Program *Guide*

Guide to Lifesaving Society programs and services

LIFESAVING SOCIETY
The Lifeguarding Experts

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ONTARIO

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LIFESAVING SOCIETY®
The Lifeguarding Experts

Program Guide

A GUIDE TO THE LIFESAVING SOCIETY'S PROGRAMS AND SERVICES

Published by the Lifesaving Society, 400 Consumers Road, Toronto, Ontario, Canada M2J 1P8
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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 1.5 million 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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Change log

LATEST UPDATES AT-A-GLANCE

July 2026

General

- □ Terminology updated through the *Program Guide* to reflect First Aid Transition updates.

Section 8 – First Aid Programs

- □ Full section updated to reflect First Aid Transition.
- □ Basic First Aid and AED:
  - Certifications have been retired.
- □ Emergency First Aid replaced with new WSIB approved Basic First Aid.
- □ Standard First Aid replaced with new Intermediate First Aid.

Section 11 – Leadership Training Programs

- □ Swim Instructor
  - Required References now include *Canadian Swim Patrol Award Guide*.
- □ Emergency First Aid Instructor
  - Certification has been retired.
- □ First Aid Instructor
  - Changes to age prerequisite.
- □ Lifesaving Instructor Trainer
  - Changes to prerequisites.

January 2026

Section 10 – Aquatic Safety Management

- □ SEE Auditor: updated recertification process.

Section 11 – Leadership Training Programs

- □ SEE Auditor Instructor: Prerequisites corrected to Aquatic Management Instructor.

Prerequisites at a glance

- □ Retired certifications removed.
- □ Now includes Standard First Aid recertification prerequisites.

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Foreword

HOW TO USE THIS GUIDE

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, Coaches, Trainers and Affiliate Members offer Lifesaving Society programs.

In this edition, we've made our Program Guide available exclusively online, improving its accessibility and functionality for all. Throughout, you'll find bookmarked text, (allowing you quickly jump to specific sections or pages), hyperlinks back to our website for detailed information and improved ease of use for our members with accessibility needs.

The structure should feel familiar, 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 and Lifeguarding, First Aid, 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.

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, lifesaving sport clubs, private organizations, and individuals.

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 and type of facilities operated by the Affiliate.

SERVICES AVAILABLE TO AFFILIATE MEMBERS

□ We invite Affiliate Members to make full use of the programs and services offered by the Society. Benefits enjoyed by Affiliate Members include:

Available programs

- The Lifesaving Society's suite of programs is available exclusively to the Society's Affiliate Members in good standing. The following programs are available to all Affiliate Members:
  - Swim to Survive (Section 5)
  - Swim for Life (requires additional license, see Section 6)
  - Lifesaving and Lifeguard programs (Section 7)
  - First aid programs (requires additional license, see Section 8)
  - Sport Fundamentals (Section 9)
  - Management Training and Safety Accreditation programs (Section 10)
  - Leadership programs (Section 11)

Area Chairs

- Area Chairs serve as the Society's official representatives within their geographical areas.
- They are available to Affiliate Members throughout the year to assist with training and locating Examiners and Examiner Mentors.

Inside Tracker

- Inside Tracker is designed specifically for Affiliates and is included with membership. 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 (e.g., missing information).
  - See which of your course candidates have awards on hold because of an issue (e.g., missing prerequisites).

Service standards

- The Lifesaving Society believes in being accountable to its members and proudly publishes service standards its Affiliate Members can expect:
- **Phone answering:** When you call the Society, a staff member will answer your call and help you with what you need. If you need to leave a message, a staff member will call you back within one business day.
- **Email:** Emails received to the Society's general inbox (experts@lifeguarding.com) will be answered within one business day.
- **Test sheet processing:** When the Society receives test sheets, we review them for accuracy and validate the candidates, instructor and affiliate. We aim to process test sheets that pass these quality control measures (and have no other errors) within 10 business days.
  - Test sheets are processed in the order they are received. The sooner the Society receives a test sheet, the sooner the certifications are mailed out to candidates.
  - Certification cards are mailed out via Canada Post. Delivery time may vary.
  - If there are errors or validation concerns, additional time is required for the Society to follow up with the affiliate to verify or provide details.

- **Orders/Shipping:** We aim to ship all orders placed through the Society and LifeguardDepot.com within two business days. If an item you ordered isn't available to ship, we will notify you once we've processed your order.
- **Invoicing:** After a merchandise order or test sheet submission has been shipped, the Society will send you your invoice for that order within three business days.

Course listings

The Lifesaving Society will post Affiliate Members' courses on the Society's website at no charge. Email your courses to training@lifeguarding.com.

Other benefits

- Affiliate Members may obtain Lifesaving Society awards in advance for presentation on the day of examination (see Section 4, *Program Administration*).
- Affiliate Members enjoy credit privileges that allow for the ordering of materials and award processing with payment at a later date.
- Only Affiliate Members are eligible for a license to offer the Society's First Aid programs.
- Only Affiliate Members are eligible for a license to offer the Society's Swim for Life program.
- Affiliate Members can establish an account at the Society's online store – LifeguardDepot.com – for 24/7 shopping convenience and invoicing direct to your account.
- Affiliate Members are eligible to register competitors in sanctioned lifeguard and lifesaving competitions.
- Affiliate Members can submit their upcoming Lifesaving Society training courses for inclusion in Find a Course at lifesavingsociety.com at no charge.
    - Download the excel template from the Find a Course page on our website to speed up the process of posting your course online.
- Affiliate members receive preferred rates for advertising job openings on the Society's website using Find a Job.
- Affiliate Members receive preferred rates for aquatic safety audit services (see Section 10, *Aquatic Safety Management*).
- Affiliate Members receive immediate post-incident management advice and resources from the Lifesaving Society.
- Lifesaving Society representatives are available to Affiliate Members throughout the year to meet with and assist their staff and volunteers.
- Each Affiliate Member may send two voting delegates to the Annual General Meeting of the Lifesaving Society Ontario.

OBLIGATIONS AND RESPONSIBILITIES OF AFFILIATE MEMBERS

□ Affiliate membership entails certain responsibilities and obligations. Lifesaving Society Affiliate Members shall:

Quality and safety management

- Maintain a safe environment suitable for delivering Lifesaving Society programs and services, at minimum in accordance with regulations and Lifesaving Society Ontario standards.
- Use currently certified Lifesaving Society Instructors, Coaches, Examiners and Trainers to deliver Lifesaving Society programs.
- Confirm that candidates for Lifesaving Society awards hold the prerequisites required by the Society ***prior*** to the start of courses.
- Use all required Lifesaving Society resources and manuals for all Lifesaving Society programs.
- Maintain adequate liability insurance to protect their employees.
- Respect the Society's copyright on its intellectual property: Affiliates shall not reproduce content, in whole or in part, from Lifesaving Society resources and literature by any means unless specifically authorized to do so in writing 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 the Society's programs (see Section 3, *Policies*, and Section 4, *Program Administration*).
- Maintain their Lifesaving Society financial accounts up to date with prompt payment of all invoices (i.e., within 30 days). Affiliates whose accounts are not up to date jeopardize the good standing of their membership and risk losing the benefits.
- Complete the administrative functions related to Lifesaving Society program delivery in a timely manner (see Section 4, *Program Administration*).
- Adhere to Lifesaving Society visual identity guidelines (see below) and refrain from altering Lifesaving Society licensed images.
- Use correct Lifesaving Society program names when advertising (e.g., "Lifesaving Society Bronze Cross").

Visual identity (logo) usage

- Only Affiliate Members in good standing (Affiliation fee is paid, account is current) may use the Lifesaving Society's identity.
- For Affiliate Members who wish to advertise their affiliation with the Lifesaving Society, we recommend the following wording with or without the Lifesaving Society logo: "Affiliate Member of the Lifesaving Society"
- If any of the Society's logos are used, Affiliate Members must follow the Society's Visual Identity Guidelines. Contact us for a copy.

WEBSITE

☐ Visit the Lifesaving Society's website (lifesavingsociety.com) for up-to-date information on our programs, products, services, course listings, events and contacts.

Member login: Affiliates can connect their staff members' individual logins to a central account for their organization. In addition to placing orders on LifeguardDepot.com, users can view past invoices, pay outstanding balances, manage Swim to Survive grant applications and view their membership agreement.

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

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

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 favourites on your phone or tablet and enter your ID code to see your awards record.

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

Find a Member: Check certification records online. You will need the personal Lifesaving Society ID code of the member whose records you need to confirm (remember to get their permission first).

- Check if course candidates hold the required prerequisites.
- Validate certification cards when their authenticity is questioned.
- Save time not having to chase staff to obtain proof of certifications. *Find a Member* reports satisfy the hard copy proof requirements for the Ministry of Health.
- Verify if an instructor holds the required certification to teach specific courses.
- View an individual's complete certification history or restrict results to only show current certifications.

SHOP

Lifeguard Depot.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. For information about how to register for online shopping, see page 32.

FIRST AID LICENSEES

- Only Lifesaving Society Affiliate Members are eligible to become First Aid Licensees.
- First Aid programs include: Basic First Aid, Intermediate First Aid, CPR, CPR-Health Care Provider/Basic Life Support (HCP/BLS & AED), Airway Management, Anaphylaxis Rescuer

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*).

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

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. Point values reward Affiliates who offer a full menu of Lifesaving Society programs and reflect the relative degree of difficulty or amount of training and effort required to achieve each level including the programming time commitment.

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 single-facility affiliate 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 under 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 school with the largest lifesaving program.

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

Private Affiliate Award: Awarded to the private affiliate 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.

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

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

Jocelyn Palm Cup: Awarded to the affiliate making the most outstanding contribution to the National Lifeguard Service.

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

John A. Macintyre Award: Awarded to affiliates and their board of education partners who provide Swim to Survive training to 80 percent or more of the target populations.

Darnell Challenge Cup: Awarded to the affiliate or institution that raises the most funds overall and to the single facility that raises the most funds in the calendar year.

Section 2

THE LIFESAVING SOCIETY

The Lifesaving Society – Canada's lifeguarding experts – 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.

We are a national volunteer organization and registered charity composed of ten provincial/territorial branches, tens of thousands of individual members, and over 4,000 affiliated swimming pools, waterfronts, schools and clubs.

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 Lifesaving Society takes lead responsibility for drowning prevention in Canada.

We have been teaching swimming, water safety and water rescue in Canada since 1896. Established in England (1891) as The Swimmers' Life Saving Society, we became The Royal Life Saving Society in 1904. Today, we are known as simply the Lifesaving Society.

WORKING TO PREVENT DROWNING

- On average, 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. We publish our findings in our *Drowning Reports*.

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 1.5 million Canadians participate in the Society's swimming, lifesaving, lifeguard and leadership training programs. Each year we certify thousands of instructors who provide the leadership for these programs.

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

SETTING THE STANDARD

- The Society establishes aquatic safety standards and consults on 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 and at coroner inquests involving aquatic safety.

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; provide an incentive for lifesaving, skill development and lifeguard training; encourage innovation in lifesaving and lifeguarding techniques; and provide opportunities for volunteer recruitment, retention and leadership development. Our Lifesaving Sport Fundamentals program offers a recreational introduction to lifesaving sport skills. Junior, 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, Swim to Survive® program and drowning research are supported by personal donations, corporate giving and fundraising events (see Section 13, *Fundraising Events*).

  Donate online: Donate online to the Lifesaving Society via Canada Helps or visit the How to Donate page for more information.

IN ONTARIO

- The Lifesaving Society is incorporated in Ontario and operates its Member Services Centre at 475 Cochrane Drive in Markham and its Corporate Headquarters at 400 Consumers Road, Toronto.

  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 lifesavingsociety.com for up-to-date information on our programs, products, services, course listings, events and contacts. The Society's online store LifeguardDepot.com provides a comprehensive selection of equipment and supplies required to operate safe aquatic facilities and training programs.

RESCUE RECOGNITION AWARDS

- **Lifesaving Commendation Certificate:** The Lifesaving Commendation is awarded to Lifesaving Society certification holders working in a professional capacity and, in the line of duty, perform a successful rescue in a life-threatening emergency requiring resuscitation. The rescuer responds to the emergency (aquatic or non-aquatic) with demonstrated judgment, knowledge and skill, which results in the saving of a life.

  Affiliates or employers make nominations and present certificates at locally arranged presentations.

  To nominate, contact us and ask for the Lifesaving Commendation Certificate nomination form.

- **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.

  To nominate, contact us and ask for the Rescue Award of Merit nomination form.

VOLUNTEER AWARDS

- The Lifesaving Society is composed of thousands of dedicated volunteers. Annually, we recognize outstanding individuals with *Commonwealth Honour Awards*, which recognize leadership and dedicated service to the Lifesaving Society.
- For more information about Volunteer awards of the Society, visit the individual members page of the Society's website.

Section 3

POLICIES

Lifesaving Society policies provide direction to the Society's leadership and Affiliate Members concerning required procedures and processes. They are designed to:

- *Protect the integrity of the Society's training standards.*
- *Protect the privacy of individuals.*
- *Guide member behavior.*

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.

Definitions

Vocational awards: are Lifesaving Society certifications used to gain employment (e.g., National Lifeguard). The Society's Verification of Identity policy contains the full list of what the Society deems a vocational award.

Course and Clinic: The Society's programs are offered in a variety of formats including courses and clinics. The Society defines a "course" as a training format in which candidate performance is measured against prescribed performance criteria as outlined in award guides.

A "clinic" has no prescribed performance criteria. Although clinics are primarily used for enrichment or professional development, participation in certain clinics may be a required step towards certification or recertification.

Online learning: is a form of distance education over the internet with no requirement for participants to attend in-person classes. Also referred to as e-learning.

Blended learning: is an approach to education that combines online learning with in-person teaching. Blended learning provides candidates with the flexibility to learn via electronic and online multimedia as well as in-person interaction for skill performance and assessment.

Did you know?

Prerequisite awards need not be current.

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).

First Aid currency: The Society's workplace Basic First Aid and Intermediate First Aid certifications are valid for a 36-month period.

Identity verification

To uphold the integrity of its certifications, the Lifesaving Society may require candidates to provide proof of identification. This may include verifying a candidate's age to meet prerequisites or confirming their identity for vocational awards used in employment settings.

Beginning January 1, 2026, affiliates must follow the Society's Verification of Identity policy when checking identification. For full details – including which certifications this applies to – consult the Society's Verification of Identity policy.

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, Examiners, Coaches and Trainers 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 Instructors, Examiners, Coaches and Trainers on the first day of the course.

Age prerequisites: Minimum age requirements must be attained by the day of the exam. There are no exceptions. Acceptable proof of age includes:

- Driver's license
- Birth certificate
- Permanent resident card
- Health card
- Passport
- Canadian citizenship certificate
- Ontario Photo Card
- Indian status certificate

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., Basic First Aid and Bronze Cross), the Society deems the prerequisite award to have been earned in the correct order.

Prerequisite awards need not be current.

The following are acceptable proof of award prerequisites:

1. A printout from *Find a Member*.
2. A confirmation using *Find a Member Mobile* (findamember.ca).
3. A Lifesaving Society certification card or current temporary card (expired temporary cards – more than 90 days old – may not be used).

First aid prerequisites: For prerequisite purposes, the Lifesaving Society accepts first aid certifications from approved training agencies for the following:

- Emergency First Aid
- Standard First Aid
- Basic First Aid (CSA Z1210)
- Intermediate First Aid (CSA Z1210)

A list of approved agencies can be found here:

https://www.lifesavingsociety.com/first-aid/first-aid-prerequisites.aspx

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.

Bronze medals and National Lifeguard Recertification exams

The Society has standardized Bronze Medallion, Bronze Cross, and National Lifeguard recertification exams by designating the mandatory (and only) items to be evaluated during a recertification.

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 they are 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.

Recertification

Award holders are encouraged to maintain up-to-date skills and abilities through recertification.

Lifesaving and lifeguard awards 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.

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

To attend a IFA recertification course, the date of the original IFA certification must be *within 36 months*. No exceptions.

As per WSIB regulations, candidates who hold a current Intermediate First Aid certification from an approved training agency, may attend a Lifesaving Society Intermediate First Aid recertification. They need not have taken their original Intermediate First Aid with the Lifesaving Society.

Leadership awards recertification: In order to teach or certify candidates, Instructors, Examiners, Coaches and Trainers must be current. The Society requires its Instructors to remain current by recertifying their teaching, examining, or coaching credentials through a points system. Instructors, Examiners, Coaches and Trainers may recertify at any time regardless of the certification date of the original award. Leadership recertifications can be completed online. For details, visit the Recertifying page of our website.

Facilities

Lifesaving Society courses may be run in any environment compatible with the award requirements. Bronze Star, Bronze Medallion, Bronze Cross and National Lifeguard require water facilities that are at least 15 m long, 5 m wide, and 1.5 m deep.

The Society's First Aid awards do not require water and may be run anywhere conducive to good learning. Adequate practice and evaluation space are required for First Aid awards and Lifesaving Society programs that have dry land components. At a minimum, space should conform to the Ontario Building Code.

Course or exam

While candidates may challenge (i.e., present themselves for examination without taking the course) some lifesaving awards without a course, candidates for the following certifications must take the full course:

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

When an affiliate sets up an exam for candidates to challenge lifesaving awards without taking a course, all items must be evaluated.

Minimum number of candidates on exams

The minimum number of candidates on an exam is one. All individuals assisting with the exam must be listed on the test sheet as participants or non-certifying volunteers and include their mailing and email addresses, phone number, and Lifesaving Society ID code (if applicable). The bystander, victim, or additional rescuer may not be the Examiner conducting the exam. Bronze medal and National Lifeguard examinations may require different minimums.

More than one award per day

Candidates may be evaluated for multiple 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.

Who teaches and certifies candidates?

Some Lifesaving Society awards are taught and certified in their entirety by Lifesaving Society Instructors or Coaches.

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 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

Unsuccessful candidates on test sheets

It's important (and required) to record and submit unsuccessful candidates on test sheets. The Society uses this information to improve its programs.

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 successfully 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.

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, Swim Patrol, Bronze Star, Junior Lifeguard Club, 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.

Certification and Affiliate Member reviews

The Lifesaving Society investigates complaints of a serious nature and allegations of misconduct against Lifesaving Society award holders and Affiliate Members who fail to follow the Lifesaving Society policies and procedures. The result may be a caution, a suspension, or in egregious cases, revocation of certification or membership.

