About the Lifesaving Society
- Saving lives for over 100 years

The Lifesaving Society is a full service provider of programs, products, and services designed to prevent drowning. The Society saves lives and prevents water-related injuries through its training programs, Water Smart® public education, drowning research, aquatic safety management and lifesaving sport. The Society is a national volunteer organization and registered charity composed of ten provincial/territorial branches, tens of thousands of individual members, and over 4,000 affiliated swimming pools, waterfronts, schools, and clubs.

The Society has been teaching swimming, water safety and water rescue in Canada since 1896. Established in England (1891) as the Swimmers’ Lifesaving Society, it became The Royal Lifesaving Society in 1904. Today, it is known simply as the Lifesaving Society. The Lifesaving Society is a leader and partner in the delivery of water safety education throughout Canada and around the world.

Teaching Canadians to save themselves and rescue others

Annually 1,000,000 Canadians participate in the Lifesaving Society’s swimming, lifesaving, lifeguard, first aid, and leadership programs. Each year, the Society certifies thousands of instructors who provide the leadership for its training programs. Over 30,000 Canadians earn the Society’s Bronze Medallion each year. As Canada’s lifeguarding experts, the Lifesaving Society sets the standard for lifeguard training and certifies Canada’s National Lifeguards.

Making Canadians Water Smart

The Lifesaving Society focuses Water Smart drowning prevention efforts on people most at risk - like men fishing in small boats - or on those who can make a significant difference, such as parents of young children. The Society delivers Water Smart messages through its swim program, through the media and community action. The Society’s Swim to Survive® Program provides the essential minimum skills required to survive an unexpected fall into deep water.

Drowning Research

The Lifesaving Society conducts research into fatal and non-fatal drowning, aquatic injury and rescue interventions. Ongoing research and analysis supports the Society’s evidence-based water rescue training and Water Smart drowning prevention education.

Setting the Standard

The Lifesaving Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic industry, governments and the judiciary. The Society offers a suite of services to help aquatic facility operators maintain and improve safe pool and waterfront operations. The Society performs aquatic safety audits and serves as experts in legal cases involving aquatic safety.
The Society’s supporters
— collaborating with partners for injury prevention, sport, recreation and active living.
The Lifesaving Society is a national charity working to prevent drowning and water-related injury. We save lives and prevent injury through our training programs, Water Smart® public education, water incident research, aquatic safety management services, and lifesaving sport.

The Lifesaving Society enhances the quality of life of residents of Alberta and the Northwest Territories by setting health and safety standards and collaborating with partners for injury prevention, sport, recreation and active living initiatives, making Alberta and the Northwest Territories a safer place to live, work, and play.


- The Lifesaving Society has a health and safety mandate for drowning and injury prevention.

- The Lifesaving Society is the standard setting certifying body for aquatic safety and Canada’s lifeguards.

- The Lifesaving Society conducts research to establish evidence based standards that guide industry best practices.

- The Lifesaving Society promotes an Active Alberta and Northwest Territories by providing training programs for all ages and abilities.

- The Lifesaving Society engages communities and educates the public to promote awareness of safe behaviors in on and around water.

- The Lifesaving Society is the governing body for lifesaving sport, and provides opportunities for long term athlete development and the pursuit of athletic excellence and achievement.
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**Policies & Procedures 2014** contains information about the Lifesaving Society and its education and training programs. It is designed to provide Society members with pertinent information regarding the maintenance of their awards and the delivery of Society programs and services.

## SECTION 1
Illustrates the Society’s long-standing history and endeavours in drowning prevention. Beginning with the Society’s roots in 19th century England, it highlights our activities provincially, nationally and internationally to today.

## SECTION 2
Outlines the Society’s general policies and our expectations of and commitment to our members. It contains information and rationale on our leadership philosophy as well as policies concerning program delivery and lifesaving sport.

## SECTIONS 3 & 4
Provides program policies, recommended delivery guidelines, required materials, and administrative requirements for each Lifesaving Society program. Affiliates are encouraged to use the program descriptions provided in these sections for their program guides.

## SECTION 5
Provides information on the Society’s safety management services. Services include inspections, audits and reviews of facility policies, procedures, or the facility itself. Safety management services can be booked through the Lifesaving Society office.

Policies & Procedures is updated annually. It is provided to our Affiliate Members through a direct mail out and digitally on the Member’s Only Website. Leadership Volunteers receive a copy in all leadership course packages and on the Member’s Only Website. Members and the public can access the most current version of Policies & Procedures through our website at www.lifesaving.org.
CANADA’S LIFEGUARDING EXPERTS
setting the standard for lifeguarding in Canada for more than 45 years

The Society has a long and proud history of drowning and injury prevention leadership in Canada. The Society traces its roots to the late 19th century in London, England with the beginning of The Swimmers’ Life Saving Society. As early as 1896, 18 young Canadians earned the first recorded Bronze Medallion in Canada at Upper Canada College. In 1904, we became The Royal Life Saving Society (RLSS) under the patronage of King Edward VII. The first RLSS Branch in Canada was started in Ontario, soon followed by the Quebec Branch in 1909. The Alberta Branch was established in 1924.

Today, we are known to Canadians as the Lifesaving Society, Canada’s lifeguarding expert. As a national volunteer organization and registered charity we stand committed to the ideals that first formed the Society back in the 1800s. Over the past century we have expanded our programs, been on the forefront of research and embraced innovative thinking.

SOCIETY HISTORY

1891 The Swimmers’ Life Saving Society is formed in England by William Henry for the purpose of providing lifesaving training to reduce the number of drownings. Name is later changed to the Life Saving Society.

First lecture delivered by Sir Andrew Clark, personal physician to British Prime Minister William Gladstone.

1892 Bronze Medallion award is established.

30 lifesaving rescues are documented - 16 rescues by members of the Swimmers’ Life Saving Society.

1893 HRH, the Duke of York, later King George V, becomes the first president of the Swimmers’ Life Saving Society.

1894 A.L. Cochrane is made Honorary Representative of the Society in Canada.

1896 First Bronze Medallion award issued in Canada.

Diploma award is established.

1904 King Edward VII becomes Patron of the Society. Name is changed to Royal Life Saving Society (RLSS).

1908 Ontario Branch, the first RLSS Branch in Canada, is established. It is directly affiliated with the parent Society in England.

Award of Merit is established.

1909 Quebec Branch is established.

1910 Saskatchewan Branch and Manitoba Branch are established.

1911 British Columbia Branch is established.

1924 National Society receives its formal Royal Charter from King George V.

Alberta Branch is established.

1928 Alberta’s first Diploma (with honours) is awarded to Thomas Chivers of Edmonton.

1930 First recorded use of the Society motto: Whomsoever you see in distress, recognize in him a fellow man.

1943 Red Cross Water Safety Service is developed with the assistance of the Royal Life Saving Society Canada.

1945 Bronze Cross award is established.

1948 The Canadian Council of Branches is created with power to issue awards in Canada and adapt the RLSS program to Canadian needs.

1951 The first ever Mountbatten Medal, a Commonwealth-wide rescue award, is presented to Robert Byron Wardle of Tilley, Alberta.

1955 RLSS is reorganized in five independent self-governing branches (Australia, Canada, New Zealand, South Africa, United Kingdom) coordinated by the Commonwealth Council of National Branches.

1959 Alberta Branch wins the William Henry Memorial Trophy (Commonwealth competition).

M.G. Griffiths Award (highest Canadian rescue award) is instituted.
RLSSC becomes the first national organization to teach the direct mouth-to-mouth method for artificial respiration.

1961  **Nova Scotia Branch** is established.

1962  **Prince Edward Island Branch** is established.

1963  The **Canadian Lifesaving Program** is launched as the comprehensive national lifesaving program with consistent national content and standards.

   The first **Canadian Lifesaving Manual** is published, initiating 40 years of scientific contributions to lifesaving.

   **Mountbatten Medal** is awarded to Kenneth David Howlett of Edmonton, Alberta.

1964  **National Lifeguard Service (NLS)** is officially launched, creating lifeguard standards and training which establishes the RLSSC as the leading world lifeguarding expert.

   **Mountbatten Medal** is awarded to Lynda Dann of Vulcan, Alberta.

1967  Alberta Branch becomes the **Alberta and Territories Branch**.

1968  **New Brunswick Branch** and **Newfoundland Branch** are established.

1970  The **Jack Boddington Award** is instituted for voluntary service to the Branch.

1978  RLSSC becomes a member of World Life Saving.

   British Columbia Branch becomes the **British Columbia & Yukon Branch**.

   Alberta and Territories Branch becomes the **Alberta and Northwest Territories Branch**.

1974  RLSSC publishes the first edition of **Alert: Aquatic Supervision in Action**.

1975  **Lifesaving I, II, III** are established to replace Elementary and Intermediate awards.

1978  **Aquatic Emergency Care** award is established.

   Alberta and Northwest Territories Branch hosts its first provincial lifeguard championship.

1986  British Columbia and Yukon Branch hosts **Rescue ‘86** - the first biannual international symposium and lifesaving competition - highlighting the RLSSC’s leadership in the world lifesaving community.

1991  Centennial year of the Royal Life Saving Society.

1995  **Junior Lifeguard Club** program is introduced.

1996  Centennial year of the Bronze Medallion award in Canada.

   Royal Life Saving Society Canada begins using the trade name of **Lifesaving Society**. A new visual identity is introduced.

1999  **Mountbatten Medal** is awarded to Vanessa Bailey of Calgary, Alberta.

   **Canadian Swim Patrol** and **Bronze Star** awards are launched.

   **Safety Standards** for aquatic facilities are published

2000  The internationally acclaimed **Canadian Swim to Survive Standard** is published.

   **Swiftwater Rescue** and **Boat Rescue for First Responders** programs are introduced.

   Canada sends a national team and teams from the provinces to compete at **Rescue 2000** World Lifesaving Championships in Sydney, Australia.

2001  **Swim to Survive®** program is introduced.

   **Lifesaving First Aid & CPR** awards are introduced and receive accreditation from the Alberta government and federal government.

2002  Zone System implemented in Alberta and Northwest Territories to enhance and support Lifesaving Society initiatives. Zones are aligned with the Alberta Sport, Recreation, Parks and Wildlife Foundation.

2003  **Swim for Life®** program is introduced.

   **Bronze Medals** awards are revised.

2004  **National Lifeguard Service (NLS)** awards are revised. 40th anniversary of the National Lifeguard awards.

2006  **Mountbatten Medal Letter of Commendation** is awarded to Kelly Hawken of Red Deer, Alberta.

   New Leadership Philosophy and Program Model Design are implemented for consistent quality delivery of leadership programs.

2007  **Mountbatten Medal** is awarded to Corey Wood of Calgary, Alberta.

   The revised **Swim for Life®** program is launched nationally.

Safety Management Training and Accreditation programs are launched: Head Lifeguard, Aquatic Management Training, Aquatic Safety Inspector, Aquatic Safety Auditor and Supervision, Evaluation and Enhancement (SEE) Auditor.

2010  Stand-alone First Aid Instructor course, Lifeguard Fitness Skills and Pre-school Proficiency program piloted and readied for full deployment.

2011  Society Programs were updated to reflect changes brought forward by the 2010 recommendations from the International Liaison Committee On Resuscitation (ILCOR) including the inclusion of AED Training into all CPR programs.

2012  National Lifeguard Service (NLS) is revised and becomes National Lifeguard (NLS).

2013  Barbara Costache awarded Queen Elizabeth II diamond jubilee medal for drowning prevention efforts.

The new Regional System, Regional Training Centers and Centers of Excellence are previewed.

In-person leadership recertifications are re-introduced.

2014  50th anniversary of the National Lifeguard awards.

Education and Proficiency Programs are launched: Amenity Attendant, Shallow Water Attendant, Beach Attendant and Preschool Proficiency.
LIFESAVING SOCIETY POLICIES AND INFORMATION TO MEMBERS

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GENERAL SOCIETY POLICIES

1.1 Mission Statement
To prevent drowning and water-related incidents for all Canadians by providing:
- Lifesaving, lifeguarding and leadership education; and
- Public education.

1.2 Leadership Philosophy & Program Model Design
The Lifesaving Society Leadership Philosophy is based on the premise that all leadership training programs share a consistent philosophy, look, design, and training methodology based on a common Program Model Design. A key outcome of this philosophy is consistent and predictable training that meets the award standards regardless of which trainer delivers the course. The result is quality training programs.

The following key messages serve as the foundation of the Society’s Leadership Philosophy:

1. The first priority of the Program Model Design is to provide instructors and instructor trainers with the training and materials to consistently achieve the required standards for each Lifesaving Society program. This is especially important for new instructors and instructor trainers who should be able to walk out of an Instructor course or the Instructor Trainer clinic prepared for success as leadership volunteers. This design provides instructors and instructor trainers with teaching tools based on simple, effective, and tested teaching and evaluation strategies and activities.

2. Instructors and instructor trainers are provided with common long-term and short-term lesson plans for teaching each program curriculum that they are certified or appointed to teach. These plans provide a common training approach for each Lifesaving Society course. Experienced instructors and instructor trainers can adapt the short-term lesson plans to use alternative activities if they ensure that the activities meet the criteria for teaching the curriculum topic and successfully achieve the required learning outcomes for the participants.

3. Consistency and predictability are key components of quality training programs. This is an outcome of the design and delivery of the training program and the resource materials
used to support the program. Program Model Design provides consistent materials and training approaches for all Lifesaving Society programs.

4. All courses use teaching activities which model a teaching approach based on maximizing practical application. Teach using the 3D’s: demonstrate, discuss, do.

