



Affiliate and Associate Member Agreement

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The purpose of this Delivery Partner Member Agreement is to ensure Lifesaving Society program integrity and quality. Both Affiliate and Associate Members are considered Affiliates of the Lifesaving Society and are referred to as Members throughout this agreement. This agreement clarifies the Society's expectations of the Member and details the services that the Member can expect in return. Signing this agreement entitles the Member to offer Lifesaving Society programs and services.

Affiliate Member Definition

An Affiliate Member may be any one of the following: responsible agency, corporation, association or organization recognized by the Lifesaving Society and are in good standing* with the Society.

Associate Member Definition

Associate Members are individuals who own a small business or holding company who do not own or lease a facility or those who contract their services to an organization or employer and are in good standing* with the Society. Associate Members are required to hold a current Lifesaving Society Leadership Certification. The individual is under agreement, not the company, and is the signing authority.

Lifesaving Society

The Royal Life Saving Society Canada, also known by its trade name "Lifesaving Society", was chartered in Canada in 1908. The Lifesaving Society in Alberta was established in 1926 to meet a need to improve public safety by helping to prevent drownings. The Society represents Canada internationally as an active member of the Royal Life Saving Society and the International Life Saving Federation.

The Lifesaving Society is Canada's lifeguarding experts. The Society is a national charitable organization that works to prevent drowning and water-related injuries through swimming, lifesaving, first aid and lifeguard training programs, safety management standards and services, Water Smart® public education, and lifesaving sport initiatives.

The Royal Life Saving Society Canada is the National Sport Organization for competitive lifesaving in Canada through its membership in the International Life Saving Federation. The Lifesaving Society, Alberta and Northwest Territories Branch is the Provincial Sport Organization. All lifesaving sport programs and competitive lifesaving activity in Alberta and Northwest Territories will be governed and operated under the rules, standards and procedures of the Lifesaving Society.

The Alberta Government and the Culture and Tourism, Recreation and Physical Activity Division provide annual association funding to the Lifesaving Society. We acknowledge the support and are proud to work in partnership to provide valuable Sport, Recreation and Active Living opportunities in Alberta.

Royal Life Saving Society Canada, Alberta and Northwest Territories Branch registered charity number: 11912 9021 RR0001.

Schedule of Agreements

The Lifesaving Society provides additional agreements for Members to be granted the right and privilege to offer Swim for Life, First Aid and BOAT (Transport Canada Pleasure Craft Operator Competency) programs and services. Contact the Society should you wish to offer any of these programs.

Member Responsibilities

Members agree with the charitable mandate and drowning prevention mission of the Lifesaving Society and actively participate in the shaping of future Lifesaving Society programs and services. They play a vital part in education, training and drowning prevention by broadening the awareness of and access to Lifesaving Society programs and services to their community members, customers and guests.

Membership is based on the calendar year (January 01 – December 31).

Members pay an annual Member fee. Members that operate more than one facility sign one agreement and list each facility on the agreement. The annual Member fee is based on the total number of facilities operated.

Associate Members sign the agreement as the individual and not the company. Associate Members who own a small business or holding company must also indicate the company name.

Members regardless of when they affiliate with the Lifesaving Society will receive an annual renewal notification. Services begin upon agreement criteria being met.

This Member agreement does not expire, but may be suspended or revoked by the Lifesaving Society at any time if there is a breach of the terms of this agreement.

Should a conflict ensue as a result of either the Society's or the Member's actions, with respect to either's responsibilities, the Member and Society will attempt to negotiate with each other and reach a resolution. Should the parties not be able to resolve the dispute through negotiation, either party may elect to contact a neutral mediator to assist in resolving the matter. Either party may withdraw from the Member agreement within 60 days written notice; should the arrangement prove dissatisfactory and a neutral mediator proves undesirable or unnecessary.

Members must disclose any commitment, relationship or interest that could conflict or may be perceived to conflict with their responsibilities. The Lifesaving Society's reputation in programs and services and its status as a charitable organization imposes high expectations of professional and ethical behavior. The Society's reputation depends on the integrity of its Members. Members carry a high burden of trust. The way in which that trust is discharged to a great extent determines the Society's success and the place of pride that it has in the aquatic community and in society at large.

*Members in good standing maintain all Member responsibilities and have paid an annual membership fee to the Lifesaving Society.

Risk Management

1. Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
2. Maintain currency in all applicable Lifesaving Society certifications or use current Society instructors and trainers to instruct and deliver Society programs and services. Currency can be verified through the Society website using Find a Member.
3. Strictly adhere to the Code of Conduct for instructors and trainers.
4. Respect that the content of Lifesaving Society resources and manuals are valuable intellectual property of the Society. Reproduction, by any means, of content is prohibited unless authorized by the publisher.
5. Abide by all applicable privacy legislation.
6. Maintain adequate liability insurance.

Quality Assurance

1. Abide by the Lifesaving Society current Policies and Procedures found on www.lifesaving.org in respect to delivery of programs and services.
2. Abide by Lifesaving Society current rules, standards and procedures in respect to lifesaving sport sanctioned competitions and affiliate lifesaving club programs. Associate Members are not eligible to be an affiliate lifesaving club.
3. Provide all required and current Society resources and materials for all Society programs and services offered. These materials can be ordered on the SHOP at www.lifesaving.org.
4. Ensure that instructors and trainers utilize applicable Lifesaving Society program standards and materials in course delivery.