Certification reviews apply to holders of Lifesaving Society leadership appointments including Instructors, Examiners, Coaches and Trainers who deliver the Society's program to others. Certification reviews may apply to other award holders including lifeguards who fail to maintain or reflect the Society's standards.

Affiliate Member reviews apply to Lifesaving Society Affiliate Members and aim to determine if an affiliate has failed to fulfill the responsibilities and obligations outlined in the terms of the Society's Affiliate Member Agreement.

The details for both certification reviews and Affiliate Member reviews are outlined in the Society's Complaint Policy. You can read the current version of the Complaint Policy in the Policies section of the Society's website.

Foreign certifications

Individuals with awards from other countries may request a review of their certifications to determine what training should be undertaken to acquire the appropriate Canadian certification(s). Applications can be found on the Find a Form page of the Society's website. A fee is charged for each review.

EXAMINATION POLICIES

Bronze Medallion

The Bronze Medallion Exam Policy defines the minimum conditions under which Bronze Medallion examinations may occur. The current version of the Bronze Medallion Exam Policy is available in the Policies section of the Society's website.

Bronze Cross

The Bronze Cross Exam Policy defines the minimum conditions under which Bronze Cross examinations may occur. The current version of the Bronze Cross Exam Policy is available in the Policies section of the Society's website.

National Lifeguard

The National Lifeguard Exam Policy defines the minimum conditions under which National Lifeguard level examinations may occur. The current version of the National Lifeguard Exam Policy is available in the Policies section of the Society's website.

Required equipment

Visit our website for a complete list of the equipment required to run National Lifeguard courses.

The Lifesaving Society carries equipment required for National Lifeguard. Visit LifeguardDepot.com to purchase.

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 and payment information. The Lifesaving Society's website may record information such as number of logins, 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 unless required by law.

The current version of the Privacy policy is available in the Policies section of the Society's website.

Change of name

The Lifesaving Society's records are an important source of administrative, evidentiary and historical information. Good governance of these records necessitates a protocol be followed when altering a person's name.

This policy ensures appropriate processes are in place when a member requests to change their legal and/or preferred name on their record.

View the current version of the policy in the Policies section of the Society's website.

Respect in the Workplace

The Lifesaving Society is committed to providing a work environment that is free of discrimination and harassment in compliance with the *Ontario Human Rights Code* and free of harassment and violence in compliance with the *Ontario Occupational Health and Safety Act*.

The Respect in the Workplace policy provides an overview of the Lifesaving Society's expectations regarding the treatment of others in the workplace. It applies to anyone representing the Lifesaving Society, either on a paid or volunteer basis.

The current version of the Respect in the Workplace policy is available in the Policies section of the Society's website.

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.

The current version of the Volunteer Code of Conduct is available in the Policies section of the Society's website.

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*).

The current version of the Fundraising Code of Ethics is available in the Policies section of the Society's website.

Accessibility

The Lifesaving Society Ontario Branch is committed to treating all individuals with dignity and respect and strives to provide an accessible and welcoming environment for all. The Lifesaving Society supports the goals of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and is committed to providing customer service in a manner that respects the dignity and independence of people with disabilities.

The AODA requires the Society to develop, implement and maintain one or more policies governing how we will achieve the requirements of the *Integrated Accessibility Standards Regulation* (IASR). These documents will be available to the public on our website and in accessible formats upon request.

The current version of the Accessibility Policy is available in the Policies section of the Society's website.

Section 4

PROGRAM ADMINISTRATION

Lifesaving Society training programs are delivered through a community-based system. 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.

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, Examiners, Coaches and Trainers. Review Affiliate Membership guidelines *in Section 1 and* Policies *in Section 3.*

DELIVERING LIFESAVING SOCIETY COURSES

Post your courses on our website

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

Follow the instructions outlined on the Society's website to upload all your scheduled courses in a single spreadsheet.

□ In the community-based system, Affiliates:

- Determine when and where courses are offered.
- Ensure adequate time, facilities and equipment are available for the course (see award descriptions for specific information).
- Determine how much to charge for each course.
- Register candidates for courses.• Collect Lifesaving Society exam fees.
- Assign the appropriately certified leadership personnel (Instructor, Examiner, Coach or Trainer) to teach and certify candidates on the Society's courses.
- Order course materials (and instant awards where permitted).
- Schedule and host exams (where required).
- Submit completed test sheets or leadership Master Sheets and exam fees to the Society.

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 the responsibility to follow Lifesaving Society Prerequisite Policy to avoid the unnecessary and negative public relations issues that result when candidates are not certified after participating in a course.

Missing Prerequisites

Do not allow candidates with missing prerequisites on courses.

The Society will not issue awards to candidates missing prerequisites.

Those candidates will be required to retake the course once they have the required prerequisites.

Affiliates:

- 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 page 130) and make sure they understand it.
- Do not allow candidates to register who cannot prove they hold the required prerequisites. See *Prerequisites* on page 22 in Section 3, *Policies*.

ORDER MATERIALS

Course materials

Some awards have required candidate materials (e.g., Bronze Medallion candidates are required to have the *Canadian Lifesaving Manual*). Refer to the specific awards in this guide for a list of required resources.

□ To order equipment, literature, resources and supplies:

Order online: LifeguardDepot.com is the online store of the Lifesaving Society. Affiliate Members can purchase online 24/7 on account or by credit card. See page 32 for instructions on setting up an account.

Call: 416-490-8844. Talk to real people 9 to 5, Monday to Friday. You may leave a voicemail after hours

Email: orders@lifeguarding.com

Fax: 416-490-8766.

Delivery options: The Society offers flat rate standard shipping within Canada (some exclusions apply) based on the dollar value of your order. Where applicable, shipping fees and taxes will be added to your bill. Additional charges for expedited or express shipping apply.

Alternatively, customers may arrange for pickup at our Member Services Centre, 475 Cochrane Drive (Unit 11), Markham, Ontario, L3R 9R4 – we offer both in-office and curbside pickup.

Paying us: Affiliate Members can order on their account or by purchase order. Others pay at time of purchase by cash, cheque, money order, major credit card or debit card.

The Society's Affiliate and Individual Members can pay electronically. To set this up, contact your bank and use your Lifesaving Society ID number as your account number. We are listed as "Lifesaving Society Ontario" for e-payments.

When making an e-payment, email payments@lifeguarding.com to tell us what you are paying for and include the e-payment password you created.

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.

Order returns

LifeguardDepot.com® 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.

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

All returns under the LifeguardDepot.com warranty are subject to inspection. Read about shipping & returns.

Lifeguard Depot.com®

LifeguardDepot.com is the online store of the Lifesaving Society. LifeguardDepot.com offers a comprehensive selection of equipment and supplies required to operate safe aquatic facilities and training programs including CPR instruction. Order 24/7 as an individual or on behalf of your organization.

Set up your personal account

- Go to 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 6-digit Member ID is on the bottom right of your certification cards. Your 8-digit personal Access Code is on the tear-off section below your certification cards. Call us to obtain your Access Code if you have misplaced this portion of your certification cards.

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, they first register as an individual (as above) at lifesavingsociety.com making sure to associate this registration with their Lifesaving Society Member ID and Access Code.
- If your Administrator has already registered as an individual, they simply select "Administrator" rather than "Individual" in order to add "Users."

Administrators: Set up your Users

- Log in as "Administrator" for the Affiliate.
- Go to "Manage Logins" in left-side navigation.
- Enter the Lifesaving Society Member ID of each User in the space provided and click "Add User."
- If a User is not a Lifesaving Society member, contact us so we can add them to our system.
- To remove a User, click on "Remove" beside their name.
- Important: Before Users can purchase, they must register as individuals (as above) and link their Lifesaving Society Member ID and Access Code.

EVALUATING CANDIDATES

Getting ready for exams

In preparation for exams, please have all paperwork and equipment ready and set up before the exam begins.

- Evaluating candidates across the Lifesaving Society's various programs require different levels of leadership certification. Trainers teach and certify candidates on Society leadership courses (e.g., Swim Trainers teach and certify Swim Instructors). Some entry level Lifesaving and First Aid programs are evaluated entirely by an Instructor; other more advanced programs require an Examiner. Always refer to the **Instruction and certification** section under each program throughout this guide to confirm the Instructor, Examiner, Coach or Trainer assigned to a course holds the correct certifications.
- If you need help locating an Examiner in your area, you can contact your Area Chair (well in advance of the course or examination date) to request help in locating a certified, current Examiner in your area. Contact information for Area Chairs is available from the Contact Us page on the Society's website.

  Once you've found an appropriate Instructor, Examiner, Coach or Trainer to teach and certify your course, discuss the following:

  - Number of candidates and the award level(s).
  - Date and time of the course and/or exam.
  - Time and space allotted.
  - Directions to the facility.
  - Equipment requirements.
- Candidates, Instructors, Examiners, Trainers and Affiliates each have responsibilities during evaluations.

  Affiliates are responsible for:

  - Ensuring the applicable examination policies (e.g., National Lifeguard Examination Policy) are followed.
  - Ensuring that candidates have the required prerequisites to enroll in the course.
  - Providing a lifeguard for any pool time required on a course or exam.
  - Ensuring that appropriate space and equipment are available.
  - Confirming that the qualifications of the Instructor(s), Examiner(s), Coach(es) and/or Trainer(s) are valid and current before the start of the course.
  - 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 Instructor, Examiner, Coach and/or Trainer for their records.

Instructor and Examiner qualifications

Confirming the Instructor, Examiner, Coach and Trainer qualifications and currency before the exam begins can help avoid delays in the processing of the awards.

The certifying Instructor, Examiner, Coach or Trainer is responsible for:

- Providing proof of current certification to the Affiliate before the course begins.
- Reviewing proof of candidate prerequisites.
- Ensuring that adequate safety supervision is provided.
- Providing a fair and objective evaluation for each candidate.
- Completing and signing the test sheet. E-signatures accepted.
- Retaining a copy of the signed test sheet for their own records.
- Verifying the identity of candidates according to the Society's Identity Verification Policy.

Instructors who taught the course are responsible for:

- Reviewing proof of candidate prerequisites.
- Providing the results of the Instructor-evaluated items and signing the applicable section on the test sheet.

Candidates are responsible for:

- Providing proof of prerequisites.
- Providing any clothing required by the award.
- Providing personal protective equipment (e.g., gloves, face masks).
- Providing proof of identification in accordance with the Society's Identity Verification Policy.

TEST SHEETS

□ The Society provides test sheets for each award (download from *Find a Form*). 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.

Always complete all fields on a test sheet. The Society only requests the personal information necessary for its successful program administration and accurate record keeping. This information is never shared with outside parties unless required by law.

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, Anaphylaxis Rescuer, and CPR-A, and -C.

Test sheet processing

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

Why do we ask about sex identification?

The Society uses sex identification information to ensure our physical standards are fair. We follow a legal process called the Meiorin Test to demonstrate that our requirements are necessary for the job and do not unfairly impact one sex over another.

Affiliates issue permanent certification cards directly to the candidates for Anaphylaxis Rescuer, and CPR-A, and -C 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:

- 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 its *Lifeliner* e-newsletter.
    - Confirm certifications required for employment.
    - Communicate important information to award holders.
- Affiliates are responsible for submitting completed test sheets to the Society in a timely manner. The preferred method of submission is via email to test_sheets@lifeguarding.com; however, the Society also accepts test sheets submitted in person, by mail and by fax. Please do not submit the same test sheet via multiple methods.
- Affiliates keep one copy of the test sheets on file at their headquarters.

LEADERSHIP MASTER SHEET

Contact information required

Remember to include phone numbers and email addresses for all leadership candidates. This helps the Society contact Instructors and Examiners quickly to solve problems with test sheets.

□ The Leadership Master Sheet is the leadership course equivalent of a test sheet. Trainers use the Leadership Master Sheet for all Instructor, Coach, Examiner, and Trainer courses or to record attendance at clinics. Ensure all sections of the Leadership Master Sheet are completed in full and that each page has been signed by the Trainer.

- Completed master sheets must be returned to the Lifesaving Society office immediately after the completion of the course or clinic. The preferred method of submission is via email to test_sheets@lifeguarding.com; however, the Society also accepts master sheets submitted in person, by mail and by fax.

EXAMINATION FEES

□ Examination fees are revised annually. Normally, Affiliates add this charge to the cost of lessons at registration time, or collect the fee separately before the course.

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

- Bronze Star
- CPR-A, and -C

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.

□ There is no "exam" in Rookie Patrol, Ranger Patrol, Star Patrol, or Junior Lifeguard Club. Recognition crests or seals are purchased by the Affiliate and awarded to candidates based on achievement.

CANDIDATE AWARDS

□ The administration of Society training programs ensures successful candidates receive their awards as soon as possible.

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

- Swim for Life
- Canadian Swim Patrol
- Anaphylaxis Rescuer
- CPR-A, and -C

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

□ For Swim for Life, Canadian Swim Patrol (Rookie, Ranger, Star), Lifesaving Sport Fundamentals, Anaphylaxis Rescuer and CPR courses, 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* (page 37) for details.

□ For other awards, the Society issues the permanent certification cards directly to successful candidates. In addition, Affiliates may issue temporary cards to successful candidates. Temporary cards are official certifications ordered from the Society. Affiliates may not create their own temporary cards. Affiliates are encouraged to order temporary cards and crests/medals (where applicable) for immediate presentation to successful candidates at the exam. See *Instant Awards* (page 37) for details.

□ Lifesaving Sport Officials do not receive a certification card; instead, certification is recorded in the Society's database and is viewable online in *Find a Member*.

Immediately following the course, 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 mailing addresses including unit number (where applicable) and 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 in a dedicated office or administrative area.
- Guarantee that the cards are issued only to those who passed the exam.
- 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

Which option is right for you?

The Society is happy to discuss which Instant Award option is best suited to your needs. Contact the Society to explore your options.

- 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 course.
- The Affiliate presents the awards to successful candidates who can prove prerequisites.
- For the relevant awards (see sidebar on the following page), the Affiliate issues a temporary card (with the crest and medal where applicable) to successful candidates at the course.
- 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.

Temporary cards

Temporary cards may be issued to the following successful candidates:

- Bronze Star
- Bronze Medallion
- Bronze Cross
- National Lifeguard
- Basic First Aid
- Intermediate First Aid
- Airway Management
- CPR-HCP
- Assistant Instructor
- 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, provided the test sheet is submitted to the Society in a timely manner and is error free.

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 course.
- The Affiliate issues awards to successful candidates at the exam – temporary or permanent card – and relevant crests/medals.
- The Affiliate forwards one copy of the completed test sheets (except those noted above in "*Test Sheets*" [page 34]) to the Society indicating on the test sheet 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 (where applicable).

  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.
- When the supply of awards is depleted, the Affiliate orders more instant awards from the Society.

Section 5

SWIM TO SURVIVE®

The World Health Organization reports that drowning is one of the ten leading causes of death for children and young people in every region of the globe. Teaching school-age children basic swimming, water safety and safe rescue skills is one of the Ten Actions to Prevent Drowning identified by the World Health Organization (Global report on drowning: preventing a leading killer, 2014).

In Canada's water-rich environment, basic swimming ability is a required life skill for survival. Acquisition of basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada. Affordable training should be available for all children to the level of the Canadian Swim to Survive standard.

CANADIAN SWIM TO SURVIVE STANDARD

□ The Canadian Swim to Survive standard is a minimum national standard of swimming skill. It defines the essential minimum skills required to survive an unexpected fall into deep water. These are expressed in a straightforward sequence of:

- ROLL into deep water
- TREAD water for one minute
- SWIM 50 metres

It is recognized that there is a wide range of aquatic training available well beyond this minimum.

USING THE SWIM TO SURVIVE STANDARD

□ Affiliates might consider using the Swim to Survive standard in the following ways:

- **Specialty swims:** offer Swim to Survive evaluations during camp, public, or birthday swims; or to participants of after-school programs.
- **Host a Swim to Survive day:** challenge the public to attempt the standard.
- **Skill screening:** use the Swim to Survive standard as the basic "swim test" for aquatic facility owners/operators in determining admission of unaccompanied children. Test individuals as a safety activity for school and youth group trips to waterfronts and canoe trips, or to qualify for aquatic training such as canoe or kayak courses.

- **Family Swim to Survive:** offer family Swim to Survive evaluations:
  - On Family Day in February or during National Drowning Prevention Week (third week in July).
  - As part of your family swim lessons.
  - During recreational, fitness or lane swims.

SWIM TO SURVIVE PROGRAMS

Swim to Survive

□ Swim to Survive is an important first step to being safe around water. It can be offered as a stand-alone program or as part of the Lifesaving Society's Swim for Life® continuum (see Section 6). Swim to Survive is ideal for groups from schools, camps, and others who have limited time and diverse abilities. Although primarily targeted at children, the Swim to Survive program can be delivered to all age groups. While not meant to replace traditional swimming lessons, Swim to Survive is a great way to encourage candidates to pursue further training.

Prerequisite: None.

Instruction and certification: Current swimming instructors (any agency) teach Swim to Survive. Current swimming instructors or National Lifeguards evaluate Swim to Survive candidates.

Candidate recognition: Certificate.

Required references: Instructors require the *Swim to Survive and Swim to Survive+ Award Guide*. There are no required references for candidates.

Instructional format: This program may be delivered through in-person learning only.

Instructional time: Time needed varies depending on format, number and skill level of candidates, and the learning activities selected.

Swim to Survive (stand-alone) time breakdown:

Classroom:	0 hours
Water:	3 hours
Total Time:	3 hours

Swim to Survive (through school grant program) time breakdown:

Classroom:	3 hours
Water:	3 hours
Total Time:	6 hours

Required equipment: Use of buoyant aids and lifejackets is encouraged.

Recertification: None.

Fees: Included with affiliate membership.

Swim to Survive+ (Plus)

□ Swim to Survive+ (Plus) builds on the skills learned in Swim to Survive. The Swim to Survive+ program is geared toward presenting real-life situations for children in Grade 7.

Prerequisite: None.

Instruction and certification: Current swimming instructors (any agency) teach Swim to Survive+. Current swimming instructors or National Lifeguards evaluate Swim to Survive+ candidates.

Candidate recognition: Swim to Survive certificate.

Required references: Instructors require the *Swim to Survive and Swim to Survive+ Award Guide*. There are no required references for candidates.

