOAT INSTRUCTOR

- ❑ The BOAT Instructor course prepares candidates to teach the Society's Boat Operator Accredited Training (BOAT) course and administer and mark the required examination.

See also Core Instructor Clinic option, page 121.

Prerequisite: Lifesaving Society Pleasure Craft Operator (PCO) certification, Lifesaving Instructor, and Advanced Instructor certifications (may be done concurrently) *or* Lifesaving Society PCO card and Core Instructor Clinic.

Who can teach this: Current BOAT Instructor Trainers.

Who can certify candidates: Current BOAT Instructor Trainers.

Candidate recognition: Certification card.

Required references: BOAT Instructor Update. BOAT

Instructor candidates must have the *BOAT Study Guide* and *Instructor Notes* for on-course reference.

Instructional time: BOAT Instructor may be offered as a stand-alone course or in combination with other leadership training courses.

BOAT Instructor Course	Classroom	Water
Total Time (6–9 hr.)	6–9 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Teaching aids – marine supplies such as buoyant heaving line, sound signalling device, water-tight flashlight, etc.

Recertification: BOAT Instructors remain current for 24 months from date of certification. Only *current* BOAT Instructors may teach and certify the Society's BOAT certification. BOAT Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

BOAT RESCUE INSTRUCTOR

- ❑ The Boat Rescue Instructor course prepares candidates to teach the Society's Boat Rescue award.

Prerequisite: Boat Rescue certification together with Lifesaving Society Pleasure Craft Operator (PCO) certification, Lifesaving Instructor, and Advanced Instructor certifications (may be done concurrently).

Who can teach this: Current Boat Rescue Instructor Trainers.

Who can certify candidates: Current Boat Rescue Instructor Trainers.

Candidate recognition: Certification card.

Required references: *Canadian Lifesaving Manual* and

Boat Rescue Award Guide.

Instructional time: Boat Rescue Instructor may be offered as a stand-alone course or in combination with other leadership training courses.

Boat Rescue Instructor Course	Classroom	Water
Total Time (8 hr.)	4 hr.	4 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Boat Rescue Instructors remain current for 24 months from date of certification. Only *current* Boat Rescue Instructors may teach and certify the Society's Boat Rescue certification. Boat Rescue Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

AQUATIC SUPERVISOR INSTRUCTOR

- ❑ The Aquatic Supervisor Instructor course prepares Instructors to teach and certify candidates in the Society's Aquatic Supervisor and Aquatic Management Training courses.

Prerequisite: Aquatic Supervisor certification, Lifesaving Instructor and Advanced Instructor (may be done concurrently).

Who can teach this: Current Aquatic Supervisor Instructor Trainers.

Who can certify candidates: Current Aquatic Supervisor Instructor Trainers.

Candidate recognition: Certification card.

Required references: *Aquatic Supervisor Award Guide*, *Guide to Ontario Public Pool Regulations*. Aquatic

Supervisor Instructor candidates must also have *Instructor Notes* for on-course reference.

Instructional time: Aquatic Supervisor Instructor may be offered as a stand-alone course or in combination with other leadership training courses.

Aquatic Supervisor Instructor Course	Classroom	Water
Total Time (12–14 hr.)	12–14 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Aquatic Supervisor Instructors remain current for 24 months from date of certification. Only *current* Aquatic Supervisor Instructors may teach and certify the Society's Aquatic Supervisor certification and AMT certification. Aquatic Supervisor Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

AQUATIC SAFETY INSPECTOR INSTRUCTOR

- ❑ The Aquatic Safety Inspector Instructor course prepares instructors to teach and certify candidates in the Society's Aquatic Safety Inspector program.

Prerequisite: Aquatic Safety Inspector certification, Lifesaving Instructor and Advanced Instructor (may be done concurrently).

Who can teach this: Current Aquatic Safety Inspector Instructor Trainer.

Who can certify candidates: Current Aquatic Safety Inspector Instructor Trainer.

Candidate recognition: Certification card.

Required references: *Guide to Ontario Public Pools Regulation, Guide to Ontario Public Spas Regulation, Waterfront Safety Guidelines, Wading Pool Guidelines, and Aquatic Safety Inspector Workbook* and PowerPoint presentation.

Aquatic Safety Inspector Instructor candidates must also have *Instructor Notes* for on-course reference.

Instructional time: A minimum of two hours on-deck is required. Based on 20 candidates:

Aquatic Safety Inspector Instructor Course	Classroom	Deck
Total Time (12 hr.)	10 hr.	2 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Aquatic Safety Inspector Instructors remain current for 24 months from date of certification. Only *current* Aquatic Safety Inspector Instructors may teach and certify Aquatic Safety Inspector candidates. Aquatic Safety Inspector Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

SEE AUDITOR INSTRUCTOR

- ❑ The Supervision Evaluation and Enhancement (SEE) Auditor Instructor course prepares Instructors to teach and certify candidates in the Society's SEE Auditor program.

Prerequisites: SEE Auditor, *and* National Lifeguard Examiner *or* Aquatic Supervisor Instructor.

