

2024 - Affiliate Delivery Partner Agreement

Lifesaving Society

This agreement clarifies the Society's expectations of the Affiliate Delivery Partner (Affiliate) and details the services that the Affiliate can expect in return. Signing this agreement entitles the Affiliate to provide Lifesaving Society programs.

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

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

The Alberta Government through the Sport, Physical Activity and Recreation Division provide annual association funding to the Lifesaving Society. We acknowledge the support and are proud to work in partnership to provide valuable sport, recreation and physical activity opportunities in Alberta.

Schedule of Agreements

The Lifesaving Society requires additional agreements for Affiliates to be granted the right and privilege to offer BOAT (Transport Canada Pleasure Craft Operator Competency) or Alberta workplace approved First Aid. Contact the Lifesaving Society to request an additional BOAT agreement or First Aid Agreement.

Lifesaving Society Responsibilities and Member Benefits

- Provide access to the “Members Only” section of the website, where administrative functions and toolkits are available to our Affiliate Delivery Partners.
- Process awards and ship product in a timely manner.
- Supply test sheets and forms in a digital format.
- Follow Society Privacy Principles, maintaining security safeguards for personal and confidential information.
- Maintain communication through electronic means including emails, Ripples, newsletters, webinars, communications, social media posts and the Society website www.lifesaving.org.
- Provide materials suitable for promoting Society programs and services (upon request).
- Customize and co-brand materials where applicable (upon request).
- Represent Alberta and the Northwest Territories nationally and internationally as an active member of the Royal Life Saving Society Canada and the International Life Saving Federation.
- Conduct research into water-related deaths and the factors contributing to these incidents.
- Respond to identified needs in Alberta and the Northwest Territories through drowning and water-related injury prevention with public education initiatives, lifeguard certifications, leadership certifications, safety management services, lifesaving sport initiatives and program development.
- Maintain our commitment to program literature through the publishing of resource materials for the public, lifeguards, leadership volunteers, aquatic facilities, municipalities and government organizations.
- Research and set standards for lifeguarding, aquatic leadership and drowning prevention.
- Research and set safety standards and best practices for aquatic environments.
- Provide safety management services that guide communities in creating safe aquatic environments for staff and the public.
- Recognized as the governing body for lifesaving sport (provincial and territorial sport organization).

Affiliate Responsibilities

- Affiliates agree with the charitable mandate and drowning prevention mission of the Lifesaving Society and actively participate in the shaping of future Lifesaving Society programs and services. They play a vital part in education, training and drowning prevention by broadening the awareness of and access to Lifesaving Society programs and services to their community members, customers and guests.
- Affiliation is based on the Society's fiscal year (April 1– March 31). Affiliates pay an annual affiliation fee. Affiliate Delivery Partners that operate more than one facility sign one agreement and list each facility on the agreement.
- Associate Affiliates sign the agreement as the individual and not the company. Associate Affiliates who own a small business or holding company must also indicate the company name.
- Affiliates are required to resign this agreement each year. Services begin upon agreement criteria being met.
- The Lifesaving Society reserves the right to suspend or revoke this agreement at any time if there is a breach of the terms of this agreement or if the Affiliate is not in good standing for a period longer than 90 days.
- Should a conflict ensue as a result of either the Society's or the Affiliate's actions with respect to either's responsibilities, the Affiliate and Society will attempt to resolve the conflict to reach a resolution. Should the parties not be able to resolve the dispute, either party may withdraw from the Affiliate agreement within 30 days written notice. There will be no refund of affiliation fees paid if the Affiliate requests to end the agreement.
- Affiliates must disclose any commitment, relationship or interest that could conflict or may be perceived to conflict with their responsibilities. The Lifesaving Society's reputation in programs and services and its status as a charitable organization imposes high expectations of professional and ethical behavior. The Society's reputation depends on the integrity of its Affiliates. Affiliates carry a high burden of trust. The way in which that trust is discharged to a great extent determines the Society's success and the place of pride that it has in the aquatic community and in society at large.

*Affiliates in good standing comply with all Affiliate responsibilities detailed in this agreement as well as any additional responsibilities defined in the branch Policies and Procedures and have paid an annual affiliation fee to the Lifesaving Society.

Risk Management

- Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- Utilize current Society instructors and trainers to instruct and deliver Society programs and services. Currency can be verified through the Society website using Find a Member.
- Respect that the content of Lifesaving Society resources and manuals are valuable intellectual property of the Society. Reproduction, by any means, of content is prohibited unless authorized by the publisher.
- Abide by all applicable privacy legislation.
- Maintain adequate liability insurance.

Quality Assurance

- Abide by Lifesaving Society current Policies and Procedures found on www.lifesaving.org in respect to delivery of programs and services.
- Abide by Lifesaving Society current rules, standards and procedures in respect to lifesaving sport sanctioned competitions and affiliate lifesaving club programs. Individual and Associate Affiliate Delivery Partners are not eligible to operate a lifesaving sport club.
- Provide all required and current Society resources and materials for all Society programs and services offered.
- Ensure that instructors and trainers follow applicable Lifesaving Society program standards and adhere to the Code of Conduct for Leadership Volunteers and utilize Lifesaving Society materials in course delivery.
- Ensure that instructors and trainers follow applicable Lifesaving Society program standards and utilize Lifesaving Society materials in course delivery.

