



LIFESAVING SOCIETY®

The Lifeguarding Experts

LIFEJACKET LOANER STATION PROGRAM GUIDE





LIFESAVING SOCIETY®

The Lifeguarding Experts

Lifejacket Loaner Station Program Guide

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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, 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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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 in 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 those who can make a significant difference, such as parents of young children. The Society delivers Water Smart® messages through its swim program, 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

The Lifejacket Loaner Station (LLS) program has two components. The first is a kiosk where visitors can borrow lifejackets, available in various sizes, and return them after use at no cost. The second component provides an opportunity to educate the public about drowning and injury prevention through public education materials such as posters and pamphlets.

The Lifejacket Loaner Station Program Guide is designed as a resource to help establish a successful LLS Program in your community.

As of July 2023, there are 40 Lifejacket Loaner Stations throughout Alberta and the Northwest Territories:

Alberta LLS

- Aspen Beach Provincial Park
- Auburn Bay
- Bear Lake - Yellowhead County
- Beauvais Lake Provincial Park
- Carson-Pegasus Provincial Park
- CFB Edmonton
- Cochrane Public Library
- Cold Lake Provincial Park
- Crimson Lake Provincial Park
- Cypress Hills Provincial Park
- Dillberry Provincial Park
- Fish Creek Provincial Park - Sikome Lake (2 stations)
- Gregoire Lake Provincial Park
- Harbour Pool
- Harmony Lake Owner's Association
- Kinbrook Island Provincial Park
- Lake Summerside
- Medicine Hat YMCA Downtown Branch
- Moonshine Lake Provincial Park
- Pigeon Lake Provincial Park
- Pinehurst Lake Campground
- Quarry Lake
- Rockyview County Fire Services
- Saddletowne YMCA
- Shiningbank Lake - Yellowhead County
- Sir Winston Churchill Provincial Park (2 stations)
- Touchwood Lake Campground
- Town of Banff
- Town of Beaverlodge
- Town of Coronation
- Wabamun Lake Provincial Park
- Whitney Lakes Provincial Park
- Writing on Stone Beach Facility
- Young's Point Provincial Park

Northwest Territories LLS

- Fred Henne Beach Territorial Park
- Hay River Territorial Park
- Inuvik Boat Launch
- Midnight Sun Complex

Acknowledgement

The Lifesaving Society strives to enhance the quality of life for the residents of Alberta and the Northwest Territories by collaborating with partners for drowning and water related injury prevention, sport, recreation and active living.

The Lifesaving Society gratefully acknowledges the support of the Government of Alberta, the Government of the Northwest Territories and the Injury Prevention Centre.

Through the collective efforts of our community partners and champions, together we work towards a sustainable Lifejacket Loaner Station Program to help make Alberta and the Northwest Territories a safer place to live, work and play.

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Section 1

Lifejacket Loaner Station Program Implementation

Step-by-step Guide to LLS Program Implementation in Your Community

1. Contact the Lifesaving Society
 - Inform us that you are interested in implementing a LLS Program. We will provide information and supports to start the process.
2. Sign Agreement.
 - To participate in the Lifejacket Loaner Station Program, you (the partner) must sign a Lifejacket Loaner Station Program Agreement. This agreement will make sure that both the partner and the Lifesaving Society will benefit from the Lifejacket Loaner Station Program.
3. Designate a LLS Program Contact
 - For ongoing communication and liaison with the Society
4. Decide on a Site
5. Build and Setup the Kiosk
 - Use an existing structure or create a new structure for your station.
 - Sample plans are available in this guide.
6. Order Materials
 - Public educational materials are ordered from the Lifesaving Society prior to opening.
7. Stock Lifejackets
 - Lifejackets in each size will need to be stocked prior to opening. The numbers and sizes will vary based on community needs. Refer to Section 3.
8. Promote to Community
 - Advise the community of the LLS Program (i.e. through local aquatic facilities, newspapers, newsletters, website).
9. Manage / Operate
 - Stations are typically open from May – September.
 - Operations include but are not limited to monitoring kiosk, lifejacket care and maintenance and checking for vandalism.
10. Closing / Winterizing
 - If your site is accessible during winter there are winter public education materials available.
 - Annual evaluation and reporting to Lifesaving Society.

Note: Some steps are part of initial implementation while others are completed annually.

Section 2

Lifesaving Society Support

The Lifesaving Society recognizes that the LLS Program could not function without the commitment of our partners. The Society is committed to continued support of our LLS Program partners. Communication is the key to this success. Information and resources for LLS Programs can be found on the Lifesaving Society website www.lifesaving.org. If you have any questions or require supports regarding the LLS Program, please contact the Lifesaving Society at:

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

Section 3

Resources and Materials

Each LLS Program consists of equipment and public education materials. Required equipment and materials allow the LLS Program to operate. Optional public education materials enable the kiosk to continue operation in the winter and provide additional public education resources.

