



LIFESAVING SOCIETY

The Lifeguarding Experts

Change in Prerequisite Policy

The Lifesaving Society has revised its policy regarding the currency of prerequisites. Specifically, ***prerequisite awards need not be “current”***. This policy applies to all Lifesaving Society certifications.

The change is effective October 28, 2010 and will be applied retroactively. The Society will issue to candidates, awards earned since January 1, 2008 which were being held because of an expired prerequisite.

NOT affected by this policy change are Ontario's Workplace Safety & Insurance Board (WSIB) policies that:

- Standard First Aid (full course) must be current within 36 months in order to attend a recertification course.
- Candidates must alternate between an original course and a recertification course.

The Lifesaving Society's other prerequisite policies remain unchanged:

- Prerequisite awards must be earned prior to the start date of the course to which they apply.
- Minimum age requirements must be attained by the last day of the course or the day of the exam.

This does not affect programming flexibility. When two or more awards are offered together (e.g., Standard First Aid with Bronze Cross or with NLS), the Society deems the prerequisite awards to have been earned in the correct order.

November 15, 2010

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PREREQUISITES AT A GLANCE
Effective October 28, 2010

Lifesaving	Prerequisite
Junior Lifeguard Club	Canadian Swim to Survive Standard
Rookie, Ranger, or Star Patrol	Canadian Swim to Survive Standard
Bronze Star	None: Swim Patrol recommended
Bronze Medallion	Minimum 13 years of age <i>or</i> Bronze Star
Bronze Cross	Bronze Medallion, EFA** or higher
Distinction	Bronze Cross
Diploma	Distinction <i>or</i> NLS <i>or</i> Instructor
Boat Operator	Minimum 8 years of age
Accredited Training (BOAT)	
Boat Rescue	Basic swimming & craft-handling ability

First Aid	Prerequisite
Basic First Aid	None
Emergency First Aid (EFA)	None
Standard First Aid (SFA)	None
CPR-A: -B; -C	None
CPR-HCP	None
Automated External Defibrillation (AED)	CPR
Airway Management	Standard First Aid**
Anaphylaxis Rescuer	None

Lifeguarding	Prerequisite
Patrol Rider	NLS (waterfront or surf recommended), Pleasure Craft Operator (PCO) Card
Wading Pool Attendant	Minimum 14 years of age, EFA** or higher.
National Lifeguard	Minimum 16 years of age, Bronze Cross, SFA**. NLS Waterpark requires NLS Pool certification

Swim for Life	Prerequisite
Parent & Tot 1	None, children 4–12 months
Parent & Tot 2	None, children 12–24 months
Parent & Tot 3	None, children 2–3 years
Preschool 1, 2, 3, 4, 5	None, children 3–5 years
Swimmer 1, 2, 3, 4, 5, 6	None, children 5 years and up
Adult 1, 2, 3	None, adults all ages
Fitness Swimmer	None, all ages

Safety Management	Prerequisite
Aquatic Supervisor Training (AST)	NLS <i>or</i> Instructor (Swim or Lifesaving) certification; & 100 hr. experience as a lifeguard and/or instructor
Aquatic Management Training (AMT)	None
Aquatic Safety Inspector	None
Aquatic Safety Auditor (Appointment)	Aquatic Safety Inspector
Pool Operator Level 1	None
Pool Operator Level 2	Pool Operator Level 1
SEE Auditor	NLS Examiner <i>or</i> AST <i>or</i> AMT
SEE Auditor Instructor	NLS Instructor Trainer & SEE Auditor

Leadership	Prerequisite
Lifesaving Sport Coach Level 1	Lifesaving Instructor, EFA** or higher
Lifesaving Sport Coach Level 2	Lifesaving Sport Coach Level 1, and EFA** or higher
Community Official	Minimum 13 years of age
Pool Official	Minimum 16 years of age, Community Official, experience
Open Water Official	Minimum 16 years of age, Community Official, experience
Emergency Response Official	Minimum 16 years of age, Community Official, experience
Lifesaving Sport Referee	Pool or Open Water or Emergency Response Official, experience
Lifesaving Sport Meet Manager	Pool or Open Water or Emergency Response Official, experience
Officials Instructor	Lifesaving Instructor, Pool or Open Water or Emergency Response Official
Assistant Instructor	Minimum 14 years of age, Bronze Cross
Swim Instructor	Minimum 16 years of age, Bronze Cross
Lifesaving Instructor	Minimum 16 years of age, Bronze Cross
Advanced Instructor	Lifesaving Instructor
National Lifeguard Instructor	NLS, Lifesaving Instructor, Advanced Instructor
First Aid Instructor	Lifesaving Society SFA, Lifesaving Instructor, Advanced Instructor
Advanced First Aid Instructor	Lifesaving Society CPR-HCP, Lifesaving Society Airway Management, Lifesaving Society First Aid Instructor
AED Instructor	Lifesaving Society AED, Lifesaving Society First Aid Instructor, Advanced Instructor
Airway Management Instructor	Lifesaving Society Airway Mgmt., Lifesaving Society First Aid Instructor, Advanced Instructor
BOAT Instructor	Lifesaving Instructor, Advanced Instructor, Pleasure Craft Operator (PCO) Card
Aquatic Supervisor Training Instructor	Aquatic Supervisor Training, Lifesaving Instructor, Advanced Instructor
Lifesaving Sport Coach Trainer (Appointment)	Examiner, Lifesaving Sport Coach
Lifesaving Sport Official Trainer (Appointment)	Examiner, Officials Instructor
Instructor Trainer (Appointment)	Experienced Examiner
Provincial Trainer (Appointment)	Experienced Instructor Trainer

Please Note

Prerequisite awards must be earned prior to the start date of the course to which they apply. (Awards taken concurrently will be deemed to have been earned in the correct order.)

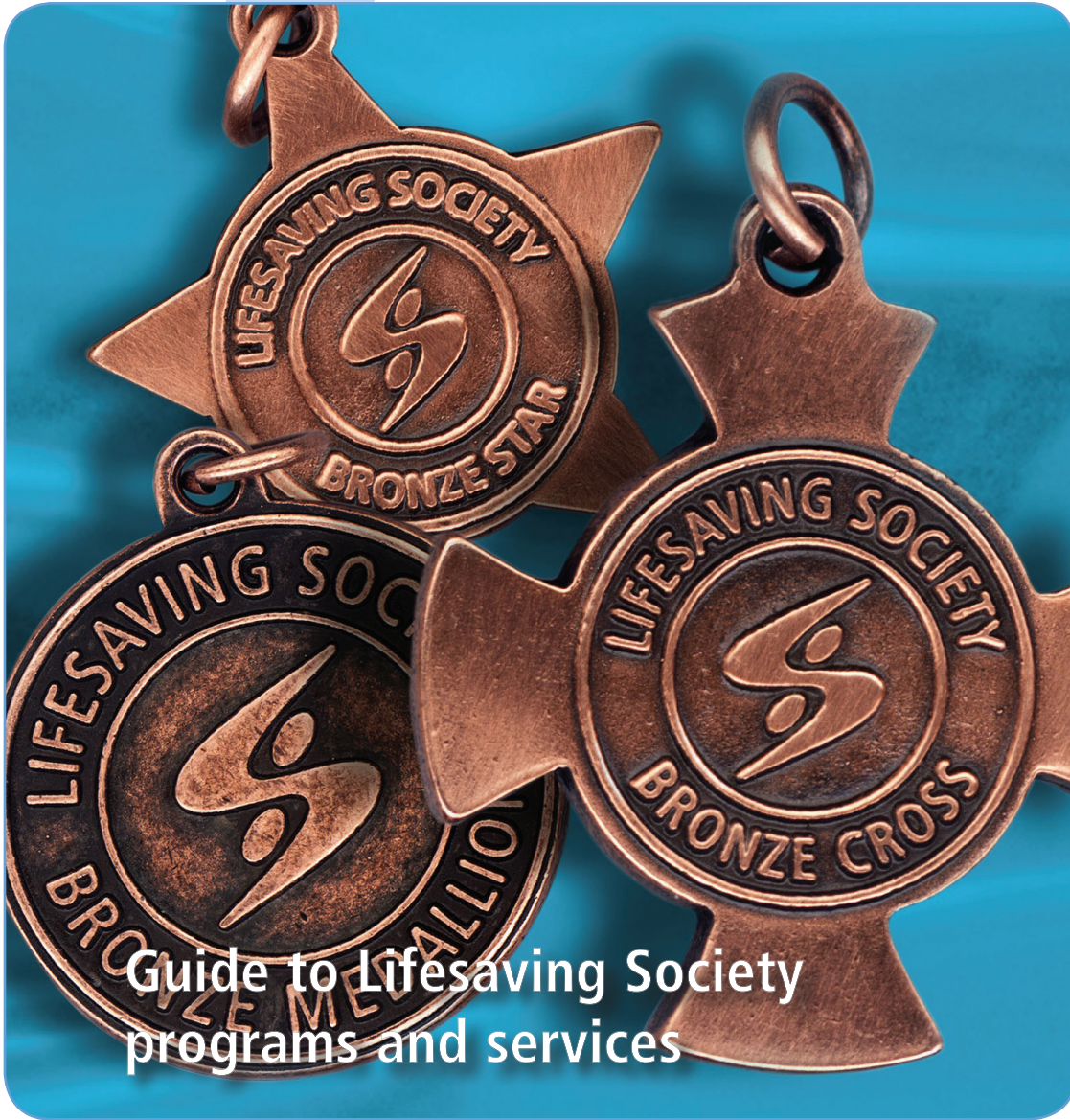
Candidates must attain the age prerequisite by the end of the course or the examination date.

Proof of prerequisites must be available to the examiner.

****Standard or Emergency First Aid** certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol.

Program Guide

2010 EDITION



Guide to Lifesaving Society
programs and services

Lifesaving Society

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The Lifeguarding Experts



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Program Guide

Lifesaving Society guide to its programs and services

Published by the Lifesaving Society, 400 Consumers Road, Toronto, Ontario, Canada

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January 2010 Edition

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

Annually, over 700,000 Canadians participate in our swimming, lifesaving, lifeguard and leadership training programs. As Canada's lifeguarding expert, the Lifesaving Society sets the standard for aquatic safety and certifies all of Canada's National Lifeguards.

The Society represents Canada internationally in the Royal Life Saving Society and 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.

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Foreword

THE LIFESAVING SOCIETY

The Lifesaving Society works to prevent drowning and water-related injury through our training programs, Water Smart® public education, water incident research, aquatic safety management and lifesaving sport.

HOW TO REACH US

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

Email: experts@lifeguarding.com

Fax: 416-490-8766

Online: www.lifesavingsociety.com

In person or by mail: 400 Consumers Road, Toronto, Ontario M2J 1P8

WORKING TO PREVENT DROWNING

- ❑ Almost 500 Canadians die every year in water-related incidents – most of them in unsupervised settings.

Drowning in areas supervised by lifeguards is a rare occurrence. This is due in large part to the strong presence of the Lifesaving Society, providing education on safe supervision of public and private swimming pools and beaches. But drowning and water-related injuries in an unsupervised setting remain a serious problem. In fact, aquatic fatalities are the third leading cause of accidental death in Canada for people under 60 years of age. Sadly, most of these deaths are preventable.

It's these statistics that motivate us to continue educating Canadians on drowning prevention, as well as to provide training in emergency rescue skills.

CANADA'S LIFEGUARDING EXPERTS

- ❑ The Lifesaving Society is a national, volunteer organization and registered charity composed of tens of thousands of

individual members and over 4,000 affiliated swimming pools, waterfronts, camps and schools. The Society has been educating Canadians since the first Lifesaving Society Bronze Medallion was earned in 1896.

Established in England (1891) as The Swimmers' Life Saving Society, we became The Royal Life Saving Society in 1904. Today, Canadians know us as simply the Lifesaving Society.

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

In the 1950s, we were the first Canadian organization to adopt mouth-to-mouth as the method of choice over manual methods of artificial respiration. We started our first CPR training program in the 1960s. We launched formal lifeguard competitions in the 1970s together with a series of lifesaving symposia on topics as diverse as Cold Water (1976) Alcohol and Aquatics, Aquatic Spinal Injuries (1980) and the 1996 international symposium on ice safety (*Ice: The Winter Killer*).

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

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

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

In 2001, we defined the Canadian Swim to Survive® Standard and subsequently launched our Swim to Survive® program to teach Canadians the minimum essential skills they need to survive an unexpected fall into deep water. Our learn-to-swim program – Swim for Life® – is our latest drowning prevention initiative.

WATER SMART® PUBLIC EDUCATION

- ❑ Our drowning research enables us to focus on those 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® behavioural change messages through the media, print and electronic communications, community action, special events, programs and promotions.

TEACHING CANADIANS TO SAVE THEMSELVES AND OTHERS

- ❑ Most drownings occur in unsupervised settings, which is why more Canadians need the lifesaving skills to save themselves or others in an aquatic emergency.

Well over 700,000 Canadians participate annually in the Society’s swimming, lifesaving, lifeguard and leadership training programs. The Junior Lifeguard Club, Canadian Swim Patrol program, and the Bronze medal awards offer young people a challenging progression in lifesaving training.

Our National Lifeguard certification is the standard for professional lifeguards in Canada. Each year we certify thousands of instructors who provide the leadership for our lifesaving and lifeguard training programs.

SETTING THE STANDARD

- ❑ The Lifesaving Society establishes aquatic safety standards and consults on aquatic safety issues. The Society clarifies regulations for aquatic facility operators; establishes positions that set aquatic safety standards; serves as an expert in legal cases involving aquatic safety issues; and performs aquatic safety audits.

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. Competition has proven to be an effective training incentive. Junior Lifeguard Games motivate young lifesavers, while provincial and national championships showcase the professionalism of our lifeguards. National Lifesaving Teams represent Canada in international competitions.

ALL THE EXPERIENCE IN THE WORLD

- ❑ We're the Canadian authority in drowning prevention, lifesaving and lifeguard training, and we're a leader and a partner in the delivery of water safety education in Canada and around the world.

We represent Canada globally in the Commonwealth Royal Life Saving Society and the International Life Saving Federation. The Lifesaving Society brings Canadians the best the world of lifesaving has to offer.

At home, we're actively affiliated with established national and provincial safety and sport organizations and agencies.

IN ONTARIO

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

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

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

WWW.LIFESAVINGSOCIETY.COM

- ❑ Visit the Society’s website for up-to-date information on programs and course listings, products and services, and events and contacts.

Find a Course

- ❑ We encourage affiliate members to send us their course listings, which we will post in *Find a Course* free of charge.

Find a Member

- ❑ *Find a Member* allows users to check certification records online. All you need is your personal Lifesaving Society I.D. code and access to the Internet. Check in from anywhere at anytime!

Benefits to individual members:

- Obtain a complete at-a-glance history of your Lifesaving Society certifications – an impressive attachment to job applications or resumes.
- Download proof of certifications, despite lost or otherwise missing certification cards.
- *Find a Member* is continually updated. Use it to learn the processing status of an award you recently took (e.g., check if your recertification has been processed yet).
- If your record is incomplete, give us a call or email us at memberservices@lifeguarding.com.

Benefits to affiliate members, instructor trainers, health inspectors and employers:

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

- Access an applicant’s complete history of Lifesaving Society courses and immediately verify certifications required for hiring.
- Check prerequisites for staff or potential staff who are taking courses.
- Identify expiry dates for staff or applicants’ certifications and host recertifications as appropriate.

Privacy: *Only those to whom you’ve given your Lifesaving Society I.D. code have access to the list of certifications.*

AFFILIATE MEMBERS

- ❑ The Lifesaving Society membership includes affiliate members who pay annual affiliation fees that vary according to the number of facilities operated by the affiliate. Any individual or program interested in the work of the Society is invited to become a member of the Lifesaving Society.

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

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

SERVICES AVAILABLE TO AFFILIATE MEMBERS

- ❑ We invite affiliate members to make full use of the programs and services offered by the Society. The many benefits enjoyed by affiliate members include:
 - Affiliate membership entitles your organization **to offer the training programs** of the Lifesaving Society and to present candidates for examination.

- Affiliate members enjoy **credit privileges**, which allows for the ordering of materials and award processing with payment at a later date.
- **Promotional and educational literature** is available to affiliate members. This includes test sheets, posters and brochures for distribution to the general public, and camera-ready artwork and program descriptions for inclusion in affiliate magazines and flyers.
- Affiliate members receive the Society’s newsletter ***Lifeline***, which highlights developments, technical information, resources and issues related to lifesaving, lifeguarding, leadership training as well as Water Smart® education, aquatic risk management and competitions.
- **Lifesaving Society representatives** are available to affiliate members throughout the year to assist instructors, lifeguards and programmers. Assistance is available from Lifesaving Society Area Chairs for **training and locating Examiners**.
- Affiliate members may obtain Lifesaving Society **awards in advance** for presentation on the day of examination.
- The Society will post affiliate members’ course listings on the Society’s website at no charge.
- Affiliate Members receive **preferred affiliate member rates** for aquatic management services. These services are provided by the Lifesaving Society to maximize the safety of participants in aquatic recreational facilities.
- Each affiliate member may send **two voting delegates** to the Ontario Annual General Meeting of the Society.

The Lifesaving Society posts affiliate member **job listings** on our website for a fee. Please contact us for more information.

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. Our single annual licensing fee covers unlimited numbers of participants, and provides:
 - Seamless swim program.

- Electronic worksheets, progress reports, and candidate recognition certificates. Print as you need.
 - Electronic Swim for Life[®] program blurbs for affiliate brochures.
 - Electronic Water Smart[®] drowning prevention learning resources updated regularly.
 - Lifesaving Society office and volunteer support before, during and after implementation of the swim program in your organization.
- ❑ **License fees:** The Lifesaving Society is happy to discuss with its Affiliate Members which of the following options is the most economical for them, including multi-year license agreements.
- Municipal license fee:
 - a) Per indoor facility
 - b) Per seasonal (outdoor) facility
 - c) Per population
 - Non-municipal license fee:
 - a) Year-round indoor facility
 - i. Private organizations
 - ii. Charitable organizations, not-for-profit institutions
 - b) Summer-only facility

AFFILIATE RECOGNITION AWARDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

John E. McCutcheon Bowl: Awarded to the single affiliate with the largest resuscitation and first aid programs.