Who can teach this: Current SEE Auditor Instructor Trainers.

Who can certify candidates: Current SEE Auditor Instructor Trainers.

Candidate recognition: Certification card.

Required references: SEE Evaluation checklists, *SEE Auditor Workbook*. SEE Auditor Instructor candidates must have the following for on-course reference: *Instructor Notes*, *Alert: lifeguarding in action*, *National Lifeguard Award Guide*.

Instructional time: A minimum of two hours on-deck is required. Based on 20 candidates:

SEE Auditor Instructor Course	Classroom	Deck
Total Time (12 hr.)	10 hr.	2 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: SEE Auditor Instructors remain current for 24 months from date of certification. Only *current* SEE Auditor Instructors may teach and certify SEE Auditors. SEE Auditor Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

AQUATIC SAFETY AUDITOR INSTRUCTOR

- ❑ The Aquatic Safety Auditor Instructor course prepares instructors to teach and certify candidates in the Society's Aquatic Safety Auditor program.

Prerequisite: Lifesaving Instructor, Advanced Instructor (may be done concurrently) and Aquatic Safety Auditor.

Who can teach this: Aquatic Safety Auditor Instructor Trainer.

Who can certify candidates: Aquatic Safety Auditor Instructor Trainer.

Candidate recognition: Certification card.

Required references: *Aquatic Safety Auditor Workbook*.

Candidates must also have *Instructor Notes* for reference.

Instructional time: Based on 20 candidates:

Aquatic Safety Auditor Instructor Course	Classroom	Water
Total Time (8 hr.)	8 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Aquatic Safety Auditor Instructors remain current for 24 months from date of certification. Only *current* Aquatic Safety Auditor Instructors may teach and certify Aquatic Safety Inspector candidates. Aquatic Safety Auditor Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

AQUATIC SAFETY CHIEF AUDITOR INSTRUCTOR

- ❑ The Aquatic Safety Chief Auditor Instructor course prepares instructors to teach and certify candidates in the Society's Aquatic Safety Chief Auditor program.

Prerequisite: Aquatic Safety Auditor Instructor.

Who can teach this: Aquatic Safety Management Director.

Who can certify candidates: As above.

Candidate recognition: Certification card.

Required references: *Aquatic Safety Chief Auditor Workbook*. Candidates must also have *Instructor Notes* for on-course reference.

Instructional time:

Chief Auditor Instructor Course	Classroom	Water
Total Time (6 hr.)	6 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Aquatic Safety Chief Auditor Instructors remain current for 24 months from date of certification. Only *current* Chief Auditor Instructors may teach Chief Auditor clinics. Chief Auditor Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

POOL OPERATOR INSTRUCTOR

- ❑ The Pool Operator Instructor course prepares instructors to teach and certify candidates in the Society's Pool Operator Level 1 and 2 programs.

Prerequisite: Lifesaving Society Pool Operator Level 2, Lifesaving Instructor, and Advanced Instructor (may be done concurrently).

Who can teach this: Current Pool Operator Instructor Trainers.

Who can certify candidates: Current Pool Operator Instructor Trainers.

Candidate recognition: Certification card.

Required references: *Pool Operations Manual*, *Pool Operator Level 1 Workbook*, *Pool Operator Level 2 Workbook* and PowerPoint presentation.

Instructional time: A minimum of two hours on-deck is required. Based on 20 candidates:

Pool Operator Instructor Course	Classroom	Deck
Total Time (12 hr.)	10 hr.	2 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/ equipment.

Recertification: Pool Operator Instructors remain current for 24 months from date of certification. Only *current* Pool Operator Instructors may teach and certify the Society's Pool Operator Level 1 and Pool Operator Level 2 courses. Pool Operator Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

CLINICS AND APPOINTMENTS

- ❑ Clinics are non-certification training sessions. They are used for staff training or as the first step in the two-part appointment process used for Examiners and Trainers. For example, the Inclusion Clinic is a staff training session, while an Examination Standards Clinic is the first step required to be appointed as a Lifesaving Society Examiner. There is no fee payable to the Lifesaving Society for clinics.

EXAM STANDARDS CLINIC AND EXAMINER APPOINTMENT

- ❑ The **Examination Standards Clinic (ESC)** is the first step in a two-step process to be appointed as an Examiner for the Society, and prepares Examiner candidates to evaluate the Society's lifesaving awards.

The ESC builds on the evaluation experience that candidates have attained in the instructor-evaluated awards and with the instructor-evaluated items in the Examiner-evaluated awards. The ESC focuses primarily on Bronze Medallion, Bronze Cross and Distinction.

Who can teach this: Current Lifesaving Instructor Trainers, Swim Instructor Trainers or National Lifeguard Instructor Trainers.

Required references: Participants in an Examination Standards Clinic must have the following for on-course reference:

- *Canadian Lifesaving Manual.*

- Lifesaving Instructor Pac: *Instructor Notes*, *Swim Patrol Award Guide*, *Bronze Medals Award Guide*, *First Aid Award Guide*.
- Bronze Medallion, Bronze Cross, Distinction, Basic First Aid and Emergency First Aid test sheets.