Required Equipment:

- Equipment
 - Lifejackets - Refer to the Recommended Lifejacket Size and Numbers chart on the following page
 - Partners are responsible for providing lifejackets when implementing a LLS Program.
 - Replacement of lost/damaged lifejackets is the partners' responsibility.
- Rack Card Holders

Required Materials:

- Banners
 - Lifejackets Save Lives (66 x 42 inches)
 - Return Lifejackets Immediately After Activity (42 x 16 inches)
- Posters
 - Comment Card (8.5 x 11)
 - Lifejacket Loaner Station Locations (11 x 17) or (8.5 x 11)
 - Need a Lifejacket? You Can Borrow One! (11 x 17)
 - Support the Lifejacket Loaner Station Program (11 x 17)
- Rack Cards (choose from the following):
 - Be a Water Smart Boater
 - How to Fit a Lifejacket
 - Within Arms Reach and Active Supervision
 - Know Before You Go
 - Swim to Survive
 - Don't Drink and Drown
 - Be Ice Smart
- Comment Cards and Donation Cards

Optional Public Education Materials:

- Winter Banner
 - Icing Call (66 x 42 inches)
- Brochures
 - Within Arms Reach and Active Supervision

Note: All required and optional materials can be ordered from the Society.

Section 3

Resources and Materials

Feedback Mechanisms:

Feedback may be collected from LLS Program users through:

1. Comment Cards
2. QR Codes (digital comment cards)
3. Comments may also be given directly to the Society by phone or e-mail.

User inputs given directly to LLS Program staff or volunteers should be documented and sent to the Society.

Human Resources

In order to operate a Lifejacket Loaner Station Program, you will require a program champion(s) who can commit to the day to day operation and monitoring of the LLS. Additional volunteers are beneficial to help maintain the station and to prevent any damage or theft.

Recommended Lifejacket Sizes and Numbers

Size	Recommended Number
Infant (30 lbs or less)	4
Child (30-60 lbs)	8
Youth (60-90 lbs)	8
Adult (90 lbs or more) (Universal)	8
Adult (Oversize)	4

Note: Specific numbers and sizes of lifejackets have been recommended based on LLS Program experiences and inputs on the most commonly borrowed lifejackets.

Numbers and specific sizes may be adjusted to meet the needs of the community where the LLS Program is located.

Section 4

Funding a Lifejacket Loaner Station Program

Budget

It is important to consider the costs associated with implementing and maintaining a LLS Program. The following outlines costs that should be considered and budgeted for:

Sample Budget:

Item	Cost	Total Cost
Kiosk Building Materials	\$1,500.00	\$4,050.00
Labour	\$400.00	
Signage and Materials	\$6,50.00	
Lifejackets	\$1,500.00	

Implementation:

- If a kiosk is not available to you, the cost of building a kiosk may include:
 - Building Materials and Supplies
 - Labour/Expertise
- Lifejackets
 - See Section 3 for recommended numbers and sizes. The Lifesaving Society has lifejackets available to purchase at cost for the LLS Program.
- Signage and Public Education Materials
 - The Lifesaving Society supplies all required banners, posters and public education materials during LLS Program implementation.
 - Future replacement of signage and public education materials is the partners' responsibility.

Annual Operation:

- Human Resources - Staff or volunteers who provide assistance to the public, monitor site, inspect lifejackets, etc.
- Replace lost or damaged lifejackets
- Replace educational materials and display (if original is lost/damaged).
- Promotion through publicity, advertising, service announcements and media.
 - Increases public awareness in your community about the Lifejacket Loaner Station.

Section 4

Funding a Lifejacket Loaner Station Program

Planning for Lifejacket Replacement

It is important to have a plan in place for lifejacket replacement before you open the LLS Program for the season. When creating a lifejacket replacement plan consider:

- Purchasing new lifejackets at the beginning or end of each season.
- Annual budget for items such as lifejackets can be supported by the community.
- Having an inventory of lifejackets for future use.

External Funding and Sponsorship

The Lifesaving Society is a charitable organization working to prevent drowning and water related injury. Monetary donations go towards Lifesaving Society Water Smart® initiatives, such as implementing and increasing the number of Lifejacket Loaner Station programs in Alberta and the Northwest Territories. Donations of “gifts in kind” such as lifejackets or building materials may also be eligible for charitable receipts.

Donors are recognized through signage at Lifejacket Loaner Station sites, on our website, and in our annual report. They are recognized through the following categories: Distinction Club (donations of \$500 or more); Merit Club (donations between \$300 and \$400); Bronze Club (donations between \$100 and \$299); and Friends of the Society (donations up to \$99).

To help with the costs of the Lifejacket Loaner Station Program you can apply for external funding, grants or sponsorship, ask for donations and use community champions / volunteers to support the daily operation of the LLS Program.