Program Administration

1. Utilize the Lifesaving Society website to promote Society courses offered and job postings.
2. Register all Lifesaving Society leadership courses using the "Mandatory Course Registration" process a minimum of seven (7) business days before the start date of the course.
3. Order supplies from the Society a minimum of seven (7) business days in advance of course start date.
4. Mail the originals of completed test sheets, rosters and candidate records to the Society for processing, a minimum of seven (7) days after the course is finished. Retain copies for your records.
5. Provide statistics for non-certification programs (Swim to Survive, Swim for Life, Canadian Swim Patrol, and Junior Lifeguard Club) as outlined in the Stats Request Form when contacted annually by the Society.
6. Associate Members must obtain written consent from the host Affiliate and facility prior to conducting Lifesaving Society courses or exams.

Communication and Marketing

1. Use the correct program name and branding when advertising Society programs, for example: "Lifesaving Society Bronze Cross" or "Lifesaving Society Standard First Aid".
2. Strictly follow the visual identity guidelines for Society programs and services. Society licensed images shall not be edited, modified or enhanced in any way.

3. Act as a representative for your organization and/or within your community and advocate for the Society's programs and services. Refer inquiries to the Society.
4. Members must maintain subscription to the Society's electronic communications (i.e. Ripples, and member Communique's) in order to receive important information with respect to the Society's programs, services, standards or policies and procedures.
5. Must maintain current Member contact information with the Society. Contact information can be updated on the website or by contacting the Society directly.

Financial Accountability

1. Members must pay an annual membership fee to the Society.
2. Members are required to pay invoices within 30 days of receipt.
3. The Society accepts Electronic Funds Transfer and Interac e-transfer to finance@lifesaving.org. We also accept Credit Cards or Cheque. The Society may also be added as a Payee for online bill payments (this must be requested by the Member at their banking institution).
 - NSF checks may result in the loss of invoicing privileges.
 - If paying by credit card, Members must provide the card number for each transaction every time (i.e. material orders and awards). The Society does not keep credit card information on file.
 - The Society does not accept personal checks.

Note to Members: The Society will provide banking information upon request for Electronic Funds Transfer payments or for Members to add the Lifesaving Society as a Payee for online bill payments.

Lifesaving Society Responsibilities and Member Benefits

1. Provide the Member with Society Member Services Guide and support documents. The documents provide detailed information, guidelines and terms of reference to assist Members in the delivery of quality Society programs and services.
2. Provide access to the "Members Only" section of the website, where administration functions and toolkits are available to our Members.
3. Maintain our commitment to customer service, providing personal attention to each Member's needs.
4. Process awards and ship products in a timely manner.
5. Supply test sheets, interim cards and forms in electronic format.
6. Follow Society Privacy Principles, maintaining security safeguards for personal and confidential information.
7. Maintain communication primarily through electronic means including direct emails, Ripples, Communiques and the Society Website at www.lifesaving.org.
8. Provide a current listing of Society leadership volunteers (upon request) who have consented to share their contact information.
9. Provide materials suitable for promoting Society programs and services (upon request).
10. Customize and co-brand materials where applicable (upon request).
11. Maintain a Society Event and Leadership Training Schedule on www.lifesaving.org.

12. Provide expert program and aquatic safety consultative services. As Canada's lifeguarding experts the Lifesaving Society readily shares its expertise with members. The Society's expertise includes:
- Representing Alberta and the Northwest Territories nationally and internationally as an active member of the Royal Life Saving Society Canada and the International Life Saving Federation.
 - Conducting comprehensive research into water-related deaths and the factors contributing to these incidents.
 - Responding to identified needs in Alberta and Northwest Territories through drowning and water-related injury prevention with Water Smart® public education, swimming, lifesaving, first aid and lifeguard training, safety management services, lifesaving sport initiatives and program development.
 - Maintaining our commitment to program literature through the publishing of resource materials for programs, instructors, trainers and affiliates suitable for the delivery of Lifesaving Society programs and services.
 - Researching and setting standards for swimming, first aid/CPR, lifesaving, lifeguarding and drowning prevention.
 - Researching and setting safety management standards for aquatic environments.
 - Providing safety management services that guide communities in creating safe aquatic environments for staff and the public.
 - Governing as the provincial governing body for lifesaving sport (Provincial Sport Organization).

Please check the appropriate box below to define if you are an affiliate or associate member.

- Affiliate member Associate member

THE MEMBER ACKNOWLEDGES THE TERMS OF THIS AGREEMENT	
Member Name:	
Company Name (if applicable):	
Signing Authority Name	
Position / Title:	
Phone:	Fax:
Email:	
Billing Address	Shipping Address
Address:	Address:
Town / City:	Town / City:
Province / Territory:	Province / Territory:
Postal Code:	Postal Code:
Signature:	
Date:	
Affiliate Members must list ALL facilities on the following page.	

THE LIFESAVING SOCIETY ACKNOWLEDGES THE TERMS OF THIS AGREEMENT	
Name:	Title:
Signature:	Date:

This agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute but one and the same instrument.