5. Instructors and instructor trainers learn to teach by teaching. Teaching activities are used during leadership courses/clinics to demonstrate the link between theory and effective, practical teaching activities.

6. Minimum standard is not substandard. It is the standard. The objective of all Society courses is to teach the learners to achieve the standard and evaluate them at the standard to confirm their success. Candidates must achieve mastery of the content required and meet the standard before trainers consider including any additional content.

7. Lifesaving Society literature is the learner’s source for information. Instructors and instructor trainers use the books to plan, teach, and evaluate all Lifesaving Society courses/clinics. Instructors and instructor trainers teach candidates to use the books to find and apply the answers. Instructors and instructor trainers are the facilitators of this process.

8. All courses/clinics contain common curriculum topics such as “The Lifesaving Society” as well as topics that focus on the award-specific curriculum. Common curriculum topics may also be linked to content in a specific award.

9. All instructors are accountable to the Lifesaving Society for the delivery of Lifesaving Society programs. This accountability is reflected in the Code of Conduct for Leadership Volunteers. This requires instructors and instructor trainers to draw clear boundaries around the Lifesaving Society programs and clearly separate the evaluation of Society program standards from other requirements such as employment specific expectations.

10. The Lifesaving Society recognizes Society instructors and instructor trainers as Society volunteers even when their activity is within the context of their employment. This recognizes their link and commitment to the Lifesaving Society through their support and delivery of our training programs. The Lifesaving Society recognizes that the roles of instructors and instructor trainers are broader than just teaching the course/clinic. They also act as resources for other instructors, their communities, and the Lifesaving Society.

1.3 Code of Conduct for Leadership Volunteers

The Lifesaving Society’s Code of Conduct for Leadership Volunteers:

- Provides leadership volunteers with guidelines for professional behaviour related to their roles within the Lifesaving Society; and
- Provides terms of reference when seeking solutions to complaints and disputes.

Throughout this code, “Leadership Volunteers” shall include all Lifesaving Society instructors, instructor trainers, and coaches.

Leadership volunteers commit themselves to the Lifesaving Society mission and to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as representatives of the Lifesaving Society.

1. Prepare and maintain a learning environment suitable to the abilities, interests, and needs of the students. Ensure their physical safety, including following instructions provided by parents or medical practitioners.

2. Treat people with respect:
   - Communicating with empathy, diplomacy, discretion, and justice;
   - Maintaining confidentiality of personal information;
   - Without discrimination based on age; gender; religion; ethnicity; physical, mental or emotional ability; sexual orientation; financial ability; or any other grounds;
   - Without insult, assault, harassment, foul language or gesture.

3. Strive to improve professionally; innovation and creativity are encouraged within the parameters of the Program Model Design. Leadership volunteers are encouraged to exchange ideas and information with each other and the Society. Recognize that program lesson plans are effective and based on research, but quality instruction and other activities can also achieve the outcomes.

4. Maintain the integrity of Lifesaving Society programs by:
   - Clearly representing the position of the Lifesaving Society
   - Teaching and evaluating skills, knowledge, fitness, and judgment according to program standards
   - Adhering to the Lifesaving Society program guidelines, rules, policies, and procedures
   - Reporting issues directly to the Lifesaving Society, avoiding public criticism

5. Prepare candidates for action and service in the community beyond our instructional setting.

1.4 Code of Conduct for certified National Lifeguard

The Lifesaving Society’s Code of Conduct for certified National Lifeguard:

- Affirms National Lifeguard certified lifeguards are valued members of the Lifesaving Society;
- Provides National Lifeguard certified lifeguards with guidelines for professional behaviour related to their roles, rights responsibilities and privileges within the Lifesaving
Society; and
• Provides terms of reference when seeking solutions to complaints and disputes.

National Lifeguard certified lifeguards commit themselves to the Lifesaving Society mission and to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when in a vocational setting.

1. Maintain a work environment consistent with the expectations of the employer, government regulation, industry standard, the National Lifeguard standard, the Public Aquatic Facility Safety Standards and the Lifesaving Society.

2. Act in a manner that protects the public, fellow staff members and themselves from undue risk or harm.

3. Treat people with respect:
   • Communicate with empathy, diplomacy, discretion, and justice;
   • Maintaining confidentiality of personal information;
   • Without discrimination based on age; gender; religion; ethnicity; physical, mental or emotional ability; sexual orientation; financial ability; or any other grounds; and,
   • Without insult, assault, harassment, foul language or gesture.

4. Strive to improve professionally; maintaining current skills, fitness, knowledge and judgment within the parameters of the National Lifeguard Standard. National Lifeguard certified lifeguards are encouraged to exchange ideas and information with each other and the Society. Recognize that techniques included in the program are effective and based on research, but other approaches can also achieve the outcomes.

5. Maintain the integrity of the Lifesaving Society by:
   • Clearly representing the position of the Lifesaving Society;
   • Maintain skills, knowledge, fitness, and judgment according to program standards;
   • Adhering to the Lifesaving Society National Lifeguard program guidelines, rules, policies, and procedures; and,
   • Reporting issues directly to the Lifesaving Society, avoiding public criticism.

1.5 Code of Conduct for Inspectors and Auditors

The Lifesaving Society’s Code of Conduct for Inspectors and Auditors:
• Utilizes the Lifesaving Society Aquatic Safety Inspection packages or Audit packages when conducting an aquatic safety inspection or an aquatic safety audit; and

Throughout this code, “Inspectors” shall include all Lifesaving Society certified Aquatic Safety Inspectors. “Auditors” shall include all Lifesaving Society certified aquatic safety auditors and SEE Auditors. Inspectors and Auditors commit themselves to the Lifesaving Society mission and to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as representatives of the Lifesaving Society.

1. Complete all inspections and audits without bias using the appropriate inspection or audit package and using care and attention for personal safety when completing inspections and audits.

2. Treat people with respect:
   • Communicating with empathy, diplomacy, discretion, and justice;
   • Maintaining confidentiality of persona/facility information; Without discrimination based on age; gender; religion; ethnicity; physical, mental or emotional ability; sexual orientation; financial ability; or any other grounds;
   • Without insult, assault, harassment, foul language or gesture.

3. Strive to improve professionally;
   Inspectors and Auditors are encouraged to exchange ideas and information with each other and the Society. Recognize that inspection/audit packages are effective and based on research, legislation, and good practice.

4. Maintain the integrity of Lifesaving Society safety management programs by:
   • Clearly representing the position of the Lifesaving Society
   • Conducting Aquatic Safety Inspections and Audits according to Lifesaving Society standards
   • Adhering to the Lifesaving Society program guidelines, rules, policies, and procedures
   • Reporting issues directly to the Lifesaving Society, avoiding public criticism

5. Prepare facilities for future action and next steps by encouraging them to contact the Society

1.6 Freedom of Information & Protection of Privacy

The Society’s privacy policy provides leadership volunteers with the guidelines for professional behaviour in reference to the privacy of Society members, award holders, and candidates.

The Lifesaving Society’s privacy principles reflect those within PIPA, PIPEDA, and FOIPP legislation. Lifesaving Society affiliates and leadership volunteers need to be aware of these guidelines.

It is necessary to collect, record, and retain personal information of candidates including name, address, phone number, date of birth, and results data. This information is used by the Society for Member Services such as award processing. This personal information belongs to the Lifesaving Society and must not be shared with any other persons or organizations. It is not acceptable to provide a copy of the completed test sheet to a candidate if it also contains the personal information of other
candidates. It is not acceptable to share the results of Society exams with any affiliate except the affiliate hosting the exam. The affiliate is responsible for collecting the exam results and sending them to the Society.

The Code of Conduct for Leadership Volunteers specifically requires that confidentiality of personal information be maintained. It is important that all parties involved act to protect the confidentiality and privacy of our members.

The Society’s privacy principles can be viewed in its entirety online at www.lifesaving.org.

1.7 Statement on Inclusion

Lifesaving Society training programs are designed to maximize the participation and success of all individuals regardless of age, background, and ability. Lifesaving Society affiliates and leadership volunteers are encouraged to use their discretion in the placement and advancement of individuals with special needs.

The Society recognizes that some individuals may be unable to achieve all the performance criteria (Must Sees) for some items. In non-vocational awards, if an individual is able to complete the item(s) with modifications or otherwise achieve the purpose statement(s), the participant should advance to the next level as long as this does not compromise the safety of the individual or others.

While the Society welcomes the participation of all in its vocational training awards, certification is based solely on the individual’s ability to meet the purpose statements and the performance criteria (Must Sees).

Non-vocational awards include: Swim to Survive, Swim for Life, Canadian Swim Patrol, Junior Lifeguard Club, Bronze Medals, Distinction, Diploma, and Lifesaving Sport Clubs.

Vocational awards include: National Lifeguard, all Instructor awards and Instructor Trainer appointments, all First Aid awards, Boat Rescue, Boat Rescue for First Responders, Moving Water, Swiftwater Rescue and BOAT.

1.8 Intellectual Property

The Lifesaving Society delivers high-quality programs through its affiliates. Affiliates include organizations, responsible agencies, or individuals recognized by the Society who have paid a membership fee and are in good standing with the Society. It is the affiliates who actively participate in the shaping of the future Lifesaving Society programs and services.

In order to deliver programs effectively, train candidates, and examine and evaluate candidate competencies, affiliates rely on resource materials, award guides, policies, manuals, other publications, and information prepared by the Society.

To this end, Leadership Volunteers and affiliates agree not to use any material for which the intellectual property rights thereto belong to the Lifesaving Society in any manner which is abusive to the Lifesaving Society. This includes not duplicating in any manner materials without the express written permission of the Lifesaving Society; not passing Lifesaving Society material off as being the material of any other organization; and not using any intellectual property belonging to the Lifesaving Society in any manner which compromises the ability of the Lifesaving Society to recover its costs.

Leadership volunteers and affiliates who make use of program materials are bound by the terms of the license governing the particular program or service.

The Society’s intellectual property policy can be viewed in its entirety on the website.

1.9 Visual Guidelines

Visual guidelines have been developed to help the Lifesaving Society and our affiliates achieve a consistent identity that speaks to the many quality programs and services that the Society has to offer. These guidelines apply to print, electronic, and web communications using the Society’s logos and images.

Consistent and repetitive use of the visual images will unify and strengthen the Society’s identity and image in the community. This positive public image will enhance our leadership volunteers’ and affiliates’ ability to promote their programs and services into their communities. With this collective action, all involved in the delivery of Society programs and services will benefit.

Visual Guidelines are provided on the Members Only Website.

1.10 Instructor vs. Instructor/Examiner

In Alberta and Northwest Territories, all instructors are also examiners. In any material use of the term “instructor” is intended to by synonymous with “instructor/examiner” reflecting both roles.
for the delivery of Lifesaving Society programs and services;
- Research and set standards for swimming, first aid and CPR, lifesaving, lifeguarding, and drowning prevention;
- Research and set safety management standards for aquatic environments; and
- Provide safety management services and training programs that support communities in creating safe aquatic environments.

2.2 Affiliate Members

Lifesaving Society affiliate members are licensed under agreement to deliver Lifesaving Society programs and services to the community. 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 purpose 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 lifesaving training by broadening the access of Lifesaving Society programs, services and drowning prevention education to their community and/or their members and customers. Affiliate members agree to follow these general principles:

Risk Management
- Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- Use current Lifesaving Society instructors and instructor trainers to teach and deliver Lifesaving Society programs and services.
- 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.
- Abide by all applicable privacy legislation.

Quality Management
- Abide by the Lifesaving Society policies and procedures in respect to program delivery.
- Use all required and current Lifesaving Society resources and manuals for all Lifesaving Society programs and services offered; have the Member Services and program administration information available for reference.
- Follow the Lifesaving Society Program Model Design and utilize Lifesaving Society leadership volunteers.

Course Administration
- Register all Lifesaving Society leadership courses with the office before the start date of the course.
- Order supplies from the office 5-10 working days in advance of course start date.
- Send the originals of completed test sheets and rosters to the Lifesaving Society office for processing, 1-2 weeks after the class is finished. Retain copies for your records.

Lifesaving Sport
- Abide by policies and procedures in respect to program delivery and sanctioned competitions.
- Register all required Junior Lifeguard Club program and Lifesaving Club activities with the Society.
- Send the original copy of completed test sheets (Junior Lifeguard Club Performance Record) to the office for processing. Retain copies for your records.
- Send the original copy of the program roster (Registered Athlete Form) to the office to activate competitive athletes. Retain copies for your records. All athletes must be registered to compete in sanctioned competition.

Marketing
- Use the correct program name and link the program to the Lifesaving Society when you advertise, for example: “Lifesaving Society Bronze Cross.”
- Strictly follow the Society’s visual identity guidelines. Lifesaving Society licensed images shall not be edited, modified or enhanced in any way.
- Act as a representative for your facility and advocate for the Society’s programs. If need be, refer inquiries about the Society to the office.

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

Affiliate membership is based on the calendar year (January 1 – December 31). Affiliate members that operate more than one facility sign one Affiliate Member Agreement and list each facility on the form. 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 each year. Services begin immediately upon affiliation.

The 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 the Affiliate Member Agreement.