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

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

<i>Water Rescue Awards</i>	<i>Point Values*</i>
Rookie Patrol / Ranger Patrol / Star Patrol	7 / 7 / 7points
Junior Lifeguard Club	10 points
Wading Pool Attendant	10 points
Patrol Rider	10 points
Bronze Star	10 points
Bronze Medallion	15 points
Bronze Cross	20 points
Distinction	30 points
National Lifeguard	40 points
Diploma	50 points
<i>First Aid Awards</i>	
Anaphylaxis Rescuer	2 points
Basic First Aid	4 points
CPR-A / CPR-B / CPR-C	4 / 6 / 8 points
CPR-HCP	8 points
AED	10 points
Emergency First Aid	12 points
Airway Management	15 points
Standard First Aid	25 points

<i>Specialized Training</i>	
Lifesaving Fitness: Bronze / Silver / Gold	5 / 7 / 9 points
Boat Rescue	10 points
Boat Operator Accredited Training	10 points
<i>Leadership Training</i>	
Core Instructor	15 points
Assistant Instructor	20 points
Swim Instructor	40 points
Lifesaving Instructor	40 points
Advanced Instructor	20 points
Exam Standards Clinic	15 points
Update Clinics	15 points
Lifesaving Sport Officials	15 points
Lifesaving Sport Officials Instructor	20 points
Specialized Instructors	30 points
Trainer Clinics	30 points
Lifesaving Sport Coach	20 points

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

- ❑ ***Darnell Challenge Cup:*** The Society recognizes the drowning prevention commitment of the Society’s affiliate members and institutions that mobilize staff and volunteers to raise funds for Water Smart® drowning prevention. The Darnell Cup is awarded to the affiliate that raises the most funds overall in the calendar year, as well as to the single facility that raises the most funds in the calendar year.

RESCUE COMMENDATIONS

- ❑ ***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.

Nomination procedure: Send a written nomination outlining the facts to the Chair of the Rescue Commendation Committee c/o the Lifesaving Society office.

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

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

Nomination procedure: Send written nominations to the Chair of the Rescue Commendation Committee (c/o the Lifesaving Society office) who will forward qualifying nominations to the Commonwealth Secretary General via the Lifesaving Society national office. Nominations must be sent to the Commonwealth Secretary no later than April of the calendar year following the incident.

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

The Russell Medal was inaugurated in 2000 to honour the memory of Pat Russell, a longtime volunteer of the Society's Warwickshire Branch in the United Kingdom.

Nomination procedure: Send written nominations to the Chair of the Rescue Commendation Committee (c/o the Lifesaving Society office) who will forward qualifying nominations to the Commonwealth Secretary General via the Lifesaving Society national office.

HILARY M. WESTON BRONZE MEDALLION AWARDS

- ❑ The Lifesaving Society instituted the Hilary M. Weston Bronze Medallion Awards in grateful recognition of the Lt. Governor's Patronage of the Society 1996–2001.

These awards are designed to provide Bronze Medallion training opportunities for youth who otherwise would be

financially unable to participate in the Society’s lifesaving programs.

For recipients of these awards, the Lifesaving Society waives the Bronze Medallion examination fee and provides the identified candidate with a *Canadian Lifesaving Manual* at no charge.

The Society urges the affiliate under whose auspices the award winner takes the Bronze Medallion training, to waive the registration fee.

Nomination procedure: Area Chairs and affiliate representatives throughout Ontario are empowered to nominate specific youth in their communities who would benefit from a HMW Bronze Award. Nominations are sent directly to the president of the Lifesaving Society c/o the Society’s office.

CERTIFICATION & 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.

Lifesaving certifications: Lifesaving Society certifications are held for life, but they are “current” for only 2 years from the date of certification. There is no timeframe in which Bronze Medallion award holders must enroll in a Bronze Cross course, or in which Bronze Cross award holders must enroll in a National Lifeguard course.

Lifesavers are encouraged to maintain up-to-date skills and ability through successful recertification of the award. Candidates for recertification, which may be undertaken at any time, are evaluated at the same standard as first-time candidates.

Instructor certifications and Examiner/Trainer

appointments: The Lifesaving Society requires candidates for its leadership awards (i.e., instructors, coaches, examiners, trainers) to hold “current” prerequisite awards; and “current” is

defined as within 24 months of the most recent date of certification. See Section 11 *Leadership Training*.

In addition, the Society requires its instructors to remain “current” by recertifying their teaching or examining credentials. For information on how to use the credit system to recertify, see *Leadership Recertification* in Section 11.

PROVINCIAL REGULATION

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

Thus, when a Lifesaving Society certification is being used as a lifeguard or instructor certification under Ontario’s Public Pools Regulation, the award must be “current” – that is, the lifeguard or instructor must hold a certification that is dated “not more than 2 years prior to the date on which he or she is acting as a lifeguard.” (While the Regulation defines a 2-year currency period for lifeguard or instructor certifications, it defines a 3-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.

CERTIFICATION REVIEW POLICY

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

VOLUNTEER CODE OF CONDUCT

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

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

Guidelines for ethical standards of conduct

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

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

ANTI-HARASSMENT POLICY

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

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

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

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

Definitions

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

Complaint procedure

If unable to resolve the situation directly with the respondent, a complainant may report the alleged harassment to the Ontario Executive Director or, failing the Executive Director, the Ontario President. The Executive Director (or the President) shall ensure that an investigation into the circumstances of the allegations is conducted and appropriate disciplinary measures are taken if warranted.

Section 1

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 & PUBLIC EDUCATION

For detailed information on drownings and water-related injuries, consult the Lifesaving Society's *Drowning Report* – available online at www.lifesavingsociety.com.

- The Lifesaving Society has been collecting data and reporting on water-related deaths since 1988. This data identifies who is drowning and which age group is at most risk, what activities they are engaged in, where they are drowning and any factors that may have contributed to their death, such as not wearing a lifejacket or consuming alcohol. The Society uses this data to guide the strategic direction for our annual Water Smart[®] campaign.

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[®] education.

Changing behaviour

Water Smart[®] is a public education campaign with the overall mission of making all Canadians “water smart.” The campaign delivers personal lifesaving education messages intended to modify high-risk behaviour and increase Canadians' awareness of the responsibilities that individuals assume for themselves when recreating in, on or near water or ice.

Water Smart[®] educators need to work on changing behaviour, which is different than creating awareness or providing information. We will be successful in reducing drowning and injury if more people change the way that they approach high-risk situations and act more responsibly.

THE WATER SMART CAMPAIGN

- The annual Water Smart[®] campaign delivers messages directed to the public with a goal of changing behaviour. Message

distribution changes each year and is based on identifying the most effective and affordable ways to reach the public. Media used to distribute behavioural change messages include: outdoor media, transit advertising, radio commercials and PSAs, television commercials, PSAs or editorial features in targeted programs, posters, brochures and videos.

A key factor in the success of the annual Water Smart[®] campaign is the support from community educators to extend the Water Smart[®] messages at the community level. This is clearly visible when Lifesaving Society affiliates develop and run events at the community level and distribute key Water Smart[®] campaign materials to the target groups.

Priority target groups

The Society's most recent drowning research points to high-risk groups and behaviours, and our current Water Smart[®] efforts focus on two such groups:

- Parents of children under 5 years of age
- Male adults 65 years of age or older

NATIONAL DROWNING PREVENTION WEEK

- The Lifesaving Society declares a National Drowning Prevention Week (NDPW) each year to build community and media support for the drowning prevention cause. NDPW provides a focus around which you can plan news releases, do media interviews and deliver public demonstrations and other events.

It usually begins on the fourth 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.)

TAKE ACTION – HOW YOU CAN HELP

- The *Water Smart[®] Action Guide* (downloadable from our website) lists all the materials available to affiliates as well as suggestions for staging Water Smart[®] events.

Water Smart® messages

- ❑ Communication messages are developed specifically for each target group with an intended goal of changing behaviour. Materials, which incorporate these messages, vary based on the appropriateness of the medium for the target group and the affordability of producing the item. These materials vary from time to time and are available to affiliate members at a nominal charge.

Water Smart® events

- ❑ There are many opportunities to deliver Water Smart® messages in your community and staging an event or activity is not complicated.

For detailed information on drownings and water-related injuries, consult the Lifesaving Society's *Drowning Report* – available online at www.lifesavingsociety.com.

Your initial step is to determine the target group. Then find the key messages materials from the Water Smart® campaign that are appropriate for that group.

For example, if the target group is men 65 years of age or older, the focus is boating and your key message could be ***“Buy yourself some time: wear your lifejacket.”***

If the target group is parents and caregivers of toddlers, then the key message is ***“If you are not within arms’ reach, you have gone too far.”***

There are many options for events or activities for your own local event. You can be as creative as you wish and dream up your own event or use the resources and experience of the Lifesaving Society. Contact us for more information about the resources available to affiliates.

BUDDY THE LIFEGUARD DOG

- ❑ The official mascot of the Lifesaving Society, Buddy the Lifeguard Dog, figures prominently in numerous Water Smart® activities. Buddy is a big, black, furry Newfoundlander mascot available to affiliates for use at their Water Smart® events. If you are interested in booking Buddy, contact the Lifesaving Society by phone or email.

Section 2

FUNDRAISING

Your contribution to the Lifesaving Society will help save lives. Our annual Water Smart® public education campaign targets high-risk groups with messages delivered through the media, print and electronic communications, community action, special events and special programs like Swim to Survive®. This education is subsidized exclusively through fundraising.

PERSONAL GIVING

- Your donation enables us to fund programs such as our Water Smart® public education campaign and the Swim to Survive® program, which teach Canadians to prevent (and save themselves in) water-related accidents. There are several ways you can donate including annual or monthly gifts, in memoriam or tribute gifts, workplace and matching gift programs, etc. Visit our www.lifesavingsociety.com for details.

Tax receipts are issued for donations of \$20 or more. We accept cash, cheque or credit cards (Visa, MasterCard and American Express). We acknowledge all donors of \$25 or more in our annual report, unless you advise us otherwise.

- **Friends of the Society** give \$25 to \$99.
- **Bronze Club** members give \$100 to \$299.
- **Merit Club** members give \$300 to \$499.
- **Distinction Club** members give \$500 or more.

You can direct your gift to any of our activities or projects, including:

- **Water Smart® Public Education** (Within Arms' Reach)
- **Swim to Survive®** (skills to survive a fall into deep water)
- **Hilary M. Weston** (Bronze Medallion Fund, training for disadvantaged kids)
- **Olive Pretty Archives** (preservation of Society records)
- **Lifesaving Sport** (provincial championships, national lifesaving team)
- **Training Programs** (e.g., swimming, lifesaving, first aid)
- **Club Development** (community lifeguard clubs)

PLANNED GIVING

- Legacy gifts make a difference in the lives of your children as well as their families and communities beyond your lifetime. By arranging a gift now for the charity to receive at a later date, planned giving allows you to structure a gift that will maximize tax benefits and increase inheritances, while providing vital financial support to a cause you believe in. Join the Royal Circle of Friends. Plan your legacy today. Visit our website for all the details.

COMMUNITY EVENTS

- Many affiliates, businesses and friends of the Society host special events throughout the year to raise funds for the Lifesaving Society’s Water Smart[®] drowning prevention campaign. Fundraising events create awareness and get people involved in their communities.

Visit our website often to find out about fundraising events in your community. Check our drowning prevention events around the province listings for this year – there’s always something going on!

Event-in-a-Box

The “Event-in-a-Box” is just what it sounds like – a big plastic box full of materials to make it fun and easy for a community to organize a community fundraising event. Some of the contents of the box include*:

- how-to guide with step-by-step instructions
- posters, banners and balloons
- a disposable camera to capture the magic moments of the event
- media releases to promote the event

* These materials vary from time to time.

Event-in-a-Box is a great choice for large events, and it’s available at no charge! It does all the thinking for you and provides all the “how-to” information of organizing an event. Just follow the step-by-step list and you have an event.

For smaller events (40 participants or less), we have the Event-in-an-Envelope – a pared down version of the Event-in-a-Box.

Both the Event-in-a-Box and Event-in-an-Envelope provide a fundraising opportunity for you to incorporate into your event. This is very important as all of the funds to finance the annual Water Smart[®] campaign come from donations. Many of the communities that have used these tools have had phenomenal success in raising funds for Water Smart[®]. These events are also a terrific way for staff and volunteers to have a great time together!

Contact the Lifesaving Society office for more information.

VOLUNTEERS

- ❑ Volunteers are the backbone of our organization. Without their commitment, support and hard work, many of our initiatives would not be possible.

OUR PARTNERS

- ❑ The work of the Lifesaving Society is made possible partly in thanks to the generous support of our partners. There are many opportunities for your company or organization to participate in the Society's Water Smart[®] drowning prevention campaign. Contact our fundraising staff today to find out how you can join us in our cause.

Section 3

Swim to Survive®



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

LIFESAVING SOCIETY POSITION

- ❑ Acquisition of basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada.

All Canadian children deserve the chance to learn basic swimming skills.

The acquisition of basic swim survival skills by Canadian children is worthy of public and government support.

Affordable training should be available for all children to the level of the Canadian Swim to Survive Standard.

SWIM TO SURVIVE® STANDARD

- ❑ The Canadian Swim to Survive Standard is a minimum national standard of swimming skill for all children.

The standard is simple, straightforward and focused. It defines the essential minimum skills required to survive an unexpected fall into deep water. It is recognized that there is a wide range of aquatic training well beyond this minimum.

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

Rationale

- ❑ **High participation in swimming as a recreational activity:** Among school-aged children between 5 and 12 years of age, swimming is the second most popular activity in Canada after bicycling.

Among those over 18 years of age, swimming is the third most popular activity (after walking and gardening/yard work).

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

For detailed information on drownings and water-related injuries, consult the Lifesaving Society's *Drowning Report* – available online at www.lifesavingsociety.com.

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

Kids aged 5 to 9 are the second most-at-risk group for drowning or near-drowning in Ontario.

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

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

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

SWIM TO SURVIVE PROGRAM

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

- ❑ **Skill screening:**
 - Test individuals as a safety activity for school and youth group trips to waterfronts or to qualify for aquatic training such as canoe or kayak courses, canoe trips.
 - Use the Swim to Survive Standard as the basic “swim test” for aquatic facility owners/operators in determining admission of unaccompanied young children.
- ❑ **For groups with minimal swimming skills:** teach them to achieve the Swim to Survive Standard independent of other traditional swimming skills.
- ❑ **Non-swimmers:** ideal for learners or groups with limited time to accomplish a critical set of personal self-rescue skills (e.g., school groups). The use of personal flotation devices can be used to teach non-swimmers to accomplish the skills and standard in the shortest time possible without using traditional strokes or beginner progressions.

Evaluating the Swim to Survive Standard

- ❑ The program focuses on achieving a single skill sequence:
 - ▶ ***Roll into deep water – tread 1 minute – swim 50 metres***

Any method that allows the learner to achieve the standard is acceptable. There is no single, “right” solution. A key component of the teaching strategy is a problem-solving approach to help the learner find an effective solution.
- ❑ **Purpose (of the skill sequence):** To develop the minimum skills required to survive an unexpected fall into deep water.
- ❑ **Must See (evaluation criteria):** All three skills completed as a continuous sequence in the following order:
 - Entry:* Rolling entry from the front or back or sideways into deep water
 - Tread water:* Ability to breathe while supporting self at surface (any method of support). Time requirement met or bettered
 - Swim 50 metres:* Minimum distance completed (without use of aids, standing on the bottom or stopping to hold onto wall or other support). Any method of swim movement is acceptable – on front, or back or side – or in any combination.

□ **Notes:**

- Roll entries must be performed in a minimum water depth of 2.75 m.
- Swim to Survive evaluation criteria do not attempt to describe the ideal appearance of the skills in the sequence. Any method that gets the head out of the water and supports the mouth above the surface while treading, and some form of forward progress for the required distance is acceptable. Swimmers may pause and tread water during the swim.



Section 4

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.

BACKGROUND

- Affiliate Members – always influential in the development and improvement of Lifesaving Society products and services – were especially so with the Lifesaving Society swim program. Affiliates asked us to develop a low-cost, hassle-free, and flexible learn-to-swim continuum that focused on basic swimming skills and strokes and that lead seamlessly into the Canadian Swim Patrol program. In pursuit of our drowning prevention mission, we did.

And now, based on experience, feedback and suggestions for improvement, we've released the next generation – Swim for Life®.

FEATURES & BENEFITS

- **Never too young to learn. Never too old to start:** Swim for Life® is a complete learn-to-swim program from Parent & Tot through to Leadership. Easy to program and easy to explain, Swim for Life leads seamlessly into the Society's lifesaving training awards.
- **Focus on learning to swim:** Program content is stroke and skill driven: entries and exits, surface support, underwater skills, Swim to Survive® skills, movement/swimming skills, fitness, and Water Smart® education. A fun program with achievable content is enjoyable for both participants and instructors.
- **Easy administration:** One fee, no stats, staff and volunteer support during implementation and running of the swim program. One-stop shopping for affiliates, instructors, candidates, and parents.

- ❑ **Flexible delivery:** Choose Swim for Life® modules based on your affiliate needs. Choose candidate recognition pieces (e.g., certificates, badges, seals) that are most appropriate for your clientele.
- ❑ **Customization:** We'll add your logo to candidate certificates and progress reports.
- ❑ **Sponsorship opportunity:** If you secure local sponsorship for Swim for Life, you can put sponsor logos or credits on progress reports and candidate recognition certificates.
- ❑ **Strong leadership training:** Streamlined process for training to reduce barriers in employment. The *Swim for Life Award Guide*, *Teaching Swim for Life*, core plans, lesson plans and other resources enable instructors to teach effectively on the deck and ensure consistency in standards. Instructors recertify through our professional development credit card system.
- ❑ **Water Smart® education:** Not only is Water Smart® education imbedded in the skills of the Swim for Life® program, but we provide Water Smart education materials electronically so you can deliver drowning prevention messages in a variety of formats. This means you can reach the whole family, and deliver appropriate information when it's most relevant according to the time of the year and candidate experiences.



The Lifesaving Society swim program is endorsed by the International Life Saving Federation. The Lifesaving Society represents Canada in the International Lifesaving Federation and the Commonwealth-wide Royal Life Saving Society.

