

Affiliate Member Agreement

The purpose of this agreement is to ensure Lifesaving Society program integrity. This agreement clarifies the Society's expectations of the Affiliate Member and details the services that the Affiliate can expect in return. Signing this agreement entitles the Affiliate to offer programs and services of the Lifesaving Society.

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 and regulations 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 9021RR

Affiliate Members

An Affiliate Member may be any one of the following: responsible agency, corporation, association, organization, or individual recognized by the Lifesaving Society who have paid a membership fee and are in good standing with the Lifesaving Society.

Affiliate Members agree with the mandate and 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 and training by broadening the awareness and access of Lifesaving Society programs, services and drowning prevention to their community and/or their members, customers and guests.

Affiliate membership is based on the calendar year (January 01 – December 31). Affiliate Members that

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operate more than one facility sign one Affiliate Member Agreement and list each facility on this agreement. The Affiliate fee is based on each facility registered. All memberships regardless of when they affiliated with the Lifesaving Society will receive renewal notification from the Lifesaving Society by November of each year. Services begin immediately upon affiliation.

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

Should a conflict ensue as a result of either the Society's or the Affiliate's actions, with respect to the performance of either's respective obligation, the Affiliate and the 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 agreement contract with 60 days written notice should the arrangement prove dissatisfactory and a neutral mediator proves undesirable or unnecessary.

The Affiliate Member agrees to follow these general principles:

Risk Management

1. Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
2. Use current Lifesaving Society Instructors and Instructor Trainers to teach and deliver Lifesaving Society programs and services.
3. Respect that the content of Lifesaving Society resources and manuals are valuable intellectual property for the Society. Reproduction, by any means, of content is prohibited unless authorized by the publisher.
4. Abide by all applicable privacy legislation.

Quality Assurance

1. Abide by the Lifesaving Society most current policies and procedures in respect to delivery of programs and services.
2. Abide by Lifesaving Society policies and procedures in respect to lifesaving sport sanctioned competitions.
3. Provide all required and current Lifesaving Society resources and materials for all Lifesaving Society programs and services offered.
4. Ensure that Instructors and Instructor Trainers utilize applicable Lifesaving Society Program materials in delivery of courses and clinics.

Program Administration

1. Utilize the Lifesaving Society website to promote Lifesaving Society programs.
2. Register Lifesaving Society leadership courses using the "Mandatory Course Registration" process before the start date of the course.
3. Order supplies from the office 5-10 working days in advance of course start date.
4. Send the originals of completed test sheets, rosters and candidate records to the Lifesaving Society office for processing, 1-2 weeks after the class is finished. Retain copies for your records.

Marketing

1. Use the correct program name and link the program to the Lifesaving Society when you advertise, for example: "Lifesaving Society Bronze Cross".
2. Strictly follow the Society's visual identity guidelines. Lifesaving Society licensed images shall not

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be edited, modified or enhanced in any way.

3. Act as a representative within your community and advocate for the Society’s programs. Refer inquiries about the Society to the Branch office.

Financial Accountability

1. Maintain your financial account with the Society in good standing at all times. NSF checks may result in the loss of your invoicing privileges.

THE AFFILIATE MEMBER ACKNOWLEDGES THE TERMS OF THIS AGREEMENT

| | |
|----------------------------|-----------------------------|
| Affiliate Name: | Signing Authority Name: |
| Affiliate Mailing Address: | Position / Title: |
| Town / City | Province |
| Postal Code | Signing Authority Signature |
| Phone: (____) _____ | Date: |
| Fax: (____) _____ | |
| Email Address: | |

List ALL facilities under the Affiliate Member:

The Lifesaving Society agrees to:

1. Provide the Affiliate member with Lifesaving Society Member Services guide and support documents. The documents provide detailed information, guidelines and terms of reference to assist Affiliates in the delivery of quality Lifesaving Society programs and services.
2. Provide access to the “Members Only” section of the website, where back door administration functions and toolkits are available to our Affiliates and Leadership Volunteers.
3. Maintain our commitment to customer service, providing personal attention to each Affiliate’s needs. Awards are processed and products will be shipped in a timely manner.
4. Supply test sheets, interim cards, evaluations forms and course registration forms.

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5. Follow our Privacy Principles, maintaining security safeguards for personal and confidential information.
6. Maintain communication links primarily through regular communiqués (i.e. direct emails, *Ripples e-newsletter*, *Communiques*, etc.), and Lifesaving Society Website.
7. Provide a current listing of Lifesaving Society leadership volunteers (upon request).
8. Provide support materials suitable for promoting Lifesaving Society programs and services.
9. Maintain on the website a Society event schedule listing (schedule is updated regularly) and the ability to advertise job postings on behalf of the affiliate.
10. Provide consultative services. As Canada's lifeguarding experts the Lifesaving Society readily shares its expertise to members. To maintain the Society's level of expertise it will continue to:
 - a) Represent Alberta and the Northwest Territories nationally and internationally as an active member of the Royal Life Saving Society and the International Life Saving Federation.
 - b) Conduct comprehensive research into water-related deaths and the factors contributing to these incidents.
 - c) Respond 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.
 - d) Maintain our commitment to the program literature through the publishing of resource materials for programs, instructors, instructor trainers and affiliates suitable for the delivery of Lifesaving Society programs and services.
 - e) Research and set standards for swimming, first aid/CPR, lifesaving, lifeguarding and drowning prevention.
 - f) Research and set safety management standards for aquatic environments.
 - g) Provide safety management services that guide communities in creating safe aquatic environments for staff and the public.

THE LIFESAVING SOCIETY ACKNOWLEDGES THE TERMS OF THIS AGREEMENT:

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|----------------------------|-------|------------------------------------|
| _____ | _____ | Reg. Charity No. 11912 9021 RR0001 |
| Name | Date | Lifesaving Society |
| _____ | | 13123 – 156 Street |
| Title | | Edmonton, AB T5V 1V2 |
| _____ | | Tel: 780-415-1755 |
| | | Fax: 780 427-9334 |
| | | email: experts@lifesaving.org |
| For the Lifesaving Society | | website: www.lifesaving.org |

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.

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3rd Party Credit Card Authorization Form - VISA or Master Card Transactions

Affiliates have the option to provide a credit card for the Lifesaving Society to use in processing their orders and awards. The following information will be kept on file to complete any transaction. By providing the information below and signing as the card holder, you are authorizing the Lifesaving Society, Alberta and Northwest Territories Branch to apply the charges for product ordered by a designated Facility staff and/or for all awards processed by the Lifesaving Society for the Facility.

| | |
|--------------------------|--|
| Card Holder's Name | |
| Address: | |
| | |
| Town / City: | |
| Postal Code: | |
| Business Phone No.: | |
| Home Phone No.: | |
| Credit Card No.: | |
| Card Expiry Date: | |
| Card Holder's Signature: | |

For Office Use Only

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|---|--|
| Affiliate Fee Received | |
| Member Services Support and Documentation | |
| Customer Code Assigned | |
| Receipt Mailed | |
| Entered into ACCPAC | |