2.3 Leadership Volunteers

Lifesaving Society leadership volunteers are certified by the Lifesaving Society to teach and evaluate Lifesaving Society programs. It is the responsibility of the Leadership Volunteer to:

- Teach and evaluate in accordance to the Code of Conduct for Leadership Volunteers, Program Model Design, the Award Guides, and policies and procedures governing Lifesaving Society programs;
- Ensure that appropriate safety systems are used throughout the course/clinic;
• Maintain the quality, integrity, and brand identity of Lifesaving Society programs;
• Return accurate and appropriately completed test sheets to the affiliate member for submission to the Lifesaving Society for processing;
• Maintain current leadership awards through the applicable award recertification and mandatory update process; and
• Update contact information with the Lifesaving Society.

The Lifesaving Society determines the appointment and/or reappointment of all of its leadership volunteers, in its sole discretion. Upon a candidate’s completion of the eligibility requirements necessary for the appointment or reappointment, the Society will determine whether to proceed and appoint or reappoint any particular leadership volunteer or whether to withhold such appointment/reappointment.

Complaint & Certification Review Process
The Lifesaving Society has a process to address quality assurance to protect the integrity of the delivery of our programs and services to the public.

All concerns should be brought forward to the Society in writing.

2.4 Transferring Between Provinces/Territories
Lifesaving Society awards are transferable between provinces within Canada. It is the member’s responsibility to:
• Contact the Lifesaving Society Branch where they are currently residing and request their awards to be transferred to the branch responsible for the area to which they are moving. They should provide their new contact information at this time so it can be updated. See the inside back cover of this manual for branch contact information; and
• Contact the Lifesaving Society Branch responsible for their new area and complete any branch specific transfer process required prior to teaching or examining.

The Lifesaving Society Alberta and Northwest Territories is pleased to provide Leadership Volunteers from other provinces with a complimentary Welcome Package. This package provides the leadership volunteer with invaluable information about the Branch, policies and procedures, and Members Only Website containing lesson plans, workbooks, course booklets, clinic booklets, and other support materials.
### 2.5 Going Abroad

Lifesaving Society awards may be transferable across international borders. Be sure to contact the organization in charge of lifesaving standards in the jurisdiction to determine the necessary course of action.

### 2.6 Training Program Prerequisites for Certification from Other Agencies (including Canada and Abroad)

<table>
<thead>
<tr>
<th>COUNTRY OF CERTIFICATION</th>
<th>NATIONS WITH ROYAL LIFE SAVING SOCIETY NATIONAL COMMONWEALTH BRANCHES, THAT PROVIDE BRONZE MEDALLION (UK, Australia, New Zealand &amp; South Africa)</th>
<th>OTHER COUNTRIES</th>
</tr>
</thead>
</table>
| LIFESAVING SOCIETY (Canada) | **Bronze Medallion**  
Lifesaving Society National Certifications are recognized and transferable between provinces and territories. Please contact your home branch office to have your awards transferred to another Province/Territory. | **Require**: Purchase and review of Canadian Lifesaving Manual  
**Mandatory**: Provide proof of certification.  
**Rationale**: Lifesaving Society recognizes the RLSS Bronze Program from other Commonwealth Nations.  
**Require**: Purchase and review of Canadian Lifesaving Manual  
**Mandatory**: Challenge an original examination, all items.  
**Recommend**: Participation in full course.  
**Rationale**: Award can be challenged. |
| **Bronze Cross** | **Mandatory**: Challenge an original examination, all items.  
**Recommend**: Participation in full course. Purchase and review of Canadian Lifesaving Manual  
**Rationale**: Award can be challenged. |
| **Swim and Lifesaving Instructor** | **Mandatory**: Must participate in a Swim & Lifesaving Instructor original course.  
**Rationale**: Swim and Lifesaving Instructor program can be delivered in multiple formats to meet specific candidate needs.  
**Mandatory**: Provide proof of recognized current certification at SFA/AEC Recertification.  
**Recommend**: Challenge an original examination, all items.  
**Rationale**: Provincial governments regulate workplace first aid training.  
**Mandatory**: Must participate in a National Lifeguard original course.  
**Rationale**: National Lifeguard is the standard for lifeguards in Canada.  
The only way you can obtain certification is through taking the National Lifeguard Course. |
| **Lifesaving Standard First Aid (SFA) / Aquatic Emergency Care (AEC)** |

1. Lifesaving Standard First Aid and Aquatic Emergency Care includes CPR-C (Adult/Child/Infant) and AED. Candidates with CPR, AED and O₂ Administration from other agencies may be eligible for recognition of these awards.

2. “Original course” can incorporate flexible delivery formats. Recognition and competency from prior learning and possible smaller student-to-instructor ratio may enable an accelerated timeline, provided that the Instructor is confident that the candidate has fully achieved the Standard by demonstrating all knowledge, judgement, skills and fitness items.

### 2.7 Training Program Prerequisites for Certifications

The Society uses the following principles to make assessments as to whether certifications from other training agencies meet our prerequisites for Lifesaving Society training programs.

1. The Lifesaving Society alone determines the prerequisites to its training programs and sport eligibility.
2. The Lifesaving Society does not waive requirements to meet prerequisites to its certifications or lifesaving sport eligibility requirements.

3. The Lifesaving Society recognizes certain certifications as prerequisites to programs (e.g. certifications from other Royal Life Saving Society Commonwealth member societies (RLSS)).

4. Certifications from other agencies are not accepted as equivalent to Lifesaving Society certifications because:
   - The Lifesaving Society does not produce or update outside agencies’ training programs.
   - Outside training programs can be altered without the Lifesaving Society’s knowledge.

Individuals seeking clarification on training program prerequisites can contact the Lifesaving Society.

2.8 Instructor Transfer Process (First Aid & CPR)

The Lifesaving Society has an instructor transfer process for the following awards: Lifesaving CPR Instructor, Lifesaving CPR-HCP Instructor, and Lifesaving First Aid Instructor.

2.9 Lead and Assisting Instructors

In programs where instructor applicants are required to co-deliver a course in order to complete their certification the following roles and responsibilities exist:

**Assisting Instructor**
- Submit a practicum application to the Society for approval.
- Be involved in all pre-course/clinic and post-course/clinic sessions.
- Attend all (100%) of the course/clinic sessions and act as a resource to the lead instructor and candidates.
- Prepare and conduct at least half (50%) of the course/clinic.
- Sign the test sheet for the course/clinic.
- Submit the Instructor Monitoring Form to the Society office upon its completion by the lead instructor.

**Lead Instructor**
- Involve the assisting instructor in all pre-course/clinic and post-course/clinic sessions.
- Attend all (100%) of course/clinic sessions and act as a resource to the assisting instructor.
- Provide formative feedback to the assisting instructor.
- Complete and sign the Instructor Monitoring Form immediately after the course/clinic and return it to the assisting instructor.

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**PROGRAM ADMINISTRATION & DELIVERY**

3.1 Test Sheet Administration

Lifesaving Society test sheets are to be completed neatly with the original submitted to the Society by mail for processing immediately after the examination or course. The Society will not process faxed test sheets. Affiliates must retain a copy of the test sheet for their records.

All test sheets must be accurately completed with all of the applicable information. Incomplete test sheets will cause delays in processing.

Be sure to include the following information with the test sheet:
- Instructor name and signature;
- Exam date;
- Examiner name and signature;
- Affiliate member information;
- Candidate information including name, date of birth, gender, and address with postal code; and
- Proof of any non-Society awards used as prerequisites (e.g. Standard First Aid award prerequisite for National Lifeguard).

The instructor must sign both sides of the test sheet should candidates appear on both sides of the form.

The affiliate will be charged for every candidate on the test sheet regardless of result.

All Lifesaving Society test sheets are available on the Members Only Website.

Falsification of any information on a test sheet is considered fraud and will be dealt with accordingly.

3.2 Award Processing 101

There is nothing more frustrating than having to wait for your certification card, especially when it affects your job.

Although filling out test sheets or rosters may not be the most exciting task to do, doing it properly makes all the difference. One piece of missing information can create a big delay in processing the award. The Society only collects information that is vital; all information requested on test sheets is essential.

Here’s a guide to help avoid unnecessary delays.
- No under-aged candidates. The concept of a “30-day grace period” is a myth. Candidates must be the required age on or before the date of the exam.
- Challenge exams. Candidates may challenge Bronze Medallion, Bronze Cross, and Aquatic Emergency Care provided that they have the proper prerequisites. National Lifeguard cannot be challenged. Check the Policies & Procedures Manual for complete details.
- Recerts. Candidates must have previously held the award before they can participate in a recert.
- Interim cards. Instructors should provide all successful
candidates with an interim card. Interim cards are valid for two months so be sure to mail the test sheet right away. Interim cards are only valid if they are legible and filled in completely. A copy of a test sheet is NOT proof of certification and should not be made available to candidates.

- Mail - don’t fax - test sheets. Test sheets must be sent by mail. Some people have had to wait for their certification card for months just because the affiliate member hasn’t submitted the test sheet.

Instructors - before submitting the test sheet, check for the following so there won’t be any unnecessary delays in processing the candidates’ awards.

- Is the writing legible? Test sheets should be double checked to make sure that all information is legible.
- Is the candidate information complete and accurate? New upgrades to our Member Management Data System automatically checks for prerequisites including age requirements; thus providing the candidate’s date of birth is essential.
- Is the exam information complete and accurate? Check to make sure that all areas including date of exam and facility/affiliate member are indicated.
- Is the exam a challenge exam? Even though the candidate did not participate in the class sessions, the challenge exam is an original certification. All must sees must be evaluated and an original test sheet is submitted. Do not use recertification test sheets.
- Is the test sheet signed? If both sides of the test sheets have candidates listed, the instructor must sign both sides of the test sheet.
- Photocopies of the candidate’s awards are included with the test sheet. If candidate awards are obtained from outside Alberta or Northwest Territories or from another training agency, attach a copy of these awards with the test sheet.

Training Program Awards
These awards are processed and sent back to the affiliate member for distribution to candidates. The Society will send the awards to the candidates for a fee at the request of the affiliate member.

Leadership Program Awards
Leadership volunteers participating in a course, clinic or a leadership recertification administrated by the Lifesaving Society will have their awards sent directly to them. Leadership volunteers participating in a course, clinic, or leadership recertification administrated by an affiliate will have their awards sent to them by the affiliate.

3.3 Co-delivery of Lifesaving Society Programs
Co-delivery is the teaching of two or more Lifesaving Society programs within one course/clinic. A common example is Aquatic Emergency Care and National Lifeguard. When Society programs are co-delivered, all items for each certification must be taught and evaluated to the respective certification standard. The results must be recorded on the appropriate test sheets. The evaluation process must provide for the possibility that a candidate may fail one of the co-delivered programs. The co-delivery must also preserve the intent of the certification. For instance, co-delivering Bronze Cross and National Lifeguard can create a conflict between the lifesaving purpose of Bronze Cross and the lifeguarding purpose of National Lifeguard. Therefore, the teaching and evaluation of a Bronze Cross rescue item cannot be combined with a National Lifeguard lifeguarding situation item; each program must be taught and evaluated separately.

It is possible and acceptable to co-deliver Lifesaving Society programs because of key common features in the design of Society programs. These features include:

- Shared candidate resources - Bronze Medals certifications use the Canadian Lifesaving Manual as a candidate resource;
- Common evaluation design - All Society certifications use the same evaluation design and presentation: item description, purpose statement, notes, and must sees. This material is presented in an award guide and uses common language to present Society standards. Some certifications share common evaluation items and use the same evaluation standards (e.g. resuscitation skills); and
- Common leadership training process - Each Lifesaving Society leadership program shares a common approach to teaching and evaluating Lifesaving Society certifications.

Co-delivery of Lifesaving Society programs offers benefits to Society affiliates and the public:

- One-stop shopping - Co-delivery of programs help customers conveniently meet their training needs. All lifeguards need National Lifeguard as well as a government recognized standard first aid. Combining National Lifeguard and Aquatic Emergency Care or Lifesaving Standard First Aid certifications allows the customer to register once and get trained in one course instead of registering and attending two separate courses. Affiliates only need to deal with one organization to purchase course materials, recruit leadership volunteers, submit test sheets, and pay invoices; and
- Certifications designed to work together - Society certifications are designed with a logical progression from one course to the next (e.g. Bronze Star to Bronze Medallion to Bronze Cross). This is reflected in candidate materials, program content, and evaluation standards. This assists leadership volunteers to plan effectively for the teaching and evaluation of co-delivered programs and certifications.
3.4 Combining Training Programs

Lifesaving Society leadership volunteers and affiliates are not permitted to combine Lifesaving Society programs with the training programs of other organizations. Lifesaving Society programs must be taught and evaluated separately from the programs of other organizations.

Furthermore, Lifesaving Society programs must be taught and evaluated using all required Society course and evaluation materials within the required course time.

The intent of this policy is to:

- Maintain the quality of Lifesaving Society programs. The Society’s quality management process and expectations are designed for our delivery system and are not intended to include the delivery system or objectives of training provided by other organizations;
- Preserve the integrity of Society programs, certifications, and standards. The Society is prepared to support and defend the standards of Society programs and certifications as well as our expectations for Society leadership volunteers. Leadership volunteer expectations are a key component of the Code of Conduct for Leadership Volunteers. The Society will not assume responsibility for the content required for the programs of other organizations; and
- Preserve the brand identity of our programs, certifications, and training system. Candidates must clearly be able to recognize and understand their connection to the Society as a result of participating in our programs.

Combining Society program delivery with non-Society programs does not achieve this intent and is not permitted. Failure to comply with this policy is a violation of the Code of Conduct for Leadership Volunteers and may result in the revocation of certification of the leadership volunteer. Affiliate members requiring leadership volunteers to violate the code may result in the termination of the affiliate membership and withdrawal of the privilege of delivering Lifesaving Society programs.