Instructional time: Examination Standards Clinics can be offered stand-alone or in combination with an instructor course. The typical format for a stand-alone ESC is a one-day clinic.

Examination Standards Clinic	Classroom	Water
Total Time (5–8 hr.)	2.5–4.5 hr.	2.5–3.5 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require 2.3 kg (5 lb.) and 4.5 kg (10 lb.) object or manikin, rescue can, tube or shoulder loop and line with buoyant object, adult/child CPR manikins, first aid supplies including barrier devices, and buoyant throwing aids, AED trainer and AED-compatible manikins

Fees: There is no Lifesaving Society fee for this clinic.

- ❑ **Examiner appointment:** Examiners are experienced instructors who undergo specific training in examination standards. They are volunteers who are appointed by their Lifesaving Society Area Chair. For specific information on which Examiners evaluate which awards, refer to the individual certification descriptions in this guide.

Prerequisite: Instructor certification and teaching experience in the award(s) the instructor wishes to be appointed to examine; participation in an Examination Standards Clinic (ESC); successful co-exams with an experienced Examiner of the award(s) they wish to be appointed to examine.

Appointment: Lifesaving Society Area Chairs appoint Examiners.

Candidate recognition: Certification card.

Recertification: Examiners remain current for 24 months from the date of appointment. Only *current* Examiners may certify examiner evaluated awards. Examiners recertify through the Society's professional development credit system (see page 20).

Fees: There is no Lifesaving Society fee for Examiner appointment.

CORE INSTRUCTOR CLINIC

- ❑ The Core Instructor Clinic is designed for candidates who may not hold the Society's Lifesaving Instructor certification, but who are otherwise qualified to teach a non-aquatic Society course such as First Aid or BOAT. It is intended for candidates who have had teaching experience in non-aquatic settings. Candidates who successfully complete both the Core Instructor Clinic and a non-aquatic Instructor course will be certified as an Instructor.

To familiarize non-aquatic candidates with Lifesaving Society policies and procedures, the Core Instructor Clinic includes relevant content from the Lifesaving Instructor and Advanced Instructor Courses, and Examination Standards Clinic.

Prerequisite: Minimum 18 years of age, previous teaching experience recommended.

Who can teach this: Lifesaving Instructor Trainers, First Aid Instructor Trainers, National Lifeguard Instructor Trainers, BOAT Instructor Trainers, Aquatic Supervisor Instructor Trainers, or Pool Operator Instructor Trainers.

Candidate recognition: None.

Required references: *Instructor Notes*.

Instructional time: The Core Instructor Clinic is designed to be delivered in combination with one of the Society's non-aquatic leadership courses such as Standard First Aid Instructor or BOAT Instructor.

Core Instructor Clinic	Classroom	Water
Total Time (8–10 hr.)	8–10 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: None.

Fees: There is no Lifesaving Society fee for this clinic.

INCLUSION CLINIC

- ❑ Through classroom learning and in-water practice, the Lifesaving Society's Inclusion Clinic prepares participants to adapt teaching strategies to meet the needs of individuals of various ages, skill levels and abilities. The clinic will also prepare the participant to develop attitudes and strategies to break down the barriers of instructing participants with special needs.

Prerequisite: Minimum 14 years of age, Bronze Cross recommended.

Who can teach this: Lifesaving Society Instructor Trainers.

Candidate recognition: None.

Required reference material: None.

Instructional time: The Inclusion Clinic may be presented in a format and using timelines that suit the needs of the facility and participants. It is intended for instructors and volunteers and can be adapted to suit the needs of the programmer.

Inclusion Clinic	Classroom	Water
Total Time (3–4 hr.)	1.5–2 hr.	1.5–2 hr.

Equipment required: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require instructional equipment such as kick boards, noodles and water toys.

Recertification: None.

Fees: There is no Lifesaving Society fee for this clinic.

SWIM INSTRUCTOR UPDATE CLINIC

- ❑ The Swim Instructor Update Clinic teaches instructors of other agencies' learn-to-swim programs how to deliver Swim for Life. Clinics are usually organized with the Affiliate prior to launch of the Swim for Life program. However, the Clinic can be offered to convert staff at a later time.

Prerequisite: Other agencies' Instructor qualifications must be current.

Who can teach this: Current Swim Instructor Trainers.

Candidate certification: At the conclusion of the clinic, participants receive a Lifesaving Society "Credit Card" which they forward with the appropriate fee to the Society's office. The Society issues a Swim Instructor certification card.

Required references: *Swim for Life Award Guide, Teaching Swim for Life.*

Instructional time: The Swim Instructor Update Clinic may be customized to reflect the needs and priorities of the Affiliate. Based on 12–16 participants:

Swim Instructor Update Clinic	Classroom	Water
Total Time (3–5 hr.)	2–3 hr.	1.5–2 hr.

