



LIFESAVING SOCIETY®

*The Lifeguarding Experts*

# AQUATIC SAFETY INSPECTOR PROGRAM 2017 MANDATORY UPDATE GUIDE

FOR LIFESAVING SOCIETY AQUATIC SAFETY INSPECTORS





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*The Lifeguarding Experts*

## AQUATIC SAFETY INSPECTOR PROGRAM 2017 MANDATORY UPDATE GUIDE FOR LIFESAVING SOCIETY AQUATIC SAFETY INSPECTORS

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

Annually, well over 1,200,000 Canadians participate in the Society's swimming, lifesaving, lifeguard, and leadership training programs. The Society sets the standard for aquatic safety in Canada and certifies Canada's National Lifeguards.

The Society is an independent, charitable organization educating Canadian lifesavers since the first Lifesaving Society Bronze Medallion Award was earned in 1896.

The Society represents Canada internationally as an active member of the Royal Life Saving Society and the International Life Saving Federation. The Society is the Canadian governing body for lifesaving sport - a sport recognized by the International Olympic Committee and the Commonwealth Games Federation.

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# AQUATIC SAFETY INSPECTOR PROGRAM 2017 MANDATORY UPDATE GUIDE

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FOR LIFESAVING SOCIETY AQUATIC SAFETY INSPECTORS



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# 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 1,200,000 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, government 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.

# Introduction

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 the community and public safety needs.

Aquatic Safety Inspections are utilized to assess risk within an aquatic facility and identify areas to the owner or owner's agent that are in compliance with legislation, regulations, standards, and guidelines. Through the Aquatic Safety Inspection the Lifesaving Society certified Aquatic Safety Inspector will identify operational areas which may be improved.

The Aquatic Safety Inspection is to be completed by a current certified Lifesaving Aquatic Safety Inspector who has an understanding of the regulations, protocols, and guidelines that apply to the operation of an aquatic facility.

Lifesaving Society Aquatic Safety Inspections are designed to provide a standardized method of assessing safety within an aquatic facility. The inspection can be conducted at any time and does not require the building to be in operation.

## **Mandatory Update**

The Aquatic Safety Inspector Program - 2017 Mandatory Update is to introduce an updated Aquatic Safety Inspection Report - Supervised Public Pool, a new Aquatic Safety Inspection Process, inspection notes for clarification, and updated policies and procedures for the Aquatic Safety Inspector program.

Affiliate Delivery Partners and Aquatic Safety Inspectors will use this guide to complete the Aquatic Safety Inspector Program - 2017 Mandatory Update.

## **Acknowledgements**

We gratefully acknowledge the affiliates, instructors and participants who continue to provide excellent feedback to improve Aquatic Safety Inspector program. We could not do it without your commitment and support. Thank you.

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# Contents

About the Lifesaving Society.....	i
Introduction.....	ii
Section 1: Aquatic Safety Inspector Program - 2017 Mandatory Update.....	1
Section 2: Planning for Implementation.....	3
Section 3: Aquatic Safety Inspection Report Content.....	5
Section 4: Inspection Notes for Clarification.....	7
Section 5: Policies and Procedures.....	12
Aquatic Safety Inspector Program - 2017 Mandatory Update Individual Agreement.....	13
Distance Recertification Form.....	14

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# Section 1: Aquatic Safety Inspection Program

## 2017 Mandatory Update

Section 1 outlines the process, time frame, and roles and responsibilities for completing the Lifesaving Society Aquatic Safety Inspector Program - 2017 Mandatory Update (Mandatory Update).

The Mandatory Update includes a new process for Aquatic Safety Inspections which includes specific roles and responsibilities for inspectors and affiliates, updated Aquatic Safety Inspection Reports, inspection notes for clarification, and updated policies and procedures for Aquatic Safety Inspector. A Lifesaving Society Distance Recertification Form has been included in the guide.

### Completing the Mandatory Update

The updates to the Aquatic Safety Inspector Program are straight forward. Aquatic Safety Inspectors complete the Mandatory Update by reviewing the information provided in this guide, completing the Aquatic Safety Inspector Program Mandatory Update Individual Agreement and submitting it to the Lifesaving Society. Affiliates must be aware of the changes to the Aquatic Safety Inspector Program so they understand the process for conducting Aquatic Safety Inspections.

**NOTE:** Aquatic Safety Inspectors who have completed their original course after December 1, 2016 are not required to complete the Mandatory Update.