3.5 Zone System

The Lifesaving Society Zone System supports affiliates in the delivery of Lifesaving Society programs and services to the community. The Lifesaving Society Zone System builds a strong network to enhance and support drowning prevention initiatives for all Albertans and Northwest Territories residents. As the Provincial Sport Organization for lifesaving sport, Lifesaving Society zones match those of the Alberta Sport, Recreation, Parks and Wildlife Foundation with a ninth zone created for Northwest Territories.

Visit the website to view a map of the zones.

3.6 Regional Delivery System

The Lifesaving Society is working with affiliate delivery partners to provide training opportunities in each of the new defined five regions in Alberta and five regions in Northwest Territories. Regional Training Centres and Centres of Excellence will establish an annual training calendar that will provide opportunities for each vocational training program to be offered at least once in each region every year.

Interested affiliates may apply to become Regional Training Centers or Centers of Excellence. Each has distinct advantages for the affiliate and offers the opportunity for the affiliate, with support from the Society, to better meet the needs of the community.

3.7 Find A Member

Lifesaving Society affiliates and individual members can verify individual records online at www.lifesaving.org. Our Find a Member service allows members to check Lifesaving Society certifications and their current status can be accessed on the Society’s website at no cost, from anywhere, anytime – even when the Lifesaving Society office is closed.

To look up an individual record, all that is required is the individual’s Lifesaving Society “Member Number” that is found in the bottom right hand corner of certification cards. It is an expectation of the Society, that those who access “Find A Member” have permission to use the member’s number.

Benefits to members:

- Employer’s can immediately confirm the certifications of staff members — saving time by not having to chase staff to obtain proof of certification and reprints of lost or misplaced certification cards.
- Lifeguards and instructors can check the status of their own certifications — learning when their currency period is over, even if they have lost their cards.
- Lifeguards and instructors can print their own award list – creating an impressive attachment to job applications or resumes.
- Registration staff and instructors can look up prerequisites — ensuring that candidates can access that course.
- Health inspectors can check the status of lifeguard or instructor certifications – giving them same-day service.

Find a Member vs. Certification Cards for Employers

Find a Member has the same validity as a Certification Card provided that the 18-digit validation code is on the record. This validation code can be used on our website to verify that the record provided is legitimate and valid anytime. This means:

- We recommend that you accept “Find A Member” transcripts as legal proof of certification.
- You can verify staff certifications when provided from the Find a Member system anytime using the 18-digit code.
- You can provide this record to your Health Inspector or
an Occupational Health and Safety Inspector as proof of certification.

- You can verify certification (and recertification) for staff much faster as the Find a Member database is updated daily when test sheets are processed reducing delays from hard-copy mailing of certification cards.

3.8 Members Only

Members Only is a feature on the Lifesaving Society website that provides our members, instructors and affiliates with access to the most current information available on the Members Only Website.

The “Add a Course” feature is available for affiliates to add courses or clinic they are running so potential candidates may find the course or clinic on the Lifesaving Society website. The “Add a Job” feature is available for affiliates to post employment opportunities targeted to Society members in the aquatic industry.

Affiliates and members wanting access to this service must submit the “Username Request Form” which can be downloaded from the “members login” webpage.

3.9 Award Currency

Awards are considered to be “Current” by the Society for a period of two years beginning the date listed on the certification card and ending two years later. (i.e. If the certification card listed January 1, 2010 the last day of currency would be January 1, 2012). The award would no longer be considered current the following day (i.e. January 2, 2012) and award holders that require certification to work should recertify prior to the award no longer being current. The Society does not grant extensions.

LIFESAVING SPORT

4.1 Provincial Sport Organizations

The Lifesaving Society Alberta and Northwest Territories is the Provincial Sport Organization and governing body for lifesaving sport in Alberta and Northwest Territories. As the Provincial Sport Organization, the Lifesaving Society is the standard setter and certifying body for all Lifesaving Sport programs and competitive lifesaving activities. The Albert and Northwest Territories Competition Manual is used to identify the rules, standards and procedures for lifesaving competition in Alberta and Northwest Territories.

4.2 Lifesaving Club

Lifesaving Society Affiliates can offer Lifesaving Club competitive or recreational programming to juniors, seniors, and masters. Lifesaving Clubs may consist of a variety of Lifesaving Sport programs and competitive activities in outdoor and indoor settings. Coaches must be lifesaving instructors and it is recommended that they hold Lifesaving Sport Coach.

4.3 Lifesaving Sport Membership and Registration

Lifesaving Clubs are required to submit activity records either in the form of a:

- Registered Athlete Form (competitive athletes), and/or
- Junior Lifeguard Club Performance Record.

Athletes must be registered annually to compete in sanctioned Lifesaving Society events in Alberta and Northwest Territories.

4.4 Hosting & Sanctioning Competitions

All sport events must be hosted following the rules, standards and procedures (as detailed in the Alberta and Northwest Territories Competition Manual). A Sanctioning Application Form must be submitted a minimum of 30 days prior to the event.

Affiliates with questions on hosting sport competitions should contact the Society office for further information.

LIFESAVING SOCIETY RECOGNITION AWARDS

5.1 Commonwealth Service Awards

Commonwealth Service Awards recognize a Lifesaving Society volunteer’s length of noteworthy service and dedication to the Society’s mission and mandate. Honourary appointments are reserved for those who have given outstanding service to the Society and acknowledge long-term service excellence. Awards are presented annually at the Investiture of Lifesaving Honours.

<table>
<thead>
<tr>
<th>Commonwealth Service Award</th>
<th>Years of Service[1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Thanks[(1)]</td>
<td>-</td>
</tr>
<tr>
<td>Service Commendation</td>
<td>2 or more</td>
</tr>
<tr>
<td>Service Medal</td>
<td>4</td>
</tr>
<tr>
<td>Bar to Service Medal</td>
<td>8</td>
</tr>
<tr>
<td>Service Cross</td>
<td>12</td>
</tr>
<tr>
<td>Bar to Service Cross</td>
<td>16</td>
</tr>
<tr>
<td>Commonwealth Honorary Life Member</td>
<td>20</td>
</tr>
<tr>
<td>Commonwealth Honorary Life Governor</td>
<td>25</td>
</tr>
<tr>
<td>Commonwealth Honorary Vice President[2]</td>
<td>28</td>
</tr>
</tbody>
</table>

NOTE

[1] Given to recognize service, contributions or achievement by individuals, clubs, schools, organizations, etc.


[3] Minimum length of service, minimum service level (approximately 5 exams per year) required.
The Lifesaving Society recognizes Society instructors and instructor trainers as Society Volunteers even when their activity is within the context of their employment. This recognizes their membership and commitment to the Lifesaving Society through their support and delivery of our education and training programs. The Lifesaving Society recognizes that the roles of instructors and instructor trainers are broader than just teaching the course/clinic. They also act as resources for other instructors, their communities, and the Lifesaving Society.

5.2 Lifesaving Society Rescue Awards

The Lifesaving Society recognizes the efforts of residents of Alberta and Northwest Territories involved in a water rescue annually at our Investiture of Lifesaving Honours. Contact the Lifesaving Society to nominate someone who has been involved in a water rescue; forms and criteria are available online.

HRH Prince Michael of Kent Certificate of Merit
Awarded at the discretion of His Royal Highness Prince Michael of Kent for outstanding acts of bravery in an aquatic environment by an individual not eligible for the Mountbatten Medal or Russell Medal.

Commonwealth Mountbatten Medal
Awarded annually by the Commonwealth Council, the Mountbatten Medal honours the most courageous rescue in the Commonwealth. As only one medal is awarded, the Mountbatten Medal Letter of Commendation recognizes other outstanding rescues that were nominated for the Mountbatten Medal. Recipients must be a Lifesaving Society award holder.

Russell Medal
Awarded annually by the Commonwealth Council, the Russell Medal recognizes a person 18 year old or younger, who during the pervious calendar year has carried out the most outstanding resuscitation or attempted resuscitation of a person.

M.G. Griffiths Plaque
The highest national Rescue Award presented by the Royal Life Saving Society Canada. Recipients have demonstrated exceptional skill, personal risk, and a high degree of bravery and courage. Recipients are Lifesaving Society award holders.

M.G. Griffiths Certificate
The second-highest national Rescue Award presented by the Royal Life Saving Society Canada. Presented to an award holder who, while using approved techniques, demonstrates significant personal bravery in an outstanding rescue attempt.

Rescue Commendation Certificate
A national Rescue Award issued by the Royal Life Saving Society Canada recognizing an outstanding rescue by a person who is not an award holder of the Society.

Lifesaving Medal
Inaugurated in Alberta and Northwest Territories in 2000. Awarded to a person involved in a rescue of personal risk. Recipients have demonstrated presence of mind and skill of a meritorious nature. Recipients may be awarded with a Bar for Bravery, Merit, Service, or Recognition. Rescue personnel who performed a rescue in the course of duty are eligible.

Commendation Citation
A branch Rescue Award issued by the Lifesaving Society Alberta and Northwest Territories that may be awarded to a person who is deserving of recognition for a humanitarian act.

5.3 Affiliate Awards

The Lifesaving Society annually recognizes affiliate members who deliver the Society’s training programs and promote public education. There are more than 20 classes awarded on the basis of accumulating the highest point total in conducting Society programs during the calendar year. Points reflect the relative degree of difficulty or amount of training and effort required to achieve each level including the programming time and commitment. Affiliate members are recognized at the Annual General Meeting and Branch Awards Presentation each June.

5.4 Honourary Associate

The Honourary Associate Award is used at the discretion of Provincial Branches to recognize deserving recipients in the community. This recognition is awarded annually.

5.5 Jack Boddington Award

The Jack Boddington Award is presented annually to recognize significant volunteer contribution made by an individual member adding to the success of the Branch. This award is in recognition for the many Society Members who contribute in ways beyond Lifeguarding and Instructing. Roles include affiliate/club, branch and or/national activities, coaching and officiating, instructing and examining, administration and programming.
This flow chart is an overview of some of the Lifesaving Society’s programs. Program participants may hop on and off the line at their leisure. Please consult the Policies and Procedures for detailed program policies and necessary prerequisite(s) where they apply.
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Adult Swimmer
Fitness Swimmer

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Rookie Patrol
Ranger Patrol
Star Patrol
Bronze Medals
Bronze Star
Bronze Medallion
Bronze Cross
Advanced Lifesaving
Distinction
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38 SAFETY MANAGEMENT

SEE (Supervision, Evaluation & Enhancement) Auditor
Aquatic Management Training (AMT)
Aquatic Safety Inspector
Aquatic Safety Auditor

Awards in this section are processed and sent back to the affiliate member for distribution to candidates. The Society will send the awards to the candidates for a fee at the request of the affiliate member.
SWIMMING

LIFESAVING SOCIETY SWIM TEST

The Lifesaving Society’s recommended Swim Test can be used as a screening tool to determine who can use certain amenities or equipment and participate in specific programs. The Swim Test can also be used as a screening tool for school or rental groups, or as a part of the facility’s admission criteria.

The Lifesaving Society’s recommended Swim Test is performed as a sequence of these skills:

- Safe entry into shallow water;
- Swim 25 meters without stopping or resting any style;
- Exit the pool from deeper water;
- Jump (foot first entry) into deep water; and
- Recover, and tread water for 30 seconds, maintaining mouth and nose above the water at all times.

SWIM TO SURVIVE®

Swim to Survive® is different than swimming lessons and not a replacement for them. Swim to Survive® teaches just the essentials needed to survive an unexpected fall into deep water — an important first step to being safe around water.

The Swim to Survive® program’s flexible and simple design makes it ideal for camps, schools and youth groups. Swim to Survive® can meet even the tightest time frames and budgets. Use Swim to Survive® for:

- Basic survival training for every family member;
- Meeting educational curriculum requirements;
- Workplace safety training;
- Youth group recreational and training needs;
- Screening for outdoor activities such as canoeing and boating; and
- Programming at your community pool.

Basic swimming ability is a requirement of any meaningful attempt to eliminate drowning in Canada. Swim to Survive® defines the minimum swim skills needed to survive an unexpected fall into deep water. Because most drownings occur close to safety and most victims had no intention of going into the water, Swim to Survive® focuses on basic survival skills performed as a sequence of three skills:

1. **ROLL** into deep water
2. **TREAD** water for one minute
3. **SWIM** 50 metres

No specialized certification is required to deliver this program. Although candidate recognition materials are available, it is not a requirement so Swim to Survive® can be absolutely free for you to deliver!

**Prerequisite(s): None**

SWIM FOR LIFE®

Swim for Life® is a comprehensive swim instruction program that focuses on the acquisition and development of fundamental swim strokes and skills for learners of all ages and abilities. Learning Swim to Survive® skills and achieving the Lifesaving Society’s Swim to Survive® Standard are key foundations of the Swim for Life® Program.

Swim for Life® is accessible, flexible, success-oriented and fun. Instructors ensure swimmers get lots of in-water practice in every lesson.

Swim for Life® flows seamlessly into the Canadian Swim Patrol program and then into the Society's lifesaving and vocational training awards, providing a complete, coherent, single-source program of integrated swimming and lifesaving instruction.

**Water Smart® Education**

As an integral part of the Swim for Life® Program, Water Smart® education provides information and experiences that helps participants make safe choices when in, on and around water and ice. Water Smart® Education is available to all and focuses on learning and does not include evaluation; participation is all that is required. The Society provides instructors with a variety of tools to make this drowning and injury prevention education last a lifetime.