INSTRUCTOR TRAINER CLINIC AND INSTRUCTOR TRAINER APPOINTMENT

- ❑ The **Instructor Trainer Clinic** shapes positive attitudes and values about the Society's Instructor Training program, planning, learning/teaching, and evaluation content. The clinic provides candidates with an understanding of the expectations and requirements to teach instructors, and prepares participants to successfully apprentice as an

Instructor Trainer on the Instructor course(s) of their choice. The classroom and pool sessions allow participants to demonstrate their knowledge, skills, teaching, and evaluation techniques.

With apprenticeship experience and the positive recommendation of an experienced Instructor Trainer, the Society may appoint the individual as an Instructor Trainer (*see below*).

Prerequisite: Lifesaving Society Instructor and Examiner certification. Significant teaching and examining experience, in the award(s) the examiner wishes to be appointed a Trainer. Participants should have a good understanding of the Society's lifesaving programs, technical content, progressions, evaluation standards and procedures.

Who can teach this: Provincial Trainers.

Required references: *Notes for Instructor Trainers*.

Instructor Trainer candidates must also have the following for on-course reference: *Canadian First Aid Manual*, *Canadian Lifesaving Manual*, *Alert: lifeguarding in action*, *Instructor Notes* and award guides (all levels).

Instructional time: Actual instructional time will vary with the number and maturity of the candidates, their prior knowledge, training and experience. Based on 12–16 candidates:

Instructor Trainer Clinic	Classroom	Water
Total Time (10–14 hr.)	7–10 hr.	3–4 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require 2.3 kg (5 lb.) and 4.5 kg (10 lb.) object or manikin, rescue can, tube or shoulder loop and line with buoyant object, buoyant throwing aids, first aid supplies including: adult/child CPR manikins, barrier devices, and AED trainer and AED-compatible manikins.

Recertification: None.

Fees: There is no Lifesaving Society fee for this clinic.

- ❑ **Instructor Trainer appointment:** Instructor Trainers are experienced Examiners who have undergone specific training in teaching Instructor candidates. They are appointed by the Society. For specific information on which Trainers teach and evaluate which certifications, refer to the individual certification descriptions in this guide.

Prerequisite: Lifesaving Society Instructor and Examiner certification (in streams which have Examiners); significant teaching and examining experience in the award(s) in which the examiner wishes to be appointed as a Trainer; successful participation in an Instructor Trainer Clinic; and apprenticeship with an experienced Instructor Trainer.

Lifesaving Sport Coach Trainer prerequisite: Lifesaving Society Examiner, Lifesaving Sport Coach and Lifesaving Sport coaching experience.

Appointment: The Society's Instructor Trainer Chair appoints Instructor Trainers and Coach Trainers.

Candidate recognition: Certification card

Recertification: Instructor Trainers remain current for 24 months from date of appointment. Only *current* Instructor Trainers may certify Instructor candidates. Instructor Trainers recertify through the Society's professional development credit system (see page 20).

Fees: Certification fee payable to the Lifesaving Society upon submission of Instructor Trainer Training Record.

PROVINCIAL TRAINERS

- ❑ Provincial Trainers are experienced and talented Instructor Trainers. The Society appoints Provincial Trainers as needed. Appointees must successfully apprentice with an experienced Provincial Trainer on an Instructor Trainer Clinic.

COACHING AND OFFICIALS CERTIFICATIONS

As the Canadian governing body for Lifesaving Sport, the Lifesaving Society offers coaching and officials certification programs for Lifesaving Sport.

LIFESAVING SPORT COACH LEVEL 1

- ❑ Lifesaving Sport Coach Level 1 provides training for Lifesaving Instructors who wish to coach Lifesaving Sport at the community level. The course focuses on the fundamentals of coaching and Lifesaving Sport skills in the pool or in open water. Lifesaving Sport Coach Level 1 may teach and certify the Society's Lifesaving Sport Fundamentals program.

Prerequisite: Lifesaving Instructor certification.

Who can teach this: Current Lifesaving Sport Coach Trainers.

Who can certify candidates: Current Lifesaving Sport Coach Trainers.

Candidate recognition: Certification card.

Required references: *Coaching Lifesaving, Lifesaving Sport Fundamentals Award Guide, ILS Competition Manual*. You can purchase or download the manual from www.lifesavingsociety.com. Coach Level 1 candidates should also have the *Canadian Lifesaving Manual* and *Instructor Notes* for on-course reference.

Instructional time: Instructional time will vary with the number and maturity of the candidates, their prior knowledge, training and experience. Based on 12–16 candidates:

Lifesaving Sport Coach Level 1	Classroom	Water
Total Time (9–12 hr.)	6.5–8.5 hr.	2.5–4.5 hr.

Required equipment: Classroom supplies such as tables, chairs flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require Lifesaving Sport equipment such as obstacles, water rescue manikins, rescue tubes, paddleboards, etc.

