

LIFESAVING SOCIETY  
GUIDE TO THE REVISED LEADERSHIP PROGRAM  
*May 2017*

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## INSTRUCTORS

### 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 and certify candidates:** Current Swim Instructor Trainers or Lifesaving Instructor Trainers teach and certify Assistant Instructors.

**Guideline for instructional time:** Based on 12–16 candidates. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time.

Assistant Instructor Course	Classroom	Water
Total Time (18 hr.)	9 hr.	9 hr.

**Guideline for maximum participants:** 16 candidates

**Recertification:** Assistant Instructor certification need not be recertified.

### SWIM INSTRUCTOR

Swim Instructors teach and evaluate all levels of the Swim for Life program.

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

**Who can teach and certify candidates:** Current Swim Instructor Trainers teach and certify Swim Instructors.

**Guideline for instructional time:** Swim Instructor may be offered as a stand-alone course or combined with the Lifesaving & Emergency First Aid Instructor course. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time.

Swim Instructor Course	Classroom	Water
Total Time (20 hr.)	8.5 hr.	11.5 hr.

Combined Swim Instructor and Lifesaving & Emergency First Aid Instructor Course	Classroom	Water
Total Time (40 hr.)	17.5 hr.	22.5 hr.

**Guideline for maximum participants:** 16 candidates

**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 point system.

## LIFESAVING & EMERGENCY FIRST AID INSTRUCTOR

Lifesaving & Emergency First Aid Instructors teach Bronze Medallion, Bronze Cross; teach and certify Canadian Swim Patrol, Bronze Star, Basic and Emergency First Aid, CPR-A-B-C.

Lifesaving & Emergency First Aid Instructors may also teach and certify Boat Rescue, Junior Lifeguard Club, and Lifesaving Fitness, Wading Pool Attendant.

Lifesaving & Emergency First Aid Instructors who hold Distinction may teach (but not certify) Distinction.

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

**Who can teach and certify candidates:** Current Lifesaving Instructor Trainers teach and certify Lifesaving & Emergency First Aid Instructors.

**Guideline for instructional time:** Lifesaving & Emergency First Aid Instructor 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. Breaks require additional time.

Lifesaving & Emergency First Aid Instructor Course	Classroom	Water
Total Time (20 hr.)	8 hr.	12 hr.

Combined Swim Instructor and Lifesaving & Emergency First Aid Instructor Course	Classroom	Water
Total Time (40 hr.)	17.5 hr.	22.5 hr.

**Guideline for maximum participants:** 16 candidates

**Recertification:** Lifesaving & Emergency First Aid Instructors remain current for 24 months from the date of certification. Only *current* Lifesaving & Emergency First Aid Instructors may teach the Society’s programs as detailed above. Lifesaving & Emergency First Aid Instructors recertify through the Society’s professional development point system.

## FIRST AID INSTRUCTOR

Current First Aid Instructors may teach and certify Basic and Emergency First Aid, CPR A-B-C, AED. Current First Aid Instructors teach (but not certify) Standard First Aid.

First Aid Instructors who hold CPR-HCP may teach (but not certify) CPR-HCP. (See Examiner.)

First Aid Instructors who hold Airway Management may teach (but not certify) Airway Management. (See Examiner.)

**Prerequisite:** Standard First Aid, minimum of 16 years of age by the end of the course.

**Who can teach and certify candidates:** Current First Aid Instructor Trainers teach and certify First Aid Instructors.

**Guideline for instructional time:** Based on 12-16 candidates. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time.

First Aid Instructor Course	Classroom	Water
Total Time (20 hr.)	20 hr.	0 hr.

**Guideline for maximum participants:** 16 candidates

**Recertification:** First Aid Instructors remain current for 24 months from the date of certification. Only *current* First Aid Instructors may teach the Society’s programs as detailed above. First Aid Instructors recertify through the Society’s professional development point system.

## NATIONAL LIFEGUARD INSTRUCTOR

Current National Lifeguard Instructors teach (but do not certify) National Lifeguard in the option(s) they hold:

National Lifeguard Instructors who hold National Lifeguard Pool may teach National Lifeguard Pool.

National Lifeguard Instructors who hold National Lifeguard Waterfront may teach National Lifeguard Waterfront.

National Lifeguard Instructors who hold National Lifeguard Waterpark may teach National Lifeguard Waterpark.

National Lifeguard Instructors who hold National Lifeguard Surf may teach National Lifeguard Surf.

**Prerequisite:** Lifesaving & Emergency First Aid Instructor, National Lifeguard in the option they wish to teach (i.e., National Lifeguard Pool, National Lifeguard Waterfront, National Lifeguard Water Park, National Lifeguard Surf).

**Recommended:** Bronze Examiner, lifeguarding experience.

**Who can teach and certify candidates:** Current National Lifeguard Instructor Trainers teach and certify National Lifeguard Instructors.

**Guideline for instructional time:** Based on 12-16 candidates. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time.

National Lifeguard Instructor Course	Classroom	Water
Total Time (16 hr.)	9 hr.	7 hr.