**Parent & Tot**

The Parent & Tot Program structures in-water interaction between parent and child to stress the importance of play in developing water-positive attitudes and skills. Activities and progressions are based on child development, so parents register in the level appropriate for their child’s age. Lifesaving Society Water Smart® tips complement skill learning.

**Prerequisite(s):** 4 months - 3 years old (recommended)
Preschool
The Preschool Program gives children a head start on learning to swim. Preschool Programs develop fundamental physical literacy skills for aquatic activities. In our preschool progressions we work to ensure 3 - 5 year olds become comfortable in the water and have fun developing a foundation of water skills. We incorporate Lifesaving Society Water Smart® education in all Preschool levels.

Prerequisite(s): 3-5 years old (recommended)

Swimmer
The Swimmer Program makes sure children learn the fundamental physical literacy skills for aquatic activities. Progressions accommodate 5 - 12 year olds including beginners and swimmers who want to build on the basics. Lots of in-water practice develops solid swimming strokes and skills. Water Smart® education is part of every level.

Prerequisite(s): 5-12 years old (recommended)

Adult Swimmer
The Adult Swimmer Program is for beginners who may be just starting out or swimmers who just want help with their strokes. Within the Adult Swimmer curriculum, participants set their own goals to develop water confidence and smooth recognizable strokes. Water Smart® education is part of all levels. Instructors should be prepared to adapt these items and awards to accommodate the needs of adult learners and provide the flexibility for them to select the skills they want to learn to achieve their personal swimming goals.

Prerequisite(s): None

Fitness Swimmer
The Fitness Swimmer Program is for swimmers of any age who want to improve their overall physical fitness in the water. Fitness Swimmer provides a structured approach to improve physical fitness based on accepted training principles and practices including interval training. Participants set their own goals.

Prerequisite(s): None
LIFESAVING

CANADIAN SWIM PATROL

The Canadian Swim Patrol program provides enriched training for those who are ready to go beyond learn-to-swim. Swim Patrol has three levels: Rookie, Ranger, and Star. These programs continue to develop participants’ swim strokes and provide the skill foundation that prepares them for success in the Society’s Bronze Medal awards.

Rookie Patrol
Develops individual fitness levels to meet a timed 100m swim and 350m workout. Water proficiency skills include: swims with clothes, ready position, foot-first and head-first surface dives. Demonstrating an ability to conduct a primary assessment and initiating EMS are included as first aid skills. Victim recognition and throwing assists are other key elements of the program.

Prerequisite(s): Ability to swim

Ranger Patrol
Enhances capability in the water, including stride entry, underwater forward and backward somersaults, lifesaving eggbeater kick and increased fitness levels to meet a 200m timed swim. Rescue skills involve an increased skill level in ABC first aid basics, victim recognition and non-contact rescues.

Prerequisite(s): Ability to swim

Star Patrol
An excellent preparation for the Bronze Star award, Star Patrol demands good physical conditioning and lifesaving judgment. Participants develop lifesaving and first aid skills; further refine front crawl, back crawl and breaststroke (100m each); and complete 600m workouts and for 300m timed swims.

Prerequisite(s): Ability to swim

BRONZE MEDALS

Bronze Star
Bronze Star is the pre-Bronze Medallion training standard and excellent preparation for success in Bronze Medallion. In Bronze Star, participants develop problem-solving and decision-making skills as individuals and with partners. They learn CPR and develop Water Smart confidence and the lifesaving skills needed to be their own personal lifeguard. Includes CPR A and AED.

Prerequisite(s): None

Bronze Medallion
Bronze Medallion Award 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 and release methods in preparation for challenging rescues of increased risk involving conscious and unconscious victims of various types. Lifesavers develop stroke efficiency and endurance in a timed swim. Includes CPR A and AED.

Prerequisite(s): Bronze Star or 13 years old

Bronze Cross
Bronze Cross is 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 CPR C and AED.

Prerequisite(s): Bronze Medallion

ADVANCED LIFESAVING

Distinction
Distinction 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(s): Bronze Cross

Diploma (Commonwealth Award)
The Royal Lifesaving Society Diploma is a historic award which has taken on many forms in its history. Diploma is awarded for exceptional pieces of research in the field of lifesaving and drowning prevention. Diploma offers an opportunity to share research across all member nations.

Prerequisite(s): Please consult a branch representative for further information and process.
## LIFESAVING

<table>
<thead>
<tr>
<th>Program Policies</th>
<th>Rookie Patrol</th>
<th>Ranger Patrol</th>
<th>Star Patrol</th>
<th>Bronze Star</th>
<th>Bronze Medallion</th>
<th>Bronze Cross</th>
<th>Distinction</th>
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<tbody>
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## Program Guidelines

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## Program Equipment

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## Program Literature

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## Candidate Recognition

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<th>Rookie Patrol</th>
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</table>

* Required  |  ○ Optional

### ABBREVIATIONS DEFINED

- **S-I**: Swim Instructor
- **LS-I**: Lifesaving Instructor
- **Dist Ex**: Distinction Examiner
**Preschool Proficiency**
The Lifesaving Society Preschool Proficiency program is a knowledge-based program that enhances knowledge, judgment, and understanding of preschoolers and how they learn, develop, and acquire skills. The main focus of the program is to guide teens, adults, volunteers, caregivers and instructors through various activities resulting in a better understanding of how children learn and develop comfort and enjoyment in the water. Preschool Proficiency is not an instructor certification, its value is to instructors and others that wish to enhance and re-visit their skills.

**Prerequisite(s):** 14 years of age

**Lifeguard Fitness Skills**
The Lifeguard Fitness Skills program is based on one set of criteria, consistent approach and equipment specifics. The value of a consistent and defined process for demonstrating fitness skills is essential to success for all. The program focuses on fitness, skills and performance criteria allowing lifeguards and affiliates to assess and develop the fitness level of National Lifeguards and others that wish to learn and enhance skills.

**Prerequisite(s):** 14 years of age and Bronze Cross

**Lifesaving Skindiving**
Introduces swimmers to skills required to snorkel safely. Use of equipment and swimming techniques are explored. Ideal for families vacationing at the lake or in the tropics.

**Prerequisite(s):** Ability to Swim

**Amenity Attendant**
The Amenity Attendant Program will provide candidates with fundamentals of scanning, communication and public relations skills to assist them in monitoring a variety of amenities in an aquatic or multipurpose facility. Candidates will learn how to effectively communicate and educate the public about safe and appropriate use of facilities and their amenities as well as how to respond to minor emergencies as part of a team.

**Prerequisite(s):** 14 years of age and Emergency First Aid

**Beach Attendant**
The Beach Attendant program provides candidates with the scanning, communication and public relations skills to assist them in attending beachfront areas, designated swimming areas where water is less than 1.2m deep and beach amenities. Candidates will learn how to effectively communicate and educate the public about safe and appropriate use of amenities and how to respond to minor emergencies.

**Prerequisite(s):** 14 years of age, Aquatic Emergency Care

**Recommended:** Amenity Attendant

---

**Attendant Programs Note:**

The Lifesaving Society attendant program(s) provide for a standardized base level of training and certification for facility attendants. Training facility attendants in a single standard and requiring attendants to hold a certification from a standard setting certifying body is a staff management and risk management best practice. Certified Lifesaving Society Attendants (Amenity Attendant, Shallow Water Attendant, Beach Attendant) are not in part, or in whole considered to be assistant lifeguards or lifeguards. It is not reasonable to expect an attendant to meet or perform to the standard required of a National Lifeguard. The use or implementation of attendants into an aquatic facility’s safety system does not impact lifeguard to bather ratios.
# EDUCATION & PROFICIENCY PROGRAMS

<table>
<thead>
<tr>
<th>Program Policies</th>
<th>Preschool Proficiency</th>
<th>Lifeguard Fitness Skills</th>
<th>Lifesaving Skin Diving</th>
<th>Amenity Attendant</th>
<th>Shallow Water Attendant</th>
<th>Beach Attendant</th>
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<tr>
<td>Instructed/Evaluated By</td>
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<td>EDP-I</td>
<td>LS-I</td>
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<th>Amenity Attendant</th>
<th>Shallow Water Attendant</th>
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<tr>
<td>Lifejackets</td>
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<td>Masks / Snorkel</td>
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<th>Program Literature</th>
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- Required | ⚫ Optional | o

## NOTES

(1) Affiliates using Lifeguard Fitness Skills as in-service training or human resources requirement for employment may not have wallet cards issued.

## ABBREVIATIONS DEFINED

LS-I: Lifesaving Instructor, EDP-I: Education & Proficiency Instructor
LIFEGUARDING

NATIONAL LIFEGUARD

The Lifesaving Society’s National Lifeguard certification builds on the fundamental skills, knowledge, fitness, judgment and values taught in the prerequisite Lifesaving Society lifesaving certifications.

Recognized as the standard for lifeguards in Canada, National Lifeguard training develops a sound understanding of lifeguarding principles, good judgment, and a mature and responsible attitude toward the role of the lifeguard.

The primary role of the National Lifeguard is the prevention of emergency situations and the timely and effective resolution of emergencies. The National Lifeguard certification prepares lifeguards to fulfill this role as professional facilitators of safe, enjoyable aquatics.

The National Lifeguard program develops the basic lifeguarding skills, principles, and decision-making process to help lifeguards evaluate and adapt to different aquatic facilities and emergencies. The National Lifeguard program cannot in theory or practice prepare candidates for every situation that might occur. Employers must provide in-service training to familiarize their staff with the unique aspects of their aquatic facility.

The National Lifeguard certification reflects the Lifesaving Society’s standards, publications, and research into drowning and injury prevention, water rescue, and aquatic safety systems.

The National Lifeguard certification is backed by a full range of safety services provided by the Society that support the design and operation of safe aquatic facilities that lifeguards work in.

National Lifeguard Options: National Lifeguard certification is available in four options - Pool, Waterpark, Waterfront, and Surf.

National Lifeguard: Pool
National Lifeguard Pool trains lifeguards in safety supervision and rescue in a pool environment.

Prerequisite(s): Bronze Cross, current Standard First Aid (Aquatic Emergency Care is recommended), and minimum 16 years of age.

National Lifeguard: Waterpark
National Lifeguard Waterpark trains lifeguards in safety supervision and rescue in a waterpark environment.

Prerequisite(s): National Lifeguard Pool.

National Lifeguard: Waterfront
National Lifeguard Waterfront trains lifeguards in safety supervision and rescue in a waterfront environment.

Prerequisite(s): Bronze Cross, current Standard First Aid (Aquatic Emergency Care is recommended), and minimum 16 years of age.

National Lifeguard: Surf
National Lifeguard Surf trains lifeguards in safety supervision and rescue in a surf beach environment.

Prerequisite(s): National Lifeguard Waterfront

HEAD LIFEGUARD

Head Lifeguard
The Lifesaving Society’s Head Lifeguard program provides further training to National Lifeguard certified lifeguards in respect to the supervision of deck and front line staff. Course content includes topics such as training, supervision, safe facility operation and risk management.

Prerequisite(s): Current National Lifeguard (any option) and Lifesaving Instructor or higher

Note: There is no recertification for Head Lifeguard.
## LIFEGUARDING

| Program Policies | National Lifeguard - Pool | National Lifeguard - Waterpark | National Lifeguard - Waterfront | National Lifeguard - Surf | Head Lifeguard |
|------------------|---------------------------|---------------------------------|----------------------------------|---------------------------|----------------
| Instructed/Evaluated By | NL Pool-I | NL WP-I | NL WF-I | NL Surf-I | HL-I |
| Currency (years) | 2 | 2 | 2 | 2 | N/A |

### Program Guidelines

| Course Length (hours) | 40 | 12<br>(1) | 40 | 20<br>(2) | 16 |
| Recertification (hours) | 4 | 4 | 4 | 4 | N/A |
| Candidate:Instructor Ratio | 12:1 | 12:1 | 12:1 | 12:1 | 30:1 |
| Minimum Candidates (recommended) | 4 | 4 | 4 | 4 | 4 |

### Program Equipment

- ACTAR Manikins & AED Trainers: ●
- Barrier Devices (Masks & Gloves): ●
- Spineboard: ●
- Rescue Aids: ●
- Weight (20 lbs.): ●
- Paddleboard: ●
- Mask: ●
- Snorkel: ●
- Fins: ●

### Program Literature

- Alert Lifeguarding in Action Manual: ●
- Canadian Lifesaving Manual: ○
- Canadian First Aid Manual: ○
- Public Aquatic Facility Safety Standards: ●
- Waterfront Safety Standards: ●
- Corresponding Candidate Workbook: ●

### Candidate Recognition

- Wallet Card: ●
- Crest (National Lifeguard - not option specific): ○

* Required | ○ Optional

### NOTES

1. National Lifeguard Pool is a prerequisite award for National Lifeguard Waterpark option.

### ABBREVIATIONS DEFINED

- NL Pool-I: National Lifeguard Pool Instructor
- NL WP-I: National Lifeguard Waterpark Instructor
- NL WF-I: National Lifeguard Waterfront Instructor
- NL Surf-I: National Lifeguard Surf Instructor
- HL-I: Head Lifeguard Instructor
# FIRST AID

## LIFESAVING CPR

Three levels of CPR training are designed to meet the needs of both the public and professional rescuers like lifeguards and health care professionals.

### Lifesaving CPR-A & AED (Adult)

Teaches how to do CPR, the purpose of an AED, how to use an AED and choking procedures for adults. CPR-A is included in Emergency First Aid.