### Time Frame

Action	Effective Date
Aquatic Safety Inspector Course delivered using revised content	December 1, 2016
Aquatic Safety Inspector Program - 2017 Mandatory Update Launch	June 8, 2017
Updated Aquatic Safety Inspection Report - Supervised Public Pool available	June 8, 2017
Current certified Aquatic Safety Inspectors who have completed the Mandatory Update conduct Aquatic Safety Inspections using the updated process	June 8, 2017

### Mandatory Update Process

- Review and understand the Mandatory Update implementation time frame.
- Review and understand the roles and responsibilities for Affiliate Delivery Partners and Aquatic Safety Inspectors.
- Review and understand the updated Aquatic Safety Inspection process.
- Review and understand changes to the Aquatic Safety Inspection Report - Supervised Public Pool.
- Review and understand the quality assurance key messages.
- Review and understand changes to policies and procedures.
- Complete and return the Aquatic Safety Inspector Program - 2017 Mandatory Update Individual Agreement to the Society.

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## **Mandatory Update Roles and Responsibilities**

### **Affiliate Delivery Partners**

- Plan for implementation and use of updated Aquatic Safety Inspection process when scheduling Aquatic Safety Inspections
- Use current certified Aquatic Safety Inspectors who have completed the mandatory update to conduct Aquatic Safety Inspections after June 8, 2017
- Order required Aquatic Safety Inspection Report prior to each scheduled Aquatic Safety Inspection
- Understand the roles and responsibilities of affiliates and Aquatic Safety Inspectors

### **Aquatic Safety Inspectors**

- Complete the Mandatory Update and hold a current Aquatic Safety Inspector prior to conducting Aquatic Safety Inspections after June 8, 2017
- Use updated Aquatic Safety Inspection Reports when conducting Aquatic Safety Inspections
- Adhere to the Lifesaving Society Code of Conduct for Inspectors and Auditors



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## Section 2: Planning for Implementation

Section 2 outlines the updated process for planning and conducting an Aquatic Safety Inspection.

Affiliates and Aquatic Safety Inspectors planning and conducting Aquatic Safety Inspections in their community are required to understand and follow the new Aquatic Safety Inspection Process.

Current Process	Change	Updated Policy
Aquatic Safety Inspectors conduct Aquatic Safety Inspection as needed within their community.	Yes	The Aquatic Safety Inspection process has been formalized with specific responsibilities identified for Aquatic Safety Inspectors and the Affiliate.
Rationale for Change		
The Aquatic Safety Inspection Process has been formalized with specific responsibilities to improve quality assurance of Aquatic Safety Inspections. The revised process better directly supports affiliates in maintaining facilities which adhere to current: legislation, regulations, standards and guidelines, and provide a safe environment for patrons and staff.		

### Aquatic Safety Inspection Process

#### Affiliate Responsibilities

1. Identify a current certified Aquatic Safety Inspector to complete the Aquatic Safety Inspection
2. Establish date for the Aquatic Safety Inspection with the inspector
3. Register the Aquatic Safety Inspection with the Lifesaving Society and order the Aquatic Safety Inspection Report from the Lifesaving Society
4. Assign a facility liaison for the Aquatic Safety Inspector to access for the duration of the inspection
5. Meet with the aquatic safety inspector following completion of the inspection report
6. Submit the Aquatic Safety Inspection Report Summary Results to the Lifesaving Society and keep a copy of the report on file (the final page of the inspection package)

#### Aquatic Safety Inspector Responsibilities

1. Work with the facility liaison to establish the dates of the Aquatic Safety Inspection
2. Confirm that the Facility has ordered the Aquatic Safety Inspection Report
3. Meet with the facility liaison and receive a tour of the facility
4. Conduct the inspection (the facility liaison will accompany the inspector and provide access to specific areas such as the mechanical and chemical storage rooms)
5. Meet with the owner / owner's agent to share the results of the inspection and provide them with the original completed copy of the inspection report

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## Accessing Aquatic Safety Inspection Reports

The process for accessing Aquatic Safety Inspection Reports has been updated.