Instructional format: This program may be delivered through in-person learning only.

Instructional time: Time needed varies depending on format, number and skill level of candidates, and the learning activities selected.

Swim to Survive+ (stand-alone) time breakdown:

Classroom:	0 hours
Water:	3 hours
Total Time:	3 hours

Swim to Survive+ (through school grant program) time breakdown:

Classroom:	3 hours
Water:	3 hours
Total Time:	6 hours

Required equipment: Use of buoyant aids and lifejackets is encouraged.

Recertification: None.

Fees: Included with affiliate membership.

SCHOOL GRANT PROGRAM

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 and Swim to Survive+ school grant program.

□ The Society has a Swim to Survive school grant program to help Grade 3 and Grade 7 students achieve the Swim to Survive standard. Swim to Survive school grants help defray the costs of transportation, instructors and facility rental. Teachers enhance the Swim to Survive program by delivering curriculum-based water safety lessons in class.

- The school board and pool owner/operators coordinate the timing and logistics of getting the students from the school to the pool.
- The pool facility arranges for the pool time and instructors. The school board arranges student transportation and communication with parents. The Lifesaving Society supplies instructor materials, teacher and parent materials, Swim to Survive certificates and program surveys.
- Affiliates may partner with a publicly funded school or school board to apply for a Swim to Survive or Swim to Survive+ school grant.

For more information about the Swim to Survive or Swim to Survive+ school grant program, visit the *Swim to Survive* section of our website.

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.

Swim for Life® is a complete learn-to-swim program from Parent & Tot through to Swim Instructor. It focuses on learning to swim and Water Smart® education. Easy to program and easy to explain, Swim for Life leads seamlessly into the Society's lifesaving training awards.

SWIM FOR LIFE LICENSEES

- □ Affiliate Members must obtain a license to offer Swim for Life programs. With no per-participant charges, Affiliate Members save substantially with the Lifesaving Society Swim for Life program.
- □ Our single annual licensing fee covers unlimited numbers of participants, and provides:
  - Electronic lesson and core plans, stroke charts and drills, and Water Smart learning resources.
  - Print-as-you-need electronic worksheets, progress reports, and candidate recognition certificates.
  - Electronic blurbs for Affiliate brochures.
  - Lifesaving Society support before, during and after implementation.
- □ **License fees:** The Lifesaving Society is happy to discuss which option is the most economical. License option include:
  1. Municipal
  2. Non-municipal
  3. Summer Seasonal

SWIM FOR LIFE PROGRAM

□ There are five modules in the Swim for Life program:

1. **Parent & Tot** (3 levels) for parents and children up to 3 years of age.
2. **Preschool** (5 levels) for children 3–5 years.
3. **Swimmer** (6 levels) for children 5 years and older.
4. **Adult Swimmer** (3 levels) for people over 16 years.
5. **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 Flow Chart, page 47).

□ Content is organized as follows:

- Entries and exits
- Movement/Swimming skills
- Surface support
- Fitness
- Underwater skills
- Water Smart education
- Swim to Survive skills

For more information about the content of the Swim for Life program, visit the Swim Program page of our website.

Swim for Life modules

Parent & Tot (3 levels): for parents and children up to 3 years of age. Through structured in-water interaction between parent and child, we stress the importance of play in developing water-positive attitudes and skills. Because activities and progressions are based on child development, parents register in the level appropriate for their child's age: 4–12 months, 12–24 months, or 2–3 years.

Preschool (5 levels): for children 3–5 years old. The Preschool program develops an appreciation and healthy respect for the water. 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.

Swimmer (6 levels): for children 5 years and older. The Lifesaving Society's six-level Swimmer program makes sure children learn how to swim before they get in too deep. Swimmer progressions accommodate children 5 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.

Adult Swimmer (3 levels): for people over 16 years. Working with certified instructors, Adult Swimmer candidates set their own goals. Whether just starting out or wanting to improve their current swimming ability and fitness, Adult Swimmers develop water confidence and smooth recognizable strokes.

Fitness Swimmer: for swimmers of any age who want to improve their overall physical fitness in the water. Fitness Swimmer provides a structured approach based on accepted training principles and practices including interval training, sprints and distance swims. Candidates set their own goals to improve overall physical fitness.

Prerequisite: None.

Instruction and certification: Current Lifesaving Society Swim Instructors teach and certify all Swim for Life levels.

Candidate recognition: Swim licensees may purchase 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

Required references: Instructors require the *Swim for Life Award Guide* and *Teaching Swim for Life*. There are no required references for candidates.

Instructional format: Swim for Life modules are delivered through in-person learning only.

Instructional time: 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, regulations, number of classes per session. Eight lessons are recommended.

Module and Level	Suggested Class Length	Suggested Class Size (per instructor)
Parent & Tot 1–3	30 min.	10–12 plus parents/ guardians
Preschool 1–5	30 min.	4–6
Swimmer 1–2	30 min.	6–8
Swimmer 3–4	45 min.	8–10
Swimmer 5–6	45 min.	10–12
Rookie / Swimmer 7 Ranger / Swimmer 8 Star / Swimmer 9	60 min.	10–12
Fitness Swimmer	60 min.	10–12
Adult 1–3	45 min.	10–12

Required equipment

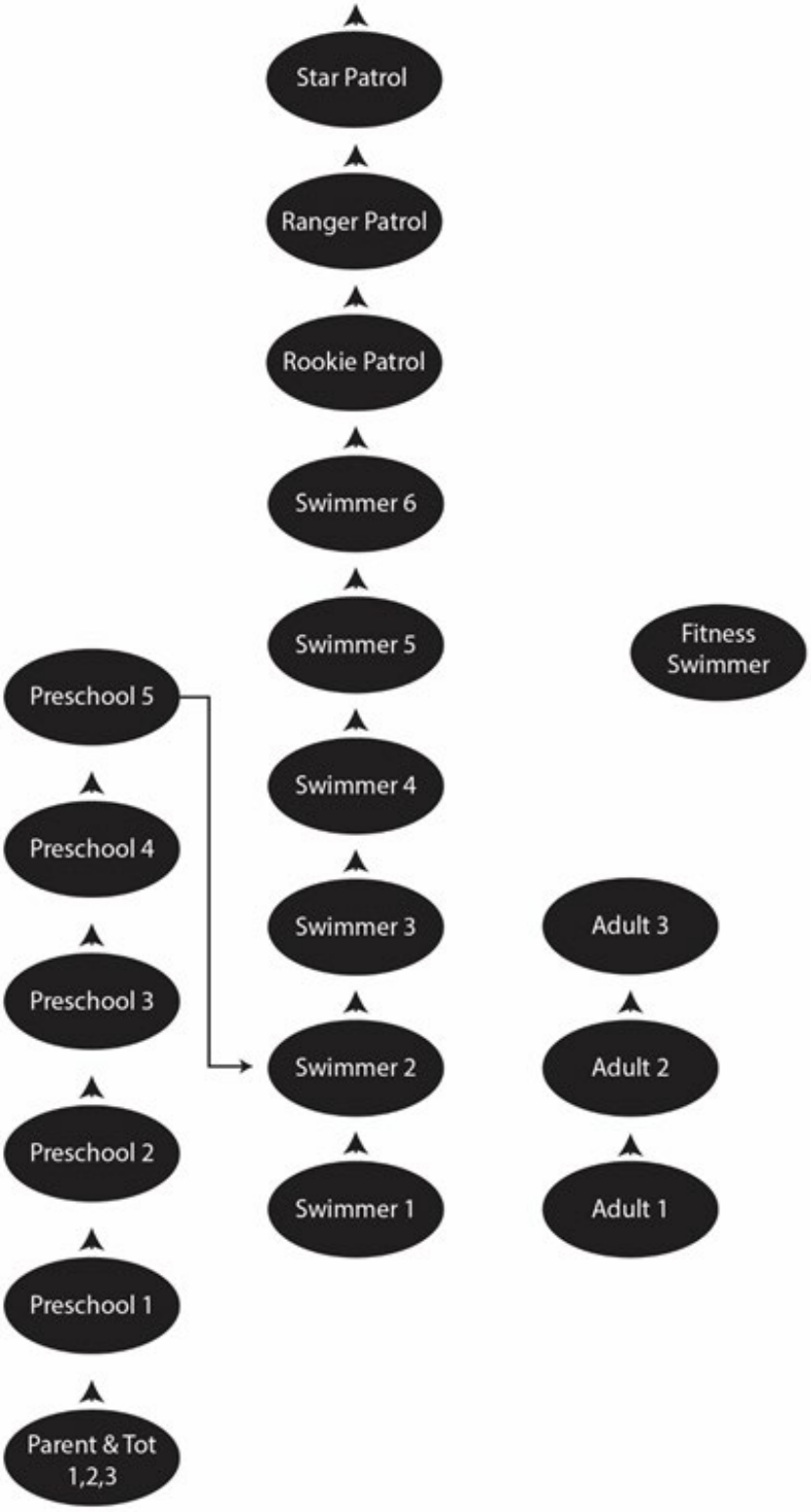
The Lifesaving Society carries a variety of learn-to-swim accessories and toys. Visit LifeguardDepot.com to purchase.

Required equipment: Lifejackets are required. Other learn-to-swim accessories and toys are recommended (e.g., sinking objects, kickboards, pull buoys, noodles, floating toys).

Recertification: Swim for Life awards need not be recertified.

Fees: License fee covers unlimited numbers of participants. See page 43 for information about Swim for Life license options.

SWIM FOR LIFE FLOW CHART



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. When two or more awards are offered together (e.g., Intermediate First Aid with Bronze Cross or with National Lifeguard), the Society deems the prerequisite awards to have been earned in the correct order.

Prerequisite awards need not be current.

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.

National Lifeguard certification builds on these fundamental skills and values, and is designed to prepare lifeguards to be professional facilitators of safe, enjoyable aquatics.

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

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

- In Rookie Patrol (8–10 hours), 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.

  Instruction and certification: Current Lifesaving Instructors or Lifesaving Society Swim Instructors, or YMCA Swim Instructors teach and certify candidates.

Candidate recognition: Wall chart, crest and recognition seals, or award seal.

Required references: None.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Weekly formats are common.

Rookie Patrol time breakdown:

Classroom:	0 hours
Water:	8–10 hours
Total Time:	8–10 hours

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

Recertification: Rookie Patrol need not be recertified.

Fees: Crests and seals are purchased by the Affiliate and awarded to candidates based on achievement.

Ranger Patrol

□ In Ranger Patrol (8–10 hours), 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.

Instruction and certification: Current Lifesaving Instructors or Lifesaving Society Swim Instructors, or YMCA Swim Instructors teach and certify candidates.

Candidate recognition: Wall chart, crest and recognition seals, or award seal.

Required references: None.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Weekly formats are common.

Ranger Patrol time breakdown:

Classroom:	0 hours
Water:	8–10 hours
Total Time:	8–10 hours

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

Recertification: Ranger Patrol need not be recertified.

Fees: Crests and seals are purchased by the Affiliate and awarded to candidates based on achievement.

Star Patrol

- In Star Patrol (8–10 hours), 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.

Instruction and certification: Current Lifesaving Instructors or Lifesaving Society Swim Instructors, or YMCA Swim Instructors teach and certify candidates.

Candidate recognition: Wall chart, crest and recognition seals, or award seal.

Required references: None.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Weekly formats are common.

Star Patrol time breakdown:

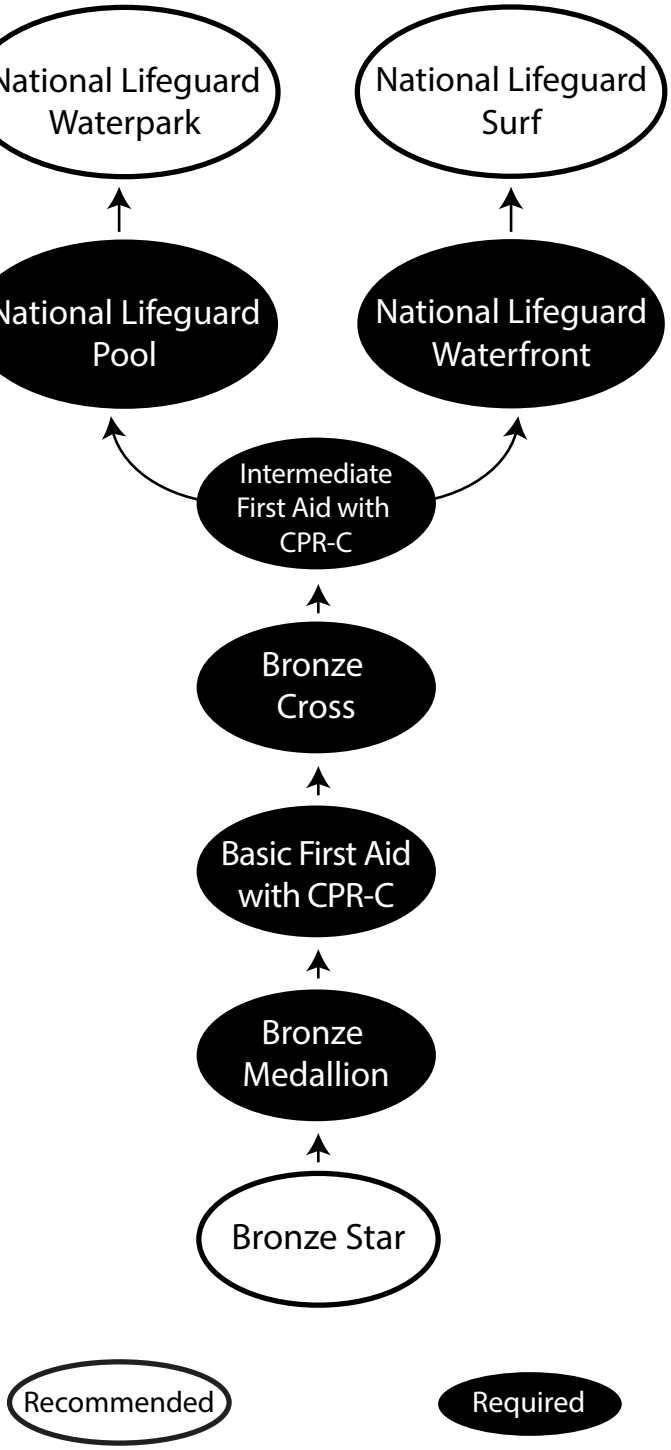
Classroom:	0 hours
Water:	8–10 hours
Total Time:	8–10 hours

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

Recertification: Star Patrol need not be recertified.

Fees: Crests and seals are purchased by the Affiliate and awarded to candidates based on achievement.

HOW TO BECOME A LIFEGUARD FLOW CHART



BRONZE MEDAL AWARDS

Bronze Medal courses may be combined with First Aid awards (e.g., Basic First Aid with Bronze Medallion or Bronze Cross, Intermediate First Aid with Bronze Cross). Combining first aid and lifesaving or lifeguarding awards allows candidates to earn both certifications at the same time. Suggested course combinations and time required to teach content items are:

Bronze awards combined with First Aid awards	Total instructional time
Bronze Star + CPR-C	16 hours
Bronze Medallion + Basic First Aid	21 hours
Bronze Cross + Basic First Aid	26 hours

Bronze Star

- The Lifesaving Society's Bronze Star (10 hours) develops swimming proficiency, lifesaving skill and personal fitness. Candidates refine their stroke mechanics, acquire self-rescue skills, and apply fitness principles in training workouts. Bronze Star is excellent preparation for success in Bronze Medallion and provides a fun introduction to lifesaving sport.

Prerequisite: None (Swim Patrol experience recommended).

Instruction and certification: Current Lifesaving Instructors teach and certify candidates.

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

Required references: None.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common for in-person learning.

Bronze Star course time breakdown:

Classroom:	0 hours
Water:	10 hours
Total Time:	10 hours

Required equipment: Manikin, lifejacket, adult and child CPR training manikin, AED Trainer, shoulder loop and line, shirt and long pants, buoyant aids, timing device.

Recertification: Bronze Star need not be recertified.

Age prerequisites

Minimum age requirements must be attained by the last day of the course or the day of the exam.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Bronze Medallion

□ The Lifesaving Society's Bronze Medallion (15 hours) challenges the candidate both mentally and physically. Judgment, knowledge, skill and fitness – the four components of water rescue – form the basis of Bronze Medallion training. Candidates acquire the assessment and problem-solving skills needed to make good decisions in, on, and around the water. Bronze Medallion is a prerequisite for assistant lifeguard training in Bronze Cross.

Prerequisite: Minimum 13 years of age *or* Bronze Star certification.

Instruction and certification: Current Lifesaving Instructors teach and evaluate most items, but only current Bronze 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 order from the Society prior to the course.

Instructors are encouraged to use the Bronze Medallion PowerPoint presentation and resources on the *Teaching Bronze USB*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common for in-person learning.

Additional time must be allotted when an Examiner who did not instruct the course is brought in to perform the exam.

Bronze Medallion course time breakdown:

Classroom:	3 hours
Water:	12 hours
Total Time:	15 hours

Examination time (up to 16 candidates):

Original exam:	2.5–3 hours
Recert exam:	3 hours

Bronze Medallion Recertification exams

The Society has standardized Bronze Medallion recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on the Bronze Medallion Recertification test sheet.

Required equipment: Manikin, timing device, adult, child, and infant CPR training manikins, AED Trainer, first aid supplies including barrier devices, long-sleeved shirt and long pants, and buoyant throwing and towing aids.

Hey! Where is Bronze Cross?

Information about the Bronze Cross award is under the Lifeguarding heading on Page 59

Recertification: Bronze Medallion remains current for 24 months from the date of certification. Bronze Medallion is recertified by successfully completing a Bronze Medallion Recertification exam.

The Society has standardized Bronze recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on the Bronze Medallion Recertification test sheet.

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

Bronze Medallion Examination Policy: The Lifesaving Society Ontario's Bronze Medallion Examination Policy defines the minimum conditions under which Bronze Medallion examinations may occur. See Section 3, *Policies*.

SPECIALTY PROGRAMS

Junior Lifeguard Club

- The Junior Lifeguard Club (JLC) offers a unique aquatic alternative to traditional test-sheet-based aquatic programs and is independent of traditional award progressions. JLC is for quick learners and those between levels or programs who thrive in an energetic learning environment. Members can be any age between 8 and 15 years.