**Prerequisite(s):** None

### Lifesaving CPR-C & AED (Adult/Child/Infant)

Covers all aspects of CPR skills and theory for adult, child, and infant victims, including two-rescuer CPR skills. CPR-C includes an introduction to the purpose of an AED and how they are used. CPR-C is included in Standard First Aid and Aquatic Emergency Care.

**Prerequisite(s):** None

### Lifesaving CPR-HCP (Adult/Child/Infant/AED/BVM)

Covers all aspects of CPR and skills and theory for adult, child and infant victims, including Rescue Breathing (artificial respiration) and the use of AEDs and BVMs. This Health Care Provider (HCP) level is designed specifically for those who, as part of their job description as Health Care Providers, have a duty to respond to medical emergencies (e.g. doctors, nurses, paramedics, and allied health care professionals).

**Prerequisite(s):** None

## GENERAL PROGRAMS

### Lifesaving AED

Automated External Defibrillation (AED) builds on the skills learned in CPR and first aid courses. AED provides knowledge of how the heart works and what goes wrong when defibrillation is required. Participants learn when and how to operate an automated external defibrillator.

**Prerequisite(s):** any current level of CPR

### Oxygen Administration

Oxygen Administration provides the knowledge and techniques for the use of oxygen as a supplement in an emergency care situation. In a learn-by-doing approach, the Oxygen Administration course teaches the correct use of oxygen equipment and the benefits of oxygen.

**Prerequisite(s):** None

## LIFESAVING FIRST AID

### Lifesaving Emergency First Aid

Emergency First Aid is for people who want a general knowledge of first aid principles and the emergency treatment of injuries. Skills include: victim assessment, CPR, AED, choking, what to do for external bleeding, heart attack, and stroke. Includes CPR-A and AED certification.

**Prerequisite(s):** None

### Lifesaving Standard First Aid

Standard First Aid provides comprehensive training covering all aspects of first aid and CPR. This course is for those who want an in-depth understanding of first aid such as: medical/legal aspects, spinal injuries, heat or cold injuries, bone and joint injuries, abdominal and chest injuries, burns, and medical emergencies. Includes CPR-C and AED certification.

**Prerequisite(s):** None

### Aquatic Emergency Care

Aquatic Emergency Care provides comprehensive training covering all aspects of first aid and CPR as well as skills specific to emergencies in an aquatic setting. This First Aid course is recommended for lifeguards, aquatic instructors, lifesavers, and other individuals who may need to respond to a first aid emergency in an aquatic setting. Includes CPR-C and AED certification.

**Prerequisite(s):** None
## FIRST AID

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<tr>
<th>Program Policies</th>
<th>Lifesaving CPR-A</th>
<th>Lifesaving CPR-C</th>
<th>Lifesaving CPR-HCP</th>
<th>Lifesaving AED</th>
<th>Oxygen Administration</th>
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### Program Equipment

| ACTAR Manikins & AED Trainers | • | • | • | • | • | • | • |
| Barrier Devices (Masks & Gloves) | • | • | • | • | • | • | • |
| Bag-Valve Mask (BVM) | • | |
| Towels | • | |
| Safe Razors | • | |
| Oxygen Equipment | • | |
| Spineboard | • | |
| First Aid Kit (practice) | • | • | • |

### Program Literature

| Canadian First Aid Manual | • | • | • | • | • | • | • |
| Canadian CPR Manual | • | • | |
| Canadian CPR-HCP Manual | • | • | |
| Canadian AED Manual | • | |
| Canadian Oxygen Administration Manual | • | |
| Corresponding Candidate Workbook | • | • | • |

### Candidate Recognition

| Wallet Card | • | • | • | • | • | • | |
| Crest | • | |

### Required | Optional

### NOTE

1. Recertification needs to occur prior to certificate expiry. Candidate must retake the course if certificate expires prior to date.
2. Lifesaving AED is included in all CPR Courses, therefore in addition to an AED-I, AED may be taught by anyone qualified to teach CPR (LS-I, CPR-I, HCP-I, FA-I, AEC-I).
3. Instructor must hold a current candidate level award to teach.

### ABBREVIATIONS DEFINED

- **LS-I**: Lifesaving Instructor
- **CPR-I**: Lifesaving CPR Instructor
- **HCP-I**: Lifesaving CPR-HCP Instructor
- **AED-I**: Lifesaving AED Instructor
- **FA-I**: Lifesaving First Aid Instructor
- **AEC-I**: Aquatic Emergency Care Instructor
LIFESAVING SPORT

GENERAL INFORMATION

The Lifesaving Society is the Canadian governing body for competitive lifesaving—a sport recognized by the International Olympic Committee and the Commonwealth Games Federation. Competitive lifesaving is unique because it is the only sport in which skills are learned for humanitarian purposes and only then applied to competition.

As the Canadian sport governing body for lifesaving, the Society promotes healthy living through the creation of lifesaving clubs within Canadian communities. Competition, staff training, and masters are but a few of the opportunities to attract new participants to lifesaving programs, to showcase Canada’s lifeguards, and to promote public awareness of our drowning and water-related injury prevention aims.

The Lifesaving Society endorsed competition as early as the 1930s and has organized lifeguard competitions since the late 1960s. The first Canadian Lifeguard Championship was held in Winnipeg in 1977. The Society hosted the World Lifesaving Championships in Vancouver at Rescue ’86. Alberta hosted the 2009 RLSS Commonwealth Lifesaving Championships.

Provincial and national championships showcase the professionalism of our lifesaving athletes. National lifesaving teams represent Canada at international competitions.

OFFICIALS TRAINING

Officials Level 1
Officials Level 1 prepares volunteers with basic competitive lifesaving officiating skills. Volunteers are trained to act as a Marshall, Announcer, Timer, Runner, Ribbon Handler, Scorekeeper, and Equipment Mover during a lifesaving competition.

Prerequisite(s): none

Officials Level 2
Officials Level 2 provides volunteers with officiating skills requiring judgment and problem solving. Volunteers will act as a Clerk of Course, Chief Timer, Starter, Technical Judge, Finish Judge, Competitor Liaison, Safety Officer, Chief Scorer, and Equipment Manager during a lifesaving competition.

Prerequisite(s): Officials Level 1

Officials Level 3
Officials Level 3 clinic provides volunteers with the information and skills required to organize a lifesaving competition. Volunteers are prepared to complete a practical experience as a Referee or a Meet Manager.

Prerequisite(s): Officials Level 2 and participation in a minimum of five sanctioned events in the following positions; Safety Officer, Scoring, Technical Judge.

ACTIVE LIVING PROGRAMS

JLC Program
The Junior Lifeguard Club (JLC) program is for all youth interested in active living and having serious fun. JLC members are encouraged to develop skills based on personal bests in swimming, lifesaving, fitness, knowledge, leadership and team work. This program provides high activity challenges in an energetic club environment both on deck and in the pool. Members may also be introduced to competitive lifesaving activities.

Prerequisite(s): Lifesaving Society Swim Test recommended

Lifesaving Club
Lifesaving Sport Clubs are for participants of all ages and abilities who want to stay healthy and active. It provides a social atmosphere while offering training opportunities. This program encourages club members to participate for life through long-term athlete development and trying different pathways such as lifesaving sport competition.

Prerequisite(s): Lifesaving Society Swim Test recommended
## LIFESAVING SPORT

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<thead>
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<td>Lifesaving Rescue Tube</td>
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<td>Competition Throwing Line (7m / 10m / 15m)</td>
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<td>Others (e.g. whistles, tattoos, t-shirt)</td>
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<td>Wallet Card</td>
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- Required | Optional

**NOTES**

(1) Associated with yearly Junior Lifeguard Club Performance Record / Registered Athletes Form. See Section 4.1 of Lifesaving Society Regulations & Information to Members in this manual for more details.

**ABBREVIATIONS DEFINED**

- **LS-I**: Lifesaving Instructor,
- **LSC**: Lifesaving Sport Coach,
- **OFF-I**: Officials Instructor
FIRST RESPONDER PROGRAMS

Moving Water
Moving Water *(former Swift Water Rescue 1)* focuses on recreating and working safely around moving water. The course emphasis is on hazard identification, self rescue and the use of basic river rescue equipment. Candidates will be introduced to low-risk, shore-based rescue options.

Moving Water serves as a foundation for Swiftwater Rescue. It is recommended training for anyone who works in river rescue environments (including firefighters, resource management personnel, outdoor guides) and anyone recreating in a swift water environment (i.e.: using a canoe or kayak on a river).

**Prerequisite(s):** Current Standard First Aid (Aquatic Emergency Care or Lifesaving Standard First Aid recommended) and the ability to swim.

**Note:** This course is consistent with the NFPA 1670 Standard for Awareness in swiftwater rescue incidents.

Swiftwater Rescue
Swiftwater Rescue *(former Swiftwater Rescue 2)* builds on the foundational self-rescue skills and low-risk rescue options covered in the Moving Water course. Focus is placed on technique and equipment usage in the rescue of others. Swiftwater Rescue serves as the standard of care or recommended training for those who work in or on moving water.

**Prerequisite(s):** Moving Water, current Standard First Aid (Aquatic Emergency Care or Lifesaving Standard First Aid recommended) and the ability to complete the swim.

**Note:** This course is consistent with the NFPA 1670 Standard for Operations in swiftwater rescue incidents.

Boat Rescue
Boat Rescue provides candidates lifesaving knowledge and rescue skills for those engaged in small craft activities. The Boat Rescue course 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(s):** Ability to swim and craft-handling skills is required. A Pleasure Craft Operator (PCO) card is required if motorized craft are being used in the course.

**Note:** Motorized or non-motorized craft may be used in the delivery of Boat Rescue. Anybody operating a motorized craft is required to hold a Pleasure Craft Operator card.

Boat Rescue for First Responders
Boat Rescue for First Responders prepares rescuers to play a leadership role in a boating emergency. Candidates acquire the knowledge, skills and attitudes needed to prevent and respond to boat-assisted and boat-based rescues.

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. Boat Rescue for First Responders is recommended training for those working in resource management, emergency response or the outdoor industry.

**Prerequisite(s):** 18 years of age, current Standard First Aid (Aquatic Emergency Care or Lifesaving Standard First Aid recommended), ability to swim, a Pleasure Craft Operator (PCO) card and basic boat handling skills.

**Note:** This course is consistent with the NFPA 1670 Standard for Operations in open water rescue incidents.
# FIRST RESPONDER PROGRAMS

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<thead>
<tr>
<th>Program Policies</th>
<th>Moving Water</th>
<th>Swiftwater Rescue</th>
<th>Boat Rescue</th>
<th>Boat Rescue for First Responders</th>
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- Required | ● Optional

**NOTE**
(1) Only required if motorized craft are being used.

**ABBREVIATIONS DEFINED**

LS-I: Lifesaving Instructor, MWR-I: First Responder - Moving Water Instructor, SWR-I: First Responder - Swiftwater Rescue Instructor, BRFR-I: First Responder - Boat Rescue for First Responders Instructor, FR-I: First Responder Instructor
Boat Operator Accredited Training™ (BOAT)
The Boat Operator Accredited Training (BOAT)™ program offers boaters an opportunity to learn about many aspects of safe boating, including:

- Navigation regulations and “rules of the road”;
- How to respond to emergencies; and
- Knowledge about operating pleasure craft (for example, about safety equipment, loading limits, buoys, beacons, weather, and fueling procedures).

All candidates are required to pass a Transport Canada standardized written exam to receive their Pleasure Craft Operator (PCO) card. Boaters with previous experience and knowledge can write a special “exam only” option.

**Instruction:** BOAT instructors teach this course. A proctor is required for the “exam only” option.

**Evaluation:** Candidates must achieve 75% on the official exam. They may re-write the exam at any official exam-writing session.

**Prerequisite(s):** None
SAFETY MANAGEMENT

The Lifesaving Society has a health and safety mandate for drowning and injury prevention. To meet that mandate the Society develops, accredits, and implements professional and industry standards, programs, services, and products to meet community and public safety needs.

The Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic recreation industry, governments and the judiciary. To support the aquatic recreation industry, the Society offers a suite of programs and services to help aquatic facility owners and operators maintain and improve safe aquatic environments.

These programs, services and certifications are recognized and transferable across Alberta and Northwest Territories and in other provinces across the country.

SEE (Supervision, Evaluation and Enhancement) Auditor

Through a process established by the Lifesaving Society, SEE Audits are conducted on lifeguarding and instructing operations at supervised swimming pools and waterfronts. SEE is an excellent program for all National Lifeguard Instructors to enhance their ability to teach candidates and mentor staff within their facility. Participants review the process of scanning and recognition, scanning inhibitors/enhancers and learn scanning evaluation techniques.

Prerequisite(s): Current National Lifeguard Instructor

Aquatic Management Training (AMT)

Aquatic Management Training is recommended for those with limited aquatic background and is an excellent refresher for experienced aquatic leaders. The participants gain the skills, knowledge and applied practical experience in the areas of risk management, legislation and operating practices that dictate the current operating standards of aquatic facilities in Alberta and Northwest Territories. Identification of hazards and non-conforming aspects of aquatic facilities operations are covered, as well as, responsibilities of the aquatic manager, facility design, program design and operation, safe water management, managing risk, aquatic emergencies, and after the Incident.

Prerequisite(s): None

Aquatic Safety Inspector

Aquatic Safety Inspector is an excellent program for new aquatic staff and a good refresher for senior staff members with a responsibility for facility operations. Participants gain the knowledge and practical experience that will enable them to inspect aquatic facilities to a standard established by provincial legislation and the Lifesaving Society. Training includes how to inspect aquatic facilities – including wading pools, spas and other amenities – using checklists designed by the Lifesaving Society expressly for this purpose. Successful candidates are encouraged to use the safety management skills gained in this program within their communities and aquatic networks.