SWIM PROGRAM MODULES

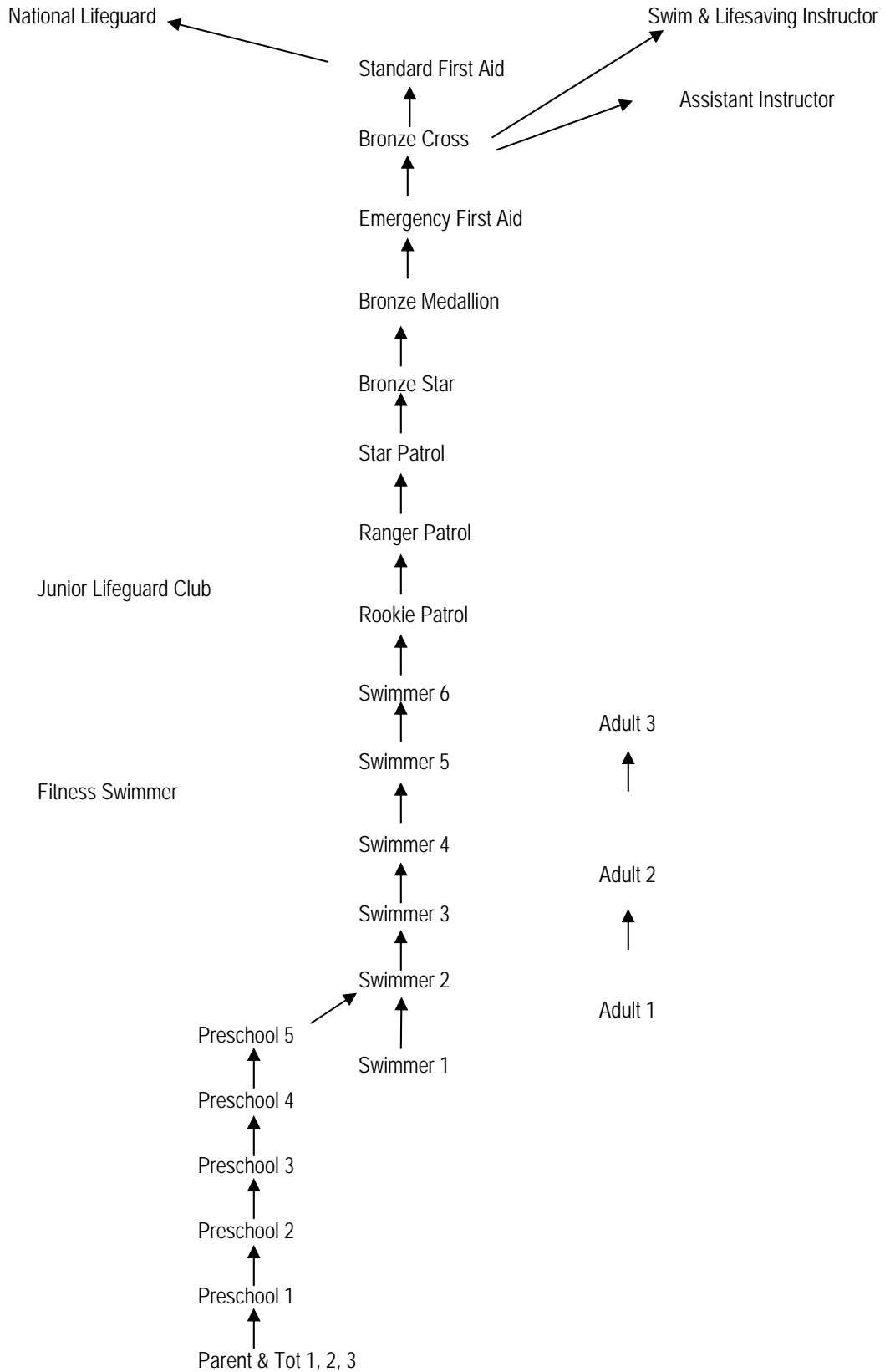
- ❑ There are five modules in the Lifesaving Society Swim for Life® program:
 - PARENT & TOT for parents and children up to 3 years of age
 - PRESCHOOL for children 4–5 years
 - SWIMMER for children 5 years and older
 - ADULT SWIMMER for people over 16 years
 - FITNESS SWIMMER for swimmers of any age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

We've designed the modules so they flow together seamlessly. You can program them independently or so they flow logically into each other and on into the basic lifesaving awards: Rookie, Ranger and Star Patrol. See the Programming Flow Chart on the next page.

Preschoolers move from Preschool to Swimmer based on age – traditionally around 5–6 years of age. If the preschooler has completed Preschool 1 or 2, he or she would move to Swimmer 1; if the preschooler has completed Preschool 3, 4 or 5, he or she would move into Swimmer 2.

- Content is organized as follows:
 - Entries and exits
 - Surface support
 - Underwater skills
 - Swim to Survive[®] skills
 - Movement / Swimming skills
 - Fitness
- As an integral part of the Swim for Life[®] program, Water Smart[®] education provides information and experiences that helps participants make smart decisions when in, on and around water and ice.

PROGRAMMING FLOW CHART



PARENT & TOT PROGRAM OVERVIEW

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

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

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

Levels

Parent & Tot 1 (4 hr.): Designed for the 4 to 12-month-old to learn to enjoy the water with the parent.

Parent & Tot 2 (4 hr.): Designed for the 12 to 24-month-old to learn to enjoy the water with the parent.

Parent & Tot 3 (4 hr.): Designed for the 2 to 3-year-old to learn to enjoy the water with the parent.

Hours indicated are recommendations based on 8 lessons.

PRESCHOOL PROGRAM OVERVIEW

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

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

Levels

Preschool 1 (4 hr.): We encourage the parent to participate until their child lets them know they can do it themselves (thank you very much). These preschoolers will have fun learning to get in and out of the water. We'll help them jump into chest deep water. They'll try floats on their front and back,

and glides on their back while wearing a personal flotation device (PFD). They'll learn to get their face wet and blow bubbles underwater.

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

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

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

Preschool 5 (4 hr.): These youngsters get more adventuresome with a forward roll entry wearing a PFD and holding their breath underwater for up to 10 sec. They'll work on longer front and back crawl swims, interval training and get a giggle out of whip kick.

Hours indicated are recommendations based on 8 lessons.

SWIMMER PROGRAM OVERVIEW

- The Lifesaving Society's 6-level Swimmer program makes sure your 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. We incorporate Lifesaving Society Water Smart[®] education in all Swimmer levels.

Levels

Swimmer 1 (4 hr.): These beginners will become comfortable jumping into water with and without a personal flotation

device. They'll learn to open their eyes, exhale and hold their breath underwater. They'll work on floats, glides and kicking through the water on their front and back.

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

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

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

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

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

Hours indicated are recommendations based on 8 lessons.

ADULT PROGRAM OVERVIEW

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

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

Levels

Adult 1 (6 hr.): You'll work towards a 10–15 m swim on your front and back. You'll do jump entries from the side and recover an object from the bottom in chest-deep water. Improve your fitness and your flutter kick with 4 x 9–12 m interval training.

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

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

Hours indicated are recommendations based on 8 lessons.

FITNESS SWIMMER PROGRAM OVERVIEW

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

PROGRAMMING SWIM FOR LIFE®

CLASS LENGTH AND SIZE

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

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

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

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

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

EQUIPMENT

- The use of personal flotation devices (PFDs) is required throughout the Swim for Life[®] program. Other learn-to-swim accessories and toys will certainly expand the scope for effective and entertaining training.

TRANSITION TEAMWORK

- Once you've decided to implement the Lifesaving Society Swim for Life[®] program, our team of experts will be delighted to help you make the transition as easy as possible. We'll help you with a step-by-step plan that covers:
 - Programming options
 - Staff update clinics
 - Transition time lining
 - Support materials for instructors, administrators and parents

LICENSED AFFILIATES

- To offer the Lifesaving Society Swim for Life[®] program, you must first become a Lifesaving Society affiliate. Affiliates obtain a license to offer the program. With no per-participant charges, Affiliate Members save substantially. Our single annual licensing fee covers unlimited numbers of participants, and provides:
 - Seamless swim program.
 - Electronic worksheets, progress reports, and candidate recognition certificates. Print as you need.
 - Electronic Swim for Life[®] blurbs for affiliate brochures.
 - Electronic Water Smart[®] drowning prevention learning resources updated regularly.
 - Lifesaving Society office and volunteer support before, during and after implementation of the Swim for Life[®] in your organization.

- Swim for Life[®] Licensed Affiliates who wish to do so may purchase cloth badges and/or seals as optional candidate recognition items as follows:

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

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

- **License fees:** The Lifesaving Society is happy to discuss which option is the most economical for its Affiliate Members.
- Municipal license fee options:
 - a) Per facility
 - b) Per seasonal (outdoor) facility
 - c) Per population
- Non-municipal license fee:
 - a) Year-round indoor facility
 - i. Private organizations
 - ii. Charitable organizations, not-for-profit institutions
 - b) Summer-only facility

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

Section 5

LIFESAVING & LIFEGUARD PROGRAMS

Annually, the majority of Canadians participate in some form of aquatic activity. Unfortunately, in pursuit of enjoyment in, on or near the water, drowning and aquatic accidents claim the lives of almost 500 Canadians every year. This makes drowning and water-related fatalities the third leading cause of accidental death in the country of those under 60 years of age.

LIFESAVING TRAINING

- ❑ The Society’s lifesaving training programs are national in scope and awards are transferable anywhere in the country. They consist of award progressions for a variety of age groups and abilities.

Section 7 details the Lifesaving Society’s Junior Lifeguard Club (JLC) program that offers serious fun for kids 8 years and up who can swim at least 50 m and tread water for one minute. JLC provides an action-packed challenge for kids who love the water but who want more than “lessons.” JLC is for quick learners, those between levels or programs who thrive in an energetic learning environment.

CANADIAN SWIM PATROL

- ❑ The Lifesaving Society’s 3-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.
- ❑ **Rookie Patrol** (8–10 hr.): Swimmers continue stroke development with 50 m swims of front crawl, back crawl and breaststroke. Lifesaving Sport skills include a 25 m obstacle swim and 15 m object carry. First aid focuses on assessment of conscious victims, contacting EMS and treatment for bleeding. Fitness improves in 350 m workouts and 100 m timed swims.

Prerequisite: None.



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

Candidate recognition: See below.



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

Prerequisite: None.

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

Candidate recognition: See below.



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

Prerequisite: None.

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

Candidate recognition: See below.

Candidate Recognition

- ❑ Affiliates have the choice of purchasing a minimum of one of the following items:
 - Swim Patrol Kit – includes personal wall chart, recognition seals (H₂O Proficiency, First Aid, Rescue) and award crest.
 - Award Crest
 - Award Seal – one sticker for each of the Swim Patrol levels (Rookie, Ranger & Star)
- ❑ Other available candidate recognition:
 - Progress Report

- ❑ Swim Patrol candidate recognition required for Lifesaving Society Swim for Life® program Licensees differs, please see below.

Administration

- ❑ Canadian Swim Patrol is a non-vocational award. Affiliates should order their recognition pieces ahead of time for presentation to successful candidates at the evaluation.

Obtain worksheet hard copies from the Society's office or download PDF versions from www.lifesavingsociety.com.

Worksheets are not submitted to the Lifesaving Society. Affiliates should keep copies for their own internal use.

Swim Licensees who choose to provide statistics to the Society, may do so seasonally or annually.

Swim for Life® Program Licensees

- ❑ All Swim for Life® licensed affiliates have the choice of providing the Lifesaving Society with verifiable statistics each year (registration reports) or purchasing a minimum of the award seal or award crest.

The following resources are provided electronically to licensees: worksheets, core plans, lesson plans, certificate, progress report and ad blurbs.

BRONZE MEDAL AWARDS



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

Prerequisite: None (Swim Patrol experience recommended.)

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

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



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

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

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

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

Required reference material: Canadian Lifesaving Manual



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

Prerequisite: Bronze Medallion and Emergency First Aid certifications (need not be current).

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

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

Required reference material: Canadian Lifesaving Manual

ADVANCED LIFESAVING

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

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

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

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

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

Required reference material: Canadian Lifesaving Manual

- **Diploma** (20–25 hr.): the highest award of the Society, Diploma is designed for those seeking a challenging opportunity to demonstrate exceptional lifesaving ability and leadership. The Diploma Award encourages excellence in practical ability and theoretical knowledge either by the development of superior aquatic skills (Part A1) or through the completion of a major project or assignment (Part A2)

All Diploma candidates must complete a comprehensive theoretical written exam (Part B) based on the components of the current edition of the *Canadian Lifesaving Manual, Alert: Lifeguarding in Action*, and other literature specified from time to time.

A minimum total mark of 66 per cent on both Part A and Part B is a passing grade. Less than 50 per cent in any one item (including the numbered parts of Part B) constitutes a failure. A total of 80 per cent on both Part A and Part B is a pass with honours. Fractional marks may be used.

Numerical marking, unique to the Diploma Award, discriminates between a pass and an honours performance. A minimum passing mark is obtained by meeting the Must Sees. Honours marks are obtained by completing the test items to near perfection.

Prerequisite: Distinction *or* National Lifeguard *or* Lifesaving Instructor certification (need not be current).

Evaluation & certification: Diploma Examiners evaluate all items and certify Diploma candidates.

Candidate recognition: Diploma Award crest, certificate, and certification card.

Required reference material: Canadian Lifesaving Manual

SPECIALIZED LIFESAVING

- ❑ **Lifesaving Fitness** (10 hr.): teaches the importance of physical fitness in lifesaving. The award is designed for participants of all ages who learn how to measure, monitor, and maintain personal physical fitness for lifesaving emergencies.

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

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

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

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

Prerequisite: Basic swimming and craft-handling ability is required.

Evaluation & certification: The Boat Rescue Instructor evaluates all items (in open water conditions) and certifies candidates.

Candidate recognition: Boat Rescue Award crest, certification card.

LIFEGUARD CERTIFICATIONS

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

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

- ❑ **National Lifeguard (40 hr.):** The National Lifeguard Service (NLS) course consists of a core course dealing with lifeguarding principles and techniques, together with environment-specific items leading to certification in one of the NLS options – ***Pool, Waterfront, Surf, or Waterpark.***

National Lifeguard training builds on the fundamental skills, knowledge and values taught in the lifesaving awards of the Society to develop the practical skills and knowledge required by lifeguards.

Recognized as the standard measurement of lifeguard performance in Canada, National Lifeguard education is designed to develop a sound understanding of lifeguarding principles, good judgment and a mature and responsible attitude toward the role of the lifeguard.

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

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

Prerequisite: Minimum 16 years of age. Bronze Cross certification (need not be current). Current Standard First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol (must be current – i.e., within 2 years of the most recent certification date).

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

Candidate recognition: National Lifeguard Award crest, certification card. Card only for Waterpark option.

Required reference material: Alert: Lifeguarding in Action

- ❑ **Wading Pool Attendant** (4–6 hr.): provides knowledge of wading pool operations and lifesaving skills to prevent injuries and promote the safe use of the facilities. The course identifies the role and responsibilities of a Wading Pool Attendant and provides training in how the attendant can identify, control and eliminate risks and hazards through facility analysis.

Prerequisites: Minimum 14 years of age. Emergency First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol. Prior lifesaving training recommended.

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

Candidate recognition: Certification card.

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

Prerequisite: Minimum 16 years of age. Pleasure Craft Operator (PCO) certification. National Lifeguard certification (waterfront or surf option recommended, but not required). NLS certification need not be current.

Evaluation & certification: The Patrol Rider Instructor evaluates and certifies candidates.

Candidate recognition: Certification card.

RECERTIFICATION

- ❑ To maintain a “current” certification, award holders recertify within 2 years (24 months) by successfully retaking the practical examination. A new certification card is issued to successful candidates after each re-examination.

Lifesaving Society awards are held for life. But they are “current” for only 24 months from the date of certification. Award holders may attend a recertification course at any time regardless of the certification date of the original award. First Aid awards are the only exception to this as recertification policies for first aid are established by Ontario’s Workplace Safety & Insurance Board (WSIB). See the First Aid section for specific policies regarding first aid recertification.

Application for Foreign Certification Exemption

Individuals with foreign lifesaving certifications may submit a completed “Request for Exemption” form with documentation of the curriculum content of their foreign award(s). The Society analyzes the award competencies – in terms of judgment, knowledge, skills and fitness – to determine what training the applicant should undertake to acquire the appropriate Canadian certification(s).

The purpose of the application is to recognize the individual’s previous acquisition of competencies equivalent to those in the Lifesaving Society’s training programs.

A processing fee is charged for each application.

Section 6

FIRST AID CERTIFICATION PROGRAMS

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



FIRST AID PROGRAMS

Recommended minimum instructional times do not include refreshment breaks and are based on a class of 12–16 candidates. The actual instructional time needed will vary with the number and maturity of the candidates, their prior knowledge, training and experience.

No water required: The first aid program is not restricted to aquatic candidates. You can use the Lifesaving Society's first aid awards to train non-aquatic staff (e.g., camp, playground, maintenance, etc.) and the general public.

- **Basic First Aid:** features the first aid content distributed across the Rookie, Ranger, and Star awards in the Canadian Swim Patrol program.

Basic First Aid covers the basics in 3–4 hours including how to contact emergency medical services, rescue breathing, how to treat choking and minor injuries.

Prerequisite: None.

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

Candidate recognition: Certification card.

- **Emergency First Aid:** Includes CPR-B certification. Emergency First Aid (6.5–8 hours) is for people who want a general knowledge of first aid principles and the emergency treatment of injuries. Skills include: victim assessment, rescue breathing, CPR, choking, and what to do for external bleeding, heart attack, and stroke.

Emergency First Aid is a prerequisite to Bronze Cross.

Prerequisite: None.

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

Candidate recognition: Certification card.

Required reference material: Canadian First Aid Manual or Canadian Lifesaving Manual

Recertification: Emergency First Aid recertification is the same course.

**Ontario's Workplace Safety & Insurance Board (WSIB) has advised its recognized first aid providers to comply with WSIB requirements regarding recertification of Standard First Aid. All first aid providers must comply. The Lifesaving Society disagrees with this requirement but is altering its recertification procedure for Standard First Aid (only) to be in compliance.*

The Society continues to liaise with WSIB and other first aid providers regarding the rationale underlying the WSIB requirement and alternatives to it.

- **Standard First Aid:** Includes CPR-C certification. Standard First Aid (13–16 hours) provides comprehensive training covering all aspects of first aid and CPR. Standard First Aid incorporates all of Emergency First Aid and is designed for those who require a more in-depth understanding of first aid including: legal implications of first aid treatment, spinal injuries, heat or cold injuries, bone and joint injuries, abdominal and chest injuries, burns, and medical emergencies.

Prerequisite: None.

Evaluation & certification: Current First Aid Instructors evaluate some items, but only First Aid Examiners may certify candidates.

Candidate recognition: Certification card.

Required reference material: Canadian First Aid Manual or Canadian Lifesaving Manual

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

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

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

CPR-A (min. 4–5 hr.) teaches how to do adult CPR and choking procedures.

CPR-B (5–6 hr.) teaches parents, grandparents, babysitters or childcare workers the CPR and choking procedures for adults, children and infants, and includes an introduction to the

purpose of an AED and when to use it. CPR-B certification is included in Emergency First Aid.

CPR-C (6–8 hr.) covers all aspects of CPR skills and theory for adults, children and infants including two-rescuer CPR, and includes an introduction to the purpose of an AED and when to use it. CPR-C certification is included in Standard First Aid.

Prerequisite: None.

Evaluation & certification: Current Lifesaving Instructors evaluate and certify candidates in CPR-A, CPR-B and CPR-C.

Candidate recognition: Certification card for all CPR levels. (See Non-vocational awards sidebar.)

Required reference material: Canadian First Aid Manual or Canadian Lifesaving Manual

Recertification: CPR-A, -B and -C recertification is approximately 3–4 hours.

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

Prerequisite: None.

Evaluation & certification: Current Advanced First Aid Instructors may teach CPR-C-HCP but only current Advanced First Aid Examiners may certify CPR-C-HCP candidates.

Candidate recognition: Certification card.