Included in this section is a sponsorship package that may be provided to potential donors.



LIFESAVING SOCIETY®
The Lifeguarding Experts

MEMORANDUM

Alberta and Northwest
Territories Branch

To: Lifesaving Society Supporter
From: Lifesaving Society Alberta and Northwest Territories
Subject: Lifejacket Loaner Station Program & Water Smart® Education

Thank you for your interest in supporting the Lifesaving Society's Lifejacket Loaner Station Program. The Lifesaving Society is a national charitable organization with a humanitarian mandate to prevent drowning and water-related injury. Your generous support helps the Society conduct research into fatal and non-fatal drownings, aquatic injuries and rescue interventions. Ongoing research and analysis supports the Society's evidence-based training and Water Smart® education.

Within Alberta and the Northwest Territories, the Lifesaving Society contributes to the safety, health and well-being of individuals, families and communities through our education and training programs that provide opportunities for active living, recreation and sport. Our collective efforts help make Alberta and the Northwest Territories a safer place to live, work, and play.

Monetary donations go toward specific Lifesaving Society Water Smart® initiatives such as implementing and increasing the number of Lifejacket Loaner Station programs in Alberta and the Northwest Territories. Donations of "gifts in kind" such as lifejackets or building materials may also be eligible for charitable receipts.

Donors are recognized through signage at Lifejacket Loaner Station sites, on our website, and in our annual report. They are recognized through the following categories: Distinction Club (Donations of \$500 or more); Merit Club (Donations between \$300 and \$400.); Bronze Club (Donations between \$100 and \$299); and Friends of the Society (Donations up to \$99).

To get involved, contact the Lifesaving Society at (780) 415-1755 or email: experts@lifesaving.org. For more information, visit www.lifesaving.org

[Reg. Charity No. 11912 9021 RR0001](#)
13123 – 156 Street
Edmonton, Alberta T5V 1V2 Canada



T: 780-415-1755
F: 780-427-9334
E: experts@lifesaving.org
www.lifesaving.org



LIFESAVING SOCIETY®

The Lifeguarding Experts

About the Lifesaving Society

Working To Prevent Drowning and Water-Related Injury.

The Lifesaving Society is a full-service provider of programs, products and services designed to prevent drowning. We save lives and prevent water-related injury through our training programs, Water Smart public education, drowning research, aquatic safety management and lifesaving sport.

We are 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.

We have been teaching swimming, water safety and water rescue in Canada since 1896. Established in England (1891) as The Swimmers' Life Saving Society, we became The Royal Life Saving Society in 1904. Today, we are known as simply the Lifesaving Society.

The Lifesaving Society is a leader and partner in the delivery of water safety education throughout Canada and around the world (The Society operates globally in over 25 countries). We represent Canada in the Commonwealth Royal Life Saving Society and we are Canada's Full Member in the International Life Saving Federation (ILS). The World Health Organization recognizes ILS as the world authority in the global effort to prevent drowning. The Lifesaving Society takes lead responsibility for drowning prevention in Canada.

Teaching Canadians to save themselves and rescue others

Annually, over 1,200,000 Canadians participate in our swimming, lifesaving, lifeguard, first aid and leadership programs. Each year, we certify thousands of instructors who provide the leadership for our training programs. Over 30,000 Canadians earn our Bronze Medallion each year. As Canada's lifeguarding experts, we set the standard for lifeguard training and certify 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. We deliver Water Smart messages through our swim program, through the media and community action. Our 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. We perform aquatic safety audits and serve as experts in legal cases involving aquatic safety.

[Reg. Charity No. 11912.9021 RR0001](#)

13123 – 156 Street

Edmonton, Alberta T5V 1V2 Canada



T: 780-415-1755
F: 780-427-9334
E: experts@lifesaving.org
www.lifesaving.org



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The Lifeguarding Experts

DONATE

TO CANADA'S DROWNING PREVENTION CHARITY

FOR A 'CANADA FREE FROM DROWNING AND WATER-RELATED INJURY'

- The Lifesaving Society is Canada's lifeguarding expert. The Society is a national, charitable organization with a humanitarian mandate to prevent drowning and water-related injury.
- All donations are gratefully received and a charitable receipt is issued.
- Monetary donations go toward Lifesaving Society Water Smart® initiatives such as implementing and increasing the number of Lifejacket Loaner Station programs in Alberta and the Northwest Territories. Donations of "gifts in kind" such as lifejackets may also be eligible for a charitable receipt.
- To make a donation simply complete this donation form and return it to the Lifesaving Society Alberta and Northwest Territories by mail, fax or email. You can also donate to the Lifesaving Society through Canada Helps (Search: Lifesaving Society - Alberta & Northwest Territories).
- Donors are recognized through our website, in our annual report and through promotions where applicable.
- Donation Classes
 - Distinction Club (donations of \$500 or more)
 - Merit Club (donations between \$300 and \$499)
 - Bronze Club (donations between \$100 and \$299)
 - Friends of the Society (donations up to \$99)