Recertification: Lifesaving Sport Coach Level 1 remains current for 24 months from the date of certification. Only *current* Coach Level 1 award holders may teach and certify Lifesaving Sport Fundamentals. Level 1 Coaches recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

LIFESAVING SPORT OFFICIALS INSTRUCTOR

- ❑ The Lifesaving Sport Officials Instructor evaluates and certifies candidates in the Lifesaving Sport Officials certification program.

Prerequisite: Lifesaving Instructor; Advanced Instructor; Pool Official or Open Water Official, or Emergency Response Official certification; proof of officiating experience in at least three different Officials roles (Pool, Open Water, Emergency Response) at a minimum of three sanctioned Lifesaving Sport competitions.

Who can teach this: Current Lifesaving Sport Officials Instructor Trainers.

Who can certify candidates: Current Lifesaving Sport Officials Instructor Trainers.

Candidate recognition: Certification card.

Required references: *Officials Award Guide, Canadian Officials Manual, ILS Competition Manual, Instructor Notes.*

Instructional time: Instructional time will vary with the number and maturity of the candidates, their prior knowledge, training and experience. Based on 12–16 candidates:

Officials Instructor Course	Classroom	Water
Total Time (8–10 hr.)	8–10 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Lifesaving Sport Official Instructors remain current for 24 months from date of certification. Only *current* Officials Instructors may teach and certify the Society's Lifesaving Sport Officials certifications. Lifesaving Sport Officials Instructors recertify through the Society's professional development credit system (see page 20).

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

Section 12

WATER SMART® PUBLIC EDUCATION

The leaders of the Lifesaving Society in communities throughout Canada – programmers, lifeguards and instructors – are uniquely qualified to take an active role in reaching directly to the public, making their communities safer and Water Smart.

**THE DROWNING PROBLEM
AND PUBLIC EDUCATION**

- ❑ In Canada, drowning is the number one cause of unintentional injury deaths among children 1-4 years of age, and the second leading cause of preventable death for children under 10 years. With some 500 fatalities annually, drowning is the third leading cause of unintentional death among Canadians under 60 years of age (surpassed only by motor vehicle collisions and poisoning).

People new to Canada, especially those who have been in Canada for five years or less, are at a higher risk of drowning than people born here. In fact, they are four times more likely to be unable to swim than those born in Canada. People who come to Canada from countries where swimming and swimming lessons are not a strong part of the culture are in a particularly dangerous situation.

- ❑ The Society conducts research into drownings, aquatic injury and rescue interventions. This evidence-based research guides the Society's Water Smart education priorities.

For details, consult
"Who's Drowning" at
www.lifesavingsociety.com.

Water Smart is a public education campaign with the overall mission of making all Canadians "water smart." Water Smart education delivers messages intended to modify high-risk behaviour and increase Canadians' awareness of the responsibilities they assume when recreating in, on or near water or ice.

Water Smart educators need to work on changing behaviour. This is different than creating awareness or providing information. We will be successful in reducing drowning and injury if more people change the way that

they approach high-risk situations and act more responsibly.

Priority target groups

While the goal is to prevent drowning among all Ontarians, the Lifesaving Society focuses on priority target groups. The Society relies on its research to identify high-risk groups and to determine the most effective drowning strategies. Key target groups are:

- parents of children under five years of age
- parents of school-aged children
- male adults 18–49 years of age
- new Canadians

HOW YOU CAN HELP

- ❑ A key factor in the success of our Water Smart education efforts is support from community leaders like you to deliver Water Smart messages at the community level. You can help to promote Water Smart behaviour in a variety of ways, for example:

The Society annually presents its Water Smart Award to an affiliate for outstanding community service to drowning prevention education.

For details, see Take Action/Water Smart Award in *Who's Drowning* at www.lifesavingsociety.com

Run a Water Smart event

There are many options for events or activities when deciding what your facility would like to do to promote water safety. Be creative. Dream up your own event or use the resources and experience of the Lifesaving Society.

Staging an event or activity is not complicated. First, determine the target group. Then find the key messages and materials from the Water Smart campaign appropriate for that group.

For example, if the target group is men 18-49 years of age, then the focus is boating and your key message could be *“Buy yourself some time: wear your lifejacket.”*

If the target group is parents and caregivers of toddlers, then the key message is *“If you are not within arms’ reach, you have gone too far.”*



For the target group parents of school aged children, the message is “*All children should learn to swim to survive.*”

The official mascot of the Lifesaving Society, Buddy the Lifeguard Dog, figures prominently in numerous Water Smart activities. Buddy is a big, black, furry Newfoundlander mascot available to affiliates for use at their Water Smart events. If you are interested in booking Buddy, contact the Lifesaving Society by phone or email. Be advised: Buddy is a very popular guy whose calendar fills up quickly in the summer months. So book early!

For more event ideas, see Take Action in Who’s Drowning at www.lifesavingsociety.com. See also, Section 13, *Fundraising Events*.

Participate in National Drowning Prevention Week

The Lifesaving Society declares a National Drowning Prevention Week (NDPW) each year to build community and media support for the drowning prevention cause. NDPW provides a focus around which you can plan news releases, do media interviews and deliver public demonstrations and other events.