Note: Current AED Examiners who hold Airway Management Examiner status may certify CPR-C-HCP candidates. Upon recertification of their AED Examiner & Airway Management Examiner, an Advanced First Aid Examiner certification will be issued. Airway Management Instructor & Examiner certifications were retired as of 2007.

Required reference material: Canadian CPR-HCP Manual.

Non-vocational awards include: Swim Program, Canadian Swim Patrol (Rookie, Ranger, Star), Basic First Aid, CPR A, B and C, Boat Rescue and Lifesaving Fitness.

Affiliates issue all non-vocational awards directly to candidates. Affiliates order the awards from the Society ahead of time for presentation to successful candidates at the evaluation. See *Instant Awards* (p.120) for details.

The Lifesaving Society does not require a copy of the test sheets for these levels.

Only Swim for Life® licensees may offer swim program awards.

Recertification: CPR-C-HCP recertification is approximately 4–6 hours.

- ❑ **Automated External Defibrillation (AED)** (4–5 hr.): covers when and how to operate an automated external defibrillator, AED maintenance, data management and reporting protocols required after an incident in which the AED unit is used. AED builds on the skills learned in CPR and first aid courses, and provides knowledge of how the heart works and what goes wrong when defibrillation is required.

Prerequisite: Lifesaving Society CPR-A or higher certification.

Evaluation & certification: Current Advanced First Aid Instructors (or AED Instructor) may teach AED, but only current Advanced First Aid Examiners (or current AED Examiners) may certify AED candidates.

Candidate recognition: Certification card.

Required reference material: Canadian First Aid Manual.

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

Prerequisite: Current Lifesaving Society Standard First Aid.

Evaluation & certification: Current Advanced First Aid Instructors (or Airway Management Instructors) may teach Airway Management, but only current Advanced First Aid Examiners (or Airway Management Examiners) may certify candidates.

Candidate recognition: Certification card.

Required reference material: Canadian First Aid Manual

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

Prerequisite: None.

Evaluation & certification: Current Lifesaving First Aid Examiners evaluate and certify candidates in Anaphylaxis.

Candidate recognition: Certification card.

Required reference material: Canadian First Aid Manual

PROGRAMMING OPTIONS

The first aid awards can be offered separately or together with existing lifesaving courses, e.g., Emergency First Aid with Bronze Medallion or Bronze Cross, AED Responder or Provider with Airway Management.

Combining first aid and lifesaving awards that share identical test items allows candidates to earn both certifications at the same time.

Suggested course combinations and time required to teach content items are:

First Aid Awards combined with Lifesaving Awards	Additional Instructional Hours
Basic First Aid + Bronze Star	2 hr. added to Bronze Star
Emergency First Aid + Bronze Medallion	4 hr. added to Bronze Medallion
Emergency First Aid + Bronze Cross	4 hr. added to Bronze Cross
Standard First Aid + Bronze Cross	8 hr. added to Bronze Cross
Standard First Aid + NLS	8 hr. added to NLS

FIRST AID PROGRAM RESOURCES

- ❑ The *Canadian First Aid Manual* provides candidates with all the information they need for any of our first aid certification courses.
- ❑ The *First Aid Award Guide* provides instructors and examiners with the information they need to teach and evaluate the first aid program awards.
- ❑ The *CPR-HCP Manual* is required on all CPR-C-HCP courses.
- ❑ The *First Aid Instructor Resource CD* features lesson plans and PowerPoint presentations for each award and the written tests in English and French.
- ❑ *Test sheets* are available for each of the first aid award programs. Tests sheets are available from the Society's office

or you can view and download them from our website. Basic First Aid and CPR test sheets need not be returned to the Lifesaving Society office.

- The Lifesaving Society provides *promotional materials* including posters, award blurbs, and camera-ready art for brochures or flyers.
- WSIB requires a *written test* for Emergency and Standard First Aid. These are provided to instructors in the Society's *First Aid Award Guide*.

Instructors are encouraged to use the tests as learning as well as evaluation tools. Instructors may use the tests in various ways including open book, take-home, or quiz formats. The Society does not require written tests to be returned.

Section 7

JUNIOR LIFEGUARD CLUB



Serious Fun for members 8 to 15 years of age! The Junior Lifeguard Club (JLC) has been designed by the Lifesaving Society for a serious purpose – but the process is pure fun.

ACTION PACKED FUN

- ❑ **More action, more options, more fun.** The Junior Lifeguard Club offers a unique aquatic alternative for those kids who love the water and who want more than “lessons.”

The Junior Lifeguard Club keeps kids interested and active in aquatics – especially quick learners and those caught between levels. The Junior Lifeguard Club is perfect for youth who thrive in an energetic learning environment.

PERSONAL CHALLENGES FOR PERSONAL BESTS

- ❑ **The Junior Lifeguard Club is an alternative to traditional test-sheet-based aquatic programs.** The Club stresses fun and aquatic skill development based on personal-best achievement. Building on skills they already have, Junior Lifeguard Club members work to develop and improve swimming and other aquatic skills with emphasis on: Swimming skills, Lifesaving skills, Lifesaving knowledge, Leadership & teamwork, Community education, Competition, Personal fitness.
- ❑ Leadership development – including teamwork and decision-making skills – is an important aspect of the Junior Lifeguard Club. Members apprentice with working instructors and lifeguards.
- ❑ As part of the Junior Lifeguard Club’s service to the community, Club members will create and execute their own Water Smart® community education projects.
- ❑ The Junior Lifeguard Club is water-based – most of the activities happen in the water. These activities may be supplemented with dry-land fun or community education projects, displays and demonstrations.

FRIENDS CAN JOIN TOGETHER

- ❑ The Junior Lifeguard Club is *designed for members with differing abilities*. Friends (and siblings) can join the Junior Lifeguard Club together even if they are of different ages and different abilities.
- ❑ The Club welcomes members between 8 and 15 years of age as long as they can meet the Society’s Swim to Survive[®] standard, i.e., roll into deep water, tread water for 1 minute and swim at least 50 metres.

LOTS OF RECOGNITION

- ❑ There is *no “failure” in the Junior Lifeguard Club*. Members enjoy high activity challenges in a learning environment where personal effort and success are recognized.
- ❑ **WaterLog**: Club members – and their parents – can track individual progress in aquatic skills, lifesaving knowledge and activities that promote both leadership and teamwork in their personal *Waterlog*.

If they wish, members can earn traditional swimming and lifesaving awards inside the Club and keep a record of these aquatic qualifications in their *WaterLog*. Members can earn Lifesaving, First Aid & Fitness awards without leaving the Club.

JLC COACHES

- ❑ The Junior Lifeguard Club is led by a Junior Lifeguard Club Coach. Junior Lifeguard Club Coach must:
 - be a current Lifesaving Instructor
 - hold a current lifeguard certificate
 - have lifeguarding experience
- ❑ We recommend that Junior Lifeguard Club Coaches:
 - have previous coaching or leadership experience such as Scouting, Guides, or other children or youth groups
 - have experience in a lifeguard team as an organizer, competitor or coach
 - be a certified Lifesaving Sport Coach Level 1

COACHING RESOURCES

- The Lifesaving Society publishes a variety of resources for coaches.

Junior Lifeguard Club Coaching Manual: outlines the Junior Lifeguard Club content components and priorities. The *Coaching Manual* features coaching strategies, activity cards, club meeting plans and information concerning club content and the developmental stages of youth.

Coaching Lifesaving: the technical reference text for the Society's Lifesaving Sport Coach Certification program provides information on coaching fundamentals and how to coach lifesaving sport at the community level.

Canadian Lifesaving Manual: contains the essential technical information needed by Lifesaving Instructors and all lifesaving award candidates beyond Swim Patrol.

Canadian First Aid Manual: succinct and practical advice for first-aiders focusing on the things they can actually do something about.

Alert: lifeguarding in action: the required training text for all National Lifeguard candidates.

Instructor Notes: focuses on the essentials for successful teaching in lifesaving training programs and presents instructors with practical information on learning and teaching.

Award Guides: offer easy and instant reference to the essential teaching and evaluating information concerning each item in each award. Award Guides are designed for use with *Instructor Notes*, *Canadian Lifesaving Manual*, and the *Canadian First Aid Manual*.

EASY ADMINISTRATION

- **There are no test sheets and a minimum of paperwork in the Junior Lifeguard Club.**

Each Junior Lifeguard Club Member must have a *WaterLog*. Affiliate members purchase Junior Lifeguard Club *WaterLogs*, the Recognition Seals and Award Seals from the Lifesaving Society.

Junior Lifeguard Club Members purchase their *WaterLogs* from the affiliate when they join the Club. The Club member mails the Club Member Registration Card (found in the *WaterLog*) to the Lifesaving Society’s office to register their membership in the Junior Lifeguard Club. The Society mails the Junior Lifeguard Club Membership Seal – to be affixed to the inside front cover of the *WaterLog* – directly to each member.

PROGRAMMING THE JUNIOR LIFEGUARD CLUB

- ❑ **Programmers enjoy enormous flexibility in programming the Club:** The Junior Lifeguard Club is independent of traditional award progressions. Members can join the Junior Lifeguard Club at any age between 8 and 15 years.

Junior Lifeguard Clubs are typically organized around 3 sub-groups – “junior” members who are 8–10 years of age; “intermediate” members who are 11–13 years of age; and “senior” members who are 14 or 15 years of age.

- ❑ **No award prerequisites:** Even greater programming variety is possible because the Junior Lifeguard Club has no award prerequisites. Club Members must be:
 - comfortable in deep water
 - between 8 and 15 years of age
 - able to meet the Society’s Swim to Survive® standard, i.e., roll into deep water, tread water for 1 minute and swim at least 50 metres.
- ❑ **Flexible scheduling:** The program scheduling of the Junior Lifeguard Club will depend upon the time, resources, and space available, and the way in which the affiliate wishes to operate the Club. Typically, Club meetings will be scheduled in blocks of at least one and a half hours.
- ❑ **Closed-ended club programming option:** A closed-ended program means the Junior Lifeguard Club is organized so that it runs for “X” meetings over “X” weeks or days. For example: Club members might meet once a week over a ten-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. The special event represents the culmination of learning and practice that has occurred, and gives a focus for planning and training during club meetings.

- **Ongoing club programming option:** The Junior Lifeguard Club may be set up as an ongoing program. There is no set beginning date or ending date. Club members join and participate perhaps on a “drop-in” or a “pay-as-you-go” basis.

The overall plan for the ongoing Club may be less structured than a closed-ended program. Special events, for example, can be scheduled throughout the program.

Both closed-ended and ongoing programs have advantages and disadvantages. Design the set-up and modify the Junior Lifeguard Club program to suit your needs and those of your participants.

EQUIPMENT

- No special equipment is required to run the Junior Lifeguard Club. The typical lifesaving and lifeguard education requires practice with the use of water rescue, resuscitation and first aid equipment. Other aquatic accessories and toys can certainly expand the scope for training.

A variety of the standard commercial or homemade water rescue equipment are all that are required. Resuscitation and first aid equipment is also useful. While not required, manikins or other suitable devices are recommended to enhance learning of resuscitation skills.

A timing device is necessary because some activities have timed swims and others require learners to practice taking a pulse (their own or a victim’s). A simple watch that counts would serve, although many coaches prefer to use a large pace clock or stop watch.

Section 8

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 organize annual championships for age-group, senior and masters athletes as well as offering officiating and coaching certification programs.

TELEGAMES

- **TeleGames** are club-level competitions organized at participating facilities across Canada within the designated timeframe. In the TeleGames, all participating clubs run the same events at their own facilities and forward results to the Lifesaving Society scoring centre for tabulation.

TeleGames are designed to encourage youth to participate in some serious fun while having the opportunity to compare their performance with other Junior Lifeguards – all without travelling.

The Lifesaving Society coordinates Junior Lifeguard TeleGames in the fall, winter, spring and summer months.

COACHING CERTIFICATION PROGRAM

- The Lifesaving Society offers a Coaching Certification Program for lifesaving sport.
- **Lifesaving Sport Coach Level 1** courses provide training for Lifesaving Instructors who wish to coach lifesaving sport at the community level.

Lifesaving Sport Coach Level 1 focuses on the fundamentals of coaching and lifesaving sport *skills*. The course consists of core material together with environment-specific modules leading to certification in one of the following options: Lifesaving Coach Level 1 – Pool *or* Open Water.

Prerequisites: Current Lifesaving Instructor certification and current Emergency First Aid certification (or higher).

Evaluation & certification: The Lifesaving Sport Coach Trainer evaluates and certifies candidates. Level 1 coaches recertify every 2 years through professional development.

Candidate recognition: Certification card.

Candidate reference material: Lifesaving Sport Coach Level 1 candidates must have the following for on-course reference:

- *Coaching Lifesaving Technical Reference Manual for Lifesaving Coach Level 1 & 2*
- *Lifesaving Sport Coach Level 1 Workbook*
- *ILS Manual* (purchase or download from www.lifesavingsociety.com)

Candidates should also bring their *Canadian Lifesaving Manual* and *Instructor Notes* to the course.

- ❑ **Lifesaving Sport Coach Level 2** courses provide training for lifesaving coaches who wish to coach lifesaving sport athletes at a provincial or territorial competition level.

Lifesaving Sport Coach Level 2 is designed to increase the competencies required to present athletes in competition, with a focus on the techniques and tactics required for athlete success in the various competitive lifesaving sport *events*. The course consists of core material together with environment-specific modules leading to certification in one of the following options: Lifesaving Sport Coach Level 2 – Pool, Open Water or Emergency Response.

Prerequisites: Current Lifesaving Sport Coach Level 1 certification and current Emergency First Aid certification (or higher).

Evaluation & certification: The Lifesaving Sport Coach Trainer evaluates and certifies candidates. Level 2 coaches recertify every 2 years through professional development.

Candidate recognition: Certification card.

Candidate reference material: Coach Level 2 candidates must have the following for on-course reference:

- *Coaching Lifesaving Technical Reference Manual for Lifesaving Coach Level 1 & 2*

- *Lifesaving Sport Coach Level 2 Workbook*
- *ILS Manual* (purchase or download from www.lifesavingsociety.com)

OFFICIATING CERTIFICATION PROGRAM

- As the governing body for lifesaving sport in Canada, the Lifesaving Society offers a certification program for lifesaving sport officials.

The Lifesaving Sport Officials Certification program is designed to assist with the flexibility of a variety of lifesaving sport formats, including Pool, Open Water and Emergency Response competitions. Certification is earned after participation and completion of each course. Experience is required to advance to the next level of the Lifesaving Sport Officials Certification program.

- **Community Officials Certification** courses provide training for parents, staff, and volunteers who wish to officiate lifesaving sport at the community level.

The Community Officials course focuses on the duties and roles that are required in large numbers when hosting a lifesaving sport event.

Prerequisite: 13 years of age.

Evaluation & certification: The Lifesaving Sport Community Officials Instructor evaluates and certifies candidates.

Candidate recognition: Certification card.

Candidate reference material: Community Officials candidates must have the following for on-course reference:

- *Lifesaving Sport Officials Technical Reference Manual*
- *ILS Manual* (purchase or download from www.lifesavingsociety.com)

- **Pool, Open Water, Emergency Response Officials Certification** courses provide training for lifesaving sport officials who wish to officiate in different roles at community, provincial and national lifesaving sport events. The courses consist of core material together with environment-specific

modules leading to certification in the following options: Pool Officials Certification, Open Water Officials Certification or Emergency Response Officials Certification.

Prerequisite: minimum 16 years of age, current Lifesaving Sport Community Officials certification, minimum 5 hours experience at a sanctioned Lifesaving Sport event in a Community Officials role.

Evaluation & certification: The Lifesaving Sport Officials Instructor evaluates and certifies candidates. Officials recertify every 2 years through professional development.

Candidate recognition: Certification card.

Candidate reference material: Officials candidates must have the following for on-course reference:

- *Lifesaving Sport Officials Technical Reference Manual*
- *ILS Manual* (purchase or download from www.lifesavingsociety.com)

These courses are in development. Interested persons should contact the Lifesaving Society for the status of materials.

Referee, Meet Manager Officials Certification

Referees and Meet Managers are responsible to maintain fairness and consistency through enforcing proper scoring practices, rules, engaging in protest resolution, and managing all aspects of a lifesaving sport event. Lifesaving Sport Officials courses are offered in the following specific roles: Referee, Meet Manager. These courses are in development. Interested persons should contact the Lifesaving Society.

Officials Instructor Certification

The Lifesaving Sport Officials Instructor evaluates and certifies candidates in the Lifesaving Sport Officials Certification program.

Prerequisite: Current Lifesaving Instructor, current Lifesaving Sport Pool, Open Water, or Emergency Response Officials certification.

Evaluation & certification: The Lifesaving Sport Officials Instructor Trainer evaluates and certifies candidates. Officials

Instructors recertify every 2 years through professional development.

Candidate recognition: Certification card.

Candidate reference material: Officials Instructor candidates must have the following for on-course reference:

- *Lifesaving Sport Officials Technical Reference Manual*
- *ILS Manual* (purchase or download from www.lifesavingsociety.com)

These courses are in development. Interested persons should contact the Lifesaving Society for the status of materials.



Section 9

BOAT OPERATOR ACCREDITED TRAINING

Under federal regulations, operators of recreational boats powered by a motor must show proof of competency by passing a written test of basic boating safety to earn the Transport Canada's Pleasure Craft Operator Card.

PROOF OF OPERATOR COMPETENCY

- ❑ Until 1999, anybody, of any age, could operate any type of boat with no training or education of any kind. Now, all Canadian recreational boaters require a Pleasure Craft Operator Card (PCO card) to drive a boat powered by a motor.
- ❑ The Pleasure Craft Operator (PCO) card is not a boater's "licence" although people may refer to it this way. Unlike drivers' licences, PCO cards are issued for life, have no expiry date, do not have to be renewed, and cannot be revoked or suspended. Nevertheless under the new regulations, individuals caught without the PCO card on board the powered boat they are driving are subject to fines.
- ❑ **PCO cards** are issued by the Lifesaving Society whose safe boating course and exam are accredited by Transport Canada. The PCO card serves as proof that an individual has attained a prescribed level of knowledge by passing an accredited test of basic boating safety knowledge.

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

- ❑ Those without a PCO card who wish to rent a boat, are required to go through a dockside boating safety checklist with the rental agent.

PLEASURE CRAFT OPERATOR STANDARD

- ❑ The Lifesaving Society's BOAT program is designed to establish a common level of understanding of safe boating

knowledge that operators of all pleasure craft in Canada should possess.

The standard addresses safety issues most relevant to the operation of pleasure craft in Canadian waters. The standard describes the behaviours operators of pleasure craft will be able to exhibit before they are considered knowledgeable relative to safety issues.