DONATION FORM

Contact Information

Contact Name:

Address:

City/Town:

Province / Territory:

Postal Code:

Phone Number:

E-mail:

Donation Amount

\$10 \$20 \$50 \$100

Other (please indicate amount) \$ _____

Payment/Billing Information

Cheque Visa Mastercard

Credit Card Number:

Expiry Date:

Name on Credit Card (as it appears):

- Donations are eligible for a tax receipt
- Please make cheques payable to LIFESAVING SOCIETY
- The personal information requested on this form is collected for the purpose of administering donations to the Lifesaving Society only. Visit www.lifesaving.org for our privacy policy.

Lifesaving Society Alberta and Northwest Territories
Canada's Drowning Prevention Charity
Reg. Charity No. 11912 9021 RR0001

13123 – 156 Street NW
Edmonton, Alberta
Canada T5V 1V2

T: 780-415-1755 | F: 780-427-9334
experts@lifesaving.org
www.lifesaving.org

Section 5

Building a Lifejacket Loaner Station Kiosk

Recommended Schematics

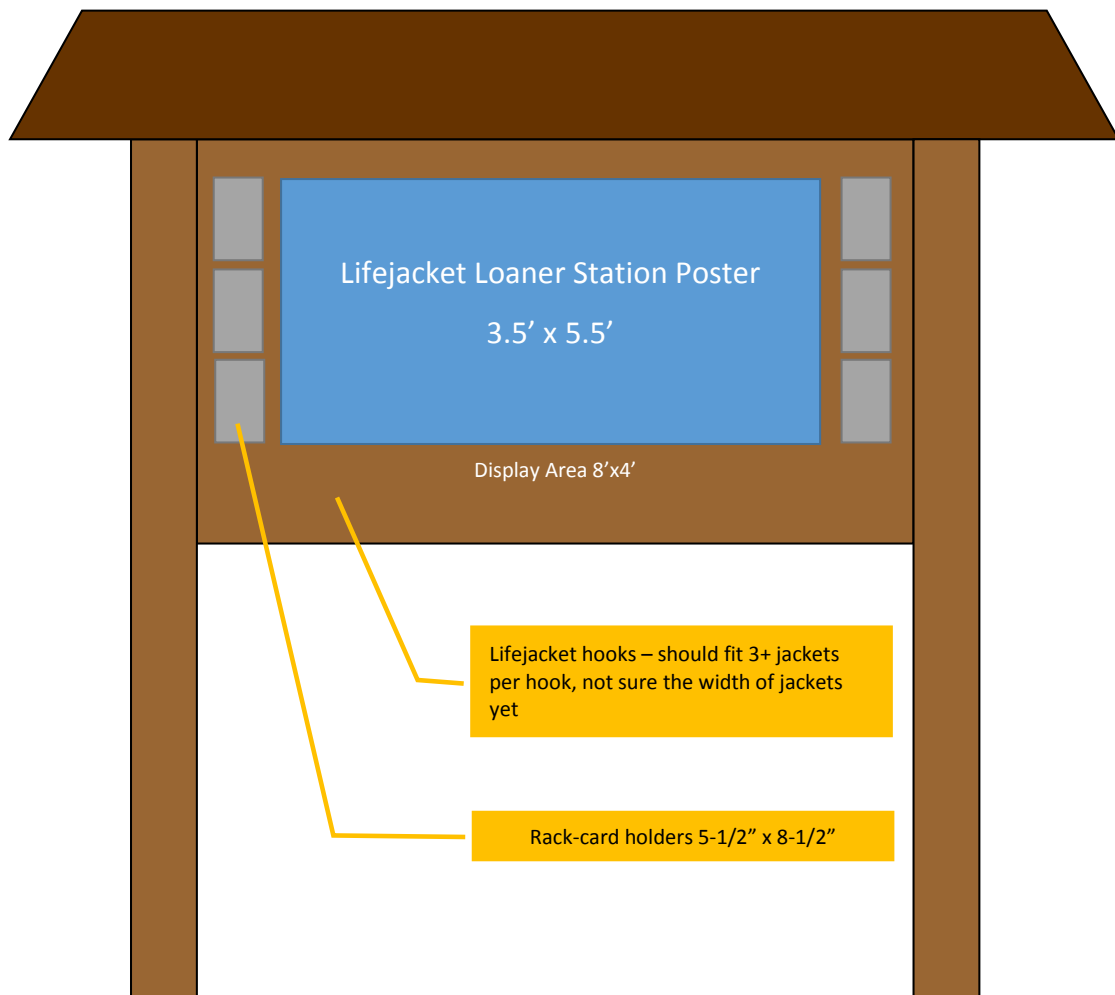
If you do not have an existing structure to use as a LLS kiosk, the Lifesaving Society has provided sample planning / building guidelines to create a new kiosk. Please see the sample schematics on the following pages or contact the Lifesaving Society for more information.