Prerequisite(s): None

Aquatic Safety Auditor

Aquatic Safety Auditor is designed to prepare experienced aquatics professionals to be involved in formal Facility Audits conducted by the Lifesaving Society. Program participants gain knowledge that will enable them to assist in conducting safety audits of aquatic operations through a process established by the Lifesaving Society. Aquatic Safety Auditors are appointed by the Branch. Participants will learn how to conduct Specific Issue (Topical) Safety Audits and Comprehensive Safety Audits of aquatic operations using a checklist, literature review and interview processes designed by the Lifesaving Society expressly for this purpose.

Prerequisite(s): Aquatic Safety Inspector
## SAFETY MANAGEMENT

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<th>Program Policies</th>
<th>Supervision &amp; Evaluation Auditor</th>
<th>Aquatic Management Training</th>
<th>Aquatic Safety Inspector</th>
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<td>Policies &amp; Procedures</td>
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### NOTES

1. Complete mandatory updates as required.
2. Attend National Lifeguard Instructor Recertification
3. Attend Inspector/Auditor Recertification.

### ABBREVIATIONS DEFINED

SEEA-I: Supervision Evaluation & Enhancement Auditor Instructor, AMT-I: Aquatic Management Training Instructor, BAI: Branch Appointed Individual

Lifesaving Society Aquatic Safety Audits are only available to facilities by requesting these services through the Society. The Society will appoint a Chief Auditor and Audit team.
LIFESAVING SOCIETY
LEADERSHIP OVERVIEW

This illustration is the Lifesaving Society’s Leadership program overview. Please consult the Policies and Procedures for detailed program policies and necessary prerequisite(s) where they apply.
## LEADERSHIP PROGRAMS

### 42 SWIMMING & LIFESAVING
- Swim Instructor
- Lifesaving Instructor
- Advanced Instructor
- Examination Standards Clinic (ESC)
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**SWIMMING**

**Swim Instructor**
The Lifesaving Society Swim Instructor Course focuses on preparing the instructor to teach and evaluate basic movement and swimming skills, strokes, and fitness. Candidates are introduced to key principles of learning and teaching and acquire proven teaching methods, a variety of skill and stroke development drills and correction techniques.

**Prerequisite(s):** 16 years old, Bronze Cross or higher

**Recertification Process:** Attend a Swim/Lifesaving In-person recertification course.

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**LIFESAVING**

**Lifesaving Instructor**
Lifesaving Instructors are trained to teach and evaluate the three Canadian Swim Patrol Program awards, as well as the Bronze Star, Bronze Medallion, Bronze Cross, and Distinction certifications. Instructor candidates are trained in aspects of learning as well as various approaches required to teach water rescue, first aid, and related aquatic skills in the Canadian Lifesaving Program. Candidates also learn about long-range and short-term planning, class management, safety supervision and the principles of evaluation. The Lifesaving Instructor certification is the prerequisite for all other Lifesaving Society instructor certifications. Certification in Alberta and Northwest Territories includes Advanced Instructor, Examination Standards Clinic, and Lifesaving CPR Instructor certifications.

**Prerequisite(s):** 16 years old and Bronze Cross or higher

**Recertification Process:** Attend a Swim/Lifesaving In-person recertification course. Automatically recertifies Lifesaving CPR Instructor award.

**Advanced Instructor**
Advanced Instructor builds on leadership competencies necessary for taking other leadership training programs like NL Instructor and First Aid Instructor. Curriculum is delivered as part of the Lifesaving Instructor course in Alberta and Northwest Territories. Other Branches may deliver Advanced Instructor as a separate course.

**Prerequisite(s):** Vary by Branch

**Examination Standards Clinic (ESC)**
The Examination Standards Clinic (ESC) builds on previous evaluation experience and focuses on Canadian Lifesaving Programs including Bronze Medallion and Bronze Cross. Curriculum is delivered as part of the Lifesaving Instructor Course in Alberta and Northwest Territories. Other Branches may deliver ESC as a separate course.

**Prerequisite(s):** Lifesaving Instructor

**Distinction Examiner**
Distinction Examiners are Branch appointed individuals who examine Distinction candidates. Successful apprenticeship with an existing Distinction Examiner on one or more Distinction exams is required.

**Prerequisite(s):** Application, significant Lifesaving Instructor experience
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<td>Search &amp; Rescue Equipment</td>
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<td>Required</td>
<td>Required</td>
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<tr>
<td>Canadian Lifesaving Manual</td>
<td>Required</td>
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<td>Canadian CPR Manual</td>
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<td>Award Guide</td>
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<td>Bronze Medals Lesson Plans</td>
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</tr>
<tr>
<td>Corresponding Course Booklet</td>
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</tr>
</tbody>
</table>

| Candidate Recognition | | |
|-----------------------|---|---|---|
| Wallet Card | Required | Optional | Required |

- Required | Optional

**NOTES**

(1) See Course Delivery Options note on previous page.
(2) Certification obtained through apprenticeship.
(3) Attend any mandatory updates within two-year (2-year) certification period.

**ABBREVIATIONS DEFINED**

S-IT: SWIM INSTRUCTOR TRAINER, LS-IT: LIFESAVING INSTRUCTOR TRAINER, BAI: BRANCH APPOINTED INDIVIDUAL
EDUCATION & PROFICIENCY

Education and Proficiency Instructor
Education and proficiency instructors are certified to deliver Proficiency Programs, Attendant Programs and Lifeguard Skills Programs. An education and proficiency instructor may teach education and proficiency programs that he/she holds the candidate level award. Certification is current for two-years (2-years); recertification requires maintaining prerequisites.

Prerequisite(s): Lifesaving Instructor or higher

Recertification Process: Attend a Swim/Lifesaving In-person recertification course.

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<thead>
<tr>
<th>LEADERSHIP - EDUCATION &amp; PROFICIENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Proficiency Program Instructor</strong></td>
</tr>
</tbody>
</table>

**Program Policies**
- Instructed/Evaluated By: EDP-IT
- Currency (years): 2
- Recertification: Attendance at a Swim/Lifesaving Instructor Recertification Course

**Program Guidelines**
- Apply for Pre-approval
- Course Length (hours): 3
- Candidate: Trainer Ratio: 12:1

**Program Literature**
- Award Guide: ●
- Lesson Plans: ●
- Candidate Recognition
  - Wallet Card: ●

● Required | ○ Optional

**ABBREVIATIONS DEFINED**
- EDP-IT: Education & Proficiency Instructor Trainer
LIFEGUARDING

National Lifeguard Instructor
The National Lifeguard Instructor clinic prepares candidates to teach and evaluate National Lifeguard courses. Candidates learn specific strategies designed to train lifeguards in advanced rescue techniques, public relations issues and first aid, as well as how to present material that will prepare lifeguards for any major aspect of supervising the public in an aquatic setting. Candidates are required to complete an apprenticeship after the clinic.

Prerequisite(s): Application, any National Lifeguard option, and Lifesaving Instructor

Recertification: Attend a National Lifeguard Instructor Recertification course.

Note: Requires current National Lifeguard option

Note: See Branch Appointment page for examiner information.

Additional National Lifeguard Instructor Options:
National lifeguard instructors can complete the practicum for another National Lifeguard option by:
1. Holding an additional National Lifeguard option(s)
2. Apply for a practicum in the addition National Lifeguard option(s)
3. Complete the practicum and submit the Instructor Monitoring Form to the Lifesaving Society

Recertification Note: Requires current National Lifeguard option

Note: See Branch Appointment page for examiner information.

Head Lifeguard Instructor
Head Lifeguard Instructors teach and evaluate the Head Lifeguard course. They are experienced national lifeguard instructors. An application and practicum process must be completed for certification as a Head Lifeguard Instructor.

Prerequisite(s): Application and National Lifeguard Instructor

Recertification: Attend a National Lifeguard Instructor Recertification course.

Note: Requires current National Lifeguard option

LEADERSHIP - LIFEGUARDING

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<th>Head Lifeguard Instructor</th>
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<td>NL-IT</td>
<td>HL-IT</td>
</tr>
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<td>2</td>
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<tr>
<td>Recertification</td>
<td>Attend a National Lifeguard Recertification course</td>
<td></td>
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<td>Course Length (hours)</td>
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<td>Candidate:Trainer Ratio</td>
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<tr>
<td>Minimum Candidates (recommended)</td>
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<td>Public Aquatic Facility Safety Standards</td>
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<td>Lesson Plans</td>
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<td>Corresponding Course Booklet</td>
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<tr>
<th>Candidate Recognition</th>
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<tbody>
<tr>
<td>Wallet Card</td>
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</table>

• Required | ○ Optional

NOTES
(1) Candidates are required to complete an apprenticeship after the clinic.

ABBREVIATIONS DEFINED
NL-IT: NL Instructor Trainer, HL-IT: Head Lifeguard Instructor Trainer

National program available in all provinces.
FIRST AID

**Lifesaving CPR Instructor**

Lifesaving CPR Instructors teach and evaluate CPR skills required by the community including family members, childcare workers, teachers, and lifeguards. Lifesaving CPR Instructors deliver the Society’s CPR-A, and -C programs, and AED. Certification is obtained through either a Lifesaving Instructor course or Lifesaving First Aid Instructor course.

**Note:** Instructor transfer process available.

**Recertification Note:** Lifesaving CPR Instructor award is automatically recertified with the recertification of Lifesaving Instructor, Lifesaving First Aid Instructor.

**Lifesaving First Aid Instructor**

Lifesaving first aid instructors teach and evaluate first aid skills. Lifesaving first aid instructors deliver the Society’s Emergency First Aid, Standard First Aid, Aquatic Emergency Care (must hold current candidate level Aquatic Emergency Care), CPR, CPR-HCP (must hold candidate level CPR-HCP), Oxygen Administration, and AED courses. Includes Lifesaving CPR Instructor certification.

**Prerequisite(s):** See Chart Below and then Apply

**Note:** Instructor transfer process available

**Lifesaving First Aid Instructor Recertification**

Recertification of Lifesaving First Aid Instructor award automatically recertifies Lifesaving CPR Instructor award. All instructors are required to do the following in order to be eligible to recertify:

- Teach a minimum of four (4) courses/recertifications containing first aid content from the list below in their two (2) year currency period - recommended 2/year;
- Have a current Lifesaving Standard First Aid (may use Aquatic Emergency care as standard first aid certification)
- Attend an in-person recertification course.

**Courses that include first aid content**

- Canadian Swim Patrol:
  - Rookie Patrol
  - Ranger Patrol
  - Star Patrol
- Bronze Medal Awards:
  - Bronze Star
  - Bronze Medallion
  - Bronze Cross
- Distinction
- National Lifeguard
  - Pool option
  - Waterpark option
  - Waterfront option
  - Surf option
- Head Lifeguard
- Lifesaving CPR
  - CPR-A
  - CPR-C
  - CPR-HCP
- Lifesaving AED
- Oxygen Administration
- Lifesaving Emergency First Aid
- Lifesaving Standard First Aid
- Aquatic Emergency Care

**Aquatic Emergency Care Instructor**

Lifesaving first aid instructors with a current Aquatic Emergency Care will be issued an Aquatic Emergency Care Instructor certification card. Aquatic emergency care instructor will be issued with the same certification date as Lifesaving First Aid Instructor.

**Recertification:** Aquatic emergency care instructors will attend the First Aid Instructor Recertification and meet all Lifesaving First Aid Instructor Recertification requirements. Additionally aquatic emergency care instructors are required to hold a current Aquatic Emergency Care certification.

**CPR-HCP Instructor**

Lifesaving first aid instructors with a current CPR-HCP certification will be issued a CPR-HCP Instructor certification card. CPR-HCP instructors will be issued with the same certification date as Lifesaving First Aid Instructor.

**Recertification:** CPR-HCP instructors will attend the First Aid Instructor Recertification and meet all Lifesaving First Aid Instructor Recertification requirements. Additionally CPR-HCP instructors are required to hold a current CPR-HCP certification.

**Note:** Instructors having only CPR-HCP Instructor Certification will attend the Swim and Lifesaving Instructor Recertification.
## LEADERSHIP - FIRST AID

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<th>Aquatic Emergency Care Instructor</th>
<th>Lifesaving CPR Instructor</th>
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<tr>
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<td>Included in Lifesaving First Aid Instructor</td>
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<tr>
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<td>2</td>
<td>2</td>
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<td>Attendance at First Aid Instructor Recertification Course Note</td>
<td>Attendance at First Aid Instructor Recertification Course Note</td>
<td>Attendance at First Aid Instructor or Swim and Lifesaving Instructor Recertification Course</td>
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<tr>
<th>Program Equipment</th>
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<td>ACTAR Manikins</td>
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<tr>
<td>AED Trainers</td>
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<td>Barrier Devices (Masks &amp; Gloves)</td>
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<td>First Aid Kit (practice)</td>
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<td>Oxygen Equipment</td>
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<td>Spineboard</td>
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<tr>
<td>Canadian CPR-HCP Manual</td>
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<tr>
<td>Canadian First Aid Manual</td>
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<tr>
<td>Canadian Oxygen Administration Manual</td>
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<td>Award Guide</td>
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<td>Lesson Plans</td>
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<td>Corresponding Course Booklet</td>
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<th>Candidate Recognition</th>
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<tbody>
<tr>
<td>Wallet Card</td>
<td>•</td>
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</tbody>
</table>

* Required | o Optional

### NOTES
(1) Instructor Transfer process is available for instructors from other organizations.
(2) Certification is included with Lifesaving First Aid Instructor.
(3) Requires current candidate level certification for recertification.
(4) Attend any mandatory updates within two-year (2-year) certification period.
(5) First Aid Instructors are required to teach a minimum of four approved courses/recertifications (two/year).