It usually begins on the third Saturday in July. However, if this date does not suit your needs, declare another date. (For example, northern communities with a shorter season might find their lakes and rivers most crowded in July and therefore want NDPW to begin at the launch of the season.)

Distribute Water Smart resources

The Society produces a variety of resources directed at specific target groups including posters, brochures, decals, tattoos, etc. Materials vary from time to time and are available to affiliate members at a nominal charge. Current information is found at www.lifeguarddepot.com; select Public Education.

Swim program licensees have additional Water Smart resources on their Swim CDs.

Offer Swim to Survive training

Basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada. The Society estimates that half of Canadian children never take traditional swimming lessons – even though "swimming" is the second most popular activity (after bicycling) in Canada among children between 5 and 12 years of age.

The Lifesaving Society wants to ensure every child has the basic skills to survive an unexpected fall into deep water. These are expressed in a skill sequence in the Canadian Swim to Survive standard. Swim to Survive is aimed primarily at children, but people of all ages should be able to perform the Society's Swim to Survive standard.

For details, see Section 5, *Swim to Survive* or visit Swim to Survive at www.lifesavingsociety.com.

Section 13

FUNDRAISING EVENTS

On average, 500 Canadians die each year in water-related incidents. Many more are injured.

Donations help us develop and deliver effective drowning prevention education to millions of Ontarians every year. Our Water Smart® public education activities are supported almost entirely by donations, corporate giving and fundraising events.

This section explains how you can help by running successful fundraising events in your community.

WAYS TO SUPPORT OUR CHARITY

Donate online at
www.lifesavingsociety.com.
 Click DONATE and select
 the *Donate Now* button.

- ❑ There are many ways to donate to the Lifesaving Society including fundraising events, personal and planned giving, corporate donations or sponsorships. Funds may also be dedicated to specific initiatives like:

- Water Smart drowning prevention education
- Swim to Survive
- Swim to Survive+
- Royce Crossley-Hickman National Lifeguard Award (supports youth who otherwise would be unable financially to participate in the Society's National Lifeguard program)
- Olive Pretty Archives (preservation of Society history)
- Brian Jones Memorial Fund (boating safety education)

For more information about ways to give to the Society and our other funds, visit www.lifesavingsociety.com.

FUNDRAISING EVENT OPTIONS

- ❑ Events are a great way to raise money to support drowning prevention education while increasing public awareness about the importance of safety around the water. Fundraising events are also a lot of fun, great team building exercises and can increase aquatic staff morale while providing service to a humanitarian cause.

The Society needs and welcomes your help. No experience in event planning or fundraising is necessary.

- ❑ The Society's invites you and your staff to participate in one or more of these events which have proven to be successful year after year. Contact the Lifesaving Society's fundraising staff for details and event planning tool kits.

The Society recognizes the commitment of Affiliate Members that mobilize staff and volunteers to raise funds for the Society. The **Darnell Cup** is awarded annually in three categories: the Affiliate that raises the most funds overall; the municipal Affiliate raising the most funds, and the single-facility Affiliate raising the most funds.

Annual Lifesaving Society events

- AGM Silent Auction (March)
- April Pools Day (April)
- 500 Metres for 500 Lives (July)
- Swim to Survive Challenge (Summer)
- Rescue Tube Relay (Summer)
- Ice Safety Awareness Month (November)

Community events

There are many options for your own local fundraising event. Consider what activities or themes would draw your target group. Find an event that you and your staff would like to do and let us know so that we can assist. Here are some examples:

- Swim-a-thon, Tread-a-thon, Slide-a-thon, Swim-to-Survive-a-thon
- Host a Lifesaving Society Royal Event (everyone wears royal blue at your facility for the day), or a Royal Life Dinner Gala (where everyone wears royal blue)
- Host a Water Smart Barbecue, Bake sale, Dinner
- Host a "Bringing Life Vests to Life" fashion show
- Host a Beach Party Fundraiser – beach volleyball tournament or other beach games
- Create a "Lifesaving Society Donation Wall" or "Week to End Drowning Donation Wall" at your facility where staff and patrons can add their name on a paper rescue tube or buoy

- Host a Plastic Duck Race Fundraiser in your pool; have a Car Wash

EVENT PLANNING CHECKLIST

- ❑ The Lifesaving Society has resources to help you plan and execute a successful fundraising event. *Event-in-a-Box* (for 100 or more participants) or *Event-in-an-Envelope* (for 30 to 99 participants) holds everything you need to make organizing a community fundraising event fun and easy including:
 - a fundraising event tool kit with step-by-step instructions to organize your event from start to finish
 - banners and balloons and even a balloon blower
 - public education materials (e.g., brochures, posters, bookmarks)
 - sample sponsorships letters, sample media releases to promote your event locally; and much more



You can also request Buddy the Lifeguard Dog, the Society's official mascot, for your fundraiser. For summer events, book Buddy well in advance with the public education staff.