Current Process	Change	Updated Process
Aquatic Safety Inspection checklists are available on the Lifesaving Society website <a href="http://www.lifesaving.org">www.lifesaving.org</a> .	Yes	An Aquatic Safety Inspection Report must be ordered by the facility prior to each Aquatic Safety Inspection.
Rationale for Change		
The Lifesaving Society is aligning safety services including Aquatic Safety Inspections. For quality assurance it is important that affiliates provide Aquatic Safety Inspectors with the most current copy of the appropriate Aquatic Safety Inspection Report. By having affiliates order an Aquatic Safety Inspection Report prior to each inspection the Society is able to always provide the most up to date version.		

## Submitting Aquatic Safety Inspection Reports

There is a new added requirement for reporting as part of the Aquatic Safety Inspection Process.

Current	Change	Updated
There is no specific reporting requirement for Aquatic Safety Inspections.	Yes	The Aquatic Safety Inspection Summary page is to be copied and submitted to the Lifesaving Society by the Affiliate.
Rationale for Change		
Information gathered through Aquatic Safety Inspection Summary results will be used by the Lifesaving Society to support affiliates and to identify gaps or opportunities to enhance programs and services.		

## Section 3: Aquatic Safety Inspection Report Content

Section 3 summarizes the content in the updated Aquatic Safety Inspection Report - Supervised Public Pool. The updated Aquatic Safety Inspection Report - Supervised Public Pool is reflective of all current legislation, regulations, standards and guidelines.

### Aquatic Safety Inspection Reports

Current	Change	Updated
Inspector Checklist - Public Aquatic Facility.	Yes	Stand alone checklist has been replaced with the Aquatic Safety Inspection Report - Supervised Public Pool.  Aquatic Safety Inspection Reports include: <ul style="list-style-type: none"> <li>• Facility Information</li> <li>• Inspection checklists for each distinct area of inspection</li> <li>• Pages for notes and observations</li> </ul>
<b>Rationale for Change</b>		
The Lifesaving Society is aligning Safety Management Services products for clarity and ease of use.		

### Aquatic Safety Inspection Overview and Process

Current	Change	Updated
Aquatic Safety Inspection Overview and Process information was taught in the Aquatic Safety Inspector course. There was no written information provided to affiliates.	Yes	All Aquatic Safety Inspection Overview and Process information is provided as the first section of the Aquatic Safety Inspection Report - Supervised Public Pool.
<b>Rationale for Change</b>		
To improve understanding of and consistency for the Aquatic Safety Inspection process.		

### Aquatic Safety Inspection Checklist Items and References

Current	Change	Updated
Aquatic Safety Inspection checklist items and references based on legislation, regulations, standards and guidelines at the time of publication.	Yes	Checklist items and locations have been updated for clarity and new items added.  Checklist references updated to meet current legislation, regulations, standards and guidelines.
<b>Rationale for Change</b>		
Aquatic Safety Inspection Reports are maintained and updated regularly to contain the most current legislation, regulations, standards and guidelines.		

## Aquatic Safety Inspection Summary and Score

Current	Change	Updated
No summary or score is completed in an Aquatic Safety Inspection.	Yes	<p>For each checklist the total number of passes, fails and not applicable are recorded on the Aquatic Safety Inspection Summary page.</p> <p>The total passes for each checklist is divided by the total of the passes and fails for the same checklist to give a percentage score.</p> <p>A Total Aquatic Safety Inspection Score is calculated adding all passes and dividing by the total passes and fails.</p> <p>When calculating passes and fails priority concerns are given a value of five (5) and all other items a value of one (1). Items listed as not applicable are not included in the scoring.</p>
Rationale for Change		
<p>Inclusion of a Aquatic Safety Inspection Summary and Score provides facility management with a quick at-a-glance breakdown of the relative compliance with legislation, regulations, standards and guidelines within the facility. Past/future data can be used to evaluate the implementation of maintenance, training, policies and procedures on continued or improved adherence to legislation, regulations, standards and guidelines.</p>		

### Sample Aquatic Safety Inspection Summary

Item	Passes	Fails	N/A	%
Lobby/Admission Area				
Universal/Family Change Room				
Pool Area				
Pool Filter/Mechanical Room				

**TOTAL Aquatic Safety Inspection Score: \_\_\_\_%**



\*NOTE: 
$$\% = \frac{\text{passes}}{(\text{passes} + \text{fails})} \times 100$$

## Section 4: Inspection Notes for Clarification

Section 4 includes important inspection notes for Aquatic Safety Inspectors. When Aquatic Safety Inspections are being completed it is important that all Aquatic Safety Inspectors are objectively evaluating inspection items to the same pass/fail criteria. Inspection notes on how to inspect the following items provide information for consistency and clarification of inspections.