The test syllabus is composed of “must know” material organized under the four main functions of a boat operator:

1. ***To be aware of acts, regulations and code:*** awareness of the obligations and responsibilities of a boat operator including those imposed by law and regulations including the “rules of the road.”
2. ***To respond to emergencies:*** knowledge of how to respond in a boating emergency including person overboard, breakdowns, capsizing, swamping, sinking and grounding.
3. ***To act responsibly in the operation of pleasure craft:*** understanding of the rules of courtesy, the principles of common sense and the responsibility to share the waterway with others.
4. ***To operate pleasure craft:*** knowledge of the operation of pleasure craft including required safety equipment, loading limits, buoys, beacons and signs, weather and fueling procedures.

TRANSPORT CANADA ACCREDITATION

- The Lifesaving Society’s *Boat Operator Accredited Training*[™] program is accredited by Transport Canada. The BOAT course teaches all the safe boating knowledge – the “must knows” – required to earn the Pleasure Craft Operator card.

The BOAT course is highly recommended for youth and for adults with little or no boating experience or training.

Prerequisite: None. (Recommended minimum age is 8 years.)

Evaluation & certification: The BOAT Instructor evaluates and certifies BOAT candidates.

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

- ❑ **Facilities required:** The BOAT course is classroom-based. There is no required on-water practical component, although this could be added where appropriate and feasible.
- ❑ **Scheduling time:** Eight hours is the estimated minimum required to provide sufficient time to learn the knowledge and successfully write the examination. The time needed to ensure the success of candidates in the BOAT course may vary depending upon the number and maturity of the candidates, their prior knowledge and their training or experience in lifesaving or boating.

The BOAT course can be scheduled in a variety of ways as long as time is provided for the content to be covered and sufficient time is allotted to write, mark and take-up the written examination. For example: one-day course; two 4-hour blocks on different days; or a series of 2 or 3-hour blocks over several days or weeks.

- ❑ **BOAT Study Guide:** The Lifesaving Society’s 80-page, full-colour *BOAT Study Guide* is the required on-course reference for people taking the course. It is also designed for those who want to study on their own and take the test when they’re ready.

Affiliates may wish to sell the *BOAT Study Guide* to individuals who just want to study on their own and take the test when they’re ready.

TESTS

- ❑ To qualify for the PCO card, every candidate must pass the required test.
- ❑ The Lifesaving Society provides accredited written tests to BOAT Instructors. The BOAT Instructor is responsible for safeguarding the integrity of the written examinations by not copying them or sharing them with anyone who is not writing the exam. The Lifesaving Society will decertify any Instructor who acts to undermine the integrity of the examinations.
- ❑ The writing of BOAT examinations must be supervised by the BOAT Instructor who will:

- Protect the integrity of the test by ensuring it is not shared with anyone who is not writing the test. Candidates may not retain or copy the test paper.
 - Supervise those writing the test at all times ensuring that no one has access to any materials or aids that might assist in answering the test.
- ❑ Written examinations should be marked (master answer sheet is provided) and the results conveyed to candidates immediately.
 - ❑ After the written exam is administered, the BOAT Instructor collects the *Candidate Records* and the exam questions. Review the question papers to ensure no markings have been made.
 - ❑ All tests for the Pleasure Craft Operator Card are to be administered in accordance with the policies of the Lifesaving Society and Transport Canada:
 - All accredited tests will be administered in a place with generally recognized good examination conditions. Candidates may normally be expected to take between 45 to 60 minutes to write the test. Allow additional time to mark and review the test. (Transport Canada recommends reading the questions orally to candidates 8–9 years of age.)

UNSUCCESSFUL CANDIDATES & REWRITES

- ❑ Unsuccessful candidates who wish to rewrite must write a different test than the one they failed. Candidates may not write more than one test on the same day.

BOAT Instructors should consult with individuals who are unsuccessful on the written test to determine the appropriate course of action to bring their knowledge up to a passing level. Individuals who are unsuccessful on two accredited tests should be encouraged to take an accredited boating safety course.

CANDIDATE RECORD & FEES

- ❑ Every candidate for the PCO card must complete a Lifesaving Society *Candidate Record* which records name, birth date and mailing address, together with date and location of the written examination. Candidates for the PCO card record their answers to the written examination on the same form.

BOAT Instructors record the mark achieved on the written examination and sign each *Candidate Record*.

PCO CARDS

- ❑ Immediately following the exam, the affiliate sends the completed *Candidate Records* to the Lifesaving Society office. The Society invoices the affiliate for the applicable certification fees and issues the Pleasure Craft Operator (PCO) cards directly to those who pass the examination.
- ❑ Affiliates may issue a temporary card (valid for 90 days) to successful candidates. Affiliates are encouraged to order the awards through the Society's Replaceable Instant Awards system for immediate presentation to successful candidates at the exam.

Section 10

AQUATIC SAFETY MANAGEMENT

As Canada's lifeguarding expert, the Lifesaving Society establishes aquatic safety standards and consults on aquatic safety issues. The Society offers Aquatic Safety Management Services in eight areas: Aquatic Safety Audits, Aquatic Safety Standards, Court and Inquest Findings, Expert Witness, Regulation Review and Aquatic Management Training, Research, and Incident Management.

AQUATIC SUPERVISOR TRAINING

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

Prerequisite: Current National Lifeguard *or* current Lifesaving Society Instructor (Swim or Lifesaving) certification; and 100 hours experience as a lifeguard and/or instructor.

Evaluation & certification: The AST Instructor evaluates and certifies AST candidates.

Candidate recognition: Certification card.

AQUATIC MANAGEMENT TRAINING

- ❑ For recreation professionals responsible for overseeing the operation of aquatic facilities, this 10-hour training program provides the knowledge required to provide a safe aquatic environment.

Prerequisite: None.

Evaluation & certification: The AST Instructor evaluates and certifies AMT candidates.

Candidate recognition: Certification card.

AQUATIC SAFETY INSPECTOR

- ❑ For those interested in evaluating operational safety standards for aquatic facilities, this 12-hour certification 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 Society Inspection checklists.

Prerequisite: None.

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

Candidate recognition: Certification card.

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

AQUATIC SAFETY AUDITOR

- ❑ Safety Auditor candidates attend a 4-hour Safety Auditor Clinic which prepares them to apprentice with an experienced Aquatic Safety Auditor.

Prerequisite: Current Lifesaving Society Aquatic Safety Inspector certification.

Evaluation & certification: Aquatic Safety Auditor Instructors teach and evaluate the Aquatic Safety Auditor Clinic.

Following the clinic, Auditors apprentice on at least one full aquatic safety audit. With a positive recommendation from an Aquatic Safety Auditor, auditor candidates submit their completed training record to the Society's office. Candidates are appointed by the Aquatic Management Training Chair.

Candidate recognition: Certification card.

Required reference material: Guide to Ontario Public Pools Regulation, Aquatic Safety Auditor Workbook.

Aquatic Safety Chief Auditor

- ❑ Chief Auditors may be appointed by the Lifesaving Society following participation in a Chief Auditor Clinic. This 4-hour clinic prepares participants to successfully lead a team in comprehensive aquatic safety audits.

Prerequisite: Current Aquatic Safety Auditor certification.

Candidate recognition: Certification card.

Required reference material: As above.

SEE AUDITOR

- ❑ The 3–4 hour SEE Auditor (Supervision Evaluation Enhancement) course is designed to give individuals the knowledge, training and tools required to evaluate the safety of lifeguard and instructor supervision using a quantifiable measuring system.

Prerequisite: Current NLS Examiner or AST or AMT.

Evaluation & certification: SEE Auditor Instructors teach and evaluate this program. A list of certified Instructors is available from the Lifesaving Society office.

Candidate recognition: Certification card.

Required reference material: SEE Auditor Workbook and forms. Instructors must use the Society’s SEE Auditor Training PowerPoint presentation and evaluation forms.

POOL OPERATOR CERTIFICATION

Level 1

- ❑ The Pool Operator course blends safety management – including regulatory requirements – with the essential knowledge of facility operation. This 12-hour introductory course provides pool operators with the knowledge and resources to operate and maintain swimming pools in accordance with provincial health regulations.

Evaluation & certification: Lifesaving Society Pool Operator Instructors are certified to teach and evaluate this program. A list of certified Instructors is available from the Lifesaving Society office.

Required reference material: Lifesaving Society Pool Operations Manual, Pool Operations Level 1 Workbook.

Prerequisite: None.

Candidate recognition: Certification card.

Level 2

- ❑ This course examines regulatory standards in detail and provides candidates with real-life problems such as chemical maintenance issues, which they must solve in class. The 12-hour course provides pool operators with the knowledge and resources to operate and maintain swimming pools in accordance with provincial health regulations.

Evaluation & certification: Lifesaving Society Pool Operator Instructors are certified to teach and evaluate this program. A list of certified Instructors is available from the Lifesaving Society office.

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

Prerequisite: Pool Operator Level 1 or equivalent. Candidates who do not have the Lifesaving Society Pool Operator Level 1 certification and have received training through other training agencies must bring a photocopy of their training certification to the course.

Candidate recognition: Certification card.

PROGRAMMING AQUATIC SAFETY MANAGEMENT

FACILITIES REQUIRED

- ❑ Courses may be run in any pool. The Society's Aquatic Safety Management programs do not require in-water sessions, although inspections of the aquatic facility and pool-water testing are an important part of these courses.

Courses are delivered primarily through lecture format, and so a room with classroom set-up is recommended.

Pool Operator Levels 1 and 2

Access to a swimming pool deck and filter room during the course is required. No in-water sessions are required and deck work can take place while regular programming is occurring.

Aquatic Safety Inspector and Safety Auditor

Access to a swimming pool deck, change rooms, office, equipment room, and filter room during the course is required. No in-water sessions are required and deck work can take place while regular programming is occurring.

SCHEDULING TIME

- ❑ The amount of time necessary to ensure candidate success varies with a variety of factors including the number of participants, and the amount and type of previous training learners have received. The following estimates are based on the time required to teach a class of 15 learners. This is instructional time only; additional time must be allotted for breaks.

Pool Operator Level 1 (8 hours): Programs are usually one day in duration. Typical hours are 9:00 a.m. to 5:00 p.m. Set-up time for the course is required prior to the course start time. Usually 2 hours is sufficient time to allow for set-up.

Pool Operator Level 2 (8 hours): Set-up time for the course is required prior to the course start time. Usually 2 hours is sufficient time to allow for set-up.

Aquatic Safety Inspector (10–12 hours): Programs are usually one-day-and-a-half in duration with the first day being the half-day and the second day the full day. Typical hours are: first day (1:00–5:00 p.m.), second day (9:00 a.m. to 4:00 p.m.). Set-up time for the course is required prior to the course start time. Usually 2 hours is sufficient time to allow for set-up. Booking the lecture space overnight on the first day allows the room to remain set up for an early start on day two.

Aquatic Safety Auditor (4–6 hours): Set-up time for the course is required prior to the course start time. Usually 2 hours is sufficient time to allow for set-up.

SEE Auditor (3–4 hours): Set-up time for the course is required prior to the course start time. Usually 2 hours is sufficient time to allow for set-up.

EQUIPMENT REQUIRED

- ❑ The following specific equipment is required for Pool Operator courses:
 - Computer, computer projector and screen
 - Water test kits*
 - Booties for deck access**
 - Flipcharts (2)
 - Recommend coffee/tea/juice or water be provided on both days
 - Head tables (2)
 - Classroom set-up

*Replace with “safety inspection kits” for Aquatic Safety Inspector and Safety Auditor courses and with SEE evaluation forms for SEE Auditor courses.

** Booties are not required for SEE Auditor courses.

COURSE MATERIALS

- ❑ The Lifesaving Society publishes a variety of resources designed for both candidates and instructors. (Downloadable directly from www.lifesavingsociety.com.)

These resources include master sheets for recording information such as candidate names and addresses, as well as course results. Master sheets should be forwarded to the Lifesaving Society when the course is complete for processing and the affiliate should retain a copy.

Section 11

LEADERSHIP TRAINING PROGRAMS

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

- ❑ Lifesaving Society leadership courses all have prerequisite awards, which must be “current” (i.e., 24 months from the date of certification). Lifesaving Society leadership courses have age prerequisites. There is no grace period for age prerequisites: candidates must be the required minimum age prior to the conclusion of the course.

“Instructor” certifications are earned as a result of successful completion of the course. This means the candidate is fully certified at that instructor level at the end of the course.

“Examiner” and “Trainer” certifications are Branch appointments. Successful completion of Examiner or Trainer requirements need not result in certification.

ASSISTANT INSTRUCTOR

See: RUNNING ASSISTANT INSTRUCTOR COURSES, p. 89.

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

The (optional) Assistant Instructor Course is 15–18 hours long.

Prerequisites: 14 years of age by the end of the course, and current Bronze Cross or higher.

Evaluation & certification: The Swim Instructor Trainer or Lifesaving Instructor Trainer evaluates and certifies Assistant Instructor candidates.

Candidate recognition: Certification card.

Assistant Instructor candidates require the *Canadian Lifesaving Manual* for on-course reference. Our *Assistant Instructor Workbook* is optional but recommended.

SWIM INSTRUCTOR

See: RUNNING
SWIM
INSTRUCTOR
COURSES, p. 90.

- The Lifesaving Society Swim Instructor Course focuses on preparing 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.

Swim Instructor is a 20-hour stand-alone course or 40-hours when combined with the Lifesaving Instructor course.

Prerequisites: 16 years of age by the end of the course, and current Bronze Cross or NLS.

Evaluation & certification: The Swim Instructor Trainer evaluates and certifies Swim Instructor candidates.

Recertification is through the Society’s professional development credit card system (see page 82).

Candidate recognition: Certification card.

Required reference material: Swim Instructor Pac (includes Instructor Notes, Swim for Life Award Guide, Teaching Swim for Life and Lifesaving Images Binder).

LIFESAVING INSTRUCTOR

See: RUNNING
LIFESAVING
INSTRUCTOR
COURSES, p. 92.

- Current Lifesaving Instructors are certified to teach:
 - Canadian Swim Patrol Program
 - Bronze Star, Bronze Medallion, Bronze Cross, Wading Pool Attendant
 - Lifesaving Fitness, Distinction, Diploma
 - Lifesaving Society Basic and Emergency First Aid, and CPR-A, CPR-B and CPR-C

Current Lifesaving Instructors evaluate all items and certify candidates in Canadian Swim Patrol, Bronze Star, Lifesaving Fitness, Basic and Emergency First Aid, and CPR-A, -B, -C.

Instructors evaluate some items in Bronze Medallion, Bronze Cross and Distinction, but only Examiners may certify candidates in these awards.

Prerequisite: 16 years of age by the end of the course, and current Bronze Cross or NLS certification.

Evaluation & certification: The Lifesaving Instructor Trainer evaluates and certifies Lifesaving Instructor candidates.

Candidate recognition: Certification card and crest.

Required reference material: Lifesaving Instructor Pac; includes Instructor Notes, Swim Patrol Award Guide, Bronze Medals Award Guide, First Aid Award Guide, Lifesaving Images Binder.

ADVANCED INSTRUCTOR

See: RUNNING
ADVANCED
INSTRUCTOR
COURSES, p. 94.

- The Advanced Instructor Course provides additional training for instructors who wish to teach the advanced awards including National Lifeguard and Standard First Aid. Advanced Instructor certification is good for life and need not be recertified.

Prerequisite: Current Lifesaving Instructor certification.

Evaluation & certification: The Lifesaving Instructor Trainer evaluates and certifies Advanced Lifesaving Instructor candidates.

Candidate recognition: Certification card.

EXAMINER APPOINTMENT

See: RUNNING
EXAMINATION
STANDARDS
CLINICS, p. 93.

- Lifesaving Society Examiners are volunteers. The Society may appoint experienced instructors as Examiners after the following prerequisites are met.
 - Prerequisite:* i) Current instructor certification in the award(s) the instructor wishes to be appointed to examine.
 - ii) Participation in an Examination Standards Clinic (ESC), which may be a stand-alone clinic or attached to instructor training programs.
 - iii) Successful co-exams (with an experienced Examiner) of the award(s) they wish to be appointed to examine.
- Following submission of the completed *Examiner Training Record* to the Society's office, and with the approval of the Society's Area Chair, the individual may then be appointed as a:
 - Bronze Cross Examiner empowered to certify Bronze Medallion and Bronze Cross candidates.

- Distinction Examiner empowered to certify Distinction candidates.
- Diploma Examiner empowered to certify Diploma candidates.
- National Lifeguard Examiner empowered to certify National Lifeguard candidates.
- First Aid Examiner empowered to certify Standard First Aid candidates.

NATIONAL LIFEGUARD INSTRUCTOR

See: RUNNING
NATIONAL
LIFEGUARD
INSTRUCTOR
COURSES, p. 95.

- After successful participation in the National Lifeguard Instructor Course, NLS Instructors are certified to teach all options of the National Lifeguard certification.

Prerequisite: Current National Lifeguard certification (any option), current Lifesaving Instructor certification, and Advanced Instructor certification.

Evaluation & certification: The National Lifeguard Instructor Trainer evaluates and certifies NLS Instructor candidates.

Candidate recognition: Certification card.

Examiner appointment: An experienced NLS Instructor may be appointed as an NLS Examiner after participation in an Examination Standards Clinic and at least two successful NLS co-examinations with experienced NLS Examiners.

Required reference material: NLS Instructor Pac: includes National Lifeguard Award Guide, NLS Standards DVD, Guide to Ontario Public Pools Regulation, Lifesaving Images Binder.

FIRST AID INSTRUCTOR

See: RUNNING
FIRST AID
INSTRUCTOR
COURSES, p. 96.

- The First Aid Instructor course (6–9 hr.) prepares instructors to teach the first aid courses up to and including Standard First Aid and CPR -A, -B, -C.

Prerequisite: Current Lifesaving Society Standard First Aid, current Lifesaving Instructor and Advanced Instructor.

Evaluation & certification: First Aid Instructor Trainers evaluate and certify First Aid Instructor candidates.

Candidate recognition: Certification card.

Examiner appointment: Lifesaving Society First Aid Instructors may be appointed by the Society's Area Chair as a First Aid Examiner after participation in an Examination Standards Clinic and co-teaching on at least one full Lifesaving Society Standard First Aid course.

Required reference material: First Aid Award Guide, Canadian First Aid Manual and First Aid Instructor Resource CD.

Core Instructor Clinic

Designed for candidates who do not hold the Society's Lifesaving Instructor certification, but who are otherwise qualified to teach a non-aquatic Society course like first aid or BOAT.

The Core Instructor Clinic (approx. 8–10 hr.) may be offered prior to the Society's First Aid Instructor Course or integrated into it. Those who successfully complete both the Core Instructor Clinic and the First Aid Instructor Course will be certified as First Aid Instructors who may teach first aid courses up to an including Standard First Aid and CPR-A,-B,-C.

Prerequisite: Minimum 18 years of age, current Lifesaving Society Standard First Aid certification. Previous teaching experience recommended.

Evaluation & certification: Lifesaving Society Instructor Trainers evaluate Core Instructor Clinic candidates.

Candidate recognition: None.