Program Administration

- Utilize the Lifesaving Society website to promote Society courses offered and job postings. All leadership courses must be posted on the Lifesaving Society website regardless if it is internal or public training.
- Order supplies from the Society a minimum of fourteen (14) business days in advance of the course start date.
- Email the completed test sheets, rosters and candidate records to the Society for processing a maximum of fourteen (14) days after the course is finished. Securely retain copies for your records.
- Provide statistics for non-certification programs (Swim to Survive, Swim for Life, Canadian Swim Patrol, and Junior Lifeguard Club) and report quarterly to the Society as requested.
- Individual or Associate Affiliate Delivery Partners must obtain written consent from the host facility prior to conducting any aquatic related courses or exams.

Communication and Marketing

- Use the correct program name and branding when advertising Society programs, for example: "Lifesaving Society Bronze Cross" or "Lifesaving Society Intermediate First Aid".
- Strictly follow the visual identity guidelines for Society programs and services. Society licensed images shall not be edited, modified or enhanced in any way.
- Act as a representative for your organization and/or within your community and advocate for the Society's programs and services. Refer inquiries to the Society.
- Affiliates maintain subscription to the Society's electronic communications (i.e, Ripples and communiques) in order to receive important information with respect to the Society's programs, services, standards or policies and procedures.
- Must maintain current contact information with the Society. Contact information can be updated by contacting the Society directly.

Financial Accountability

- Affiliates must pay an annual affiliation fee to the Society.
- Affiliates are required to pay invoices within 30 days of receipt. Repeated failure to pay invoices in a timely manner will result in the Affiliate no longer being in good standing with the Society.
- An Affiliate that is no longer in good standing with the Society may have their invoicing privileges revoked and be required to pay all invoices (material orders and awards) upfront.
- Affiliates must keep the Society up to date on any changes to accounts payable procedures.
- Should the Society not receive payment of overdue invoices beyond 90 days, the Society will consider this a breach of the delivery partner agreement and may terminate the agreement.
- The Society accepts Electronic Funds Transfer and Interac e-transfer to finance@lifesaving.org. Credit cards or cheque are also accepted. The Society may also be added as a payee for online bill payments (this must be requested by the Affiliate at their banking institution).
 - NSF checks may result in the loss of invoicing privileges.
 - If paying by credit card, Affiliates must provide the card number for each transaction every time (i.e, material orders and awards). The Society does not keep credit card information on file.
 - The Society does not accept personal cheques.

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

THE MEMBER ACKNOWLEDGES THE TERMS OF THIS AGREEMENT

Member Name:
Company Name (if applicable):
Signing Authority Name:
Position / Title:
Phone:
Email:
Signature:
Date:

Billing Address	Shipping Address
Contact Name:	Contact Name:
Contact Phone:	Contact Phone:
Contact Email:	Contact Email:
Address:	Address:
Town / City:	Town / City:
Province / Territory:	Province / Territory:
Postal Code:	Postal Code:

Additional Invoicing Information
Accounts Payable Email:
Seasonal Affiliate Year Round Contact Email:

OFFICE USE: THE LIFESAVING SOCIETY ACKNOWLEDGES THE TERMS OF THIS AGREEMENT

Name:	Title:
Signature:	Date:

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

Please select one of the below tiers that best describes your affiliation with The Lifesaving Society.

	Member Type	Annual Fee
<input type="checkbox"/>	Individual Affiliate Delivery Partner (Single Instructor)	\$125.00
<input type="checkbox"/>	Small Business Affiliate Delivery Partner (Multiple Instructors)	\$200.00
<input type="checkbox"/>	Seasonal Aquatic Affiliate Delivery Partner (One Facility)	\$125.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (One Facility)	\$250.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (Two to Five Facilities)	\$500.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (Six to Ten Facilities)	\$1,500.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (Eleven or More Facilities)	\$2,750.00

	Optional Aquatic Facility Add-ons	Annual Fee
<input type="checkbox"/>	Co-branded Swim Report Cards	\$500 set up, \$100 recurring
<input type="checkbox"/>	Digital Swim Report Cards	Contact Society

Co-branding report cards include the addition of an Affiliate's logo or QR code placed beside the existing Swim For Life logos. Co-branded report cards require an additional seven (7) days before an order is needed to ensure the materials can be printed and shipped. Digital swim report cards require a separate licensing agreement and the fee structure is dependent on the platform chosen and Affiliate volume.

	Expression of Interest - Aquatic Facilities
<input type="checkbox"/>	Hosting a Water Smart® event or participating in National Drowning Prevention Week
<input type="checkbox"/>	Managing a community Lifejacket Loaner Station
<input type="checkbox"/>	Launching or expanding a recreational/competitive Lifesaving Sport club
<input type="checkbox"/>	Launching SwimAbilities as part of your Swim for Life program
<input type="checkbox"/>	Hosting a Lifesaving Society facilitated workshop or trainer course
<input type="checkbox"/>	Contracting the Society for Safety Services or Safety Programs

Expressions of interest are intended to provide data to the Society so that we can better determine Affiliate needs. All expressions of interest will include a follow up email from the Society to collect more details. Expressions of interest will be actioned based on Society resource availability, geographical location and community need.