### Inspection Notes

Topic	Item	Issue
All Inspection Topics	All Inspection Items	Some Aquatic Safety Inspectors are attempting to complete detailed analysis of inspections items.
<b>Inspection Note</b>		
Designation of pass/fail/not applicable is based on the observations of the Aquatic Safety Inspector at the time the inspection is completed.		
Aquatic Safety Inspectors should look for items being present or not. Evaluation criteria requiring analysis is limited to Aquatic Safety Audits. Aquatic Safety Inspectors should recommend an Aquatic Safety Audit if they feel a more detailed review and analysis of inspection items is required.		

Topic	Item	Issue
Egress and Fire	Exit signs present above all egress doors and lit	Building code requirements for exit signage have been updated.  Additional direction is needed for consistent evaluation.
<b>Inspection Note</b>		
Egress signage must be present at all exit points along evacuation routes only. Either style of exit signage is acceptable.		
<div style="display: flex; justify-content: space-around; align-items: center;">   </div>		

Topic	Item	Issue
Electrical Plugs	Outlets has GFCI protection  GFCI functional	Facility may have GFCI protection tied directly to the electrical breaker.  Additional direction is needed for consistent evaluation.
Inspection Note		
<p>Testing GFCI on the Receptacle</p> <ul style="list-style-type: none"> <li>• Press the test button between the two sockets on the receptacle. Inspectors should hear a “click” and the power should be immediately shut off and anything plugged into the outlet will not work</li> <li>• Reset the circuit by pushing the reset button, present between the two receptacle sockets</li> <li>• Make sure the GFCI is reset after every test</li> </ul> <p>Testing GFCI on the Breaker</p> <ul style="list-style-type: none"> <li>• Visually verify that GFCIs are installed on breakers</li> <li>• Inspectors do not need to test GFCIs located on breakers. Ask the facility liaison what the facility’s policy is on checking GFCIs.</li> </ul>		

Topic	Item	Issue
Pool Depth Markings	All Inspection Items	Additional direction is needed for consistent evaluation.
Inspection Note		
<p>Aquatic Safety Inspectors will look only at whether Pool Depth Marking inspection items are present or not. How pool depth markings are presented (E.g. signage on wall, inlaid in deck tiles, etc.) is not evaluated in an Aquatic Safety Inspection.</p>		

Topic	Item	Issue
Access (Spectator Viewing Gallery)	Ability to restrict outside access to the pool area	Additional direction is needed for consistent evaluation.
Inspection Note		
<p>Pool area includes (if present):</p> <ul style="list-style-type: none"> <li>• All pool basins</li> <li>• Spectator viewing gallery</li> <li>• Amenities such as sauna, steam room or sun deck/patio</li> </ul> <p>Aquatic Safety Inspectors will look for the following criteria:</p> <ul style="list-style-type: none"> <li>• All doors/gates that provide direct access to the pool area lock.</li> </ul>		

Topic	Item	Issue
Access (Spectator Viewing Gallery)	Viewing area physically separated from pool deck/ bathing area	Additional direction is needed for consistent evaluation.
<b>Inspection Note</b>		
A spectator viewing gallery should be physically separated from the pool deck by a barrier. The barrier does not have to include a gate and if a gate is present it does not require the ability to be locked.		

Topic	Item	Issue
Other	Barrier in place to prevent access to heat elements (Sauna)  Barrier in place to prevent access to steam vents (Steam Room)	Additional direction is needed for consistent evaluation.
<b>Inspection Note</b>		
<p>Aquatic Safety Inspectors will look for the following criteria:</p> <ul style="list-style-type: none"> <li>• A barrier is in place to prevent direct access to heating element or steam vent</li> <li>• Meal barriers are not recommended</li> </ul>		



Topic	Item	Issue
Access	Ability to restrict access to each amenity	Additional direction is needed for consistent evaluation.
<b>Inspection Note</b>		
<p>Aquatic Safety Inspectors will look for the following criteria:</p> <ul style="list-style-type: none"> <li>• Physical barrier present to restrict access</li> <li>• Signage to indicate when the amenity is closed to the public</li> </ul>		

Topic	Item	Issue
Anti-entrapment	Vacuum outlet covers in place and secure  Drains secure and in good condition  Equalizer lines deactivated	Additional direction is needed for consistent evaluation.