  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. (See Section 5, *Swim to Survive*.)

  Instruction 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.

  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.

  Instructional format: This certification may be delivered through in-person learning only.

Instructional time: 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 14–15 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.

Required equipment: Sinking objects, rescue equipment such as rescue cans or rescue tubes, CPR manikins, first aid supplies including barrier devices, kickboards and timing devices.

Recertification: None.

Fees: Recognition seals are purchased by the Affiliate and awarded to candidates based on achievement.

Pool Attendant

- Pool Attendant (6–7 hours) provides lifesavers with the knowledge and skill to supervise wading pools, splashpads, waterslides and amusement devices. The course identifies the roles and responsibilities of a 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, Lifesaving Society Intermediate First Aid, or IFA from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website. Prior lifesaving training is recommended.

  Instruction and certification: Current Lifesaving Instructors teach and certify candidates.

  Candidate recognition: Certification card.

  Candidate references: There are no required references for candidates. Use the Pool Attendant PowerPoint presentation and Supplement (downloaded from the Society's website) as appropriate to support key messages and supplement with other handouts or references as applicable.

  Instructional format: This certification may be delivered through in-person learning only.

  Instructional time: The information below shows the minimum required instructional time for up to 20 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

  More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Pool Attendant course time breakdown:

Classroom:	3–3.5 hours
Water:	3–3.5 hours
Total Time:	6–7 hours

Pool Attendant combined with Intermediate First Aid time breakdown:

Total Time:	23 hours

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. First Aid supplies including barrier devices, adult, child and infant CPR training manikins, and AED Trainers.

Facility requirements: A wading pool environment with depths no more than 0.75 metres.

Recertification: Pool Attendant remains current for 24 months from the date of certification. Pool Attendant is recertified by successfully completing a Pool Attendant course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Waterpark Attendant

- Waterpark Attendant (12 hours) provides knowledge of waterpark operations, waterslides, amusement devices and the lifesaving skills to prevent injuries and promote the safe use of the facilities. The course identifies the role and responsibilities of a Waterpark Attendant and how they integrate as part of a waterpark's safety supervision team. It provides training in how the attendant can identify, control and eliminate risks and hazards through facility analysis.

  Prerequisite: Minimum 14 years of age, Lifesaving Society Basic First Aid, or BFA from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website. Prior lifesaving training is recommended.

  Instruction and certification: Current Lifesaving Instructors teach and certify candidates.

  Candidate recognition: Certification card.

  Candidate references: None. Use handouts or references as applicable.

  Instructional format: This certification may be delivered through in-person learning only.

  Instructional time: The information below shows the minimum required instructional time for up to 20 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates, and the learning activities selected.

Waterpark Attendant course time breakdown:

Classroom:	5.5 hours
Water:	6.5 hours
Total Time:	12 hours

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. First Aid supplies including barrier devices, adult, child and infant CPR training manikins, and AED Trainers.

Facility requirements: A pool with minimum width of 5 metres, a minimum length of 15 metres and includes an area with a depth between 1.0 metre and 1.5 metres deep.

Recertification: Waterpark Attendant remains current for 24 months from the date of certification. Waterpark Attendant is recertified by successfully completing a Waterpark Attendant course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Safeguard

- Safeguard (3.5–4 hours), provides safety supervision training for guardians (e.g., day camp counsellors, counsellors-in-training and others) who accompany groups of young people to pools or waterfronts. The course stresses the responsibility undertaken by these group leaders for safeguarding the young people in their care even when under lifeguard supervision.

  Safeguard focuses on water safety awareness, accident prevention and the principles of aquatic safety supervision. Safeguard teaches participants how to identify hazards and at-risk behaviours, how to recognize potential victims, and how to respond safely in an aquatic emergency.

  Prerequisite: None. Ideally, guardians are at least 12 years of age, able to swim, and have some lifesaving experience.

  Instruction and certification: Current Lifesaving Instructors who hold National Lifeguard certification teach and certify candidates.

  Candidate recognition: Certification card.

  Required references: Instructors use the Safeguard PowerPoint presentation and other resources found on the *Safeguard USB*.

  There are no required candidate references.

  Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Safeguard course time breakdown:

Classroom:	3.5–4 hours
Water:	0 hours
Total Time:	3.5–4 hours

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

Recertification: None. Annual retraining recommended.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Patrol Rider®

□ Patrol Rider (8 hours) 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 pickups, victim care and transport to emergency services.

Prerequisite: Pleasure Craft Operator (PCO) and National Lifeguard certification (Waterfront or Surf option recommended). Minimum 16 years of age.

Instruction and certification: Current Lifesaving Instructors who hold Patrol Rider teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Patrol Rider Workbook*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Patrol Rider course time breakdown:

Classroom:	0 hours
Water:	8 hours
Total Time:	8 hours

Required equipment: PWC and sled, helmets, lifejackets, waterfront safety equipment, designated safety craft.

Recertification: Patrol Rider remains current for 24 months from the date of certification. Patrol Rider is recertified by successfully completing a Patrol Rider course.

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

LIFEGUARDING

Bronze Cross or National Lifeguard awards may be combined with First Aid awards (e.g., Intermediate First Aid with Bronze Cross). This allows candidates to earn both certifications at the same time. Suggested course combinations and time required to teach content items are:

Lifeguarding awards combined with Intermediate First Aid	Total instructional time
Bronze Cross + Intermediate First Aid	32 hours
National Lifeguard + Intermediate First Aid	52 hours

Bronze Cross

□ The Lifesaving Society's Bronze Cross (20 hours) begins the transition from lifesaving to lifeguarding and prepares candidates for responsibilities as assistant lifeguards. Candidates strengthen and expand their lifesaving skills and begin to apply the principles and techniques of active surveillance in aquatic facilities. Bronze Cross emphasizes the importance of teamwork and communication in preventing and responding to aquatic emergencies. Bronze Cross is a prerequisite for advanced training in the Society's National Lifeguard and leadership certification programs.

Prerequisite: Bronze Medallion and Lifesaving Society Basic First Aid or Intermediate First Aid, or BFA or IFA from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website.

Instruction and certification: Current Lifesaving Instructors teach and evaluate most items, but only current Bronze Examiners may certify candidates.

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

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

Instructors are encouraged to use the *Bronze Cross PowerPoint* presentation and resources on the *Teaching Bronze USB*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common for in-person learning.

Additional time must be allotted when an Examiner who did not instruct the course is brought in to perform the exam.

Bronze Cross course time breakdown:

Classroom:	7 hours
Water:	13 hours
Total Time:	20 hours

Examination time (up to 16 candidates):

Original exam:	2.5–3 hours
Recert exam:	4 hours

Required equipment: 4.5 kg (10 lb.) object, manikin, timing device, rescue can, rescue tube, adult, child, and infant CPR training manikins, AED Trainer, first aid supplies including barrier devices, spineboard, shirt and long pants, and buoyant aids.

Recertification: Bronze Cross remains current for 24 months from the date of certification. Bronze Cross is recertified by successfully completing a Bronze Cross Recertification exam.

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

Bronze Cross Examination Policy: The Lifesaving Society Ontario's Bronze Cross Examination Policy defines the minimum conditions under which Bronze Cross examinations may occur. See Section 3, *Policies*.

National Lifeguard

- National Lifeguard (40 hours) 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 course develops the basic lifeguarding skills, principles and decision-making processes that 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.

National Lifeguard Pool Prerequisite: Minimum 15 years of age, Bronze Cross, and Lifesaving Society Intermediate First Aid, or IFA from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website.

National Lifeguard Waterfront Prerequisite: Minimum 15 years of age, Bronze Cross, and Lifesaving Society Intermediate First Aid, or IFA from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website.

National Lifeguard Waterpark Prerequisite: National Lifeguard Pool and Lifesaving Society Intermediate First Aid, or IFA from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website.

National Lifeguard Surf Prerequisite: National Lifeguard Waterfront and Lifesaving Society Intermediate First Aid, or IFA from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website.

Instruction and certification: Current National Lifeguard Instructors teach the National Lifeguard option(s) they hold and evaluate most items, but only current National Lifeguard Examiners may certify candidates. Specifically:

- Current National Lifeguard Instructors who hold National Lifeguard Pool teach National Lifeguard Pool. Current National Lifeguard Examiners who hold National Lifeguard Pool certify National Lifeguard Pool candidates.
- Current National Lifeguard Instructors who hold National Lifeguard Waterfront teach National Lifeguard Waterfront. Current National Lifeguard Examiners who hold National Lifeguard Waterfront certify National Lifeguard Waterfront candidates.
- Current National Lifeguard Instructors who hold National Lifeguard Waterpark teach National Lifeguard Waterpark. Current National Lifeguard Examiners who hold National Lifeguard Waterpark certify National Lifeguard Waterpark candidates.
- Current National Lifeguard Instructors who hold National Lifeguard Surf teach National Lifeguard Surf. Current National Lifeguard Examiners who hold National Lifeguard Surf certify National Lifeguard Surf candidates.

Candidate recognition: Certification card.

Required references: *Alert: Lifeguarding in Action*.

Instructors are encouraged to use the National Lifeguard PowerPoint presentation and other resources on the *Teaching National Lifeguard USB*.

Other agency IFA

Intermediate First Aid is a prerequisite to National Lifeguard.

When a first aid certification from an approved agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, we need to receive 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.**

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The charts below show the minimum required instructional time for up to 16 candidates in each course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected. Two-weekend or weekly formats are common for in-person learning.

Additional time must be allotted when an Examiner who did not instruct the course is brought in to perform the exam.

National Lifeguard Pool course time breakdown:

Classroom:	16 hours
Water:	24 hours
Total Time:	40 hours

National Lifeguard Waterfront course time breakdown:

Classroom:	12 hours
Water:	28 hours
Total Time:	40 hours

National Lifeguard Waterpark course time breakdown:

Classroom:	4 hours
Water:	12 hours
Total Time:	16 hours

National Lifeguard Surf course time breakdown:

Classroom:	4 hours
Water:	12 hours
Total Time:	16 hours

National Lifeguard Waterfront (when candidates hold Pool option) time breakdown:

Classroom:	4 hours
Water:	17 hours
Total Time:	21 hours

National Lifeguard Pool (when candidates hold Waterfront option) time breakdown:

Classroom:	4 hours
Water:	17 hours
Total Time:	21 hours

Examination time (up to 16 candidates):

Original exam: 3.5–4 hours
Recert exam: 4–8 hours

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Standard lifeguard equipment (e.g., rescue cans, rescue tubes, first aid supplies including barrier devices, spineboard, communication devices), CPR manikins, timing device. In addition, for Pool and Waterpark options: 9 kg (20 lb.) brick or equivalent. For Waterfront and Surf options: skin diving mask, snorkel, fins and rescue craft or paddleboard.

Required equipment

Visit our website for a complete list of the equipment required to run National Lifeguard courses.

The Lifesaving Society carries equipment required for National Lifeguard. Visit LifeguardDepot.com to purchase.

Environmental Requirements

Each of the four National Lifeguard certifications have specific environmental requirements which are outlined in the National Lifeguard Examination Policy. Be sure your facility meets these environmental requirements before scheduling your National Lifeguard course.

Recertification: National Lifeguard certification remains current for 24 months from the date of certification. National Lifeguard is recertified by successfully completing a National Lifeguard Recertification exam.

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

- **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 Section 3, *Policies*.

Section 8

FIRST AID PROGRAMS

The Lifesaving Society's First Aid programs comply with CSA Z1210:24 and are approved by the Workplace Safety & Insurance Board (WSIB). The Society's Basic First Aid and Intermediate First Aid certifications satisfy all workplace first aid training requirements in Ontario.

FIRST AID TRANSITION 2026

In accordance with WSIB regulation, the Lifesaving Society has updated its first aid programs to comply with CSA Z12110:24, the national benchmark for workplace first aid training. Learn about all the WSIB First Aid Program Changes on our website. Highlights include:

- Affiliates must sign a license agreement with the Society to offer its first aid program
- Emergency First Aid with CPR-B has been replaced by Basic First Aid with CPR-C & AED.
- Standard First Aid with CPR-C has been replaced by Intermediate First Aid with CPR-C & AED.
- The Society's previous Basic First Aid award has been retired to avoid confusion with the new CSA-aligned Basic First Aid.
- Standard First Aid Instructors and Examiners must be at least **18 years of age** and successfully complete a First Aid Update course to teach and certify candidates in the new program.

FIRST AID LICENSEES

The Lifesaving Society is approved by WSIB to provide workplace first aid training in Ontario. To maintain this approval, the Society, and its affiliates, must follow all WSIB requirements for first aid training.

The Society manages these requirements through its first aid license program. Affiliates must have a current first aid license to offer the Society's first aid programs.

For more information, or to become of Lifesaving Society first aid licensee, contact FirstAidTransition@lifeguarding.com

FIRST AID PROGRAMS

First Aid awards may be offered as stand-alone courses or combined with other lifesaving courses: e.g., Basic First Aid with Bronze Medallion or Intermediate 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 other awards	Total instructional time
CPR-C + Bronze Star	16 hours
Basic First Aid + Bronze Medallion	21 hours
Basic First Aid + Bronze Cross	26 hours
Intermediate First Aid + Bronze Cross	32 hours
Intermediate First Aid + National Lifeguard	52 hours

Basic First Aid (Formerly Emergency First Aid)

□ Includes CPR-C & AED certification. Basic First Aid (8 hours) provides awareness, knowledge, and skills to respond to common first aid emergencies. The course includes scene and primary assessment, CPR-C, AED use, breathing emergencies, circulatory emergencies and the treatment of wounds.

Prerequisite: None.

Instruction and certification: Current First Aid Instructors certified after June 22, 2026, teach candidates. OR:

Current Standard First Aid Instructors who are 18 years of age or older and have successfully completed the First Aid Update Course may teach candidates.

Current First Aid Examiner certified after June 22, 2026 certify candidates. OR:

Current Standard First Aid Examiners who are 18 years of age or older and have successfully completed the First Aid Update Course may certify candidates.

Note: Examiners must be present throughout the entire course for continuous evaluation.

After June 22, upon recertification of leadership awards, "Standard" will be removed from all First Aid Instructor and Examiner award titles.

Candidate recognition: Certification card.

Required candidate references: *Canadian First Aid Manual.*

Required instructor references: *First Aid Award Guide*, *Teaching First Aid resource*, *Canadian First Aid Manual.*

First Aid currency

The Lifesaving Society uses a 3-year period for the validity of its workplace Basic First Aid and Intermediate First Aid certifications only.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: The chart below shows the minimum required time for up to 18 candidates in the course.

More instructional time may be required depending on the course format, number of candidates and the learning activities selected.

Basic First Aid course time breakdown:

Theory:	4.5 hours
Practical Skills:	3.5 hours
Total Time:	8 hours

Note: *The instructional time for Basic First Aid (8 hours) includes 3.5 hours of hands-on practical skills training, and 4.5 hours of theory-based learning, course examinations, administrative tasks and breaks. Follow the lesson plans and sample agendas for course structure and timetable outlined in the Teaching First Aid resource.*

Required equipment

The Lifesaving Society carries a variety of first aid supplies, CPR training manikins, and AED Trainers. Visit LifeguardDepot.com to purchase.

Required equipment: Affiliates and Instructors must ensure all the equipment outlined in the Society First Aid Equipment List is available during the course. In addition, typical classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape and A/V equipment should be used.

Recertification: There is no recertification for Basic First Aid. To remain current, candidates retake the full course.

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

Intermediate First Aid (Formerly Standard First Aid)

- Includes CPR-C & AED certification. Intermediate First Aid (16 hours) includes all aspects of Basic First Aid and provides additional comprehensive first aid training. Candidates demonstrate first aid care for anaphylaxis, shock, stroke, amputations, facial injuries, burn injuries, fractures and dislocations, neck or spinal column injuries, seizures, diabetic emergencies, and environmental injury and illness. Includes CPR-C with AED certification for adult, child and infant.

Prerequisite: None.

Instruction and certification: Current First Aid Instructors certified after June 22, 2026, teach candidates. OR:

Current Standard First Aid Instructors who are 18 years of age or older and have successfully completed the First Aid Update Course may teach candidates.

Current First Aid Examiner certified after June 22, 2026 certify candidates.
OR:

Current Standard First Aid Examiners who are 18 years of age or older and have successfully completed the First Aid Update Course may certify candidates.

Note: Examiners must be present throughout the entire course for continuous evaluation.

After June 22, upon recertification of leadership awards, "Standard" will be removed from all First Aid Instructor and Examiner award titles.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual.*

Mandatory instructor references: *First Aid Award Guide*, *Teaching First Aid resource*, *Canadian First Aid Manual*.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: The chart below shows the minimum required time for up to 18 candidates in the course.

More instructional may be required depending on the course format, number of candidates and the learning activities selected.

Intermediate First Aid course time breakdown:

Theory:	9 hours
Practical skills:	7 hours
Total Time:	16 hours

Note: *The instructional time for Intermediate First Aid (16 hours) includes 7 hours of hands-on practical skills training, and 9 hours of theory-based learning, course examinations, administrative tasks and breaks. Follow the lesson plans and sample agendas for course structure and timetable outlined in the Teaching First Aid resource.*

Required equipment: Affiliates and Instructors must ensure that all the equipment outlined in the Society First Aid Equipment List is available during the course. In addition, typical classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape and A/V equipment should be used.

Recertification (8 hours): Intermediate First Aid certification remains current for 36 months from the date of certification.

Candidates recertify by taking an Intermediate First Aid Recertification course within 36 months of completing a full course (see below).

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

Recertifications: Check the certifications first

Certification cards stating Standard First Aid, Intermediate First Aid, or combinations thereof are eligible for attendance at Intermediate First Aid Recertifications, within 36 months of completing a full course (16 hours).

Intermediate First Aid Recertification

Includes CPR-C & AED certification. Candidates may take an Intermediate First Aid Recertification course 8 hours) within 36-months of completing an Intermediate First Aid Full Course (16 hours). Recertification for Intermediate First Aid covers the essential workplace first aid competencies, including CPR-C with AED certification for adult, child and infant, emergency scene management, recognition and management of life-threatening airway, breathing, circulation, and bleeding emergencies, identification and response to medical emergencies, and management of soft tissue and musculoskeletal injuries.

Prerequisite: Current Standard or Intermediate First Aid with any WSIB approved agency. A list of WSIB approved training providers will be available on our website as of June 22, 2026.