ADVANCED FIRST AID INSTRUCTOR

- The Society’s Advanced First Aid Instructor course (8–10 hr.) prepares instructors to teach CPR-C-HCP and Airway Management and AED.

Prerequisite: Current Lifesaving Society First Aid Instructor, Lifesaving Society CPR-C-HCP certification, and Lifesaving Society Airway Management certification.

Evaluation & certification: First Aid Instructor Trainers who hold the Advanced First Aid Examiner certification evaluate and certify Advanced First Aid Instructor candidates.

Candidate recognition: Certification card

Examiner appointment: A Lifesaving Society Advanced First Aid Instructor may be appointed as an Advanced First Aid Examiner after co-teaching at least one CPR-C-HCP and one Airway Management course.

Note: Only First Aid Examiners may examine Standard First Aid (i.e., Advanced First Aid Examiners may not). Advanced First Aid Examiners may examine CPR-HCP, AED and Airway Management.

Required reference material: First Aid Award Guide, Canadian First Aid Manual and First Aid Instructor Resource CD.

AED INSTRUCTOR

- The Society’s AED Instructor course (6–9 hr.) prepares instructors to teach AED (*formally AED Responder and AED Provider*).

See: RUNNING
AED
INSTRUCTOR
COURSES, p. 97.

Prerequisite: Current Lifesaving Society First Aid Instructor and current Lifesaving Society AED.

Evaluation & certification: AED Instructor Trainers (or First Aid Instructor Trainers who hold Advanced First Aid Examiner status) evaluate and certify AED Instructor candidates.

Candidate recognition: Certification card.

Examiner appointment: The Lifesaving Society AED Instructor may be appointed as an AED Examiner after participating in an

Examination Standards Clinic and co-teaching at least one full Lifesaving Society AED course.

Required reference material: First Aid Award Guide, Canadian First Aid Manual and First Aid Instructor Resource CD.

AIRWAY MANAGEMENT INSTRUCTOR

- Airway Management Instructors are certified to teach the Society’s Airway Management program. The Airway Management Instructor Course is approximately 5–7 hours long.

See: RUNNING AIRWAY MANAGEMENT INSTRUCTOR COURSES, p. 98.

Prerequisite: Current Airway Management certification, and Lifesaving Society Standard First Aid appointment.

Evaluation & certification: A First Aid Instructor Trainer who holds current Airway Management Instructor or Advanced First Aid Instructor certification evaluates and certifies Airway Management Instructor candidates.

Candidate recognition: Certification card.

Examiner appointment: The Lifesaving Society Airway Management Instructor may be appointed as an Airway Management Examiner after participation in an Examination Standards Clinic and co-teaching on a Lifesaving Society Airway Management course.

Required reference material: First Aid Award Guide and Canadian First Aid Manual.

BOAT INSTRUCTOR

See: RUNNING BOAT INSTRUCTOR COURSES, p. 99.

See also: Core Instructor Clinic, p. 78.

- A 6–9 hour BOAT Instructor course prepares Instructors to teach the Society’s Boat Operator Accredited Training (BOAT) course and administer and mark the required examination.

Prerequisite: Current Lifesaving Instructor and Advanced Instructor certifications. Lifesaving Society Pleasure Craft Operator (PCO) certification. (The written examination for the PCO card may be administered as part of the BOAT Instructor course.)

Evaluation & certification: The BOAT Instructor Trainer evaluates and certifies BOAT Instructor candidates.

Candidate recognition: Certification card.

Required reference material: BOAT Instructor Pac includes: BOAT Instructor Notes, 23 Colour Masters and BOAT DVD and Lifesaving Images binder.

AQUATIC SUPERVISOR TRAINING INSTRUCTOR

- The 12–14 hour AST Instructor course prepares Instructors to teach and certify candidates in the Society's Aquatic Supervisor Training and Aquatic Management Training courses.

Prerequisite: Current Lifesaving Instructor certification, Advanced Instructor certification, AST certification.

Evaluation & certification: The AST Instructor Trainer evaluates and certifies AST Instructor candidates.

Candidate recognition: Certification card.

INSTRUCTOR TRAINERS

See: RUNNING
INSTRUCTOR
TRAINER
CLINICS, p. 100.

- The process by which individuals are appointed Instructor Trainers is the same no matter which specialty stream is being pursued. Instructor Trainer candidates must be experienced instructors who hold the Advanced Instructor certification and Examiner appointment in the appropriate stream.

Instructor Trainer candidates attend a generic Instructor Trainer Clinic of approximately 10–14 hours of classroom and water time, which prepares participants to apprentice as an Instructor Trainer on the instructor course(s) of their choice (i.e., Swim, Lifesaving, National Lifeguard, First Aid Instructor Courses).

Instructor Trainer candidates apprentice on at least one instructor course in the specialty area concerned (i.e., Swim Instructor Trainers apprentice on a Swim Instructor course; Lifesaving Instructor Trainers apprentice on a Lifesaving Instructor course; NLS Instructor Trainers apprentice on an NLS Instructor course, etc.).

After completion of apprenticeship with a positive recommendation from an Instructor Trainer, candidates submit

their completed Training Record to the Society’s office for approval.

Instructor Trainers are also Examiner Trainers.

Swim Instructor Trainer prerequisite: experience and current certification as a Swim Instructor, Lifesaving Instructor, Advanced Instructor, and as a Bronze Cross or Distinction Examiner.

Lifesaving Instructor Trainer prerequisite: experience and current certification as a Lifesaving Instructor, Advanced Instructor, and as a Bronze Cross or Distinction Examiner.

National Lifeguard Instructor Trainer prerequisite: experience and current certification as a NLS Instructor and NLS Examiner.

First Aid Instructor Trainer prerequisite: experience and current certification as a First Aid Instructor and First Aid Examiner.

PROVINCIAL TRAINERS

- The Society invites experienced and talented Instructor Trainers to apprentice on the Instructor Trainer Clinic. With the positive recommendation of a current Provincial Trainer, the Society may appoint the individual as a Provincial Trainer.

LEADERSHIP RECERTIFICATION

- **The credit system:** To maintain “current” Instructor, Examiner and Trainer status, Instructors, Examiners and Trainers must recertify their award(s) within 2 years of certification (or last recertification).

The credit system is designed to recognize individual needs and interests by encouraging instructors to learn and improve through continuing education and professional development.

The credit system procedure is as follows:

- Leadership personnel must earn 3 credits during the 2-year certification period, by participating in courses, clinics and training programs identified on the Lifesaving Society Credit List.

The Credit List is reviewed and updated annually, with the status and credit value of the courses listed subject to change as courses are modified, or new courses are introduced.

Other courses or continuing education opportunities, which do not appear on the Credit List, may also have credit value. Pre-season, in-service, special clinics and professional development days may be eligible for credit rating. Applications for credit value for such courses are reviewed and approved by the Lifesaving Society office.

- Credits earned by instructors are recorded on a Credit Card. Once the individual has the 3 credits recorded on a credit card (dated and signed by the various course evaluators), he or she mails it to the Society's office with the recertification fee. The office returns a renewed certification card (valid for another 2 years) together with a blank credit card and credit list.
- Individuals with more than one instructor and/or trainer certification (Swim Instructor, Lifesaving Instructor, NLS Instructor, First Aid Instructor, etc.) may recertify all their leadership certifications at the same time for a reduced cost. (Awards recertified at different times are subject to a recertification fee each time a recertification is processed.)
- There is no fee to renew one's Examiner appointment, provided it is renewed at the same time as the individual's other leadership certifications.

RUNNING INSTRUCTOR COURSES

OVERVIEW

- In the community based system, *the affiliate* offering any Lifesaving Society Instructor Course (Swim, Lifesaving, National Lifeguard, First Aid, etc.):
 - hires an appropriately certified Lifesaving Society Instructor Trainer to teach the course
 - orders course materials at least 3 weeks before the start
 - registers candidates and collect the fees
 - returns unused materials, awards and a copy of the master sheets to the Society office after the course ends

The Lifesaving Society office:

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

The Instructor Trainer:

- teaches the course
- evaluates and certifies the candidates
- issues awards to successful candidates
- completes the master sheets and gives them to the affiliate
- keeps 1 copy of the master sheet for personal records

TIME & FACILITIES

- **Course content:** The core content of leadership training programs is established by the Society. The core content must be covered, but how it is covered is the responsibility of the Instructor Trainer.

Instructor Trainers may add enrichment topics where time permits, for candidates who are working, or who will be working, in a specific environment or facility.

- ❑ **Format and schedule:** Instructor courses may be run in a variety of formats:
 - 1 weekend (or more)
 - 3 or more days (consecutive or otherwise)
 - weekly (1 or more days/evenings per week for a series of weeks)
 - combinations of the above

Each format has advantages and limitations. Choice of format depends on the Instructor Trainer’s availability and the facility’s programming preferences.

The Instructor Trainer is responsible for ensuring that sufficient time and adequate space are provided to ensure candidates success. The Instructor Trainer is also responsible for devising the detailed course schedule.

COMBINED WITH OTHER COURSES

- ❑ The Lifesaving Society instructor courses may be offered in conjunction with each other (e.g., the Society’s Swim Instructor course with the Society’s Lifesaving Instructor Course) or the instructor training programs of other aquatic agencies. However, because Instructor Trainers are trained and certified by each agency, Lifesaving Society instructor courses may only be taught (and instructor candidates certified) by an individual with the appropriate Lifesaving Society Instructor Trainer certification.

COURSE STAFF

- ❑ **Trainer responsibility:** The Instructor Trainer’s primary responsibility is to preserve the integrity of the Lifesaving Society instructor course in terms of core content, provision of adequate time, equipment and other resources. In addition, Instructor Trainers attempt to provide a meaningful apprenticeship experience.
- ❑ **Apprentices:** The extent of apprentices’ participation and their individual responsibilities is determined in discussion with the Instructor Trainer before the course. As future Instructor

Trainers, apprentices benefit greatly from opportunities to present material, to organize sessions and to evaluate candidates under the guidance of an experienced Instructor Trainer.

The Society's objective for this apprenticeship experience is to provide opportunities for the apprentice:

- To gain an understanding of the planning process and the major factors involved in designing an effective schedule.
 - To plan and teach individual sessions.
 - To enhance knowledge of the course core content and of a variety of teaching strategies/learning activities appropriate for this level.
 - To gain feedback from an Instructor Trainer and Instructor candidates about the quality of his or her teaching and the effectiveness of different teaching approaches.
 - To practice evaluating and giving feedback to instructor candidates.
 - To learn the administrative aspects of managing a course including policy, procedures, and paper flow.
- ❑ **Trainer fees or honoraria:** The Instructor Trainer's fee is determined in negotiation with the host affiliate.

LIAISON & COMMUNICATION

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

In addition, Instructor Trainers are advised to investigate if and how course staff are covered under the liability insurance policy of the host facility.

- **Format and schedule:** The format is a matter for discussion; the schedule is the responsibility of the Instructor Trainer.
- **Number of candidates:** Establish a desired minimum and maximum number of candidates by mutual agreement. The Instructor Trainer must be kept informed of projected enrollment to plan effectively.
- **Course staff:** The format and number of candidates may affect course staffing requirements.
- **Communication:** Roles, responsibilities, and lines of communication are established to ensure everyone knows whom to contact about what.
- **Facilities:** When are they available? Who is responsible for opening and lock-up? Is transportation between classroom and pool/waterfront venues a factor? Who is responsible?
- **Teaching aids and equipment:** What is available from the facility and what needs to be obtained elsewhere? Who will order videos or literature?
- **Administration:** Determine candidate registration procedures, sales and distribution of required candidate texts and materials, and post-course follow-up with the Society office.
- **Trainer honorarium:** Determine the amount of the Instructor Trainer’s salary, fee or honorarium (in cases where the host facility is paying the Instructor Trainer).
- **Rules and regulations:** Review the regulations governing the use of the facility.

TEACHING AIDS & RESOURCES

- The following checklist may help to identify teaching and learning aids and resources the course may require:
 - Blackboard and chalk or whiteboard and appropriate pens
 - Overhead, film or slide projector: screen, prepared and blank acetates, acetate pens, films or slides
 - Flip chart paper, stand, and markers
 - Video/DVD player/recorder, television monitor(s), video tapes/DVDs, camera

- Masking tape, scotch tape, paper clips, staples, scissors
- Rescue equipment: reaching and throwing assists, rescue cans or tubes, spineboard(s), first aid equipment and supplies, lifejackets or PFDs, etc.
- Course administration materials: master sheets, practice teaching evaluation forms, etc.

CANDIDATE RESOURCES

- ❑ Participants on Lifesaving Society instructor courses are required to have the appropriate candidate reference materials for on-course use. Requirements for each instructor course can be found later in this section. Other useful resources include:
 - test sheets
 - brochures, pamphlets, posters
 - samples of Lifesaving Society publications

COST TO CANDIDATES

- ❑ A candidate fee is payable to the Society by all candidates participating in the course. In addition, candidates must purchase the required reference books. With community-based courses, the affiliate generally charges a course fee that usually covers the costs of the Instructor Trainer, the candidate fee, the candidate reference texts, and the affiliate's operating costs (if required).

ADMIN. CHECKLIST

- ❑ **Before the course:**
 - Register the course.
 - Promote the course and register candidates.
 - Order candidate materials.
 - Consult the Instructor Trainer.
- ❑ **After the course:**
 - Return master sheets.
 - Return unused awards.
 - Return or keep unused material.
 - Pay the invoice. Pay the Trainer.

RUNNING ASSISTANT INSTRUCTOR COURSES

- ❑ The Assistant Instructor can be offered as a stand-alone course or in combination with other courses.
- ❑ Procedures for organizing the Assistant Instructor Course are identical to those for the Lifesaving Instructor Course. (See page 92).

Actual time needed may vary depending on course format, number of candidates and the learning activities selected. A one-weekend format or weekly formats are common.

Assistant Instructor Course

Unit	Topic	Classroom	Water
1	Opening Session	1.0 hr.	
2	The Lifesaving Society	1.0 hr.	
3	Role & Responsibilities of Assistant Instructors	1.0 hr.	
4	Class Safety	1.0 hr.	1.0 hr.
5	Learning & Teaching	1.0 hr.	2.0 hr.
6	Communication	1.0 hr.	1.0 hr.
7	Swimming Strokes & Skills	1.0 hr.	2.0 hr.
8	Leadership	1.5 hr.	
9	Emergency Procedures	0.5 hr.	0.5 hr.
10	Closing Session	1.0 hr.	
Total Time		10.0 hr.	6.5 hr.

- ❑ ***Candidate reference material:*** Assistant Instructor candidates must have the following for on-course reference:

- *Canadian Lifesaving Manual*

Our *Assistant Instructor Workbook* is optional but recommended.

RUNNING SWIM INSTRUCTOR COURSES

- Swim Instructor can be offered as a stand-alone course or in combination with the Lifesaving Instructor Course or other instructor course. Procedures for organizing the Swim Instructor Course are identical to those for the Lifesaving Instructor Course.

Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Unit*	Topic	Classroom	Water
1	Opening Session & Leadership	1.0 hr.	
2	The Lifesaving Society	1.0 hr.	
3a	Learning	1.5 hr.	3.0 hr.
3b	Teaching	1.0 hr.	
4	Planning	1.0 hr.	
5	Swimming Strokes, Skills & Fitness	1.5 hr.	2.0 hr.
6a	Teaching & Evaluating Swimming	1.0 hr.	2.0 hr.
8	Responsibility & Safety	0.5 hr.	1.0 hr.
9	Practice Teaching Evaluation		3.0 hr.**
10	The Closing Session	0.5 hr.	
Total Time		9.0 hr.	11.0 hr.

*Unit numbers correspond to those in Section 2 of the Society's *Notes for Instructor Trainers*. ** This 3-hour block refers to formally evaluated practice teaching. In addition to this, Trainers are expected to provide Swim Instructor candidates practicing teaching opportunities throughout the course.

- ***Candidate reference material:*** Swim Instructor candidates must have the following for on-course reference:
 - *Canadian Lifesaving Manual*
 - *Swim Instructor Pac: includes Instructor Notes, Swim for Life Award Guide, Teaching Swim for Life and binder*

SWIM INSTRUCTOR UPDATE CLINIC

- The Lifesaving Society provides a 4-hour clinic for current staff to deliver Swim for Life®. This clinic is organized with the affiliate prior to launch of the Swim for Life® program.

If You Have:	You Need To:	You Will Achieve:
Lifesaving Society Lifesaving Instructor	Attend Swim Instructor Update Clinic	Credit Card worth 3 credits. Mail in with an additional fee (call for current prices) when recertifying Lifesaving Instructor to obtain Lifesaving Society Swim Instructor certification.
Red Cross WS Instructor YMCA Instructor Sears I Can Swim (...but without Lifesaving Instructor)	Attend Swim Instructor Update Clinic	Credit Card worth 3 credits. Mail in with an additional fee (call for current prices) and a copy of your Instructor certification to obtain Lifesaving Society Swim Instructor certification.

- ***Candidate reference material:*** Swim Instructor candidates must have the following for on-course reference:
 - *Swim for Life Award Guide*
 - *Teaching Swim for Life*
- ***Swim Instructor Trainer:*** 6-hour Swim Instructor Trainer Update Clinic prepares current Lifesaving Instructor Trainers to deliver the Swim Instructor Update Clinic, Assistant Instructor and Swim Instructor courses.

RUNNING LIFESAVING INSTRUCTOR COURSES

- The Lifesaving Instructor course can be offered as a stand-alone course or in combination with the Society’s Swim Instructor Course or other instructor course.

Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Classroom Units	Min. Time (hours)	Water Sessions	Min. Time (hours)
Opening Session	1.0	Teaching practice	1.5
The Lifesaving Society	1.0		
Learning & teaching	1.5	Teaching practice	1.5
Planning	1.5		
Teaching strokes, skills & fitness	1.0	Teaching practice	1.5
Teaching water rescue	1.5	Teaching practice	2.0
Teaching resuscitation & first aid	1.5	Teaching practice	1.5
Responsibility & safety	.5		
Evaluating Lifesaving programs	1.5	Evaluating Lifesaving programs	1.5
Evaluation & interviews	*	Evaluated teaching practice (3 minimum)	4.5
Closing session	.5		
Total Min. Time	11.5+*hr.	Total Min. Time	14.0 hr.

*Evaluation & interview time varies with the number of candidates.

- ***Candidate reference material:*** Candidates on the Lifesaving Instructor Course must have the following literature for on-course reference:
 - *Canadian Lifesaving Manual*
 - Lifesaving Instructor Pac: *Instructor Notes, Swim Patrol Award Guide, Bronze Medals Award Guide, First Aid Award Guide*

RUNNING EXAMINATION STANDARDS CLINICS

- ❑ Examination Standards Clinics (ESC) can be offered stand-alone or in combination with an instructor course. The typical format for a stand-alone ESC is a 1-day clinic with 6–7 hours classroom and water time to cover ESC content.