For more information or to book your event, contact the Society's fundraising staff at 416-490-8844.

Select your event: Dream up your own event or run one of ours. Ask yourself if there is a specific Lifesaving Society fund you want to raise money for and what resources you will need to be successful. Contact the Society's fundraising staff for assistance.

Familiarize yourself with the Lifesaving Society's *Fundraising Code of Ethics* (see Section 3, *Policies*) which guides the Society and its members' selection and involvement in fundraising activities.

Pick your date: Schedule your event far enough in advance to provide enough time to plan and promote it. Pick a date that doesn't compete with other community events.

Register your event: Register your event with the Lifesaving Society and book your “Event-in-a-Box or Event-in-an-Envelope.”

Establish a goal and budget: Establish a fundraising goal and develop a realistic budget for expenses. This will help you determine whether your fundraising target is attainable and realistic.

Recruit volunteers: Volunteers help organize and manage fundraising events. Determine how many you’ll need given the nature and size of your event. Recruit enthusiastic people with the skills needed for success. Consider posting a call for volunteers on a community message board, in a local paper, social media or through word of mouth. Delegate tasks appropriately so no one is overburdened.

Check permissions: Some events may require a license or permit or waivers. Check with the appropriate authorities for information concerning such requirements including the process, cost and lead time to obtain permits or licenses.

Promote: Promotion is crucial to a successful event.

- **Word of mouth:** Tell your friends, family and colleagues about the event and ask them to invite people in their networks.
- **Posters:** Display event posters at local businesses, and community organizations.
- **Social media:** Facebook and Twitter are a great way to get the word out about your event. Staff and volunteers can use their own social networking channels to publicize the event and provide regular updates. Contact the Lifesaving Society for help promoting your event through the Society’s website, Facebook or Twitter accounts.
- **Media:** Local media can help build awareness about your fundraising efforts, drowning prevention and the Lifesaving Society. Be prepared to:
 - have your name and image made public
 - be interviewed

- share your personal story about why you are fundraising

We do not expect you to be an expert about the Lifesaving Society and its fundraising initiatives. Refer media to the Society's fundraising staff when you are unfamiliar with specifics. Let us know when you are in the news.

Solicit donations: Depending on the nature of your event, donations might be solicited in the form of direct personal donations to the Lifesaving Society, pledges or sponsorship. Enroll participants and distribute sponsor forms as necessary. Track and record all pledges, sponsorship funds and gifts-in-kind.

Before seeking corporate support or sponsors, contact the Society's fundraising staff. The Society has resources and guidelines to help.

Please do not approach charitable trusts to raise money in support of the Lifesaving Society.

RUNNING YOUR EVENT

- ❑ Event logistics vary with the nature of the fundraising event. Site plans, checklists and written volunteer duty sheets will help ensure your event runs smoothly. Consider:
 - Do we need tables for registration?
 - How many people do we need to manage registration or other paperwork, equipment, donations, sponsor forms, etc.?
 - Does the event require lifeguard supervision?
 - What signage and equipment do we need?
 - What public education materials will we distribute and how?
 - What protocols do we need to ensure the safety of funds raised?

Document the event. Take lots of photos. Assign someone to video the event and have people use their cameras.

Have FUN!

EVENT WRAP-UP

- ❑ Managing the “back-end” of a fundraising event is as important as planning or running the event itself. After your event:

Submit donations: Collect all funds (donations, sponsorship funds) and submit *all* donations to the Society. Federal legislation requires that all donations made to registered charities be submitted to the charity in full. If you have expenses that need reimbursement, submit the receipts to the Society.

You can send donations to the Society’s office or you can deposit them directly into the Society’s fundraising bank account (contact our fundraising staff for details). Make sure any cheques are made out to the Lifesaving Society.

The Society issues charitable donation receipts for donations of \$20 or more (a tax receipt must be requested if less than \$20).

We provide tax receipts in accordance with Canada Revenue Agency guidelines. Tax receipts are not provided when the donor receives something in return for their money, such as a raffle or sponsorship.

For more information, contact the Society’s fundraising staff.

Return forms and materials: Return completed Sponsor Forms (so that the Society can issue charitable receipts) and the Event Coordinator Reconciliation Form. If you’ve borrowed the “Event in a Box,” return the required items.

Email your photos and the names of your volunteers with a brief outline of your event to fundraising@lifeguarding.com.

Thank your people: Thank your volunteers, your donors and your sponsors. Celebrate a job well done.