Instruction and certification: Current First Aid Instructors certified after June 22, 2026, teach candidates. OR:

Current Standard First Aid Instructors who are 18 years of age or older and have successfully completed the First Aid Update Course may teach candidates.

Current First Aid Examiner certified after June 22, 2026 certify candidates. OR:

Current Standard First Aid Examiners who are 18 years of age or older and have successfully completed the First Aid Update Course may certify candidates.

Note: Examiners must be present throughout the entire course for continuous evaluation.

After June 22, upon recertification of leadership awards, "Standard" will be removed from all First Aid Instructor and Examiner award titles.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual*.

Mandatory instructor references: *First Aid Award Guide*, *Teaching First Aid resource*, *Canadian First Aid Manual*.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: The information below shows the minimum required time for up to 18 candidates in the course

More instructional may be required depending on the course format, number of candidates and the learning activities selected.

Intermediate First Aid Recertification time breakdown

Theory:	4.5 hours
Practical skills:	3.5 hours
Total Time:	8 hours

Note: *The instructional time for Intermediate First Aid Recertification (8 hours) includes 3.5 hours of hands-on practical skills training, and 4.5 hours of theory-based learning, course examinations, administrative tasks and breaks. Follow the resources for course structure and timetable outlined in the Teaching First Aid resource.*

Required equipment: Affiliates and Instructors must ensure all the equipment outlined in the Society First Aid Equipment List is available during the course. In addition, typical classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape and A/V equipment should be used.

Recertification: No recertification available. Candidates must take a full 16-hour Intermediate First Aid course to maintain currency.

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

CPR

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

CPR-A & AED (3 hours): teaches how to do CPR and choking procedures for adults (one and two-rescuer) and includes the importance of early defibrillation and how to use an AED.

CPR-C & AED (4 hours): 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 & AED certification is included in Basic and Intermediate First Aid.

Prerequisite: None.

Instruction and certification: Current First Aid Instructors teach and certify candidates.

Candidate recognition: Certification cards. (See *Permanent certification cards sidebar*).

Permanent certification cards

Affiliates present permanent certification cards directly to successful candidates for CPR-A-C, and Anaphylaxis Rescuer. Affiliates should order the awards from the Society ahead of time for presentation to successful candidates at the evaluation. Test sheets for these awards need not be submitted to the office, but Affiliates should keep them as they are the only record of certification.

Required references: *Canadian First Aid Manual*.

Instructional format: These certifications are delivered through in-person learning only.

Instructional time: The information below shows the minimum required time for up to 18 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on the course format, number of candidates and the learning activities selected.

Note: Affiliates must advertise courses to the public using the total course time (instructional time + breaks).

CPR-A & AED course time breakdown:

Classroom:	3 hours
Water:	0 hours
Total Time:	3 hours

CPR-C & AED course time breakdown:

Classroom:	4 hours
Water:	0 hours
Total Time:	4 hours

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Barrier devices, CPR training manikins, and AED Trainers.

Recertification: CPR-A, or -C course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

CPR-HCP/BLS & AED (CPR-Health Care Provider/Basic Life Support)

□ CPR-Health Care Provider/Basic Life Support (CPR-HCP/BLS & AED) (4 hours) 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.

Instruction and certification: Current First Aid Instructors who hold Lifesaving Society CPR-HCP/BLS teach CPR-HCP/BLS. Current First Aid Examiners who hold a Lifesaving Society CPR-HCP/BLS certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian CPR-HCP Manual*.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: The information below shows the minimum required time for up to 18 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on the course format, number of candidates and the learning activities selected.

Note: Affiliates must advertise courses to the public using the total course time (instructional time + breaks).

CPR-Health Care Provider/Basic Life Support course time breakdown:

Classroom:	4 hours
Water:	0 hours
Total Time:	4 hours

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Barrier devices, bag-valve-masks, CPR training manikins, and AED Trainers.

Recertification: CPR-HCP/BLS course.

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

Airway Management

- Airway Management (2 hours) provides senior and experienced first-aiders with specific knowledge and training in the use of oxygen, suction devices, oral airways and masks/bag-valve masks.

  Prerequisite: Lifesaving Society Intermediate First Aid, or previous Standard First Aid from a training agency approved by the Ontario government. The list of approved agencies can be found on the Society's website.

  Instruction and certification: Current First Aid Instructors who hold Lifesaving Society Airway Management teach Airway Management. Current First Aid Examiners who hold Lifesaving Society Airway Management certify candidates.

  Candidate recognition: Certification card.

  Required references: *Canadian First Aid Manual*.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: The information below shows the minimum required time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on the course format, number of candidates and the learning activities selected.

Note: Affiliates must advertise courses to the public using the total course time (instructional time + breaks).

Airway Management course time breakdown:

Classroom:	2 hours
Water:	0 hours
Total Time:	2 hours

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

Recertification: Airway Management course.

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

Anaphylaxis Rescuer

□ Anaphylaxis Rescuer (1 hour) certifies candidates 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.

Instruction and certification: Current First Aid Examiners teach and certify candidates.

Candidate recognition: Certification card.

Required references: None.

Instructional format: This certification is delivered through in-person learning only.

Instructional time: The information below shows the minimum required time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

Note: Affiliates must advertise courses to the public using the total course time (instructional time + breaks).

Automated External Defibrillation (AED) course time breakdown:

Classroom:	1 hour
Water:	0 hours
Total Time:	1 hour

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

Recertification: Anaphylaxis course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Section 9

LIFESAVING SPORT

LIFESAVING SOCIETY

LIFESAVING SPORT

Lifesaving Sport is an athletic activity that combines lifesaving, swimming, running, and water craft races. It 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 Junior, Senior and Masters competitors. Emergency response competition demands good judgment, quick decision-making and team work.

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.*

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 COMPETITION

- ☐ The promotion of competition was in the aims of the Lifesaving Society at its formation in 1891. National and provincial championships have been organized in Canada under the auspices of the Lifesaving Society Canada for over 50 years.
- ☐ Opportunities are available for Junior, Senior and Masters athletes to compete locally, regionally, provincially, nationally and internationally.
- ☐ The Lifesaving World Championships are organized every two years under the auspices and rules of the International Life Saving Federation. The Commonwealth Lifesaving Championships are organized every two years under the auspices of the Royal Life Saving Society. Lifesaving Sport is also part of the World Games, which are held every four years.
- ☐ **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 on the Junior Lifeguard Telegames page of the Lifesaving Society's website.

LIFESAVING SPORT TRAINING PROGRAMS

Lifesaving Sport Fundamentals

- This program offers a recreational introduction to lifesaving sport skills while teaching team building, fair play, ethics in sport and personal responsibility. The Fundamentals program is a five-level progression that builds on learn-to-swim skills for kids (approx. 8–12 years).

Lifesaving Sport Fundamentals levels

The content of each level is posted at lifesavingsociety.com:

Level 1 (6–8 hours): *Play Fair* is the underlying principle emphasized in this level. Participants practice in-water starts, jump starts from the deck and stroke work. Introduction of lifesaving sport skills includes obstacle swim and object support.

Level 2 (6–8 hours): *Respect for Others* is a key theme in this level. Participants practice dive starts from the deck, open turns, in-water somersaults, strokes and sculling, as well as throwing accuracy and towing a manikin with a rescue tube.

Level 3 (6–8 hours): Participants set short-term goals in this level while they master challenging skills including relay transitions, flip turns, stroke work over longer distances, swim with fins and eggbeater kick.

Level 4 (6–8 hours): In this level, participants set long-term goals and learn how to *Stay Healthy*. Skills include dive starts from starting block, turns, 50 m sprint, advanced throwing accuracy and advanced rescue tube and manikin tow skills.

Level 5 (6–8 hours): In this level, participants learn about the importance of *Giving Back*. Skills include racing starts from a starting block, relay transitions, racing turns and coiling a rope. New skills include learning how to dive start and swim wearing fins.

Prerequisite: Swimmer 3 or equivalent skill level.

Instruction and certification: Current Coach Level 1 teach and certify all levels of the Lifesaving Sport Fundamentals program.

Candidate recognition: Certificate.

Required references: None.

Instructional format: This program may be delivered through in-person learning only.

Instructional time: The following breakdown 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, regulations, number of classes per session. Based on 8 to 10 lessons:

Fundamentals Pool (per coach) Levels 1–2 time breakdown:

Suggested Class Length: 45 minutes
Suggested Class Size: 8–10

Fundamentals Pool (per coach) Levels 3–5 time breakdown:

Suggested Class Length: 60 minutes
Suggested Class Size: 10–12

Required equipment: 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*. The following equipment is used in the pool levels: fins, manikin, obstacle, rescue tube, throw rope, throw target, weighted object.

Manikins, rescue tubes, throw ropes and weighted objects may be purchased from the Lifesaving Society.

Recertification: None.

Fees: None.

LIFESAVING SPORT OFFICIALS CERTIFICATION PROGRAM

□ There are five training courses in the Canadian Lifesaving Sport Officials Certification program. The program is designed to prepare participants to officiate at a variety of different types and levels of lifesaving sport competition.

Community Official

□ The Community Official (2–3 hours) course prepares parents, staff, and volunteers to officiate at community-level competitions. The course focuses on the duties and roles of officials who are required in large numbers such as Timers, Runners and Tabulators.

Prerequisite: Minimum 13 years of age.

Instruction and certification: Current Officials Instructors teach and certify candidates.

Candidate recognition: Certification is recorded in the Society's database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book*.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Community Official course time breakdown:

Classroom:	2–3 hours
Water:	0 hours
Total Time:	2–3 hours

Required equipment: If teaching in-person: 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 certification.

Pool Official

□ The Pool Official (3–4 hours) course provides more advanced training for Community Officials who wish to officiate at community, provincial, and national lifesaving sport pool competitions. The course focuses on the duties and responsibilities of officials in decision-making roles such as Chief Timer or Lane Judge.

Prerequisite: Minimum 16 years of age; Community Official; minimum 5 hours experience at a sanctioned lifesaving sport event in a community official role.

Instruction and certification: Current Officials Instructors who hold Pool Official teach and certify candidates.

Candidate recognition: Certification is recorded in the Society's database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book*.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Pool Official course time breakdown:

Classroom:	3–4 hours
Water:	0 hours
Total Time:	3–4 hours

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

Recertification: Pool Official certification remains current for 24 months from date of certification. Only *current* Pool Officials may officiate at lifesaving sport competitions. Pool Officials recertify through the Society's professional development point system (see page 92).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Emergency Response Officials

□ The Emergency Response Official (3–4 hours) course provides more advanced training for Community Officials who wish to officiate at community, provincial, and national lifesaving sport emergency response competitions. The course focuses on the duties and responsibilities of officials in decision-making roles such as Starter or Water Rescue Judge.

Prerequisite: Minimum 16 years of age; Community Official; minimum 5 hours experience at a sanctioned lifesaving sport event in a community official role.

Instruction and certification: Current Officials Instructors who hold Emergency Response Official teach and certify candidates.

Candidate recognition: Certification is recorded in the Society's database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book*.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected:

Emergency Response Official course time breakdown:

Classroom:	3–4 hours
Water:	0 hours
Total Time:	3–4 hours

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

Recertification: Emergency Response Official certification remains current for 24 months from date of certification. Only *current* Emergency Response Officials may officiate at lifesaving sport competitions. Emergency Response Officials recertify through the Society's professional development point system (see page 92).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Open Water Official

□ The Open Water Official (3–4 hours) course provides more advanced training for Community Officials who wish to officiate at community, provincial, and national lifesaving sport open water competitions. The course focuses on the duties and responsibilities of officials in decision-making roles such as Clerk of Course or Course Judge.

Prerequisite: Minimum 16 years of age; Community Official; minimum 5 hours experience at a sanctioned lifesaving sport event in a community official role.

Instruction and certification: Current Officials Instructors who hold Open Water Official teach and certify candidates.

Candidate recognition: Certification is recorded in the Society's database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book*.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected:

Open Water Official course time breakdown:

Classroom:	3–4 hours
Water:	0 hours
Total Time:	3–4 hours

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

Recertification: Open Water Official certification remains current for 24 months from date of certification. Only *current* Open Water Officials may officiate at lifesaving sport competitions. Open Water Officials recertify through the Society's professional development point system (see page 92).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Meet Manager & Referee

□ The Meet Manager & Referee (8 hours) course is designed to prepare experienced senior officials for the duties and responsibilities of planning and running fair and safe lifesaving sport competitions.

Prerequisite: Pool Official or Open Water Official or Emergency Response Official; and officiating experience at a minimum of three sanctioned lifesaving sport events in a minimum of three different roles.

Instruction and certification: Current Officials Instructors who hold Meet Manager & Referee teach and certify candidates.

Candidate recognition: Certification is recorded in the Society's database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Meet Manager & Referee course time breakdown:

Classroom:	8 hours
Water:	0 hours
Total Time:	8 hours

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

Recertification: Meet Managers and Referees remain current for 24 months from date of certification. Only *current* Meet Managers and Referees may officiate at lifesaving sport competitions. Meet Managers and Referees recertify through the Society's professional development point system (see page 92).

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

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 Lifesaving Society provides a suite of Aquatic Safety Management services including:

- *Systematic aquatic safety audits of facilities, architectural audits, and staff manual reviews.*
- *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.*
- *Certification courses for aquatic and pool operations personnel.*
- *Consulting services – preparation of expert witness report, assistance with the management of critical incidents, advice on operational concerns.*

For more information, or to get a free quote on an aquatic safety audit, visit Safety Management at lifesavingsociety.com or contact the Society's office.

AQUATIC SAFETY ACCREDITATION PROGRAM

□ The Lifesaving Society's aquatic safety accreditation program is designed to recognize those facilities that meet a recognized operating standard. This program is designed to enhance public safety and reduce the risk of water-related incidents in aquatic facilities. Facilities that are successful in their inspection may apply for accreditation by submitting the inspection report with the accreditation fee. The Society awards a plaque to accredited facilities.

Renewal

Facilities are invited to renew their accreditation regularly. We recommend year-round facilities apply for re-accreditation no more than every 2 years and seasonal facilities (i.e., summer-only facilities) and every 12 months (one year). Accreditation and re-accreditation dates are noted on the plaque.

Affiliates may renew their accreditation by being re-inspected and forwarding their inspection report with the accreditation fee to the Lifesaving Society. The renewal fee is the same as a first-time accreditation fee.

For more information about Aquatic Safety Accreditation, visit the accreditation page of our website.

MANAGEMENT TRAINING PROGRAMS

- There is no in-water component to any management training course; however, on-deck inspections of the aquatic facility and pool-water testing are important parts of these programs. Pool Operator 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

- Aquatic Supervisor (13 hours) is the Lifesaving Society training standard for instructors and lifeguards who wish to assume deck-level supervisor responsibilities for overseeing instructional and recreational programs and day-to-day operations at aquatic facilities.

  Aquatic Supervisor introduces participants to the knowledge, skills and tools require to effectively guide fellow staff members in the safe delivery of aquatic programs and services, and to prepare for effective emergency response.

  Prerequisite: Lifesaving Society Swim Instructor *or* Lifesaving Instructor *and* National Lifeguard certifications (need not be current).

  Instruction and certification: Current Aquatic Management Instructors (who hold Aquatic Supervisor) teach and certify candidates.

  Candidate recognition: Certification card.

  Required references: *Aquatic Supervisor Workbook*, *Guide to Ontario Public Pools Regulation*, *Alert: Lifeguarding in Action*.

  Instructional format: Aquatic Supervisor may be delivered through online learning, blended learning, or in-person learning.

  Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend formats are common for in-person courses. Breaks require additional time. Based on 12–16 candidates.

  Aquatic Supervisor course time breakdown:

Classroom:	13 hours
Water:	0 hours
Total Time:	13 hours

Required equipment: For in-person delivery – classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. For online delivery – computer screen with camera and audio set up required. Consideration should be given to the use of multiple screens to support delivery of the program.

Recertification: Aquatic Supervisor need not be recertified.

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

Aquatic Manager

□ Aquatic Manager (16 hours)is the Lifesaving Society's professional designation for managers who, regardless of their aquatic background, are responsible for oversight of aquatic programs and services.

Aquatic Manager equips participants with the knowledge, principles and skills required to confidently direct excellent program delivery, responsive customer service, and attentive compliance with health and safety standards in the aquatic environment.

Prerequisite: None.

Instruction and certification: Current Aquatic Management Instructors (who hold Aquatic Manager) teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Aquatic Manager Workbook*, *Guide to Ontario Public Pools Regulation*.

Instructional format: Aquatic Manager may be delivered through online learning, blended learning, or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend formats are common for in-person courses. Breaks require additional time. Based on 12–16 candidates.

Aquatic Manager course time breakdown:

Classroom:	16 hours
Water:	0 hours
Total Time:	16 hours

Required equipment: For in-person delivery – classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. For online delivery – computer screen with camera and audio set up required. Consideration should be given to the use of multiple screens to support delivery of the program.

Recertification: Aquatic Manager need not be recertified.

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

Aquatic Safety Inspector

□ For those interested in evaluating operational safety standards for aquatic facilities, the Aquatic Safety Inspector course (12 hours) 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.

Instruction and certification: Current Aquatic Safety Inspector Instructors teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Aquatic Safety Inspector Workbook*, *Guide to Ontario Public Pools Regulation*. Aquatic Safety Inspector candidates should also have the *Ontario Waterfront Safety Standards* for on-course reference.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend formats are common for in-person courses. Breaks require additional time. Based on 12–16 candidates:

Aquatic Safety Inspector course time breakdown:

Classroom:	10 hours
Deck:	2 hours
Total Time:	12 hours

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

Recertification: Aquatic Safety Inspector is current for 24 months from date of certification. Aquatic Safety Inspector is recertified by successfully completing an Aquatic Safety Inspector recertification course.

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

Pool Operator Level 1

□ The Level 1 course (8 hours) 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.

Instruction and certification: Current Lifesaving Society Pool Operator Instructors teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Lifesaving Society Pool Operations Manual* and *Guide to Ontario Public Pool Regulation*.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-day formats are common for in-person courses. Breaks require additional time. Based on 12–16 candidates:

Pool Operator Level 1 course time breakdown:

Classroom:	8 hours
Water:	0 hours
Total Time:	8 hours

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

Recertification: Pool Operator 1 remains current for 24 months from date of certification. Pool Operator 1 is recertified by successfully completing a Pool Operator 1 recertification course.