Note: A new structure should be built according to jurisdictional requirements and may require a permit. Planning and development services in your jurisdiction should be contacted prior to building a new kiosk.

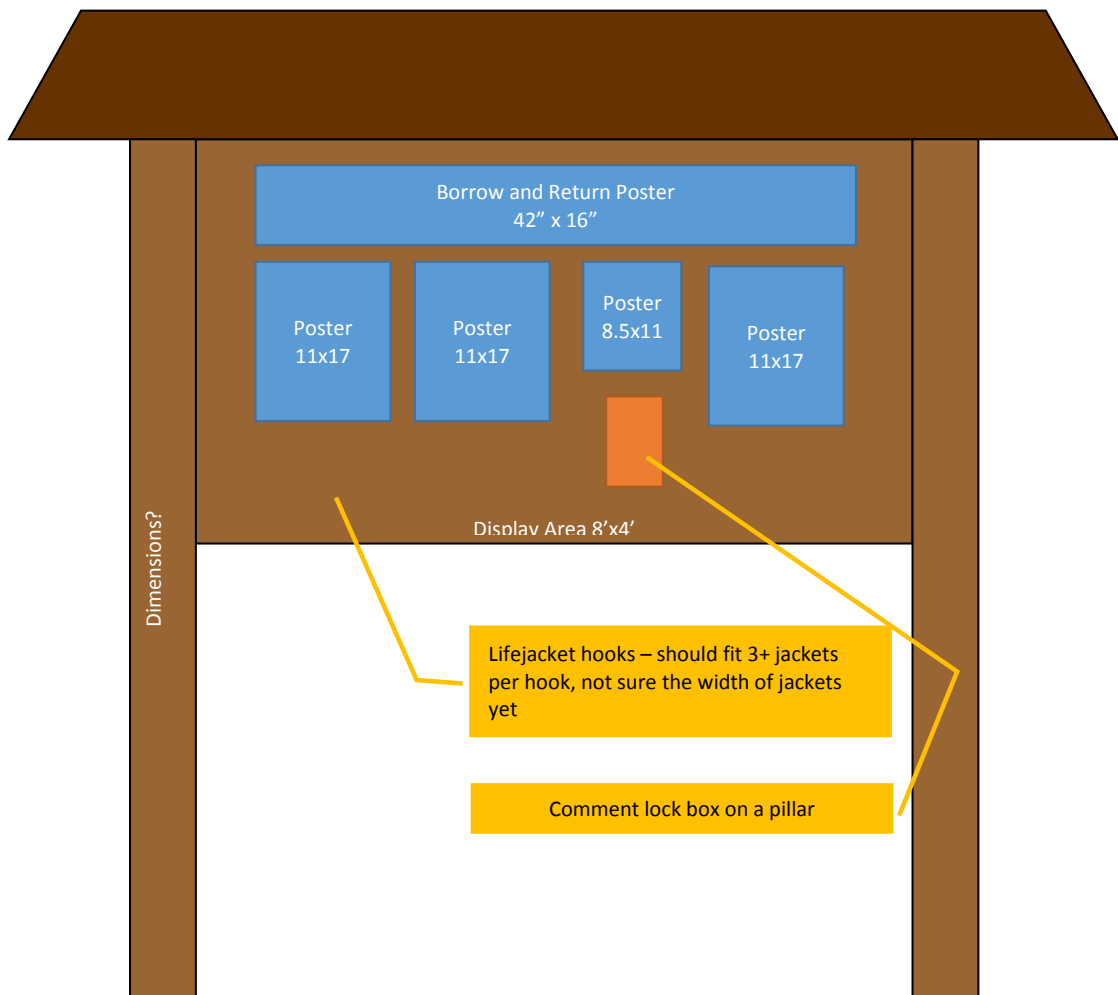
Sample Kiosks



Front



Back



Section 6

Operation and Maintenance

Operating a LLS Program involves completion of actions pre-season, during the operational season and post season. Community partners are responsible for making sure that all pre-season, post season and operational tasks are being completed.

Pre-season checklist:

- Notify the Lifesaving Society of your public education material inventory count using the Contact & Inventory Form at the end of this section.
- Decide when the kiosk will open for the season and when it will close for the season.
- Make sure the kiosk is in good condition and ready to open.
- Inspect and stock lifejackets for the kiosk. Refer to Section 3 for sizes and numbers.
- Decide if lifejackets and materials will be left out continually or put away daily.
- Display all required and chosen public education materials (banners, posters and rack cards). Refer to Section 3.
- Orient champion, staff and community volunteers to their roles and responsibilities for the LLS Program.
- Establish daily opening/closing times for the Lifejacket Loaner Station.