**Inspection Note**

These items are visually evaluated from on deck. Aquatic Safety Inspectors are not required to and should not be entering the water to evaluate these items.

Equalizer lines may be recognized by looking in the skimmers for the following:

Active Equalizer line		Deactivated Equalizer line	
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Topic	Item	Issue
Water Quality	All Inspection Items	Additional direction is needed for consistent evaluation.

**Inspection Note**

Aquatic Safety Inspectors will use the last written water test values when evaluating water quality inspection items. Aquatic Safety Inspectors should not be completing water tests as part of a Aquatic Safety Inspection.

Topic	Item	Issue
Water Clarity	150 mm black disk visible at deepest point 9 m away	Additional direction is needed for consistent evaluation.

**Inspection Note**

Aquatic Safety Inspectors will evaluate the visibility of the 150 mm black disk with jets, spray feature and other surface disrupting features turned off.



Topic	Item	Issue
Lifeguard	Lifeguard(s) on duty hold a current National Lifeguard certification  Lifeguard(s) on duty hold a current Standard First Aid certification  Lifeguard(s) hold WHMIS training if they handle chemicals	Additional direction is needed for consistent evaluation.
<b>Inspection Note</b>		
<p>Aquatic Safety Inspector may confirm certifications by:</p> <ul style="list-style-type: none"> <li>• Certification cards provided by the lifeguard</li> <li>• Find-a-member (requires lifeguard member IDs)</li> <li>• Verbal confirmation from lifeguard(s)/facility liaison.</li> </ul> <p>Aquatic Safety Inspectors are not required to inspect facility HR records for proof of certifications.</p>		

Topic	Item	Issue
Swim Instructors	Uniform identifies them to the public	Additional direction is needed for consistent evaluation.
<b>Inspection Note</b>		
<p>Swim instructors may not be required by the facility to be wearing uniform while in the water teaching. Aquatic Safety Inspectors should look for instructors on deck wearing articles of clothing that designates them as instructors and uniforms are present and accessible for instructors in the water.</p>		

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## Section 5: Policies and Procedures

Section 5 outlines changes to policies and procedures for the Aquatic Safety Inspector program.

### Lifesaving Society Policy Changes

Program	Current Policy	Change	Updated Policy
Aquatic Safety Inspector Recertification	Aquatic Safety Inspector Recertification is completed in-person at National Lifeguard Instructor Recertification	Yes	To recertify Aquatic Safety Inspector individuals are required to be in good standing with the Lifesaving Society, have completed Mandatory Updates (as required), maintain prerequisite(s), and complete a distance recertification package.
<b>Rationale for Change</b>			
A distance recertification process has been established for Aquatic Safety Inspector.			

### Distance Recertification Process

Lifesaving Society awards which do not have an in-person recertification course or exam are recertified through a distance process. A single recertification form has been created for all awards with a distance process. To be recertified all required criteria for the recertifications requested must be met. Once completed the recertification form is submitted to the Lifesaving Society for review and processing.

The recertification form is available on the Lifesaving Society website [www.lifesaving.org](http://www.lifesaving.org).

### Distance Recertification Requirements

- Be in good standing with the Lifesaving Society
- Complete Mandatory Updates (as required)
- Review and understand Code of Conduct and Roles and Responsibilities of Inspector and Auditors
- Use current literature and materials (as required)



## AQUATIC SAFETY INSPECTOR PROGRAM 2017 MANDATORY UPDATE INDIVIDUAL AGREEMENT

### INFORMATION - Please print clearly

<b>NAME:</b>		<b>MEMBER #:</b>
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>PROVINCE:</b>	<b>POSTAL CODE:</b>
<b>PHONE: (    )</b>	<b>ALT. PHONE: (    )</b>	<b>FAX: (    )</b>
<b>EMAIL:</b>	<b>DOB:</b>	<b>YY/MM/DD</b>

### CONDITIONS - Please read and complete

- |   | Completed                |
|---|--------------------------|
| 1. I have reviewed the information in the Aquatic Safety Inspector Program - 2017 Mandatory Update Guide.<br>Download from <a href="http://www.lifesaving.org">www.lifesaving.org</a> | <input type="checkbox"/> |
| 2. I understand the new Aquatic Safety Inspection and reporting process.  | <input type="checkbox"/> |
| 3. I have reviewed and understand the changes to the Aquatic Safety Inspection Report - Supervised Public Pool.   | <input type="checkbox"/> |
| 4. I have reviewed and understand the Aquatic Safety Inspector quality assurance key messages.  | <input type="checkbox"/> |
| 5. I have reviewed and understand the changes to policies and procedures.   | <input type="checkbox"/> |
| 6. I have read, understood and completed the conditions above.  | <input type="checkbox"/> |