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

Pool Operator Level 2

□ The Level 2 course (8 hours) 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.

Instruction and certification: Current Lifesaving Society Pool Operator Instructors teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Lifesaving Society Pool Operations Manual*. Pool Operator Level 2 candidates should also have the *Guide to Ontario Public Pools Regulation* for on-course reference.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-day formats are common for in-person courses. Breaks require additional time. Based on 12–16 candidates:

Pool Operator Level 2 course time breakdown:

Classroom:	8 hours
Water:	0 hours
Total Time:	8 hours

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

Recertification: Pool Operator 2 remains current for 24 months from date of certification. Pool Operator 2 is recertified by successfully completing a Pool Operator 2 Recertification course.

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

AUDITORS

Supervision Evaluation and Enhancement (SEE) Auditor

□ The SEE Auditor course (4 hours) 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 and a minimum of 100 hours experience as a lifeguard or National Lifeguard Examiner *or* Aquatic Supervisor *or* Aquatic Manager.

Instruction and certification: Current SEE Auditor Instructors teach and certify candidates.

Candidate recognition: Certification card.

Required references: *SEE Auditor Workbook*.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

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

SEE Auditor course time breakdown:

Classroom:	4 hours
Water:	0 hours
Total Time:	4 hours

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

Recertification: SEE Auditor course.

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

Safety Auditors

□ These are experienced inspectors who undergo specific training in safety audits. Safety Auditors must have experience conducting safety inspections prior to appointment.

Appointment as a Safety Auditor is a three-step process:

1. **Clinic** – Successfully complete a Safety Auditor Clinic with a current Safety Auditor Instructor.
2. **Apprenticeship** – Successfully apprentice with a Chief Auditor on one safety audit.
3. **Appointment** – Submit the completed Safety Auditor Training Record and the fee to the Society.

STEP 1: SAFETY AUDITOR CLINIC

□ The Safety Auditor 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 three-step process to be appointed as a Lifesaving Society Safety Auditor.

Who can teach this: Current Safety Auditor Instructors.

Required references: *Safety Auditor Workbook*. Safety Auditor Clinic participants should also have the following for on-course reference: *Guide to Ontario Public Pools Regulation*, *Pool Operations Manual*, and *Ontario Waterfront Safety Standards*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

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

Safety Auditor Clinic time breakdown:

Classroom:	2 hours
Deck:	2 hours
Total Time:	4 hours

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

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

STEP 2: APPRENTICESHIP

□ Following the clinic, candidates apprentice on one full aquatic safety audit with a Chief Auditor.

STEP 3: APPOINTMENT

□ Safety Auditors are appointed by the Lifesaving Society.

Prerequisite to appointment: Pool Operator Level 1; Safety Inspector and experience conducting safety inspections; successful completion of the Safety Auditor Clinic; successful apprenticeship with a Chief Auditor on a Safety Audit.

Who appoints: The Society's Safety Audit Services Chair appoints Safety Auditors.

Process: Submit completed Safety Auditor Training Record and appropriate fee to the Society.

Required equipment

The Lifesaving Society carries inspection supplies such as shoe covers and water testing kits. Visit LifeguardDepot.com to purchase.

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 Auditor is recertified by successfully completing a Safety Auditor recertification course.

Fees: Lifesaving Society fee payable upon submission of Safety Auditor Training Record.

Aquatic Safety Chief Auditors

□ These are experienced Safety Auditors who undergo specific training, which prepares them to lead a team successfully in comprehensive aquatic safety audits. Chief Auditors must have experience conducting safety audits prior to appointment.

Appointment as a Chief Auditor is a three-step process:

1. **Clinic** – Successfully complete a Chief Auditor Clinic with the Lifesaving Society Safety Standards Director.
2. **Apprenticeship** – Successfully apprentice with an experienced Chief Auditor on one safety audit.
3. **Appointment** – Submit the completed Chief Auditor Training Record and the fee to the Society.

STEP 1: CHIEF AUDITOR CLINIC

□ The Chief Auditor Clinic is for experienced Safety Auditors who want to lead a team of auditors in conducting comprehensive aquatic safety audits. It is the first step in a three-step process to be appointed as a Lifesaving Society Chief Auditor.

Who can teach this: Lifesaving Society Safety Management Director or Safety Audit Services Chair.

Required references: *Aquatic Safety Chief Auditor Workbook*.

Chief Auditor Clinic participants should also have the following for on-course reference: *Guide to Ontario Public Pools Regulation*, *Ontario Waterfront Safety Standards*, *Pool Operations Manual*.

Instructional format: This certification may be delivered through in-person learning only.

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

Chief Auditor Clinic time breakdown:

Classroom:	4 hours
Deck:	0 hours
Total Time:	4 hours

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

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

STEP 2: APPRENTICESHIP

□ Following the clinic, candidates apprentice on one full aquatic safety audit with an experienced Chief Auditor.

STEP 3: APPOINTMENT

□ Chief Auditors are appointed by the Lifesaving Society.

Prerequisite to appointment: Safety Auditor and experience conducting safety audits; successful completion of the Chief Auditor Clinic; successful apprenticeship with an experienced Chief Auditor on a Safety Audit.

Who appoints: Lifesaving Society Safety Management Director or Safety Audit Services Chair.

Process: Submit completed Safety Auditor Training Record and appropriate fee to the Society.

Candidate recognition: Certification card.

Recertification: Chief Auditors remain current for 24 months from date of appointment. Only *current* Chief Auditors may lead Comprehensive Aquatic Safety Audits. Chief Auditor is recertified by successfully completing a Chief Auditor recertification course.

Fees: Lifesaving Society fee payable upon submission of Chief Auditor Training Record.

Section 11

LEADERSHIP TRAINING PROGRAMS

Lifesaving Society leadership training progressions recognize that there are different stages in the growth and development of instructors from beginner to expert. Training focuses on developing the essential knowledge, skills, behaviours and values the Society expects its Instructors, Examiners, Trainers, and Coaches to possess.

- ☐ The Lifesaving Society leadership training system is composed of Instructors, Coaches, Examiners, and Trainers.
  - Instructors teach candidates
  - Coaches coach Lifesaving Sport
  - Examiners evaluate and certify candidates
  - Trainers teach and certify Instructors and Coaches
- ☐ "Examiner" certifications and "Trainer" appointments are earned at the end of a three-stage process:
  1. **Course** – completion of the Examiner course or Trainer course.
  2. **Apprenticeship** – successful completion of an apprenticeship.
  3. **Certification or Appointment** – submission of completed Training Record and the appropriate fee.
- ☐ Lifesaving Society leadership awards have prerequisite awards and age prerequisites. Award prerequisites need not be current. There is no grace period for age prerequisites: candidates must be the required minimum age by the end 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 "point system." For more information, visit the leadership recertification section of the Society's website.

PROGRAMMING LEADERSHIP

□ In the community-based system, ***the Affiliate*** offering a Lifesaving Society leadership program (e.g., Swim Instructor, Lifesaving Instructor, Examiner):

- Hires and consults with an appropriately certified Lifesaving Society 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, including books and temporary award cards (if applicable).
- Returns a copy of the completed leadership Master Sheet, and keeps a copy for their records.
- Pays the Trainer and the Lifesaving Society invoices.

The Lifesaving Society

- Promotes the course on the Society's website if provided the relevant information.
- Sends the ordered course materials to the Affiliate.
- Issues permanent awards to the successful candidates.
- Invoices the Affiliate for all candidates participating in the course.

The Trainer

- Confirms that candidates have the proper prerequisites.
- Teaches and certifies the candidates.
- Issues temporary awards (provided by the Affiliate) to successful candidates on applicable courses.
- Completes the Master Sheet and gives it 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 Trainer. Where time permits, Trainers may add enrichment topics for candidates who are working, or who will be working, in a specific environment or facility.

- **In-person learning formats and schedules:** Leadership training programs may be delivered in a variety of formats. The following formats are common for in-person learning:
  - 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.

  Choice of format depends on the Affiliate's programming preferences and the Trainer's availability. See certifications section below for specific class/water times.

COURSE STAFF

- **Trainer responsibility:** The 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 Trainer is responsible for devising the detailed schedule. In addition, Trainers provide a meaningful apprenticeship experience to would-be Trainers.
- **Apprentices:** As future Trainers, apprentices benefit greatly from opportunities to present material, organize sessions and evaluate candidates under the guidance of an experienced Trainer. The extent of apprentices' participation and their individual responsibilities is determined in discussion with the Trainer before the course.
- **Trainer fees or honoraria:** The Trainer's fee is determined in negotiation with the host Affiliate.

LIAISON AND COMMUNICATION

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

    In addition, 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 Trainer.
- **Number of candidates:** Desired minimum and maximum numbers of candidates are established by mutual agreement of the Trainer and Affiliate. The 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 Trainer's salary, fee or honorarium.

LEADERSHIP MASTER SHEET

□ A Leadership Master Sheet is the leadership program equivalent of a test sheet. Use a Leadership Master Sheet for all Instructor, Coach, Examiner, and Trainer courses and clinics. Ensure all sections of the Leadership Master Sheet are completed in full and that it has been **signed by the Trainer** in all applicable locations. Completed master sheets must be submitted to the Society's office immediately after the completion of the course or clinic.

INSTRUCTOR CERTIFICATIONS

Assistant Instructor

□ 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: Minimum 14 years of age, Bronze Cross.

Instruction and certification: Current Swim Instructor Trainers or Lifesaving Instructor Trainers teach and certify candidates.

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 format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Assistant Instructor course time breakdown:

Classroom:	9 hours
Water:	9 hours
Total Time:	18 hours

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® and Canadian Swim Patrol programs.

Prerequisite: Minimum 15 years of age, Bronze Cross.

Instruction and certification: Current Swim Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: Swim Instructor Pack: includes *Instructor Manual*, *Swim for Life Award Guide*, *Teaching Swim for Life, Canadian Swim Patrol Guide* and binder. Candidates should bring their *Canadian Lifesaving Manual* for on-course reference.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Swim Instructor course time breakdown:

Classroom:	8.5 hours
Water:	11.5 hours
Total Time:	20 hours

Combined Swim and Lifesaving Instructor course time breakdown:

Classroom:	17.5 hours
Water:	22.5 hours
Total Time:	40 hours

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 lifejackets kickboards, noodles and water toys.

Recertification: Swim Instructors remain current for 24 months from the date of certification. Swim Instructor certification must be current to teach and certify Swim for Life and Canadian Swim Patrol candidates. Swim Instructors recertify through the Society's professional development point system (see page 92).

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

Lifesaving Instructor

- □ The Lifesaving Instructor course prepares individuals to organize, plan, teach and evaluate lifesaving and resuscitation techniques in the Society's lifesaving awards
- □ Current Lifesaving Instructors **teach and certify:**
  - Canadian Swim Patrol Program
  - Junior Lifeguard Club
  - Bronze Star
  - Pool Attendant
  - Waterpark Attendant

- □ Current Lifesaving Instructors **teach, but only current Examiners may certify**:
  - Bronze Medallion
  - Bronze Cross
- □ Current Lifesaving Instructors who hold National Lifeguard **teach and certify** Safeguard candidates.
- □ Current Lifesaving Instructors who hold Patrol Rider **teach and certify** Patrol Rider candidates.

Prerequisite: Minimum 15 years of age, Bronze Cross.

Instruction and certification: Current Lifesaving Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card and crest.

Required references: Lifesaving Instructor Pack: includes *Instructor Manual*, *Swim Patrol Award Guide*, *Bronze Medal Award Guide*, and binder.

The *Teaching Bronze USB* flash drive is an optional but recommended resource 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 format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Lifesaving Instructor course time breakdown:

Classroom:	9 hours
Water:	11 hours
Total Time:	20 hours

Combined Swim Instructor and Lifesaving Instructor course time breakdown:

Classroom:	17.5 hours
Water:	22.5 hours
Total Time:	40 hours

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.) objects, manikin, shoulder loop with line and buoyant object (e.g., rescue tube or rescue can), adult/child/infant CPR manikins, first aid supplies including barrier devices, buoyant throwing aids, communication devices, spineboard, AED trainer and AED-compatible manikins.

Recertification: Lifesaving Instructors remain current for 24 months from the date of certification. Only *current* Lifesaving Instructors may teach the Society's programs as detailed above. Lifesaving Instructors recertify through the Society's professional development point system (see page 92).

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

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 the National Lifeguard option(s) they hold. Specifically:

- Current National Lifeguard Instructors who hold National Lifeguard Pool **teach** National Lifeguard Pool.
- Current National Lifeguard Instructors who hold National Lifeguard Waterfront **teach** National Lifeguard Waterfront.
- Current National Lifeguard Instructors who hold National Lifeguard Waterpark **teach** National Lifeguard Waterpark.
- Current National Lifeguard Instructors who hold National Lifeguard Surf **teach** National Lifeguard Surf.

National Lifeguard Instructors evaluate most items in National Lifeguard, but only current National Lifeguard Examiners may certify candidates. Specifically:

- Current National Lifeguard Examiners who hold National Lifeguard Pool **examine** and **certify** National Lifeguard Pool.
- Current National Lifeguard Examiners who hold National Lifeguard Waterfront **examine** and **certify** National Lifeguard Waterfront.
- Current National Lifeguard Examiners who hold National Lifeguard Waterpark **examine** and **certify** National Lifeguard Waterpark.
- Current National Lifeguard Examiners who hold National Lifeguard Surf **examine** and **certify** National Lifeguard Surf.

Prerequisite: National Lifeguard (any option), Lifesaving Instructor. *Recommended:* Bronze Examiner, experience lifeguarding.

Instruction and certification: Current National Lifeguard Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: National Lifeguard Instructor Pack: includes *National Lifeguard Award Guide*, *Teaching National Lifeguard USB* Flash Drive, *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 Manual*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

National Lifeguard Instructor course time breakdown:

Classroom:	10 hours
Water:	6 hours
Total Time:	16 hours

Missing equipment?

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

In-water sessions require a 9 kg (2 0 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 point system (see page 92).

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

First Aid Instructor

- ☐ The Lifesaving Society's First Aid Instructor course is designed to provide candidates with the knowledge and resources required to organize, plan, and deliver Lifesaving Society First Aid awards up to and including Intermediate First Aid and CPR -A, and -C.
- ☐ Current First Aid Instructors **teach and certify:**
  - CPR -A and -C
  - Anaphylaxis Rescuer
- ☐ Current First Aid Instructors **teach** Basic and Intermediate First Aid, but only current First Aid Examiners may **certify** candidates.
- ☐ Current First Aid Instructors who hold the Society's Airway Management teach Airway Management, but only current First Aid Examiners who hold the Society's Airway Management may **certify** candidates.
- ☐ Current First Aid Instructors who hold the Society's CPR-HCP/BLS **teach** CPR-HCP/BLS but only current First Aid Examiners who hold the Society's CPR-HCP/BLS may **certify** candidates.

Prerequisite: Minimum 18 years of age, Lifesaving Society Standard/ Intermediate First Aid, or Standard/Intermediate First Aid from a training agency approved by the Ontario government. The Society keeps a list of approved agencies on our website.

Instruction and certification: Current First Aid Instructor Trainers certified after June 22, 2026 or current Standard First Aid Trainers who have successfully completed the First Aid Update Course may teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Instructor Manual*, *First Aid Award Guide*, *Canadian First Aid Manual*, and *Teaching First Aid Resource*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

First Aid Instructor course time breakdown:

Classroom:	20 hours
Water:	0 hours
Total Time:	20 hours

Other agency first aid awards as 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.

Please notify candidates of this prerequisite requirement in your promotional materials and at registration locations.

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

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 (see page 92).

As of June 22, 2026, existing Standard First Aid Instructors must have completed the First Aid Update Course in order to recertify

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

Emergency First Aid Instructor Transition Course

□ The Lifesaving Emergency First Aid Instructor Transition Course (8 hours) is designed for Emergency First Aid Instructors to become certified First Aid Instructors. It provides candidates with the knowledge and resources required to organize, plan, and deliver Lifesaving Society First Aid awards up to and including Intermediate First Aid.

Note: This course includes a mandatory pre-course assignment

Prerequisite: Minimum 18 years of age, Emergency First Aid Instructor, 2026 online First Aid Update Course, and Lifesaving Society (or other approved agency) Standard or Intermediate First Aid. Completion of pre-course assignment.

Instruction and certification: Current First Aid Instructor Trainers who have completed the 2026 online First Aid Update Course teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual*, *First Aid Award Guide*, *Teaching First Aid USB* and *Instructor Manual*.

Instructional format: This may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Emergency First Aid Instructor Transition course time breakdown:

Classroom:	8 hours
Water:	0 hours
Total Time:	8 hours

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

First Aid equipment as required for an Intermediate First Aid course as per the equipment list.

Recertification: Not applicable.

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

LEADERSHIP RECERTIFICATION

In-Person Recertification Course

- The In-Person Recertification Course (4 hours) focuses on the competencies learned in the instructor, coach and examiner courses and provides a refresher to those competencies. The course provides candidates with the 4 points required to complete their Instructor, Coach, Examiner and Examiner Mentor leadership recertification.

  This course does not automatically recertify a candidate. Following successful course completion candidates must complete the recertification process to be recertified.

Leadership Recertification updates

The Lifesaving Society has updated the Instructor, Coach, Examiner and Trainer Leadership recertification process effective February 1, 2024.

The updated leadership recertification process, replaces the former "credit" system with a new Points System.

Visit the Recertifying page of the Society's website to learn more.

Note: Candidates need not recertify immediately after the In-Person Recertification Course. The points earned remain current for up to 24 months until applied toward a leadership recertification.

Prerequisite: Current or expired instructor (any), coach, examiner (any), or examiner mentor.

Instruction and certification: Current Swim or Lifesaving Instructor Trainers teach and certify candidates.

Candidate recognition: Posted to Find A Member record and awards 4 points towards leadership recertification.

Candidate references: Candidates should bring the Award Guide(s) that relates to their level of certification, *Instructor Manual* and *Examiner Handbook* (if applicable).

Instructional format: This may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 20 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Leadership Recert course time breakdown:

Classroom:	1 hour 10 minutes
Water:	2 hours 50 minutes
Total Time:	4 hours

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. First aid supplies including barrier devices, adult, child and infant CPR training manikins, and AED Trainers.