Operating Season

The operation and maintenance of a LLS Program should meet the needs of your community and be sustainable for continued operation. The Society recommends that operational tasks be completed either daily, weekly or monthly. Below is a sample Operations Checklist.

Daily Operations:

- Start of day:
 - Inspect kiosk for vandalism.
 - Structure
 - Banners/Posters
 - Public education materials
 - Lifejackets
 - Put out lifejackets and public education materials.
- End of day:
 - Clean lifejackets if required. Leave lifejackets to dry in a secure and well ventilated area.

Section 6

Operation and Maintenance

- Remove any lifejackets from stock which are obviously not in good condition.
- Inspect that lifejackets are in good condition.
- Collect comment cards.

Monthly Operations:

- Perform an inventory check on lifejackets and public education materials.
- Evaluate usage and public feedback.
- Connect to Lifesaving Society.

End of the Season:

- Complete a final inspection of kiosk and lifejackets.
 - Discard any lifejackets that are no longer in good condition.
 - Complete a thorough post season cleaning and drying of lifejackets.
- Put LLS Program materials and resources (banners, posters, rack cards and lifejackets) in a warm, dry storage location where they can be accessed for the start of the next operating season.

Post Season - Reporting

- Complete and submit the Final Report Form form found in this section.
- Submit all Comment cards that were collected during the operating season.

Note: The Lifesaving Society can provide digital copies of the all forms related to the LLS Program upon request.



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**Lifesaving Society Alberta & Northwest Territories Branch
 Lifejacket Loaner Station – Contact & Inventory Form**

13123 – 156 Street, Edmonton, AB T5V 1V2
 Tel: 780-415-1755 Fax: 780-427-9334
 Email: experts@lifesaving.org

Please complete the information below and return to the Society prior to opening for the season.

SITE INFORMATION

Lifejacket Loaner Station Location: _____

Start Date: _____ Closing Date: _____ Main Contact Name: _____

E-mail: _____ Phone Number: _____

Shipping Address: _____

Secondary Contacts (Champions)

Name:	E-mail:
1. _____	_____
2. _____	_____

LIFEJACKETS

Please indicate how many lifejackets are currently at your site.

Infant: _____	Adult (M): _____
Child: _____	Adult (LG): _____
Youth: _____	Adult (XLG): _____
Adult (SM): _____	Adult (XXLG): _____

Start of Season Inventory Form must be returned to the Society prior to opening for the season.



MATERIALS

Please check your kiosk materials and indicate any items that need to be replaced.

Posters

	Good	Fair	Needs Replacement
Lifejacket Loaner Station Locations Poster	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need a Lifejacket? You can Borrow One! Poster	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support the Lifejacket Loaner Station Program Poster	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Banners

Unfortunately, The Lifesaving Society is no longer able to provide banners for the Lifejacket Loaner Stations. The banners are not a required item for your station but a digital file can be provided upon request for independent printing.

	Good	Fair	Needs Replacement	Request Digital File
Lifejackets Save Lives Banner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Return Lifejackets Immediately After Activity Banner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Icing Call Banner (Winter Banner)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Start of Season Inventory Form must be returned to the Society prior to opening for the season.



Rack Cards

	Not Required	Required	Quantity Required		Not Required	Required	Quantity Required
Be a Water Smart Boater	<input type="radio"/>	<input type="radio"/>		Swim to Survive	<input type="radio"/>	<input type="radio"/>	
How to Fit a Lifejacket	<input type="radio"/>	<input type="radio"/>		Don't Drink and Drown	<input type="radio"/>	<input type="radio"/>	
Within Arm's Reach and Active Supervision	<input type="radio"/>	<input type="radio"/>		Be Ice Smart (winter)	<input type="radio"/>	<input type="radio"/>	
Know Before You Go	<input type="radio"/>	<input type="radio"/>		Donation Card	<input type="radio"/>	<input type="radio"/>	

Lifejackets

The Lifesaving Society is partnered with vendors who can provide lifejackets that are

Transport Canada Approved.

Please note that the supplier requires 3 weeks to ship the lifejackets.

	Cost Price (+ GST & Shipping)	Quantity Required
Infant (30 lbs. or less) (9-14 kg)	\$45.00	
Child (30-60 lbs.) (14-27 kg)	\$45.00	
Youth (60-90 lbs.) (27-41 kg)	\$45.00	
Adult (90 lbs. or more) (Universal)	\$45.00	
Adult (Oversize)	\$45.00	

I am interested in obtaining used lifejackets (YES/NO/MAYBE): _____

Start of Season Inventory Form must be returned to the Society prior to opening for the season.



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**Lifesaving Society Alberta & Northwest Territories Branch
Lifejacket Loaner Station – Contact & Inventory Form**

13123 – 156 Street, Edmonton, AB T5V 1V2

Tel: 780-415-1755 Fax: 780-427-9334

Email: experts@lifesaving.org

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Additional Comments/Recommendations:

Start of Season Inventory Form must be returned to the Society prior to opening for the season.