Procedures for organizing the ESC are identical to those for the Lifesaving Instructor Course outlined previously with the following exception: There is no charge to participants.

Examiner Trainers are volunteers; they are not paid.

Classroom Sessions	Min. Time	Water Sessions	Min. Time
Introduction	15 min.		
Examiner role & responsibility	15 min.		
Instructor-evaluated items / awards	15 min.		
Planning the exam	15 min.		
Conducting the exam	15 min.		
Using evaluation standards	30 min.		
Evaluation methods	30 min.	Evaluating knowledge	20 min.
		Evaluating skill items	60 min.
		Evaluating rescues	60 min.
		Evaluating swims	40 min.
Co-examiners	15 min.		
Policy, procedures & resources	20 min.		
Closing	10 min.		
Total Min. Time	3 hr.	Total Min. Time	3 hr.

- ❑ ***Candidate reference material:*** Participants on an Examination Standards Clinic must have the following the Lifesaving Society literature for on-course reference:
 - *Canadian Lifesaving Manual*

Continued...

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

RUNNING ADVANCED INSTRUCTOR COURSES

- The Advanced Instructor Course can be offered as a stand-alone clinic or in combination with an NLS or First Aid or BOAT Instructor course or an Examination Standards Clinic.

Procedures for organizing an Advanced Instructor Course are identical to those for the Lifesaving Instructor course (outlined above).

The content of the Advanced Instructor Course requires 5–6 hours of classroom time:

Classroom Sessions	Min. Time
Introductions	15 min.
Leadership system	15 min.
Principles of planning	45 min.
Teaching adults	45 min.
Methods of presentation	45 min.
Audio-visual aids	30 min.
Conducting the course	30 min.
Evaluation procedures	30 min.
Guidelines for apprentices	15 min.
Policy, procedure & resources	20 min.
Closing	10 min.
Total Min. Time	5 hr.

RUNNING NATIONAL LIFEGUARD INSTRUCTOR COURSES

- ❑ National Lifeguard Instructor can be offered as a stand-alone course or in combination with an Examination Standards Clinic or other leadership training course.

Procedures for organizing the National Lifeguard Instructor Course are identical to those for the Lifesaving Instructor Course outlined previously.

The content of the National Lifeguard Instructor Course requires 12–16 hours classroom and water time. A one-weekend format is common for a stand-alone instructor course.

Classroom Sessions	Min. Time	Water Sessions	Min. Time
Introduction	15 min.		
NLS Instructor role & responsibility	15 min.		
NLS Award	15 min.		
The NLS Course	60 min.		
NLS Course Management	60 min.		
Teaching NLS candidates	90 min.	Teaching practice	90 min.
Evaluating NLS candidates	90 min.		120 min.
Teaching Practice	60 min.	Teaching practice	90 min.
Closing	15 min.		
Total Min. Time	7 hr.	Total Min. Time	5 hr.

- ❑ ***Candidate reference material:*** National Lifeguard Instructor candidates must have the following for on-course reference:
 - NLS Instructor Pac: *National Lifeguard Award Guide, NLS standards video, Guide to Ontario Public Pools Regulation.*
 - *Alert: lifeguarding in action*
 - *Canadian Lifesaving Manual*
 - *Instructor Notes*

RUNNING FIRST AID INSTRUCTOR COURSES

- ❑ First Aid Instructor can be offered as a stand-alone course or in combination with an Examination Standards Clinic or other leadership training course.

Procedures for organizing the First Aid Instructor Course are identical to those for the Lifesaving Instructor Course outlined previously.

The content of the First Aid Instructor Course requires 6–9 hours classroom time. A one-day format is common for a stand-alone First Aid Instructor Course.

Classroom Sessions	Min. Time
Introductions	15 min.
Overview of First Aid & CPR	15 min.
F.A. Instructor & Examiner: roles & responsibilities	15 min.
Standard First Aid Award	15 min.
Teaching Standard First Aid	60 min.
Evaluating Standard First Aid	60 min.
Practice teaching & evaluating	120 min.
Planning & delivering Standard First Aid	30 min.
Instructor candidate evaluation & interviews	*
Closing	15 min.
Total Time	6–9 hr. + *

*Time needed for evaluation varies with the number of candidates.

- ❑ ***Candidate reference material:*** First Aid Instructor candidates must have the following literature for on-course reference:
 - *Canadian First Aid Manual*
 - *Canadian Lifesaving Manual*
 - *First Aid Award Guide*
 - *Instructor Notes*
 - *First Aid Instructor Resource CD*

RUNNING AED INSTRUCTOR COURSES

- AED Instructor can be offered as a stand-alone course or in combination with an Examination Standards Clinic or other leadership training course.

Procedures for organizing the AED Instructor Course are identical to those for the Lifesaving Instructor Course outlined previously.

The content of the AED Instructor Course requires 6–9 hours classroom time. A one-day format is common for a stand-alone AED Instructor Course.

Classroom Sessions	Min. Time
Introductions	15 min.
Overview of AED Awards	15 min.
AED Instructor & Examiner: roles & responsibilities	15 min.
AED Responder and Provider Award	15 min.
Teaching AED	60 min.
Evaluating AED	60 min.
Practice teaching & evaluating	120 min.
Planning & delivering AED	30 min.
Instructor candidate evaluation & interviews	*
Closing	15 min.
Total Time	6–9 hr. + *

*Time needed for evaluation varies with the number of candidates.

- ***Candidate reference material:*** AED Instructor candidates must have the following literature for on-course reference:
 - *Canadian First Aid Manual*
 - *Canadian Lifesaving Manual*
 - *First Aid Award Guide*
 - *Instructor Notes*

RUNNING AIRWAY MANAGEMENT INSTRUCTOR COURSES

- ❑ Airway Management Instructor can be offered as a stand-alone course or in combination with an Examination Standards Clinic or other leadership training course.

Procedures for organizing the Airway Management Instructor Course are identical to those for the Lifesaving Instructor Course outlined previously.

The content of the Airway Management Instructor Course requires 6–9 hours classroom time. A one-day format is common for a stand-alone Airway Management Instructor course.

Classroom Sessions	Min. Time
Introductions	15 min.
Overview of Airway Management	15 min.
Airway Management Instructor & Examiner: roles & responsibilities	15 min.
Airway Management Award	15 min.
Teaching Airway Management	60 min.
Evaluating Airway Management	60 min.
Practice teaching & evaluating	120 min.
Planning & delivering Airway Management	30 min.
Instructor candidate evaluation & interviews	*
Closing	15 min.
Total Time	6–9 hr. + *

*Time needed for evaluation varies with the number of candidates.

- ❑ ***Candidate reference material:*** Airway Management Instructor candidates must have the following literature for on-course reference:
 - *Canadian First Aid Manual*
 - *Canadian Lifesaving Manual*
 - *First Aid Award Guide*
 - *Instructor Notes*

RUNNING BOAT INSTRUCTOR COURSES

- BOAT Instructor can be offered as a stand-alone course or in combination with an Examination Standards Clinic or other leadership training course.

Procedures for organizing the BOAT Instructor Course are identical to those for the Lifesaving Instructor Course outlined previously.

The content of the BOAT Instructor Course requires 6–9 hours classroom time. A one-day format is common for a stand-alone BOAT Instructor Course.

Classroom Sessions	Min. Time
Introductions	15 min.
Overview of BOAT	15 min.
The boating safety standard	15 min.
BOAT Instructor: roles & responsibilities	15 min.
Teaching BOAT	60 min.
Evaluating BOAT	60 min.
Practice teaching & evaluating	120 min.
Planning & delivering BOAT	30 min.
Instructor candidate evaluation	*
Closing	15 min.
Total Time	6–9 hr. + *

*Time needed for evaluation varies with the number of candidates.

- ***Candidate reference material:*** BOAT Instructor candidates must have the following literature for on-course reference:
 - *BOAT Instructor Pac*
 - *BOAT Study Guide*
 - *Instructor Notes*

RUNNING INSTRUCTOR TRAINER CLINICS

- The Instructor Trainer Clinic shapes positive attitudes and values about the Society’s Instructor Training program, planning, learning/teaching, and evaluation content.

Participants should have a good understanding of the Society’s lifesaving programs, technical content, progressions, evaluation standards and procedures.

Recommended instructional time is 10–14 hours (not including breaks) based on 12–16 candidates. Actual instructional time will vary with the number and maturity of the candidates, their prior knowledge, training and experience.

Sessions	Classroom Time	Water Time
Introduction	15–30 min.	
Trainer Training and Appointment	30–45 min.	
Instructor Training	30–45 min.	
Examiner Training	30–45 min.	
Training Instructor Candidates	45–60 min.	60–75 min.
Evaluating Instructor Candidates	45–60 min.	60–75 min.
Course Management	60–75 min.	
Using Notes for Instructor Trainers	60–75 min.	
Canadian Lifesaving programs	30–45 min.	
Practice Teaching	60–90 min.*	60–90 min.*
Closing	15–30 min.	
Total	7–10 hr.	3–4 hr.

*Time needed for evaluation varies with the number of candidates.

- ***Candidate reference material:*** Instructor Trainer candidates must have the following literature for on-course reference:
 - *Canadian First Aid Manual*
 - *The Canadian Lifesaving Manual*
 - *Alert: lifeguarding in action*
 - *Notes for Instructors*
 - *Award guides (all levels)*
 - *Notes for Instructor Trainers*

Section 12

PROGRAMMING

FACILITIES REQUIRED

- Courses may be run in any pool, waterfront or surf environment compatible with the award requirements. The Society's first aid awards and Boat Operator Accredited Training do not require water and may be run anywhere conducive to good learning conditions.

INSTRUCTORS

- Lifesaving Society Swim Instructors are certified to teach all Swim for Life[®] program modules.

Lifesaving Instructors are certified to teach all lifesaving awards and many first aid awards.

Only certified First Aid Instructors teach Standard First Aid. Similarly, only those with National Lifeguard Instructor certification teach National Lifeguard courses, and only those with the specific Instructor certification may teach AED, Airway Management, BOAT, etc.

For details on instructor training courses, see Leadership Training in the previous section.

SCHEDULING TIME AT A GLANCE

- The amount of time necessary to ensure candidate success varies with a variety of factors including the number of participants, and the amount and type of previous training learners have received.

Following is a guideline based on the average estimated time required to teach a class of 12–16 learners. This is instructional time only; additional time must be allotted for breaks and evaluation:

Section 12 – Programming

Award	Time
Parent & Tot 1, 2, 3	4 hr.
Preschool 1, 2, 3, 4, 5	4 hr.
Swimmer 1, 2	4 hr.
Swimmer 3, 4, 5, 6	6 hr.
Adult Swimmer 1, 2, 3	6 hr.
Fitness Swimmer	8 hr.
Junior Lifeguard Club	8–10 hr.
Rookie Patrol	8–10 hr.
Ranger Patrol	8–10 hr.
Star Patrol	8–10 hr.
Bronze Star	10–12 hr.
Bronze Medallion	18–20 hr.
Bronze Cross	18–20 hr.
Basic First Aid	3–4 hr.
Emergency First Aid	6.5–8 hr.
Standard First Aid	13–16 hr.
CPR -A; -B; -C	3; 5–6; 6–8 hr.
Anaphylaxis Rescuer	1 hr.
CPR-HCP	6–8 hr.
Automated External Defibrillation (AED)	4–5 hr.
Airway Management	4–5 hr.
Patrol Rider	8–10 hr.
Wading Pool Attendant	4–6 hr.
National Lifeguard	40 hr.
Distinction	20–25 hr.
Diploma	20–25 hr.
Lifesaving Fitness	10 hr.
Boat Operator Accredited Training	8 hr.
Boat Rescue	8–10 hr.
Aquatic Supervisor Training	10 hr.
Aquatic Management Training	10 hr.
Aquatic Safety Inspector	12 hr.
Aquatic Safety Auditor	4 hr.
Pool Operator Level 1	12 hr.
Pool Operator Level 2	12 hr.
SEE Auditor	3–4 hr.
Lifesaving Sport Coach Level 1	9 hr.
Lifesaving Sport Coach Level 2	16 hr.
Community Official	3 hr.
Pool Official	3–4 hr.
Open Water Official	3–4 hr.
Emergency Response Official	3–4 hr.
Lifesaving Sport Referee	6–8 hr.
Lifesaving Sport Meet Manager	6–8 hr.

EQUIPMENT REQUIRED

- Lifesaving and lifeguard education requires practice with the use of water rescue and first aid equipment. Some award items specify certain equipment (e.g., 5 and 10 lb. weights in the Swim Patrol program) but most refer only generically to rescue aids like reaching, throwing or towing assists (buoyant or otherwise). A variety of the standard commercial and homemade water rescue equipment are all that are required for most award levels.

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

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

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

- The following specific equipment is required to perform items in the various awards:
 - *Swim Patrol*: 2.3 kg (5 lb.) & 4.5 kg (10 lb.) objects, items of clothing to inflate and buoyant aids.
 - *Bronze Star*: 4.5 kg (10 lb.) object or manikin, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult manikin, shirt and long pants, aids.
 - *Bronze Medallion*: 4.5 kg (10 lb.) object or manikin, rescue can, tube or homemade shoulder loop and line with buoyant object, adult/child manikins, first aid supplies including barrier devices, shirt and long pants, and buoyant throwing aids.
 - *Bronze Cross*: 4.5 kg (10 lb.) object or manikin, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult/child/infant manikins, first aid supplies including barrier devices, shirt and long pants, and buoyant throwing aids.

- *Distinction*: shirt, pants, shoes; spineboard
- *Diploma*: shirt and pants; skin diving mask, fins, snorkel; spineboard
- *Emergency First Aid*: first aid supplies
- *Standard First Aid*: first aid supplies
- *CPR*: manikins, barrier devices
- *AED*: AED trainer and AED-compatible manikins
- *Airway Management*: oxygen unit, bag-valve-mask, oral airways, suction unit
- *Lifesaving Fitness*: 4.5 kg (10 lb.) and 9 kg (20 lb.) objects, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, barrier devices.
- *National Lifeguard*: rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult/child/infant manikins, first aid supplies including barrier devices, communication devices, spineboard or other appropriate device and buoyant throwing aids.
Standard lifeguard equipment for the option undertaken:
Pool – 9 kg (20 lb.) object or manikin, Waterfront or Surf – skin diving mask, snorkel, fins and rescue craft or paddleboard.
- *BOAT*: various pieces of small boat equipment including PFDs or lifejackets, marine charts, etc.

PREREQUISITES AT A GLANCE

- Some awards have prior training or age prerequisites to ensure that candidates have the necessary knowledge and ability to achieve success:

*Current Standard or Emergency First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol (current = within 2 years of the most recent certification)

Award	Prerequisite
<i>Lifesaving</i>	
Junior Lifeguard Club	Swim 50 m; Tread 1 min.
Rookie, Ranger, or Star Patrol	Basic swimming ability
Bronze Star	None: Swim Patrol recommended
Bronze Medallion	13 years of age <i>or</i> Bronze Star
Bronze Cross	Bronze Medallion, Emergency First Aid* or higher
Distinction	Bronze Cross

***Current Standard or Emergency First Aid** certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol (current = within 2 years of the most recent certification)

Award	Prerequisite
Diploma	Distinction <i>or</i> NLS <i>or</i> Lifesaving Instructor
Boat Operator Accredited Training	Recommended minimum age is 8 years old
Boat Rescue	Basic swimming & craft-handling ability
<i>First Aid</i>	
Basic First Aid	None
Emergency First Aid	None
Standard First Aid	None
CPR-A; -B; -C	None
CPR-HCP	None
AED	CPR-A or higher
Airway Management	Current Standard First Aid*
Anaphylaxis Rescuer	None
<i>Lifeguarding</i>	
Patrol Rider	Current National Lifeguard (waterfront or surf recommended), PCO certification
Wading Pool Attendant	14 years of age, current EFA* or higher, prior lifesaving training recommended
National Lifeguard	16 years of age by the last day of the course, Bronze Cross, current SFA*. NLS Waterpark requires NLS Pool certification
<i>Swim for Life</i>	
Parent & Tot 1	None, children 4–12 months old
Parent & Tot 2	None, children 12–24 months old
Parent & Tot 3	None, children 2–3 years old
Preschool 1, 2, 3, 4, 5	None, children 3–5 years old
Swimmer 1, 2, 3, 4, 5, 6	None, children 5 years and older
Adult 1, 2, 3	None, adults all ages
Fitness Swimmer	None, all ages
<i>Aquatic Safety Management</i>	
Aquatic Supervisor Training	Current National Lifeguard <i>or</i> current Lifesaving Society Instructor (Swim or Lifesaving) certification; and 100 hours experience as a lifeguard and/or instructor
Aquatic Management Training	None
Aquatic Safety Inspector	None
Aquatic Safety Auditor	Aquatic Safety Inspector
Pool Operator Level 1	None
Pool Operator Level 2	Pool Operator Level 1

***Current Standard or Emergency First Aid** certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol (current = within 2 years of the most recent certification)

Award	Prerequisite
SEE Auditor	Current NLS Examiner or AST or AMT
SEE Auditor Instructor	NLS Instructor Trainer and current SEE Auditor
<i>Leadership</i>	
Lifesaving Sport Coach Level 1	Current Lifesaving Instructor, current EFA* or higher
Lifesaving Sport Coach Level 2	Current Lifesaving Sport Coach Level 1, and current EFA* or higher
Community Official	13 years of age
Pool Official	16 years of age, Community Official, experience
Open Water Official	16 years of age, Community Official, experience
Emergency Response Official	16 years of age, Community Official, experience, current SFA* or NLS Instructor
Lifesaving Sport Referee	Pool, Open Water or Emergency Response Official, experience
Lifesaving Sport Meet Manager	Pool, Open Water or Emergency Response Official, experience
Officials Instructor	Current Lifesaving Instructor, current Pool, Open Water, or Emergency Response Official
Assistant Instructor	Current Bronze Cross or NLS, 14 years of age (by the last day of the course)
Swim Instructor	Current Bronze Cross or NLS, 16 years of age (by the last day of the course)
Lifesaving Instructor	Current Bronze Cross or NLS, 16 years of age (by the last day of the course)
Advanced Instructor	Current Lifesaving Instructor
Examiner Standards Clinic	Current Lifesaving Instructor
National Lifeguard Instructor	Current NLS, Current Lifesaving Instructor, Advanced Instructor (may be done concurrently)
First Aid Instructor	Current Lifesaving Society Standard First Aid, Current Lifesaving Instructor, Advanced Instructor (may be done concurrently)
First Aid Instructor with Core Clinic	18 years of age, current Lifesaving Society Standard First Aid

Award	Prerequisite
AED Instructor	Current Lifesaving Society AED, current First Aid Instructor (may be done concurrently)
Advanced First Aid Instructor	Current First Aid Instructor, Lifesaving Society HCP and Lifesaving Society Airway Management
Airway Management Instructor	Current Lifesaving Society Airway Management, current Lifesaving Society First Aid Instructor (may be done concurrently)
BOAT Instructor	Current Lifesaving Instructor, Advanced Instructor (may be done concurrently), BOAT (PCO from Lifesaving Society)
BOAT Instructor with Core Clinic	18 years of age, Lifesaving Society PCO card
Aquatic Supervisor Training Instructor	Current Lifesaving Instructor, Advanced Instructor, AST
Lifesaving Sport Coach Trainer	Advanced Instructor, current Examiner, current Lifesaving Sport Coach Level 1 or higher
Lifesaving Sport Officials Trainer	Advanced Instructor, current Examiner, current Pool, Open Water or Emergency Response Officials Instructor
Instructor Trainer	Current Instructor, Advanced Instructor, Current Examiner
Provincial Trainer	Appointment

Proof of prerequisites must be available to the examiner.