### ABBREVIATIONS DEFINED:
LS-IT: Lifesaving Instructor Trainer; LFA-IT: Lifesaving First Aid Instructor Trainer
LIFESAVING SPORT

Lifesaving Sport Coach 1
The Lifesaving Sport Coach (former: Recreational Coach) course is designed to provide further training and support to Lifesaving Instructors who are teaching the JLC Program and coaching lifesaving clubs. Coaches will learn more about athlete development, designing club workouts, using equipment, and preparing to participate in or host competitive activities and events.

Prerequisite(s): Lifesaving Instructor

Recertification Process: Attend all mandatory updates required. Complete and submit a Leadership Recertification form to the Lifesaving Society demonstrating sport leadership activity.

Officials Instructor
Officials Instructor is a practicum process designed to prepare appointed leadership volunteers to teach Officials Level 1, 2 and 3. Officials instructors will train volunteers to fill the various officials roles at a sanctioned competition.

Prerequisite(s): Application to branch

Recertification Process: Attend all mandatory updates required. Demonstrate Lifesaving Sport leadership activity. Complete and submit a Leadership Recertification form to the Lifesaving Society along with supporting documentation and payment. The leadership recertification form and supporting documentation must be submitted as one complete package.

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<td>Candidate:Trainer Ratio</td>
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<td>Lesson Plans</td>
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<td>Corresponding Course Booklet</td>
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<tr>
<th>Candidate Recognition</th>
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</thead>
<tbody>
<tr>
<td>Wallet Card</td>
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</table>

• Required  | 0 Optional

NOTE
(1) Lifesaving Sport Coach is instructed by a Instructor Trainer that holds the Lifesaving Sport Certification and has applied for and successfully completed a co-teach of the program.
(2) Sport Coach 1 recertification requires instructors to demonstrate sport leadership activity during their currency period.

ABBREVIATIONS DEFINED
IT: Instructor Trainer  BAI: Branch Appointed Individual
**FIRST RESPONDER**

**First Responder Instructor**
First Responder Instructor is a practicum process which prepares candidates to teach and evaluate First Responder Programs. Candidates are required to complete a practicum for Moving Water, Swiftwater, and Boat Rescue for First Responders. After successful completion of the practicum(s), the instructor candidate submits the completed Instructor Monitoring Form to the Society office for processing. First Responder Instructor Certifications are current for two-years.

**Prerequisite(s):** Application, 18 years old, Current First Responder option (Moving Water, Swift Water Rescue, or Boast Rescue for First Responders), and experience.

**Boat Rescue for First Responders Instructor**
The Boat Rescue for First Responders practicum prepares first responder instructors to teach and evaluate the Boat Rescue for First Responders program.

**Prerequisite(s):** Application, Boat Rescue for First Responders, affiliation with a public safety organization (SAR, EMS, Fire, or Police) - Equivalencies will be considered, First Responder Instructor and successful completion of practicum.

**Moving Water Instructor**
The Moving Water practicum prepares first responder instructors to teach and evaluate the Moving Water program.

**Prerequisite(s):** Application, Moving Water, First Responder Instructor and successful completion of practicum.

**Swiftwater Rescue Instructor**
The Swiftwater Rescue practicum prepares Instructors to teach and evaluate the Swiftwater Rescue program.

**Prerequisite(s):** Application, Swiftwater Rescue, First Responder Instructor and successful completion of practicum.

---

**RECERTIFICATION PROCESS**

Complete mandatory updates. Teach at least one First Responder candidate level per year. First responder instructors must maintain current candidate level certifications. Complete and submit a Leadership Recertification form to the Lifesaving Society along with supporting documentation and payment. The leadership recertification form and supporting documentation must be submitted as one complete package.

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**LEADERSHIP - FIRST RESPONDER INSTRUCTOR PRACTICUM OPTIONS**

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<td>Apply for Pre-approval</td>
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</table>

**Program Literature**

| Boat Rescue for First Responders Manual | • |
| Swiftwater Rescue Manual | • | • |
| Award Guide | • | • | • |
| Lesson Plans | • | • | • |
| Course Booklet | • | • | • |
| Stay in the Boat and Don’t Crash into Anything (DVD) | • |
| Cold H_2 O Boot Camp (DVD) | • | • |
| Beyond Cold H_2 O Boot Camp (DVD) | • |

**Candidate Recognition**

| Wallet Card | • |

- Required | © Optional

**ABBREVIATIONS DEFINED**

FR-IT: First Responder Instructor Trainer

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**LEADERSHIP - FIRST RESPONDER INSTRUCTOR RECERTIFICATION**

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<th>First Responder Instructor</th>
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<tr>
<td>Recertification Requirements</td>
<td>Current Candidate Level</td>
<td>•</td>
<td>•</td>
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<tr>
<td>Attend all mandatory updates</td>
<td>•</td>
<td>•</td>
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</tr>
<tr>
<td>Leadership Activity</td>
<td>Deliver at least one (1) candidate level course per year.</td>
<td></td>
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</tr>
</tbody>
</table>

**Candidate Recognition**

| Wallet Card | • | • | • | • |

- Required | © Optional

© National program available in all provinces.
**Boat Operator Accredited Training (BOAT)™ Instructor**

Boat Operator Accredited Training (BOAT)™ Instructors are trained to teach and evaluate BOAT courses and to proctor exam sessions. BOAT Instructors learn how to present the required material to adequately prepare boaters to successfully complete the accredited exam.

**Note:** Updated Examinations are provided to Test Centres annually. Instructors need to ensure that they are evaluating with the most current examination.

**Prerequisite(s):** Application, current Lifesaving Instructor, Pleasure Craft Operator (PCO) card and powerboating experience is recommended

**Recertification Process:** Complete mandatory updates. Proctor one BOAT™ exam per year or teach one BOAT™ course. Complete and submit a Leadership Recertification form to the Lifesaving Society along with supporting documentation and payment. The leadership recertification form and supporting documentation must be submitted as one complete package.

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- Required  | Optional

**NOTES**

(1) Instructor recertification requires one of teaching one BOAT™ course or proctor one BOAT™ exam per year.

**ABBREVIATIONS DEFINED**

BOAT-IT: BOAT Instructor Trainer
## EXAMINER

The Lifesaving Society Alberta and Northwest Territories recognizes Instructors as Examiners. Instructors will have completed all the training and practical teaching and evaluation experience necessary for the Examiner appointment within the Instructor certification process.

**Note:** Some provincial branches may choose to deliver the instructor certification and examiner appointment as two separate processes.

Examiner appointment process and prerequisites may be different from branch to branch. Courses or clinics which require examiners may require current certifications as prerequisites as part of the Alberta and Northwest Territories examiner appointment process. For example national lifeguard instructors are required to have a current National Lifeguard option to be an examiner.

## INSTRUCTOR TRAINER

Instructor trainers are appointed by the branch to train instructors. Instructor trainer candidates attend a generic 20-hour Instructor Trainer Clinic which prepares them to apprentice on instructor courses. After successful completion of the practicum(s), the instructor trainer candidate submits the completed Instructor Trainer Monitoring Form to the Society office for processing. Instructor trainer appointments are current for two-years; reappointment occurs after completing an in-person instructor trainer recertification course.

**Prerequisite(s):** Application, experience, lifesaving instructor, current instructor certification in the appropriate stream

**Recertification and reappointment process:** Instructor trainers will be required to attend an in-person recertification as part of the process to be reappointed as an instructor trainer.

**Note:** Other programs requiring trainers will follow this process

## BRANCH TRAINER

Branch trainers are appointed by the branch to train instructor trainers. Experienced instructor trainers are required to submit a practicum application to the branch to apprentice on an Instructor Trainer Clinic. After successful completion of the practicum the lead branch trainer submits the completed Instructor Monitoring Form to the Society office for processing. Branch trainer appointments have a currency of two-years.

**Prerequisite(s):** Instructor trainer experience; contact Society office with expressed interest
IN-PERSON LEADERSHIP RECERTIFICATIONS

In-person leadership recertifications are opportunities for leadership volunteers to network, share instructor strategies or resources and include a feedback loop to the Lifesaving Society, opening an additional line of communication between the Lifesaving Society and our important leadership volunteers.

Note: Some leadership certifications do not use in-person recertification at this time. Recertification requirements for other programs may be found on the program specific pages in the Policies and Procedures Manual.

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**SWIM / LIFESAVING INSTRUCTOR RECERTIFICATION**

The Swim / Lifesaving Instructor Recertification Course evaluates instructor skills, provide instructors with updates from the Lifesaving Society, will be an opportunity for instructors to give feedback to the Lifesaving Society and is the required component for lifesaving instructor and swim instructor recertification.

Note: Lifesaving Instructors will attend this recertification.

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**LIFESAVING FIRST AID INSTRUCTOR RECERTIFICATION**

The Lifesaving First Aid Instructor Recertification Course evaluates instructor skills, provide instructors / instructor trainers with updates from the Lifesaving Society, will be an opportunity for instructors to give feedback to the Lifesaving Society.

The Lifesaving First Aid Instructor Recertification Course includes recertification of Lifesaving Standard First Aid or Aquatic Emergency Care.

First aid instructors are required to:
- Attend a First Aid Instructor Recertification Course
- Deliver 4 original or recertification courses containing first aid content from the list on page 45 of the Policies and Procedures Manual
- Have current Lifesaving Standard First Aid or Aquatic Emergency Care certification

Note: Aquatic emergency care instructors will attend this recertification and must maintain a current Aquatic Emergency Care to recertify. CPR-HCP instructors will attend this recertification and must maintain a current Lifesaving CPR-HCP to recertify.

First Aid Instructor Trainers will attend this recertification to recertify.

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**NATIONAL LIFEGUARD INSTRUCTOR RECERTIFICATION**

The National Lifeguard Instructor Recertification Course provides instructors / instructor trainers with updates from the Lifesaving Society, the opportunity to share successes and challenges with the revised program and to provide the Lifesaving Society with inputs and feedback on the National Lifeguard program.

National Lifeguard Instructors are required to:
- Attend a National Lifeguard Instructor
- Have a current National Lifeguard option for each stream to be recertified

Note: The National Lifeguard Instructor Recertification Course recertifies all National Lifeguard Instructor certifications.

See Auditors will attend this recertification to recertify.

National Lifeguard Instructor Trainers will attend this recertification to recertify.

---

**SWIM AND LIFESAVING INSTRUCTOR TRAINER RECERTIFICATION**

The Swim and Lifesaving Instructor Trainer Recertification Course will provide instructor trainers with updates directly from the Lifesaving Society and will be an opportunity to provide feedback to the Lifesaving Society. The instructor trainer recertification course will prepare Swim and Lifesaving Instructors to delivery the Swim and Lifesaving Instructor Recertification Course.
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* Required

**ABBREVIATIONS DEFINED:**

S-IT: Swim Instructor Trainer, LS-IT: Lifesaving instructor trainer, BAI: Branch appointed individual

**NOTE:** All Swim and Lifesaving Instructor Trainer Recertification courses, First Aid Instructor Recertification courses and National Lifeguard Instructor Recertification courses will be scheduled by the Lifesaving Society with dates and locations published in the Regional Training Calendar at www.lifesaving.org.
### INSPECTIONS AND AUDITS

#### Aquatic Safety Inspections
Owner/Operators are encouraged to have a certified Lifesaving Society aquatic safety inspector inspect their facility annually. Facilities completing an inspection will receive a copy of the completed inspection checklist(s) indicating areas of compliance and deficiency.

#### Comprehensive Aquatic Safety Audits
Owner/operators are encouraged to have a certified aquatic safety auditor audit their facility once every three (3) to five (5) years. Auditors will review the facility for Regulation, Code, and Standards compliance including staff interviews, and facility documentation. Facilities will receive a written report from the Lifesaving Society indicating areas for improvement.

#### Specific Issue (Topical) Safety Audits
Owner/Operators with concerns about specific problems or areas of a facility, making operational or facility changes or developing new facilities may wish to have a specific issue (topical) audit to evaluate the issue and provide recommendation to enhance staff and public safety. Examples of common specific issue topical audits include:

- **Architectural Plan Review**: This includes a review construction plans for new facilities or enhancements to existing facilities. Conducting this review prior to construction can help to identify potential hazards, areas of concern, and compliance issues (with legislation, regulations, and standards).

- **Lifeguard Positioning Analysis**: This is a 3-4 hour facilitated in-service which leads all levels of aquatic staff through a review of the current lifeguard surveillance systems. The process identifies what is working well and areas for improvement to work toward a system of optimal lifeguard surveillance.

- **Safety and Supervision Plan Review**: This service can assist with the development of a new safety and supervision plan or could review an existing safety and supervision plan. The review identifies areas where the safety and supervision plan can be improved on or enhanced to provide optimal safety for the staff and public.

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- **Required** | ○ **Optional**

### DEFINITIONS

ASI: Aquatic Safety Inspector
BA-ASA: Branch Appointed Aquatic Safety Auditor(s)
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Publications of the Lifesaving Society are available from any Branch office. Inquiries from outside Canada should be directed to the National Office.

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The Lifeguarding Experts