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Lifesaving Society Alberta & Northwest Territories Branch Lifejacket Loaner Station – Final Report Form

13123 – 156 Street, Edmonton, AB T5V 1V2
Tel: 780-415-1755 Fax: 780-427-9334
experts@lifesaving.org

Page 1 of 3

Thank you for operating a Lifejacket Loaner Station Program this season.

Please complete this form and send it back to the Society's office by **within 30 days of your program closing**. This closing report will help us determine what strategies are needed for the start of the next season. Please include any photos of your program. These can be sent by email.

Site Information

Lifejacket Loaner Station Location: _____

Start Date: _____ Close Date: _____ Main Contact Name: _____

E-mail: _____ Phone Number: _____

Shipping Address: _____

Lifejackets

Please indicate how many lifejackets are at your LLS and circle which sizes were used the most.

Infant: _____

Adult (SM): _____

Child: _____

Adult (LG): _____

Youth: _____

Adult (XLG): _____

Adult (XXLG): _____

1.) How often were the Lifejackets checked?

Daily Weekly Other _____

2.) Who checked the Lifejackets?

Staff Operator Volunteers

3.) Were the Lifejackets left out 24/7?

Yes No

If No, where/how were Lifejackets stored?

4.) Did you run out of Lifejackets? Yes No

5.) What Strategies do you have for Lifejacket Replacement?

Final Report must be returned to the Society by within 30 days of the closing date.



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**Lifesaving Society Alberta & Northwest Territories Branch
 Lifejacket Loaner Station – Final Report Form**

13123 – 156 Street, Edmonton, AB T5V 1V2
 Tel: 780-415-1755 Fax: 780-427-9334
 experts@lifesaving.org

1.) Did your kiosk incur any damage/vandalism during the season? Yes No

If Yes, please describe:

Please answer the following questions about the overall program

1.) Would you recommend this program to others? Yes No

2.) What were the biggest successes & challenges you experienced this season?

3.) Was there interest from the public in making donations?
 (Monetary, donating used lifejackets, sponsorship, etc.) Yes No

4.) Additional comments and feedback:

5.) When do you plan to open next season?

Thank you for your feedback and we look forward to the next season.

Final Report must be returned to the Society by within 30 days of the closing date.

Section 7

Risk Management

Community partners are responsible for creating and implementing a risk management strategy for their LLS Program. All staff, champions and community volunteers should be familiar with LLS Program operating policy and procedures. Policy and procedures should reflect current capacity and program needs.

As per the LLS Program Agreement, (see sample Lifejacket Loaner Station Program Agreement on the following page), partners are required to carry general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence.

LLS Program kiosks should have the following risk statement clearly posted:

“The owner/operator of this Lifejacket Loaner Station Program disclaims all responsibility for any injuries or damage that might occur to your person from use of any supplied equipment. The use of the supplied equipment does not replace or eliminate the need for active adult supervision and responsible behavior of the user in and around the water.”

Partners requiring support for risk management, safe operation of a LLS Program or in the event of an incident should contact the Society.



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This Agreement made this ____ day of _____, 20__

**Agreement
Lifejacket Loaner Station Program
(the “LLS program”)**

Between:

**The Royal Life Saving Society Canada, Alberta and Northwest Territories Branch
(the “Society”)**

– and –

Introduction

Part of the Society’s mandate is to raise awareness around of drowning prevention and water-related injuries through public education. The LLS program is a part of the Society’s annual Water Smart® Campaign. This includes increasing awareness about the importance of wearing lifejackets when in, on or around open water.

The LLS program is currently operating throughout Alberta and the Northwest Territories. The LLS program provides lifejackets for the public to borrow (at no cost) from designated kiosks. The LLS program also provides Water Smart® materials for public education. Lifejackets must be returned to the kiosk immediately after activity.

The LLS program may be available in the winter for information about ice safety.

Overview of the Agreement

The Society shall manage the LLS program including brand identity and educational materials. The LLS program and education component (banners, messaging, etc.) shall be provided by the Society as a part of the Water Smart® Campaign. The cost of building, maintaining and monitoring the LLS program shall be funded by Partner (kiosk, lifejackets, etc.). Partner shall be responsible for the costs associated with any personnel for the LSS program.

The parties agree as follows:

1. The Society’s Responsibilities

- 1.1 The Society will promote and implement the LLS program throughout Alberta and the Northwest Territories. This will include but is not limited to, providing signage and educational material. Additional supports for LLS program may be provided based on the unique needs of the program.
- 1.2 The Society will regularly evaluate the effectiveness of the LLS program by facilitating seasonal evaluations and reports. The Society will share such evaluations and reports with Partner
- 1.3 The Society will collaborate with Partner on LLS program.
- 1.4 The LLS program will, at its own expense and without limiting its liabilities herein, insure its operations

Lifesaving Society Lifejacket Loaner Station Program



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under a contract of General Liability Insurance. In accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof.