Candidates must attain the age prerequisite within 30 days of the examination date, **except for National Lifeguard and Instructors for which candidates must be at least 16 years of age on or before the examination date.**

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

- National Lifeguard, Patrol Rider
- First Aid (all levels), CPR (all levels), AED, Airway Management
- AST, AMT, Pool Operator
- All Instructor certifications
- All Lifesaving Sport coaching and officiating certifications

COURSE MATERIALS & LITERATURE

- The Lifesaving Society publishes a variety of resources designed for both candidates and instructors:
 - ***Canadian Lifesaving Manual***: contains the essential technical information needed by Lifesaving Society Instructors and all lifesaving award candidates beyond Swim Patrol.
 - ***Canadian First Aid Manual***: Succinct and practical advice to first aid candidates with the focus on things they can actually do something about: The Scene; Primary Emergencies; Secondary Emergencies; AED and Airway Management.
 - ***Alert: lifeguarding in action***: *Alert* is the required training text designed for all National Lifeguard candidates.
 - ***BOAT Study Guide***: The Society's *BOAT Study Guide* provides all the information required to pass the test for the Pleasure Craft Operator card.
 - ***Instructor Notes***: This text focuses on the practical essentials for successful teaching and learning.
 - ***Assistant Instructor Workbook***: The workbook structure follows the Assistant Instructor Course content progression; presents on-course and take-home assignments; and provides for participants' notes.
 - ***Teaching Swim for Life***: This text contains teaching tips, songs and games, stroke development drills, fitness training tips and workouts, sample lesson plans and complete core plans for the Instructor of the Lifesaving Society Swim for Life® Program.
 - ***Award guides***: Award guides offer quick and easy reference to the essential teaching and evaluating information concerning each item in each award. Award guides are designed to be used with *Instructor Notes* and the corresponding technical literature, which may include the *Canadian Lifesaving Manual*, the *Canadian First Aid Manual*, *Alert* or the *BOAT Study Guide*. The Society publishes the following award guides:
 - *Swim for Life Award Guide*

- *Swim Patrol Award Guide*
- *Bronze Medals Award Guide*
- *First Aid Award Guide*
- *National Lifeguard Award Guide*
- *Aquatic Supervisor Training (AST) Award Guide*
- **Test sheets:** The Society provides affiliates with test sheets for each award. (Or download directly from www.lifesavingsociety.com.)

Instructors, evaluators, and programmers use test sheets as teaching, evaluation and administrative tools respectively:

- To record teaching and evaluation results.
- To record participant names and contact information.

Most test sheets must be forwarded to the Lifesaving Society office for processing at the conclusion of a course. The following test sheets/work sheets need not be sent to the Society's office: Swim for Life, Canadian Swim Patrol, basic First Aid and Anaphylaxis Rescuer.

The affiliate retains at least one copy of all test sheets for its own files.

For complete details see Test Sheets on page 115.

PROMOTING THE PROGRAM

- Affiliates use a variety of means to promote their aquatic services and programs throughout the community. To assist in promoting the Society's training awards, the Society can provide affiliates with a variety of educational and promotional tools including pamphlets, posters and other camera-ready material.

CERTIFYING CANDIDATES

INSTRUCTORS

EVALUATE & CERTIFY

- ❑ **Instructor-certified awards:** The Lifesaving Society Swim Instructor evaluates all items and certifies candidates in all levels of the Swim for Life® program.

The Lifesaving Instructor evaluates all items and certifies candidates in Canadian Swim Patrol (Rookie, Ranger, Star), Bronze Star, Basic and Emergency First Aid, CPR -A, -B, -C, and in Lifesaving Fitness.

- ❑ **Instructor-evaluated items:** Using the performance criteria (“Must Sees”) found in the award guides, Lifesaving Instructors also evaluate specifically identified items in examiner-evaluated awards. Examiners may also evaluate any or all of these items at their discretion.

EXAMINERS

EVALUATE & CERTIFY

- ❑ **Examiner-certified awards:** Only Bronze Cross Examiners may certify candidates in Bronze Medallion, Bronze Cross, and Wading Pool Attendant.

Only Distinction or Diploma Examiners may certify Distinction or Diploma candidates (respectively).

Only National Lifeguard Examiners may certify National Lifeguard candidates.

Only First Aid Examiners may certify Standard First Aid candidates.

Only Advanced First Aid Examiners may certify CPR-HCP candidates. (Advanced First Aid Examiners may also certify AED and Airway Management candidates.)

- ❑ **To request an examiner:** At least 3 weeks before the examination date, contact your Area Chair to request an examiner or to obtain a list of available or potential examiners in your area. The name and phone number of your Area Chair

is available in “Contact Us” at www.lifesavingsociety.com or from the Society’s office.

Discuss the following aspects with the examiner:

- Date and time of the examination (plan an alternate date if weather is a factor).
 - Number of candidates and the award level(s) being examined.
 - Time and space allotted for the examination.
 - Directions to the facility.
- ❑ **Suggested time guidelines:** Estimated time required to examine 12–16 candidates under normal circumstances:

Award	Original exam – Examiner evaluated items	Recertification exam – All items evaluated by Examiner
Bronze Medallion	2–2.5 hr.	4–5 hr.
Bronze Cross	2–2.5 hr.	5–6 hr.
Distinction	2.5–3 hr.	5–6 hr.
Diploma	4–5 hr.	6–8 hr.
National Lifeguard	3.5–4 hr.	6–8 hr.
Emergency First Aid	6.5–8 hr.	6.5–8 hr.
Standard First Aid	13–16 hr.	6.5–8 hr.

- ❑ **More than one award per day:** Candidates may be evaluated for any number of awards in one day, provided they hold the prerequisites. Candidates for an award must complete all items required for that award.
- ❑ **Unsuccessful candidates:** The candidate who is unsuccessful at one award level is not automatically certified at a lower award level. Candidates for any of the Society’s awards must complete all items required for that award.

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

RESPONSIBILITIES

- Candidates, instructors, examiners and affiliates each have responsibilities during evaluations.

Candidates are responsible for:

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

Instructors are responsible for:

- Providing the results of the instructor-evaluated items on the test sheets.
- Preparing 3 copies of the test sheets.
- Providing appropriate equipment.

Affiliates are responsible for:

- Providing a lifeguard during the examination.
- Confirming the examiner's qualifications before the examination begins.
- Ensuring that 1 copy of the signed test sheets is sent to the Society's office immediately following the examination.
- Retaining at least 1 copy of the signed test sheets for its own records.
- Providing 1 copy of the signed test sheet for the Examiner's records.

Examiners are responsible for:

- Providing proof of examiner appointment to the affiliate before the examination begins.
- Reviewing proof of candidate prerequisites.
- Ensuring that adequate safety supervision is provided.
- Providing a fair evaluation for each candidate.
- Completing and signing 3 copies of the test sheets.
- Retaining 1 copy of the signed test sheet for the Examiner's records.

Section 13

Training Program Administration

INCLUSION

- The Lifesaving Society works to prevent drowning and water-related injury.

The Society believes basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada. All Canadians deserve the chance to learn basic swim skills.

The Society is committed to providing Canadians with the opportunity to achieve a minimum swimming ability as a life skill for survival. The Society defines this minimum in its Canadian Swim to Survive[®] Standard, promotes it in the Society's Swim to Survive[®] Campaign, and embeds this standard in the Society's Swim for Life[®] program.

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

SPECIAL NEEDS

- 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 and Swim Patrol programs, Bronze Star, Junior Lifeguard Club and Lifesaving Fitness awards, 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.

TEST SHEETS

- Instructors, examiners, program administrators and the Society office use test sheets in different ways.

Did you know:

- The Lifesaving 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.
- Affiliates (not Examiners) are responsible for ensuring test sheets are complete and for submitting test sheets to the Society. Affiliates keep one copy of the test sheets on file at their headquarters.
- The Society accepts test sheets submitted in person, by mail or by fax, and processes test sheets in the order in which they are received.

When the information recorded on test sheets is legible, accurate and complete, the speed with which the permanent certification cards are issued increases.

- Maintaining accurate records of certifications allows the Society to:
 - confirm prerequisite awards
 - issue replacement cards
 - send *Lifeline*
 - confirm certifications required for employment
 - communicate important information to award holders

Test sheets, from the top down:

- ❑ **Candidate name:** The **Instructor** prints the candidate’s name clearly and ensures that the name is spelled correctly. Correct spelling enhances the Society’s ability to find that particular candidate’s record and accurately issue the new certification card.
- ❑ **Candidate contact information:** The **Instructor** completes the address in full, including postal code. The address is required so that the permanent certification card will reach the successful candidate. Incomplete and incorrect addresses result in delays at Canada Post.
- ❑ **Candidate birth date:** The **Instructor** enters the candidate’s birth date (YY/MM/DD) based on the documentation provided by the candidate.

The first time a candidate earns a Lifesaving Society award, a unique member number is generated based on the person’s last name, first name and birth date. The birth date is required to confirm that age prerequisites for awards have been met. It is also used to differentiate among candidates with the same name, ensuring that the certification card is sent to the correct person.

- ❑ **Prerequisite information:** The **Instructor** indicates the date and location of the candidate’s prerequisite awards based on the documentation provided by the candidate. Accurate data on where and when the candidate received the prerequisite awards speeds up the issuing of the new award.
- ❑ **Prerequisites checked and test items:** The **Instructor** ensures that proof of birth dates and prerequisite awards are available for viewing by the Examiner.

The **Examiner** checks the “prerequisites checked” column after verifying that each candidate holds the award and age prerequisites for that particular exam.

The **Examiner** indicates with a check mark or F the evaluation result of each test item and a final result for the exam.

The **Examiner** draws a line through the blank candidate spaces so that no other names can be added to the exam after the Examiner signs the test sheet.

The **Examiner** checks the box marked “There are more candidates on the reverse side of this sheet” if there are candidates on the reverse side. Particularly when test sheets are faxed, the check mark in this box will ensure that the records of all candidates taking the exam are received by the Society so that all successful candidates can receive their awards.

The **Examiner** indicates the total number of candidates *on the exam* that passed and failed.

- ❑ **Affiliate/ Host information:** The **Instructor** indicates whether or not the affiliate has issued instant awards (including temporary card) to successful candidates.

The **Instructor** records the name of the affiliate (host) of the course. The affiliate is the organization that advertised the course, registered the candidates and is responsible for sending the test sheet and exam fees to the Lifesaving Society office.

The Society invoices the affiliate for the exam fees, based on the information supplied on the test sheet.

- ❑ **Instructor information:** The **Instructor** indicates his or her name, phone number, email address and signs the test sheet. The instructor must be certified within the last two years at the appropriate level or the Society will not issue candidate certification cards.
- ❑ **Exam information:** The **Instructor** indicates the date of exam and whether the exam was an “original” exam or “recertification.” The exam date is required to confirm the date the candidates were certified. The Society cannot issue certification cards for candidates until the date of exam has been confirmed.

Do NOT mix original and recertifying candidates on the same test sheet.

- ❑ **Examiner info section:** Only duly appointed and current Examiners may certify candidates. **Affiliates** should ensure that the Examiner possesses the appropriate certifications required to conduct the exam and certify candidates. The Society will not issue certification cards for exams conducted by a person other than an Examiner.

Examiners must sign the test sheets indicating that the candidates were examined to the appropriate standard. Test sheets received without a signature will be returned for validation and signature of the Examiner before the awards are issued.

MASTER SHEETS

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

EXAMINATION FEES

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

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

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

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

CANDIDATE AWARDS

- The administration of Society training programs is designed to ensure successful candidates receive their awards as soon as possible.

There are two categories of the Lifesaving Society's training awards: "vocational" and "non-vocational awards" awards. The Society has worked with affiliates to increase security of the Society's vocational training awards.

- **Non-vocational awards:** Swim for Life[®], Canadian Swim Patrol (Rookie, Ranger, Star), Basic First Aid, CPR A, B and C, Boat Rescue and Lifesaving Fitness.

Affiliates issue all non-vocational awards directly to the candidates. Affiliates should order the awards from the Society ahead of time for presentation to successful candidates at the evaluation. See Instant Awards (below) for details.

The Lifesaving Society does not require a copy of the test sheets for these levels.

Only Swim for Life[®] program licensees may offer Swim for Life[®] program awards.

- **Vocational awards:** Bronze Star, Bronze Medallion, Bronze Cross, Distinction, National Lifeguard, Emergency and Standard First Aid, AED, Airway Management.

The Society issues all permanent certification cards for vocational awards directly to successful candidates.

Vocational awards (with a temporary card) may be issued to the candidate by the affiliate. Affiliates are encouraged to order the awards through the Society's Replaceable Instant Awards system for immediate presentation to successful candidates at the exam. See Instant Awards for details.

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

The Society invoices the affiliate for the exam fees.

- **Pleasure Craft Operator cards:** The Society issues PCO cards directly to BOAT candidates in accordance with Transport Canada requirements. Candidates also receive a Lifesaving Society certification card.

INSTANT AWARDS

- Affiliates may order “instant awards” for non-vocational and vocational levels. Vocational training awards require a high degree of security because most awards are considered legal licenses for employment. To participate in the instant awards system, affiliates must:
 - Have a year-round mail and telephone contact.
 - Identify the individual who will assume personal responsibility for the safekeeping of the awards, for supervision of the instant awards administration, and who will personally liaise with the Lifesaving Society on matters relating to the instant award system.
 - Guarantee the security of the award inventory.
 - Guarantee that the cards are issued only to those who passed the exam.
 - Provide office facilities for filing, typing and other administrative support.
 - Send vocational level test sheets containing the names and addresses of all candidates who participated in the exam to the Lifesaving Society immediately following the exam.

Replaceable Instant Awards

- In conjunction with the Lifesaving Society, the affiliate establishes an initial stock of awards. The number of awards purchased need only be large enough to supply one set of exams.
- The Lifesaving Society invoices the affiliate for the stock and sends the awards. The affiliate pays the invoice within 30 days.
- The affiliate collects examination fees from all candidates participating in the exam.

- The affiliate presents the awards to successful candidates who can prove prerequisites.
- For vocational awards, the affiliate issues a temporary card with the crest (and medal) to the successful candidates at the exam. The temporary card expires 90 days from the date of certification. For non-vocational awards, the affiliate issues the permanent card with the crest to the successful candidates at the exam.
- The affiliate forwards one copy of the completed test sheets for vocational levels, and the number passed at each non-vocational level (e.g., 8 Bronze Star) to the Society indicating that the candidate awards have been issued.
- The Lifesaving Society replenishes the affiliate's stock of awards by sending replacement awards and an invoice for the exam fees to the affiliate.

Non-Replaceable Instant Awards

- In conjunction with the Society, the affiliate establishes a stock of awards.
- The Society invoices the affiliate for the stock and sends the awards. The affiliate pays the invoice within 30 days.
- The affiliate collects examination fees from all candidates participating in the exam.
- For non-vocational awards, the affiliate issues the permanent card with the crest to the successful candidates at the exam.
- When the supply of awards is depleted, the affiliate orders more instant awards from the Society.

Section 14

Shop Online

SHOP with us at

www.lifesavingsociety.com

ACTAR Training Systems

ACTAR manikins

D-fib manikins

AED trainers

Rescue Equipment

Guard chairs and umbrellas

Ropes, floats and reels

Pool Equipment

Pool test kits and supplies

Swim instruction

Aquafit

Swim training

First Aid Equipment

Bandages

First aid kits

Hot and cold packs

Sport Equipment

10'6" Racing boards

17' and 19' Racing skis

Rescue tubes

Racing fins

Lifeguard Uniforms

Singlets

Shirts

Long sleeve shirts

Wearables

Crocs

NLS T-shirts

Bronzed T-shirts

To order equipment, literature and other resources and supplies from the Society's office, you can:

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

Email: experts@lifeguarding.com.

Fax: 416-490-8766.

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

Coming soon: The Lifesaving Society will soon launch its completely new website with e-commerce capability. You'll be able to shop and pay online. Watch for it at www.lifesavingsociety.com.

You're Supporting Drowning Prevention

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

We Deliver

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

We Guarantee Satisfaction

We will resolve any problem to your complete satisfaction. If you are not happy with your purchase, or if there is any problem in the delivery of your order, just call us. We'll fix it.

Paying Us

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

Affiliate and Individual Members of the Society can pay electronically at anytime, from anywhere, through their bank, by telephone or Internet. To set this up, contact your bank and use your Lifesaving Society I.D. number as your account number.

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

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

General Return Policy

The Lifesaving Society supports its product line with the philosophy that if the customer is not satisfied with the product, it can be returned; however, criteria have been established to guide and protect both the Society and its customers.

Merchandise and literature may be returned for a full refund of the purchase price, exchange of the product or credit. We encourage customers to submit copies of sales invoices or packing slips (if available) with the items being returned.

If an invoice is not submitted, credit given will be at the previous year's listed price of the items being returned. Refunds will be issued via the same method of purchase. Adjustments to credit cards should appear within 10 business days of receipt and verification of returns.

The Lifesaving Society will cover shipping charges on returns where the Society incorrectly shipped the wrong item, or for items returned due to manufacturer defects.

The following conditions must be met for items being returned:

Merchandise:

- Returned merchandise must be “new,” not used or damaged.

- All defective items may be returned.
- Blank or scratched DVDs and CDs.

Literature:

- Returned literature must be the current edition; “new” not used, not damaged, not marked, not bent or partially read.
- Retired or outdated editions may be returned within the specified timeframe announced by the Lifesaving Society.
- Literature with printing errors may be exchanged.

No refunds or exchange on:

- Instant Awards inventory greater than the number originally purchased by the affiliate. To receive credit, the complete award must be returned (e.g., card, crest and medallion).
- Items that legally cannot be resold, such as bathing suits.

Please allow a minimum of 10 business days for us to receive and process your returned items. We will credit or refund the value of the merchandise/literature total inclusive of taxes paid.

How to make returns:

- You may return or exchange items by mail or visit our office located at:
400 Consumers Road, Toronto, ON, M2J 1P8.
- Please return your items with a completed Return/Exchange form to help us serve you better. Forms are available at the online at www.lifesavingsociety.com.