Guideline for maximum participants: 16 candidates

Recertification: National Lifeguard Instructors remain current for 24 months from the date of certification. Only *current* National Lifeguard Instructors may teach National Lifeguard. National Lifeguard Instructors recertify through the Society’s professional development point system.

## EXAMINERS

Examiners are experienced instructors who undergo specific training in examination standards. Appointment as an Examiner is a three-step process:

1. Successfully complete an Examiner course with a current Trainer.
2. Successfully apprentice with an experienced examiner on one exam in the stream they wish to be appointed as an examiner.
3. Appointment.

### STEP 1: COURSE

The **Examiner course** is the first step in the three-step process to be appointed as an Examiner for the Society, and prepares candidates to successfully apprentice as an Examiner on the exam of their choice. The Examiner course builds on the evaluation experience that candidates have attained in the instructor-evaluated content.

**Who can teach this:** Current Lifesaving Instructor Trainers, or current National Lifeguard Instructor Trainers, or current First Aid Instructor Trainers.

**Guideline for instructional time:** Based on 12-16 candidates. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time.

Examiner Course	Classroom	Water
Total Time (6 hr.)	4 hr.	2 hr.

Guideline for maximum participants: 16 candidates

## STEP 2: APPRENTICESHIP

After successful completion of the Examiner course, candidates apprentice with experienced examiners in the program stream they wish to be appointed as an examiner.

**Process:** Successfully apprentice on one exam with an experienced examiner.

## STEP 3: APPOINTMENT

Examiners are appointed by the Lifesaving Society Area Chair.

**Prerequisite:** Successful completion of the Examiner course; taught or co-taught at least one course in the award(s) the instructor wishes to be appointed as an examiner, and; successfully apprentice on one exam in the stream they wish to be appointed an examiner.

**Who appoints:** Lifesaving Society Area Chair.

**Process:** Submit completed Examiner Training Record to the Society for consideration by the Area Chair.

## BRONZE EXAMINER

Bronze Examiners examine and certify Bronze Medallion and Bronze Cross candidates. Bronze Examiners who hold Distinction examine and certify Distinction candidates.

**Prerequisite:** Lifesaving & Emergency First Aid Instructor; taught or co-taught at least one Bronze Medallion or one Bronze Cross course; successfully completed the Examiner course, and; successfully apprenticed with an experienced Bronze Examiner on one Bronze Medallion or one Bronze Cross exam.

**Who appoints:** Lifesaving Society Area Chair.

**Recertification:** Examiners remain current for 24 months from the date of certification. Only *current* Examiners may examine and certify candidates. Examiners recertify through the Society's professional development point system.

## FIRST AID EXAMINER

First Aid Examiners examine and certify Basic First Aid, Emergency First Aid, AED, CPR-A-B-C, Standard First Aid candidates.

First Aid Examiners who hold CPR-HCP examine and certify CPR-HCP candidates.

First Aid Examiners who hold Airway Management examine and certify Airway Management candidates.

**Prerequisite:** First Aid Instructor; successfully completed the Examiner course; successfully apprenticed with an experienced First Aid Examiner on one Standard First Aid course.

**Who appoints:** Lifesaving Society Area Chair.

**Recertification:** Examiners remain current for 24 months from the date of certification. Only *current* Examiners may examine and certify candidates. Examiners recertify through the Society's professional development point system.

## NATIONAL LIFEGUARD EXAMINER

National Lifeguard Examiners examine and certify National Lifeguard candidates in the option the examiner holds (e.g. National Lifeguard Examiner who holds National Lifeguard Pool examines and certifies National Lifeguard Pool candidates).

**Prerequisite:** National Lifeguard Instructor; taught or co-taught at least one National Lifeguard course; successfully completed the Examiner course, and; successfully apprenticed with an experienced National Lifeguard Examiner on one National Lifeguard exam.

**Who appoints:** Lifesaving Society Area Chair.

**Recertification:** Examiners remain current for 24 months from the date of certification. Only *current* Examiners may examine and certify candidates. Examiners recertify through the Society's professional development point system.

## TRAINERS

Trainers are experienced instructors or examiners who undergo specific training in teaching instructors. Appointment as a Trainer is a three-step process:

1. Successfully complete the Trainer course with a current National Trainer.

2. Successfully apprentice with an experienced Trainer on one Instructor course in the stream they wish to be appointed as a trainer.
3. Appointment.

### STEP 1: COURSE

The **Trainer course** is the first step in the three-step process to be appointed as a Trainer for the Society. The course provides candidates with an understanding of the expectations and requirements to teach instructors, and prepares participants to successfully apprentice as a Trainer on the Instructor course(s) of their choice.

**Prerequisite:** Bronze Examiner or First Aid Examiner or National Lifeguard Examiner, or; experienced Swim Instructor (see specific information below), Official Instructor, Lifesaving Sport Coach.

**Who can teach this:** Current National Trainers.

**Guideline for Instructional time:** Based on 6-8 candidates. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time.

Trainer Course	Classroom	Water
Total Time (16 hr.)	9.5 hr.	6.5 hr.