2. Partner responsibilities:

- 2.1 Partner will use an existing structure, or will install at their own expense a kiosk, to function as the LLS program. The LLS will have lifejackets and educational materials accessible to the public.
- 2.2 Partner will own the kiosk and lifejackets.
- 2.3 Partner will maintain a Water Smart® education component and share public comments with the Society.
- 2.4 Partner will monitor and support the LLS program within their capacity and policy. This will include putting the lifejackets out and inventory the number and condition of lifejackets. They will also remove or repair damaged or unsafe lifejackets.
- 2.5 Notify the Society of missing or damaged lifejackets.
- 2.6 Partner is responsible for replacement of lifejackets.

3. LLS program Message

The following risk message will be posted at each LLS program:

“The owner/operator of this Lifejacket Loaner Station Program disclaims all responsibility for any injuries or damage that might occur to your person from use of any supplied equipment. The use of the supplied equipment does not replace or eliminate the need for active adult supervision and responsible behavior of the user in and around the water.”

4. Hold Harmless

- 4.1 The Society agrees to indemnify and hold harmless Partner from any and all third party claims, demands, or actions for which the Society is legally responsible, including those arising out of negligence or willful acts by the Society or the Society’s employees, agents or subcontractors.
- 4.2 Partner agrees to indemnify and hold harmless the Society from any and all third party claims, demands, or actions for which Partner is legally responsible, including those arising out of negligence or willful acts by Partner or Partner employees, agents or subcontractors.
- 4.3 Partner assumes no liability for the delivery or effectiveness of the LSS program. The Society assumes no liability for any of Partner responsibilities throughout this Agreement.



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5. Term and Termination

- 5.1 This Agreement is deemed to have become effective as of ____ day of _____, 20__.
- 5.2 The term of this Agreement is 5 years from the effective date of this Agreement.
- 5.3 Either party - may terminate this Agreement, without cause, upon 60 days written notice to the other party.

6. Representatives

The Society and Partner shall each appoint a single individual responsible for dealing with disputes arising out of this Agreement. The following two individuals are the designated primary contacts:

The Society:

Jonathan Kusyanto
Executive Director
Lifesaving Society Alberta and Northwest Territories
13123 – 156 Street, Edmonton, Alberta T5V 1V2
Telephone: 780-415-1755
Fax: 780-427-9334

Partner:
Representative name:
Representative Title:
Representative Organization
Address
Telephone:
Fax:
Email:

7. FOIP

The Society acknowledges that all documents submitted to Partner under this Agreement are subject to the *Freedom of Information and Protection of Privacy Act*.

8. Miscellaneous

- 8.1 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
- 8.2 This Agreement shall be interpreted according to the laws of the Province of Alberta.
- 8.3 If any part of this Agreement is found to be unenforceable, that part shall be considered separate and severable and the other parts shall remain enforceable to the fullest extent permitted by law.

Lifesaving Society Lifejacket Loaner Station Program

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The parties have signed this Agreement as of the date first above written.

Partner in right of Alberta,
 as represented by

Royal Life Saving Society Canada –
 Alberta and Northwest Territories Branch

Signature

Signature

Name/Title

Name/Title

Date

Date

Section 8

Promotion

Community Engagement

It is important that your community knows that a LLS Program has been implemented and where to find the kiosk. LLS Programs work when the public accessing the waterfront know where to find the kiosk, and have been educated about the importance of wearing a lifejacket.

Ways to Increase Community Engagement:

- Plan or participate in public education events using LLS Water Smart resources.
- Engage the community through schools, other public venues and media.
- Engage with local aquatic centres to promote the LLS Programs in your region.

Lifejacket Loaner Stations and the Media

Local media can be a resource to inform and educate the public about the LLS Program operating in your community. Media should be referred to the Lifesaving Society if you feel that you need support to answer questions.

Section 9

Winter Lifejacket Loaner Station Program

Ice Safety Banner (optional)

Drowning can happen at any time of the year. Gain the most out of your Lifejacket Loaner Station and “winterize” it. By winterizing your Lifejacket Loaner Station, you will increase public knowledge surrounding cold water and ice safety. Contact the Lifesaving Society for support and resources.



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
Website: 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
Website: 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
Website: www.lifesaving.mb.ca

National Office

1145 Hunt Club Road, Suite 001
Ottawa ON K1V 0Y3
Telephone: (613) 746-5694
Fax: (613) 746-9929
E-mail: experts@lifesaving.ca
Website: 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
Website: 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
Website: 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
Website: 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
Website: 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
Website: 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
Website: 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
Website: www.lifesavingsociety.sk.ca



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