PREREQUISITES AT-A-GLANCE

Swim for Life	Prerequisite
Parent & Tot 1	None, children 4–12 months
Parent & Tot 2	None, children 12–24 months
Parent & Tot 3	None, children 2–3 years
Preschool 1, 2, 3, 4, 5	None, children 3–5 years
Swimmer 1, 2, 3, 4, 5, 6	None, children 5 years and up
Adult 1, 2, 3	None, adults all ages
Fitness Swimmer	None, all ages

Lifesaving	Prerequisite
Junior Lifeguard Club	Canadian Swim to Survive Standard
Rookie, Ranger, or Star Patrol	None
Bronze Star	None. Swim Patrol recommended
Bronze Medallion	Min. 13 years of age or Bronze Star
Bronze Cross	Bronze Medallion, EFA* or SFA*
Distinction	Bronze Cross
Boat Operator Accredited Training (BOAT)	None. Min. 8 years of age recommended
Boat Rescue	Basic swimming & craft-handling ability
Lifesaving Fitness	30 years of age or less, or medical approval

Lifeguarding	Prerequisite
Patrol Rider	National Lifeguard (Waterfront or Surf recommended), PCO card
Wading Pool Attendant	Min. 14 years of age, EFA* or SFA*
National Lifeguard Pool	Min. 16 years of age, Bronze Cross, SFA*
National Lifeguard Waterfront	Min. 16 years of age, Bronze Cross, SFA*
National Lifeguard Waterpark	National Lifeguard Pool
National Lifeguard Surf	National Lifeguard Waterfront

First Aid	Prerequisite
Basic First Aid	None
Emergency First Aid (EFA)	None
Standard First Aid (SFA)	None
CPR-A; -B; -C	None
CPR-HCP	None
Automated External Defibrillation (AED)	CPR
Airway Management	SFA*
Anaphylaxis Rescuer	None

Please Note

Prerequisite awards must be earned **prior** to the start date of the course to which they apply. Awards taken concurrently are deemed to have been earned in the correct order.

Candidates must attain the age prerequisite by the date of examination.

Proof of prerequisites must be available to the Examiner.

***Standard or Emergency First Aid** certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol.

Lifesaving Sport	Prerequisite
Sport Fundamentals (level 1-5)	None. Min. 8 years of age and Swimmer 3 recommended
Community Official	Min.13 years of age
Pool Official	Min.16 years of age, Community Official, experience
Open Water Official	Min.16 years of age, Community Official, experience
Emergency Response Official	Min.16 years of age, Community Official, experience
Safety Management	Prerequisite
Aquatic Supervisor	National Lifeguard or Lifesaving Instructor or Swim Instructor certification; & 100 hr. experience as a lifeguard and/or instructor
Aquatic Management Training (AMT)	None
Aquatic Safety Inspector	None
Aquatic Safety Auditor	Aquatic Safety Inspector
Pool Operator Level 1	None
Pool Operator Level 2	Pool Operator Level 1 or equivalent
SEE Auditor	National Lifeguard and minimum 100 hours lifeguarding experience, or National Lifeguard Examiner, or Aquatic Supervisor or AMT
Aquatic Safety Chief Auditor	Aquatic Safety Auditor
Leadership	Prerequisite
Assistant Instructor	Min.14 years of age, Bronze Cross
Swim Instructor	Min.16 years of age, Bronze Cross
Lifesaving Instructor	Min.16 years of age, Bronze Cross
Advanced Instructor	Lifesaving Instructor
BOAT Instructor	Lifesaving Society Pleasure Craft Operator card, Lifesaving Instructor, Advanced Instructor (or Lifesaving Society PCO card and Core Instructor)
National Lifeguard Instructor	National Lifeguard, Lifesaving Instructor, Advanced Instructor
Standard First Aid Instructor	SFA*, Lifesaving Instructor, Advanced Instructor (or SFA* and Core Instructor)
Health Care Provider Instructor	Lifesaving Society CPR-HCP, Lifesaving Society Standard First Aid Instructor
Airway Management Instructor	Lifesaving Society Airway Management, Lifesaving Society Standard First Aid Instructor
Lifesaving Sport Coach Level 1	Lifesaving Instructor
Officials Instructor	Lifesaving Instructor, Advanced Instructor, Pool or Open Water or Emergency Response Official, experience
Aquatic Supervisor Instructor	Aquatic Supervisor, Lifesaving Instructor, Advanced Instructor
Aquatic Safety Inspector Instructor	Aquatic Safety Inspector, Lifesaving Instructor, Advanced Instructor
Aquatic Safety Auditor Instructor	Aquatic Safety Auditor, Lifesaving Instructor, Advanced Instructor
Aquatic Safety Chief Auditor Instructor	Aquatic Safety Auditor Instructor
SEE Auditor Instructor	SEE Auditor, National Lifeguard Examiner or Aquatic Supervisor Instructor
Pool Operator Instructor	Lifesaving Society Pool Operator Level 2, Lifesaving Instructor, Advanced Instructor
Examiner	Experienced Instructor
Instructor Trainer	Experienced Examiner
Lifesaving Sport Coach Trainer	Examiner, Lifesaving Sport Coach, Coach experience
Lifesaving Sport Officials Trainer	Examiner, Officials Instructor
Provincial Trainer	Experienced Instructor Trainer

LifeguardDepot.com®

The Lifesaving Society's online store is open for business. Enjoy the convenience of 24/7 shopping. It's all here – from first aid and pool supplies to everything required for lifesaving courses and training.



www.lifeguarddepot.com