**Guideline for maximum participants:** 8 candidates

### STEP 2: APPRENTICESHIP

After successfully completing the Trainer course, Trainer candidates must apprentice on an Instructor course. Before being appointed as a Trainer, candidates must have taught or co-taught at least one course in the award(s) they wish to be appointed.

**Prerequisite:** Successfully completed the Trainer course; taught or co-taught at least one course in the award(s) the instructor wishes to be appointed as a Trainer.

**Process:** Successful apprenticeship with an experienced Trainer.

### STEP 3: APPOINTMENT

Trainers are experienced instructors who undergo specific training in teaching instructors. They are appointed by the Lifesaving Society.

**Prerequisite:** Successful completion of the Trainer course; taught or co-taught at least one course in the award(s) the instructor wishes to be



appointed as a Trainer, and; successfully apprentice on one Instructor course in the stream they wish to be appointed as a Trainer.

**Who appoints:** Lifesaving Society.

**Process:** Submit completed Trainer Training Record to the Society for consideration.

## LIFESAVING INSTRUCTOR TRAINER

Lifesaving Instructor Trainers teach and certify Assistant Instructors, Lifesaving & Emergency First Aid Instructors, and teach the Examiner course.

**Prerequisite:** Bronze Examiner; successful completion of the Trainer course; taught or co-taught at least one Bronze Medallion or Bronze Cross course; successfully apprenticed on one Lifesaving & Emergency First Aid Instructor course.

**Who appoints:** Lifesaving Society.

**Recertification:** Trainers remain current for 24 months from the date of certification. Only *current* Trainers may teach and certify Instructor candidates. Trainers recertify through the Society's professional development point system.

## SWIM INSTRUCTOR TRAINER

Swim Instructor Trainers teach and certify Assistant Instructors, and Swim Instructors.

**Prerequisite:** Swim Instructor certification; successful completion of the Trainer course; taught at least 100 hours of Swim for Life program; successfully apprenticed on one Swim Instructor course.

**Who appoints:** Lifesaving Society.

**Recertification:** Trainers remain current for 24 months from the date of certification. Only *current* Trainers may teach and certify Instructor candidates. Trainers recertify through the Society's professional development point system.

## FIRST AID INSTRUCTOR TRAINER

First Aid Instructor Trainers teach and certify First Aid Instructors, and teach the Examiner course.

**Prerequisite:** First Aid Examiner; successful completion of the Trainer course; taught or co-taught at least one Standard First Aid course; successfully apprenticed on one First Aid Instructor course.

**Who appoints:** Lifesaving Society.

**Recertification:** Trainers remain current for 24 months from the date of certification. Only *current* Trainers may teach and certify Instructor candidates. Trainers recertify through the Society's professional development point system.

## NATIONAL LIFEGUARD INSTRUCTOR TRAINER

National Lifeguard Instructor Trainers teach and certify National Lifeguard Instructors, and teach the Examiner course.

**Prerequisite:** National Lifeguard Examiner; successful completion of the Trainer course; and taught or co-taught at least one National Lifeguard course; successfully apprenticed on at least one National Lifeguard Instructor course.

**Who appoints:** Lifesaving Society.

**Recertification:** Trainers remain current for 24 months from the date of certification. Only *current* Trainers may teach and certify Instructor candidates. Trainers recertify through the Society's professional development point system.

## NATIONAL TRAINER

National Trainers are experienced and talented Trainers who are certified to teach the Trainer course. The Society appoints National Trainers as needed. Appointees must successfully apprentice with an experienced National Trainer on a Trainer course.

**Prerequisite:** Experienced Trainer

**Who appoints:** Lifesaving Society. Appointment is a four-step process:

1. Application and invitation.
2. Successfully complete the National Trainer course.
3. Successfully apprentice on one Trainer course.
4. Appointment.

### STEP 1: APPLICATION AND INVITATION

**Prerequisite:** Experienced Lifesaving Society Trainer; invitation from the Society to attend the National Trainer course.

### STEP 2: COURSE

The **National Trainer course** is the second step in the four-step process to be appointed as a National Trainer for the Society. The course provides candidates with an understanding of the expectations and requirements to teach Trainers, and prepares participants to successfully apprentice as a National Trainer on the Trainer course.

**Who can teach this:** Lifesaving Society-appointed National Trainers.

**Guideline for Instructional time:** Based on 6-8 candidates.

National Trainer Course	Classroom	Water
Total Time (7 hr.)	7 hr.	0 hr.

**Guideline for maximum participants:** 8 candidates

### STEP 3: APPRENTICESHIP

After successful completion of the National Trainer course, National Trainer candidates must apprentice on a Trainer course with an experienced National Trainer.

### STEP 4: APPOINTMENT

After successful apprenticeship on one Trainer course, the National Trainer candidate submits the completed National Trainer Training Record to the Society.

**Who appoints:** Lifesaving Society.

**Recertification:** At the discretion of the Lifesaving Society.