In-water sessions require instructional equipment such as kickboards, noodles and water toys, 5 lb., 10 lb., 20 lb. objects or manikins, spineboard, rescue aids and lifeguard equipment.

Facility requirements: Pool/body of water that is at least 15 m long, 5 m wide and a minimum of 1.5 m deep (3 m preferred).

Recertification: None.

Fees: There is no examination fee for this course. Candidates will pay the appropriate fee when they complete their leadership recertification online, via email or in person.

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 coaches **teach and certify** all levels of the Society's Lifesaving Sport Fundamentals program.

Prerequisite: Lifesaving Instructor.

Instruction and certification: Current Coach Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Coaching Lifesaving*, *Lifesaving Sport Fundamentals Award Guide*, *ILS Competition Rule Book* (download from our website). Coach Level 1 candidates should also have the *Canadian Lifesaving Manual* and *Instructor Manual* for on-course reference.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Lifesaving Sport Coach Level 1 course time breakdown:

Classroom:	8 hours
Water:	4 hours
Total Time:	12 hours

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.

Recertification: 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 point system (see page 92).

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

Lifesaving Sport Officials Instructor

□ Evaluates and certifies candidates in the Lifesaving Sport Officials certification program.

After successful participation in the Lifesaving Sport Officials Instructor course, Officials Instructors are certified to teach and evaluate the Officials certifications they hold. Specifically:

- Current Officials Instructors who hold Community Official **teach** and **certify** Community Officials.
- Current Officials Instructors who hold Pool Official **teach** and **certify** Pool Officials.
- Current Officials Instructors who hold Open Water Official **teach** and **certify** Open Water Officials.
- Current Officials Instructors who hold Emergency Response Official **teach** and **certify** Emergency Response Officials.
- Current Officials Instructors who hold Meet Manager & Referee **teach** and **certify** Meet Manager & Referee.

Prerequisite: Lifesaving Instructor; Pool Official or Open Water Official, or Emergency Response Official; 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.

Instruction and certification: Current Officials Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Officials Award Guide*, *Canadian Officials Manual*, *ILS Competition Rule Book* (download from our website), *Teaching Officials USB* (recommended), Officials Instructor candidates should also have the *Instructor Manual* for on-course reference.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Officials Instructor course time breakdown:

Classroom:	12 hours
Water:	0 hours
Total Time:	12 hours

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

Recertification: 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. Officials Instructors recertify through the Society's professional development point system (see page 92).

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

Aquatic Management Instructor

□ Prepares instructors to teach the Lifesaving Society's Aquatic Supervisor and/or Aquatic Manager certifications. After being certified, Aquatic Management Instructors are permitted to teach and evaluate the Aquatic Management certifications they hold.

- Current Aquatic Management Instructors who hold Aquatic Supervisor teach and certify Aquatic Supervisors.
- Current Aquatic Management Instructors who hold Aquatic Manager, teach and certify Aquatic Managers.

Prerequisite: Swim Instructor *or* Lifesaving Instructor, National Lifeguard

and Aquatic Supervisor *or* Aquatic Manager certifications (need not be current).

Instruction and certification: Current Aquatic Management Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: Aquatic Management Instructor Pack (includes *Aquatic Supervisor Workbook*, *Aquatic Manager Workbook*, *Aquatic Management Award Guide*, *Teaching Aquatic Management USB*, Leadership Binder), *Guide to Ontario Public Pools Regulation*. Aquatic Management Instructor candidates should also have the Society's *Instructor Manual* and *Alert: Lifeguarding in Action* for on-course reference.

Instructional format: Aquatic Management Instructor may be delivered through online learning, blended learning, or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Aquatic Management Instructor course time breakdown:

Classroom:	14 hours
Water:	0 hours
Total Time:	14 hours

Required equipment: For in-person delivery – classroom supplies such as tables, chairs, flip charts, markers, masking tape, A/V equipment. For online delivery – computer screen with camera and audio set up required. Consideration should be given to the use of multiple screens to support delivery of the program.

Recertification: Aquatic Management Instructors remain current for 24 months from the date of certification. Only *current* Aquatic Management Instructors may teach and certify the Society's Aquatic Supervisor and/or Aquatic Manager certifications. Aquatic Management Instructors recertify through the Society's professional development point system (see page 92).

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

Aquatic Safety Inspector Instructor

- □ Prepares instructors to teach and certify candidates in the Society's Aquatic Safety Inspector program.

Prerequisite: Aquatic Safety Inspector, Lifesaving Instructor.

Instruction and certification: Current Safety Inspector Instructor Trainers **teach** and **certify** candidates.

Candidate recognition: Certification card.

Required references: *Guide to Ontario Public Pools Regulation*, *Waterfront Safety Standards*, *Aquatic Safety Inspector Workbook* and Safety Inspector PowerPoint presentation. Aquatic Safety Inspector Instructor candidates should also have the *Instructor Manual* for on-course reference.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Aquatic Safety Inspector Instructor course time breakdown:

Classroom:	10 hours
Water:	2 hours
Total Time:	12 hours

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment, and inspection kit. Shoe covers for deck work.

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 point system (see page 92).

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

Supervision Evaluation and Enhancement (SEE) Auditor Instructor

□ Prepares instructors to teach and certify candidates in the Society's SEE Auditor program.

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

Instruction and certification: Current SEE Auditor Instructor Trainers teach

and certify candidates.

Candidate recognition: Certification card.

Required references: SEE Evaluation checklists, *SEE Auditor Workbook* and the SEE Auditor PowerPoint presentation. SEE Auditor Instructor candidates should also have the following for on-course reference: *Instructor Manual*, *Alert: Lifeguarding in Action*, *National Lifeguard Award Guide*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

SEE Auditor Instructor course time breakdown:

Classroom:	10 hours
Water:	2 hours
Total Time:	12 hours

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 point system (see page 92).

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

Aquatic Safety Auditor Instructor

- □ Prepares instructors to teach and certify candidates in the Society's Aquatic Safety Auditor program.

Prerequisite: Aquatic Safety Auditor, Lifesaving Instructor.

Instruction and certification: Current Safety Auditor Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Aquatic Safety Auditor Workbook*, *Safety Auditor PowerPoint presentation*. Candidates should also have the *Instructor Manual* for on-course reference.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Aquatic Safety Auditor Instructor course time breakdown:

Classroom:	8 hours
Water:	0 hours
Total Time:	8 hours

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

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 point system (see page 92).

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

Pool Operator Instructor

□ 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.

Instruction and certification: Current Pool Operator Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

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

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Pool Operator Instructor course time breakdown:

Classroom:	10 hours
Water:	2 hours
Total Time:	12 hours

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

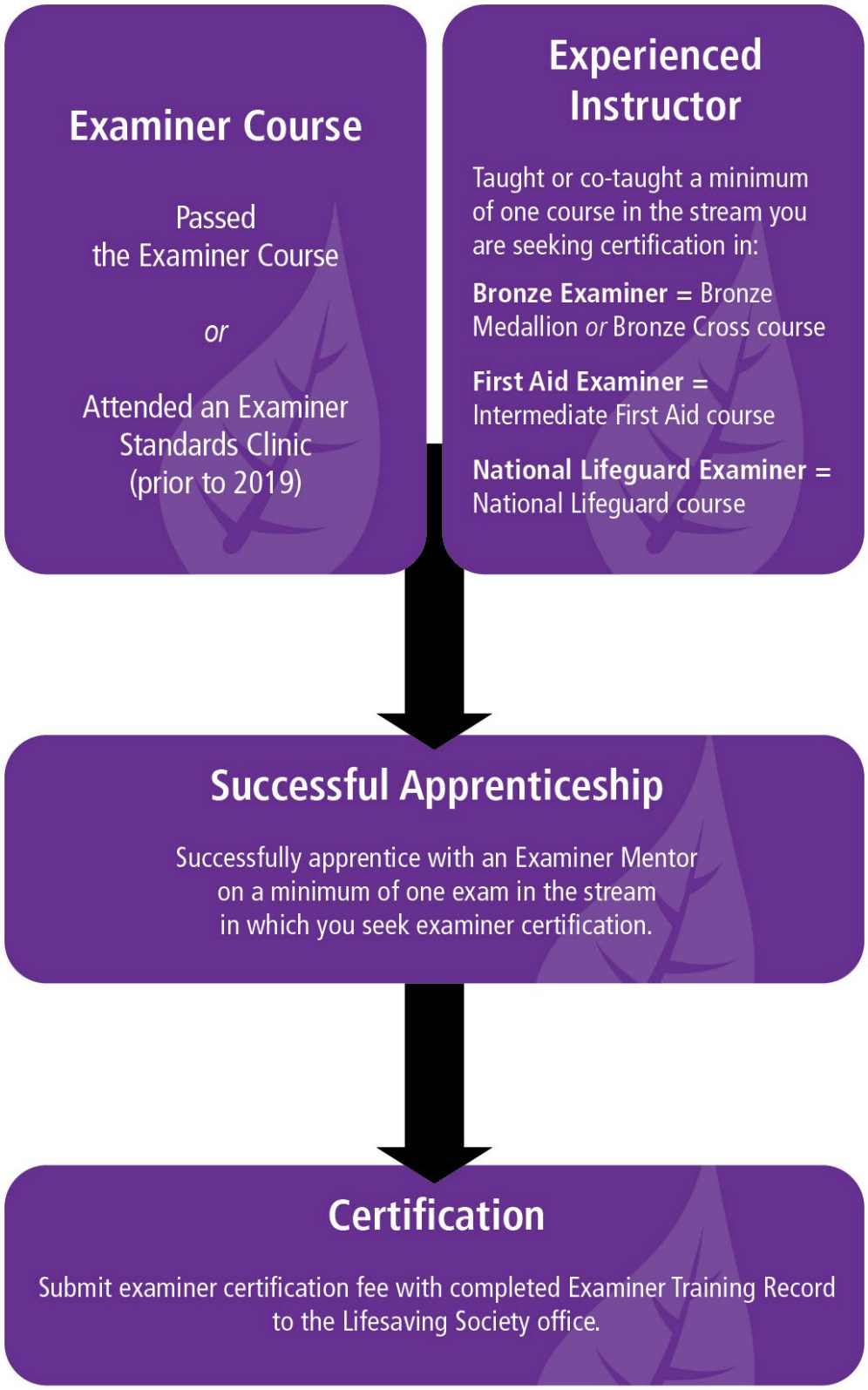
Recertification: Pool Operator Instructors remain current for 24 months from date of certification. Only *current* Pool Operator Instructors may teach and certify the Society's Pool Operator Level 1 and Pool Operator Level 2 courses. Pool Operator Instructors recertify through the Society's professional development point system (see page 92).

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

EXAMINERS

- Examiners are experienced instructors who undergo specific training in examination methodology and standards prior to certification. Examiner candidates must have teaching experience: they must have taught or co-taught at least one course in the stream(s) in which they are seeking certification as an examiner. For information on which examiners evaluate which awards, refer to the individual certification descriptions in this guide.

EXAMINER CERTIFICATION PROCESS CHART



EXAMINER PROCESS

Examiner candidates must have teaching experience: they must have taught or co-taught at least one course in the stream(s) in which they are seeking certification as an Examiner.

□ Certification as an Examiner is a three-step process (see Examiner Certification Process flow chart on previous page):

1. **Course** – Successfully complete an Examiner course.
2. **Apprenticeship** – Successfully apprentice under the supervision of an Examiner Mentor on one exam in the stream(s) in which they are seeking certification as an examiner.
3. **Certification** – Submit the completed Examiner Training Record and the certification fee to the Society.

STEP 1: EXAMINER COURSE

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

Who can teach this: Current Lifesaving Instructor Trainer or National Lifeguard Instructor Trainer.

Required references: *Examiner Handbook*. **Current** Award guide(s) for each certification the candidate wishes to examine (e.g., candidates wishing to become a Bronze Examiner must have the *Bronze Medal Award Guide*, or candidates wishing to become a First Aid Examiner must have the *First Aid Award Guide*). Test sheets: Bronze Medallion, Bronze Cross, National Lifeguard, First Aid (all levels).

Participants in an Examiner course should also have the following for on-course reference: *Instructor Manual*, *Canadian Lifesaving Manual*, *Alert: Lifeguarding in Action*, *Canadian First Aid Manual*.

Instructional format: This certification may be delivered through blended learning, or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Examiner course time breakdown:

Classroom:	Varies (up to 4 hours)
Water:	Varies (up to 2 hours)
Total Time:	up to 6 hours

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.) objects, manikin, rescue can, rescue tube, buoyant aids, spineboard, adult/child/infant CPR manikins, AED Trainer, first aid supplies including barrier devices.

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

STEP 2: APPRENTICESHIP

□ After successful completion of the Examiner course, candidates apprentice with Examiner Mentors in the program stream in which they are seeking examiner certification.

Process: Successfully apprentice on one exam with an Examiner Mentor.

STEP 3: CERTIFICATION

□ Examiners are certified by the Lifesaving Society.

Prerequisite to certification: Appropriate Instructor certification and experience teaching; successful completion of the Examiner course; and successful apprenticeship on one exam in the stream in which they are seeking examiner certification. Specifically:

Bronze Examiner: Experienced Lifesaving Instructor; successful completion of the Examiner course; and successfully apprenticed with an Examiner Mentor on a minimum of one Bronze Medallion or one Bronze Cross exam.

First Aid Examiner: Experienced First Aid Instructor; successful completion of the Examiner course; and successfully apprenticed with an Examiner Mentor on a minimum of one Standard or Intermediate First Aid exam.

National Lifeguard Examiner: Experienced National Lifeguard Instructor, successful completion of the Examiner course, and successfully apprenticed with an Examiner Mentor on a minimum of one National Lifeguard exam.

Who certifies: Examiner Mentors certify examiner candidates.

Process: Submit completed Examiner Training Record and appropriate certification fee to the Society.

Candidate recognition: Certification card.

Recertification: Examiners remain current for 24 months from the date of certification. Only *current* Examiners may certify examiner evaluated awards. Examiners recertify through the Society's professional development point system (see page 92).

As of June 22, 2026, existing Standard First Aid Examiners must have completed the First Aid Update Course in order to recertify.

Fees: Lifesaving Society certification fee payable upon submission of Examiner Training Record.

EXAMINER MENTOR

- Examiner Mentors are senior Examiners appointed by the Society's Area Chairs to mentor examiner candidates through their apprenticeship. Examiner Mentors certify examiners.

EXAMINER MENTOR PROCESS

Examiner Mentor candidates must have examining experience: they must have conducted at least 3 exams in the stream(s) they wish to mentor.

- Appointment as an Examiner Mentor is a three-step process:
  1. **Application** – Experienced Examiners are invited to apply for Examiner Mentor appointment. Application forms are found on the Society's website.
  2. **Learning Opportunity** – Under the guidance of an Area Chair, Examiner Mentor candidates complete a learning opportunity.
  3. **Assessment and appointment** – Area Chairs assess the completed learning opportunity and if appropriate, appoint the candidate as an Examiner Mentor.

STEP 1: APPLICATION

- The Examiner Mentor application is the first step in the three-step process to become appointed as an Examiner Mentor. Application forms are available at lifesavingsociety.com

STEP 2: LEARNING OPPORTUNITY

- After the application has been approved by the Society, Examiner Mentor candidates complete a learning opportunity with an Area Chair.

  Required references: *Examiner Handbook*, current award guide(s) for each stream the candidate wishes to mentor (e.g., Examiner Mentor candidates who wish to mentor Bronze Examiners must have the current *Bronze Medals Award Guide*).

STEP 3: ASSESSMENT AND APPOINTMENT

- Examiners Mentors are appointed by Area Chairs on behalf of the Lifesaving Society.

  Prerequisite to appointment: Current Examiner certification (any stream), conducted at least three exams in a specific stream; successful completion of the learning opportunity. Specifically:

  Bronze Examiner certification: examined at least three Bronze medal exams, successful Examiner Mentor application, and completion of the Examiner Mentor learning opportunity.

First Aid Examiner certification: examined at least three Standard or Intermediate First Aid exams, successful Examiner Mentor application, and completion of the Examiner Mentor learning opportunity.

National Lifeguard Examiner certification: examined at least three National Lifeguard exams, successful Examiner Mentor application, and completion of the Examiner Mentor learning opportunity.

Who appoints: Area Chairs appoint Examiner Mentors on behalf of the Lifesaving Society.

Process: Examiner Mentor Training Record submitted by the Area Chair on behalf of the candidate.

Candidate recognition: Appointment as an Examiner Mentor is recorded in the Society's database and is viewable online in *Find a Member*.

Recertification: Examiner Mentors remain current for 24 months from the date of appointment. Examiners Mentors recertify through the Society's professional development point system (see page 92).

Only *current* Examiner Mentors who hold current Bronze Examiner certification may supervise Bronze Examiner candidates.

Only *current* Examiner Mentors who hold current First Aid Examiner certification may supervise First Aid Examiner candidates.

Only *current* Examiner Mentors who hold current National Lifeguard Examiner certification may supervise National Lifeguard Examiner candidates.