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please submit completed form to the Lifesaving Society.**

FOR OFFICE USE ONLY	
<b>DATE PROCESSED</b>	<b>PROCESSED BY</b>





## Lifesaving Society Distance Recertification Form

### INFORMATION - Please print clearly

<b>NAME:</b>		<b>MEMBER #:</b>	
<b>ADDRESS:</b>			
<b>CITY:</b>	<b>PROVINCE:</b>	<b>POSTAL CODE:</b>	
<b>PHONE:</b> (    )	<b>ALT. PHONE:</b> (    )	<b>FAX:</b> (    )	
<b>EMAIL:</b>		<b>DOB:</b>	YY/MM/DD

### CONDITIONS - Please read and complete

- | <b>General Conditions - Applies to all recertifications</b>   | <b>Completed</b>         |
|---|--------------------------|
| 1. I understand the roles and responsibilities that apply to my certification(s) and am in good standing with the Lifesaving Society.   | <input type="checkbox"/> |
| 2. I have read, understand and agree to adhere to the Lifesaving Society Code of Conduct(s) that apply to my certification(s).  | <input type="checkbox"/> |
| 3. I have reviewed and understand policies and procedures applicable to my certification(s).  | <input type="checkbox"/> |
| 4. I have completed Mandatory Updates (as required).  | <input type="checkbox"/> |
| 5. I have and use all required Lifesaving Society literature and materials applicable to my certification(s).<br><small>Note: Refer to Policies and Procedures for required literature and materials.</small>   | <input type="checkbox"/> |
| 6. I have read, understood and completed the conditions above for the recertification(s) I have requested.  | <input type="checkbox"/> |
| <b>Leadership Recertification Conditions - Applies to leadership recertifications only</b>  |                          |
| 7. I have completed and attached an Instructor Assessment Form for the level of competency applicable to my leadership certification(s) and completed a development plan identifying steps to strengthen specific areas of competency.<br><small>Note: Individuals recertifying more than one (1) leadership award are only required to submit the Instructor Assessment Form for the highest level leadership competency being recertified. The next page identifies the competency level for each leadership certification.</small> | <input type="checkbox"/> |

**Note:** Electronic communications are the main means by which the Society communicates to members. It is mandatory for Lifesaving Society volunteers and instructors to remain subscribed to electronic communications such as Ripples. Instructors should also be signed up for members only section of the website to access program toolkits.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Continued on page 2.

## Award and Fee Table - Please check off the appropriate boxes

Program Stream		Request Recertification	Recertification Fee
<b>Training Programs</b>			
Lifesaving Sport	Pool Official (Officials Level 2)	<input type="checkbox"/>	\$10.00
	Meet Manager and Referee (Officials Level 3)	<input type="checkbox"/>	\$10.00
Safety Management	SEE Auditor	<input type="checkbox"/>	\$25.00
	Aquatic Safety Inspector	<input type="checkbox"/>	\$25.00
	Aquatic Safety Auditor	<input type="checkbox"/>	\$25.00
	Aquatic Supervisor Training	<input type="checkbox"/>	\$11.00
	Aquatic Management Training	<input type="checkbox"/>	\$11.00
<b>Leadership - Level 1 Competency</b>			
BOAT	Boat Operator Accredited Training Instructor	<input type="checkbox"/>	\$11.00
<b>Leadership - Level 2 Competency</b>			
Lifesaving Sport	Lifesaving Sport Coach 1	<input type="checkbox"/>	\$10.00
	Officials Instructor	<input type="checkbox"/>	\$10.00
<b>Leadership - Level 3 Competency</b>			
First Responder	Boat Rescue for First Responder Instructor	<input type="checkbox"/>	\$36.00
	Swiftwater Rescue Instructor	<input type="checkbox"/>	\$36.00
<b>Total:</b>			\$

### PAYMENT INFORMATION

<input type="checkbox"/> Debit / Cash (in person) <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Invoice P/O #	
Credit Card #:	Expiry Date: MM/YY
Name on Credit Card:	Phone number (associated with CC):

Please submit completed form along with the appropriate Instructor Assessment (if required) to the Society.