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

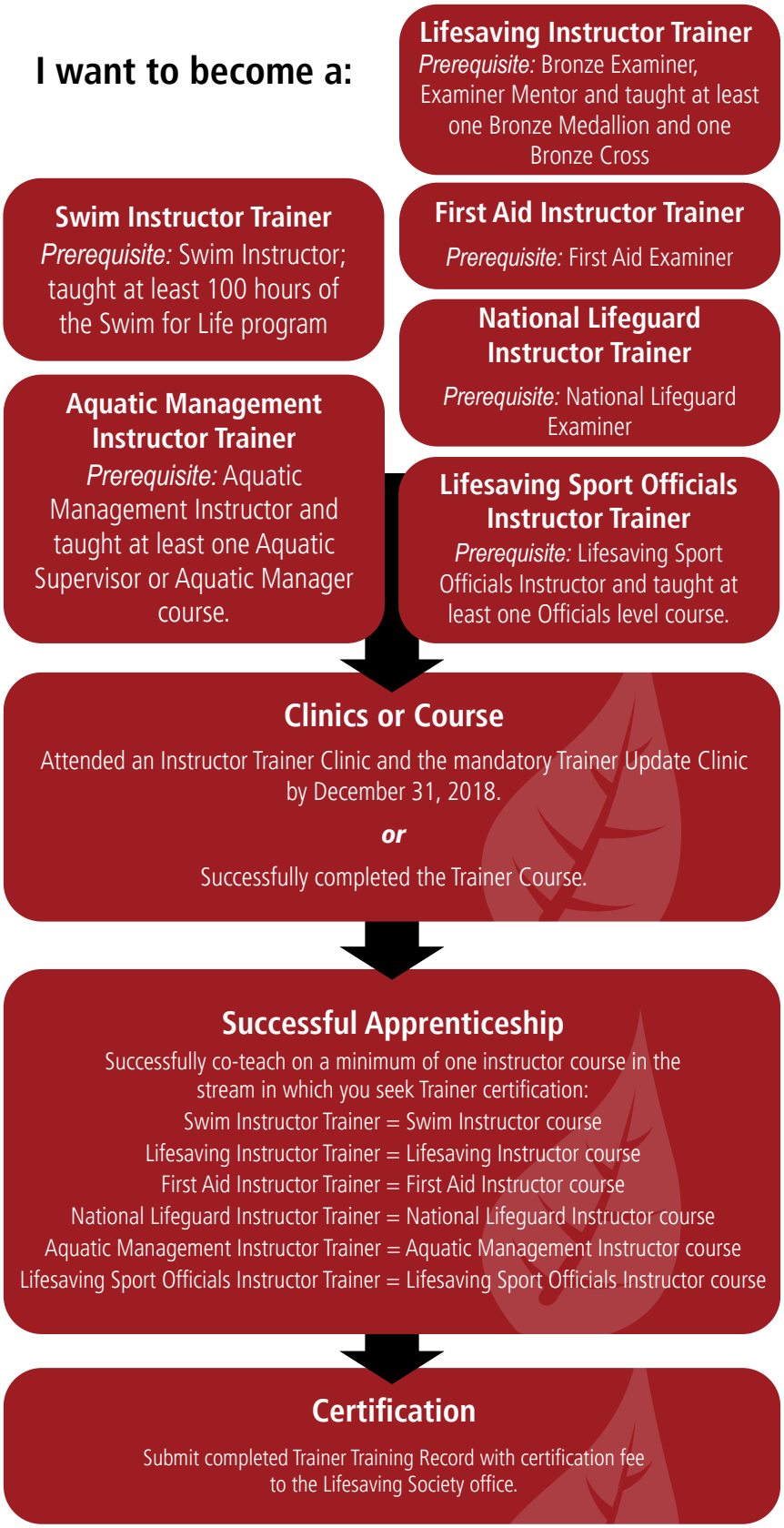
TRAINERS

□ Trainers are experienced Instructors, Coaches, or Examiners who undergo specific training in teaching instructors. Trainer candidates must have teaching experience before they take the trainer course in the stream(s) in which they are seeking appointment as a Trainer. After successful completion the Trainer Course, candidates must successfully apprentice with an **experienced Trainer** (see sidebar) on at least one course in the stream(s) in which they are seeking appointment as a Trainer. For detailed information, refer to the individual certification descriptions in this guide.

Experienced Trainers

Experienced Trainers are trainers who have taught a minimum of three instructor level courses.

LIFESAVING SOCIETY TRAINER CERTIFICATION PROCESS CHART



TRAINER PROCESS

- □ Appointment as a Trainer is a three-step process (see Trainer certification process flow chart on previous page):

1. **Course** – Successfully complete the Trainer course with a current National Trainer.
2. **Apprenticeship** – Successfully apprentice by "practice teaching" on one instructor course with an **experienced Trainer** (see side bar) in the streams in which candidates are seeking appointment as a trainer).
3. **Appointment** – Submit the completed Trainer Training Record and the fee to the Society.

Experienced Trainers

Experienced Trainers are trainers who have taught a minimum of three instructor level courses.

STEP 1: TRAINER COURSE

The **Trainer course** is the first step in the three-step process to become appointed as a Trainer for the Lifesaving Society. The course provides candidates with an understanding of the expectations and requirements to teach instructors, and prepares participants to apprentice successfully as a Trainer on the Instructor course(s) of their choice. It shapes positive attitudes and values about the Society's Instructor Training program, planning, learning/teaching, and evaluation content and allows participants to demonstrate their knowledge, skills, teaching, and evaluation techniques.

Who can teach this: Current National Trainers.

Required references: *Trainer Manual*. Leadership award guide(s) for each Instructor course the candidate wishes to teach (e.g., candidates wishing to become a Lifesaving Instructor Trainer must have the *Swim Instructor and Lifesaving Instructor Award Guide*, or candidates wishing to become a First Aid Instructor Trainer must have the *First Aid Instructor Award Guide*).

Trainer candidates should also have the following for on-course reference: *Canadian First Aid Manual*, *Canadian Lifesaving Manual*, *Alert: Lifeguarding in Action*, *Instructor Manual* and award guides (all levels).

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: The information below shows the minimum required instructional time for up to 12 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Trainer course time breakdown:

Classroom: Varies (up to 9.5 hours)
Water: Varies (up to 6.5 hours)
Total Time: up to 16 hours

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.) objects, manikin, 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, AED trainer and AED-compatible manikins.

Recertification: None.

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

STEP 2: APPRENTICESHIP

After successfully completing the Trainer course, Trainer candidates must apprentice by practice teaching on an Instructor course, with an **experienced Trainer** (see sidebar), in the stream(s) they wish to be appointed as a trainer.

STEP 3: APPOINTMENT

Trainers are appointed by the Lifesaving Society.

Prerequisites to appointment: Appropriate examiner or instructor certification (see below); 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 successful apprenticeship on one Instructor course in the stream(s) in which they wish to be appointed a Trainer. Specifically:

Swim Instructor Trainer: Swim Instructor; taught at least 100 hours of the Swim for Life program; successful completion of the Trainer course; and successful apprenticeship on one Swim Instructor course with an **experienced Trainer**.

Lifesaving Instructor Trainer: Bronze Examiner; Examiner Mentor; have (co)taught and (co)examined at least one Bronze Medallion course and one Bronze Cross course; successful completion of the Trainer course; and successful apprenticeship on one Lifesaving Instructor course with an **experienced Trainer**.

First Aid Instructor Trainer: First Aid Examiner; successful completion of the Trainer course; and successful apprenticeship on one First Aid Instructor course with an **experienced Trainer**.

National Lifeguard Instructor Trainer: National Lifeguard Examiner; successful completion of the Trainer course; and successful apprenticeship on one National Lifeguard Instructor course with an **experienced Trainer**.

Lifesaving Sport Coach Trainer: Lifesaving Sport Coach Level 1; Lifesaving Sport coaching experience; successful completion of the Trainer course; and successful apprenticeship on one Lifesaving Sport Coach Level 1 course with an **experienced Trainer**.

Experienced Trainers

Experienced Trainers are trainers who have taught a minimum of three instructor level courses.

Lifesaving Sport Officials Instructor Trainer: Lifesaving Sport Officials Instructor; taught or co-taught at least one Officials course (Community, Pool, Open Water, Emergency Response, or Meet Manager & Referee); successful completion of the Trainer course; and successful apprenticeship on one Lifesaving Sport Officials Instructor course with an **experienced Trainer**.

Aquatic Management Instructor Trainer: Aquatic Management Instructor; taught or co-taught at least one Aquatic Supervisor or Aquatic Manager course; successful completion of the Trainer course; and successful apprenticeship on one Aquatic Management Instructor course with an **experienced Trainer**.

Safety Inspector Instructor Trainer: Aquatic Safety Inspector Instructor, taught or co-taught at least one Safety Inspector course; successful completion of the Trainer course; and successful apprenticeship on one Safety Inspector Instructor course with an **experienced Trainer**.

Safety Auditor Instructor Trainer: Auditor Instructor; taught or co-taught at least one Safety Auditor Clinic; successful completion of the Trainer course; and successful apprenticeship on one Safety Auditor Instructor course with an **experienced Trainer**.

SEE Auditor Instructor Trainer: SEE Auditor Instructor; taught or co-taught at least one SEE Auditor course; successful completion of the Trainer course; and successful apprenticeship on one SEE Auditor Instructor course with an **experienced Trainer**.

Pool Operator Instructor Trainer: Pool Operator Instructor; taught or co-taught at least one Pool Operator course (Level 1 or Level 2); successful completion of the Trainer course; and successful apprenticeship on one Pool Operator Instructor course with an **experienced Trainer**.

Who appoints: Lifesaving Society.

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

Candidate recognition: Certification card

Recertification: Trainers remain current for 24 months from date of appointment. Only *current* Trainers may certify Instructor candidates. Trainers recertify through the Society's professional development point system (see page 92).

As of June 22, 2026, existing Standard First Aid Trainers must have completed the First Aid Update Course in order to recertify.

Fees: Lifesaving Society fee payable upon submission of Trainer Training Record.

NATIONAL TRAINERS

□ National Trainers are experienced and talented Trainers. The Society appoints National Trainers as needed for a period of 24 months. Appointees must successfully complete the National Trainer course, apprentice with an experienced National Trainer on a Trainer course, and be approved by both the VP Leadership and Senior Training Officer.

National Trainer Reappointment

The Society's VP Leadership and the Senior Training Officer reappoint National Trainers. National Trainer certification is not recertified through the professional development point system. Reappointment is based on:

- Maintenance of Trainer certification in good standing.
- Activity and positive feedback as a National Trainer or Instructor Trainer over the two-year currency period. Activity as an instructor shall not count towards reappointment as a National Trainer.
- Review of National Trainer courses taught, Instructor Trainer courses taught, mentorship of apprentice Trainers.
- Involvement in other Lifesaving Society related activities.

CLINICS

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: Current Lifesaving Instructor Trainer, Swim Instructor Trainer, National Lifeguard Instructor Trainer, or Lifesaving Sport Coach Trainer.

Candidate recognition: Certification posted to the candidate's Find a Member record.

Required reference material: None.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Inclusion Clinic time breakdown:

Classroom:	1.5–2 hours
Water:	1.5–2 hours
Total Time:	3–4 hours

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: None.

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

Swim Instructor Update Clinic

□ Teaches instructors of other agencies' learn-to-swim programs how to deliver the Society's Swim for Life program. 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: Minimum 15 years of age, Bronze Cross, and Red Cross Water Safety Instructor or YMCA Swim Instructor or I Can Swim Teacher.

Who can teach this: Current Swim Instructor Trainers.

Candidate certification: At the conclusion of the clinic, participants complete the Lifesaving Society "Leadership Recertification Points Form," which they forward with the appropriate fee and proof of other agency instructor certification 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 format: This certification may be delivered through in-person learning only.

Instructional time: The information below shows the minimum required instructional time for up to 16 candidates in the course (i.e., time spent actively teaching). Breaks are not included in the minimum instructional time.

More instructional time may be required depending on course format, number of candidates and the learning activities selected.

Swim Instructor Update Clinic time breakdown:

Classroom:	2–3 hours
Water:	1.5–2 hours
Total Time:	3.5–5 hours

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: None.

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

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 third leading cause of unintentional injury deaths among children 14 years and under. With over 450 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).

  Newcomers 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 vulnerable.

- 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 the Drowning Research section of the Society's website

  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.

  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 prevention strategies. Key target groups are:

  - Adult males 20 plus years of age
  - Newcomers to Canada
  - Older adults
  - First Nations, Inuit and Métis people
  - Parents of children under five years of age
  - Parents of school-aged children
  - Children under 14 years of age
  - Boaters

HOW YOU CAN HELP

- You can help to promote Water Smart behaviour in a variety of ways, for example:

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.

The Society presents its Water Smart Award annually to an affiliate for outstanding community service to drowning prevention education.

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 to 49 years of age, then the focus is boating and your key message could be *"Choose one and wear it."*

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."*

Participate in National Drowning Prevention Week

The Society chooses a NDPW theme each year based on drowning data. See the National Drowning Prevention Week section of our website.

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.)

Participate in World Drowning Prevention Day

Declared through the April 2021 UN General Assembly Resolution A/RES/75/273 "Global drowning prevention", World Drowning Prevention Day (WDPD) is held annually on 25 July. This global advocacy event serves as an opportunity to highlight the tragic and profound impact of drowning on families and communities and offer lifesaving solutions to prevent it.

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. These resources are available from LifeguardDepot.com.

Offer Swim to Survive® training

Basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada. The Lifesaving Society wants to ensure every child has the basic skills to survive an unexpected fall into deep water. 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 lifesavingsociety.com.

For more event ideas, see *Community Events* in *Water Safety* at lifesavingsociety.com, or see Section 13, *Fundraising Events*.

BUDDY THE LIFEGUARD DOG

- ☐ The official mascot of the Lifesaving Society, Buddy the Lifeguard Dog, figures prominently in numerous Water Smart materials. Buddy is a big, black, furry Newfoundland dog mascot available to affiliates for use at their Water Smart events. See Book Buddy the Lifeguard Dog under Community Events in Water Safety on our website.

Section 13

FUNDRAISING EVENTS

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.

WAYS TO SUPPORT OUR CHARITY

Donate online via the Society's Canada Helps donation page or learn more on the how to donate section of our website.

□ 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 such as:

- Water Smart® drowning prevention education
- Swim to Survive® or Swim to Survive+
- David and Olive Pretty Archives (preservation of Society history)

For more information about ways to give, visit the How To Donate section of our website.

FUNDRAISING EVENTS

The Darnell Cup

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 that raises the most funds, and; the single-facility Affiliate that raises the most funds.

□ 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 lots 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.

Annual Lifesaving Society events

□ The Society invites you and your staff to participate in one or more of our annual fundraising events:

- 500 metre swim for 500 lives
- April Pools Day

Visit the How To Donate section of our website for details or contact the Lifesaving Society for details and event planning tool kits.

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 Water Smart Barbecue, Bake sale, Dinner.
  - 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 ring buoy.
- ☐ Whatever fundraising event(s) you decide to host, register them in advance with the Lifesaving Society so we set up a donation link via the Society’s Canada Helps account. We’ll also provide you with an Event Planning Tool Kit. For detailed information on how to register, visit the Fundraising Events page of our website.

Publications of the Lifesaving Society are available from any Branch office. Inquiries from outside Canada should be directed to the National Office.

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LIFESAVING SOCIETY

The Lifeguarding Experts

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 16 years and up
Fitness Swimmer	None, all ages
Lifesaving	**Prerequisite**
Rookie, Ranger, or Star Patrol	None
Junior Lifeguard Club	Canadian Swim to Survive Standard
Bronze Star	None. Swim Patrol recommended
Bronze Medallion	Min. 13 years of age *or* Bronze Star
Pool Attendant†	Min. 14 years of age, IFA*
Waterpark Attendant†	Min. 14 years of age, BFA*
Safeguard	None. Min. 12 years of age recommended
Patrol Rider	Pleasure Craft Operator (PCO), National Lifeguard (Waterfront or Surf recommended)
Lifeguarding	**Prerequisite**
Bronze Cross†	Bronze Medallion, BFA* or IFA*
National Lifeguard Pool†	Min. 15 years of age, Bronze Cross, IFA*
National Lifeguard Waterfront†	Min. 15 years of age, Bronze Cross, IFA*
National Lifeguard Waterpark†	National Lifeguard Pool
National Lifeguard Surf†	National Lifeguard Waterfront
First Aid	**Prerequisite**
Basic First Aid	None
Intermediate First Aid (IFA)	None
Intermediate First Aid recertification†	IFA or SFA full course, not more than three years from the date of issue.
CPR-A, -C, -HCP	None
Airway Management	IFA*
Anaphylaxis Rescuer	None

Lifesaving Sport	Prerequisite
Sport Fundamentals (Levels 1–5)	None. Swimmer 3 or equivalent recommended
Community Official	Min.13 years of age
Pool Official	Min.16 years of age; experienced Community Official
Emergency Response Official	Min.16 years of age; experienced Community Official
Open Water Official	Min.16 years of age; experienced Community Official
Meet Manager & Referee	Pool, Open Water, and/or Emergency Response Official, officiating experience
Management Training	**Prerequisite**
Aquatic Supervisor†	Lifesaving Society Swim Instructor or Lifesaving Instructor, and National Lifeguard certifications (need not be current).
Aquatic Manager†	None
Aquatic Safety Inspector	None
Pool Operator Level 1	None
Pool Operator Level 2	Pool Operator Level 1 or equivalent
SEE Auditor	National Lifeguard and min. 100 hours lifeguarding experience, *or* National Lifeguard Examiner, *or* AST *or* AMT
Safety Auditor	Pool Operator Level 1, experienced Safety Inspector
Aquatic Safety Chief Auditor	Safety Auditor
Leadership	**Prerequisite**
Assistant Instructor†	Min.14 years of age, Bronze Cross
Swim Instructor†	Min.15 years of age, Bronze Cross
Lifesaving Instructor†	Min.15 years of age, Bronze Cross
National Lifeguard Instructor†	National Lifeguard (any option), Lifesaving Instructor. Recommended: Bronze Examiner, experience lifeguarding
First Aid Instructor†	Min.18 years of age, IFA*
Lifesaving Sport Coach Level 1	Lifesaving Instructor
Lifesaving Sport Officials Instructor	Lifesaving Instructor, experienced Pool or Open Water or Emergency Response Official
Aquatic Supervisor Instructor	Aquatic Supervisor, Lifesaving Instructor
Aquatic Safety Inspector Instructor	Aquatic Safety Inspector, Lifesaving Instructor
SEE Auditor Instructor	SEE Auditor *and* National Lifeguard Examiner *or* Aquatic Supervisor Instructor
Aquatic Safety Auditor Instructor	Aquatic Safety Auditor, Lifesaving Instructor
Pool Operator Instructor	Pool Operator Level 2, Lifesaving Instructor
Examiner†	Experienced Instructor
Examiner Mentor	Current Examiner certification (any stream), conducted at least three exams in a specific stream; successful completion of the learning opportunity
Trainer†	Experienced Examiner, Examiner Mentor or Swim Instructor and 100 hr. teaching Swim for Life, or experienced Lifesaving Sport Coach

Verification of identity: All candidates presenting themselves at a Lifesaving Society vocational course; original or recertification, must verify their identity in accordance with the Society's Verification of Identity Policy. Vocational courses are identified above with a †.

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.

***Intermediate or Basic First Aid** certification from a training agency approved by the Ontario government.

Learn.
Teach.
Lead.
Inspire.
®
LIFESAVING SOCIETY