### FOR OFFICE USE ONLY

DATE PROCESSED:	PROCESSED BY:
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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.

**Alberta and Northwest Territories Branch**

13123 - 156 Street  
Edmonton, Alberta T5V 1V2  
Telephone: (780) 415-1755  
Fax: (780) 427-9334  
E-mail: [experts@lifesaving.org](mailto:experts@lifesaving.org)  
Website: [www.lifesaving.org](http://www.lifesaving.org)

**British Columbia & Yukon Branch**

112 - 3989 Henning Drive  
Burnaby, British Columbia V5C 6N5  
Telephone: (604) 299-5450  
Fax: (604) 299-5795  
E-mail: [info@lifesaving.bc.ca](mailto:info@lifesaving.bc.ca)  
Website: [www.lifesaving.bc.ca](http://www.lifesaving.bc.ca)

**Manitoba Branch**

#100 - 383 Provencher Boulevard  
Winnipeg, Manitoba R2H 0G9  
Telephone: (204) 956-2124  
Fax: (204) 944-8546  
E-mail: [aquatics@lifesaving.mb.ca](mailto:aquatics@lifesaving.mb.ca)  
Website: [www.lifesaving.mb.ca](http://www.lifesaving.mb.ca)

**National Office**

287 McArthur Avenue  
Ottawa, Ontario K1L 6P3  
Telephone: (613) 746-5694  
Fax: (613) 746-9929  
E-mail: [experts@lifesaving.ca](mailto:experts@lifesaving.ca)  
Website: [www.lifesaving.ca](http://www.lifesaving.ca)

**New Brunswick Branch**

70 Melissa Street  
Fredericton, New Brunswick E3A 6W1  
Telephone: (506) 455-5762  
Fax: (506) 450-7946  
E-mail: [info@lifesavingnb.ca](mailto:info@lifesavingnb.ca)  
Website: [www.lifesavingnb.ca](http://www.lifesavingnb.ca)

**Newfoundland & Labrador Branch**

P.O. Box 8065, Station "A"  
St. John's, Newfoundland A1B 3M9  
Telephone: (709) 576-1953  
Fax: (709) 738-1475  
E-mail: [info@lifesavingnl.ca](mailto:info@lifesavingnl.ca)  
Website: [www.lifesavingnl.ca](http://www.lifesavingnl.ca)

**Nova Scotia Branch**

5516 Spring Garden Road, 4th Floor  
Halifax, Nova Scotia B3J 1G6  
Telephone: (902) 425-5450  
Fax: (902) 425-5606  
E-mail: [experts@lifesavingsociety.ns.ca](mailto:experts@lifesavingsociety.ns.ca)  
Website: [www.lifesavingsociety.ns.ca](http://www.lifesavingsociety.ns.ca)

**Ontario Branch**

400 Consumers Road  
Toronto, Ontario M2J 1P8  
Telephone: (416) 490-8844  
Fax: (416) 490-8766  
E-mail: [experts@lifeguarding.com](mailto:experts@lifeguarding.com)  
Website: [www.lifesavingsociety.com](http://www.lifesavingsociety.com)

**Prince Edward Island Branch**

P.O. Box 2411  
Charlottetown, Prince Edward Island C1A 8C1  
Telephone: (902) 368-7757  
Fax: (902) 368-1593  
E-mail: [info@lifesavingsocietypei.ca](mailto:info@lifesavingsocietypei.ca)  
Website: [www.lifesavingsocietypei.ca](http://www.lifesavingsocietypei.ca)

**Quebec Branch**

4545 Pierre de Coubertin Avenue  
Montreal, Quebec H1V 0B2  
Telephone: (514) 252-3100 or 1-800-265-3093  
Fax: (514) 254-6232  
E-mail: [alerte@sauvetage.qc.ca](mailto:alerte@sauvetage.qc.ca)  
Website: [www.sauvetage.qc.ca](http://www.sauvetage.qc.ca)

**Saskatchewan Branch**

2224 Smith Street  
Regina, Saskatchewan S4P 2P4  
Telephone: (306) 780-9255  
Fax: (306) 780-9498  
E-mail: [lifesaving@sasktel.net](mailto:lifesaving@sasktel.net)  
Website: [www.lifesavingsociety.sk.ca](http://www.lifesavingsociety.sk.ca)



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