

SEE AUDITOR PROGRAM 2017 MANDATORY UPDATE GUIDE

FOR LIFESAVING SOCIETY AFFILIATE DELIVERY PARTNERS AND SEE AUDITORS





SEE AUDITOR PROGRAM 2017 MANDATORY UPDATE GUIDE FOR LIFESAVING SOCIETY AFFILIATE DELIVERY PARTNERS AND SEE AUDITORS

Published by the Lifesaving Society, First Printing March 2017

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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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SEE AUDITOR PROGRAM 2017 MANDATORY UPDATE GUIDE

FOR LIFESAVING SOCIETY AFFILIATE DELIVERY PARTNERS

AND SEE AUDITORS



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 waterrelated 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 lifequarding experts, the Lifesaving Society sets the standard for lifeguard training and certifies Canada's National Lifeguards.

Making Canadians Water Smart

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

Drowning Research

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

Setting the Standard

The Lifesaving Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic industry, governments and the judiciary. The Society offers a suite of services to help aquatic facility operators maintain and improve safe pool and waterfront operations. The Society performs aquatic safety audits and serves as experts in legal cases involving aquatic safety.

Introduction

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

The SEE (Supervision, Evaluation, and Enhancement) Audit program was developed to assist owner's and owner's agents of supervised swimming pools in evaluating lifeguard surveillance and instructional teams. This program uses a standardized approach and provides qualitative measurement for performance expectations.

SEE Audits are intended to assess lifeguard surveillance or instructional teams and provide opportunity for auditors to work with facility management, lifeguard staff and instructional staff to enhance performance. The audits work best when staff are aware that an auditor will be on-site to conduct a SEE Audit.

SEE Audits are conducted by a certified Lifesaving Society SEE Auditor. SEE Auditor's have a strong understanding of lifeguarding surveillance and supervision systems as they are also certified National Lifeguard Instructors.

A SEE (Supervision, Evaluation, and Enhancement) Audit can be conducted quickly often between 15-30 minutes and can be conducted during any type of activity. The audit report is completed by the SEE Auditor and submitted to facility management immediately following the completion of the audit.

SEE Auditors should inform staff and the facility supervisor of the results immediately following the audit in addition to providing recommendations for improvement and enhancement.

Mandatory Update

The SEE Auditor Program - 2017 Mandatory Update is to introduce updated SEE Audit Reports, a new SEE Audit Process and updated policies and procedures for the SEE Auditor program.

Affiliate Delivery Partners and SEE Auditors will use this guide to complete the SEE Auditor Program - 2017 Mandatory Update.

Acknowledgements

We gratefully acknowledge the affiliates, instructors and participants who continue to provide excellent feedback to improve SEE Auditor. We couldn't do it without your commitment and support. Thank you!

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Section 1: SEE Auditor Program 2017 Mandatory Update

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

The Mandatory Update includes a new process for SEE Audits which includes specific roles and responsibilities for auditors and affiliates, new SEE Audit Reports, and updated policies and procedures for SEE Auditor and SEE Auditor recertification. A Lifesaving Society Distance Recertification Form has been included in the guide.

Completing the Mandatory Update

The updates to the SEE Auditor Program are straight forward. SEE Auditors complete the Mandatory Update by reviewing the information provided in this guide, completing the SEE Auditor Program 2017 Mandatory Update Individual Agreement and submitting it to the Lifesaving Society. Affiliates must be aware of the changes to the SEE Auditor Program so they understand the process for conducting SEE Audits.

NOTE: SEE Auditors who have completed their original course after November 1, 2016 are not required to complete the Mandatory Update.

Time Frame

Action	Effective Date
SEE Auditor Course delivered using revised content	November 1, 2016
SEE Auditor Program - 2017 Mandatory Update Launch	March 13, 2017
Updated SEE Audit Reports available	March 13, 2017
Current certified SEE Auditors who have completed the Mandatory Update conduct SEE Audits using the updated process	March 13, 2017

Mandatory Update Process

- **D** Review and understand the Mandatory Update implementation time frame.
- **D** Review and understand the roles and responsibilities for Affiliate Delivery Partners and SEE Auditors.
- □ Review and understand the updated SEE Audit Process.
- □ Review and understand changes to SEE Audit Reports.
- □ Review and understand changes to policies and procedures.
- Complete and return the SEE Auditor Program 2017 Mandatory Update Individual Agreement to the Society.

Mandatory Update Roles and Responsibilities

Affiliate Delivery Partners

- Plan for implementation and use of updated SEE Audit process when scheduling SEE Audits
- Use updated current certified SEE Auditors to conduct SEE Audits after March 13, 2017
- Order required SEE Audit Report prior to each scheduled SEE Audit
- Understand the roles and responsibilities of affiliates and SEE Auditors

SEE Auditors

- Complete the Mandatory Update and hold a current SEE Auditor prior to conducting SEE Audits after March 13, 2017
- Use updated SEE Audit Reports when conducting SEE Audits
- Adhere to the Lifesaving Society Code of Conduct for Inspectors and Auditors

Section 2: Planning for Implementation

Section 2 outlines the updated process for planning and conducting a SEE Audit.

Affiliates and SEE Auditors planning and conducting SEE Audits in their community are required to understand and follow the new SEE Audit Process.

Current Process	Change	Updated Policy				
SEE Auditors conduct SEE Audits as needed within their community.	Yes	The SEE Audit process has been formalized with specific responsibilities identified for SEE Auditors and the Affiliate.				
Rationale for Change						
The SEE Audit Process has been formalized with specific responsibilities to improve quality assurance of SEE Audits.						

The SEE Audit Process has been formalized with specific responsibilities to improve quality assurance of SEE Audits. The revised process better directly supports affiliates in enhancing the effectiveness of lifeguard and instructional teams.

See Audit Process

Affiliate Responsibilities

- 1. Identify a current certified SEE Auditor to complete the SEE Audit
- 2. Establish date for the SEE Audit with the Auditor and book a pre-audit meeting to complete the Visitation Information (the Society can provide a list of SEE Auditors in your area if needed)
- 3. Order the SEE Audit Report from the Lifesaving Society
- 4. Assign a facility liaison for the SEE Auditor to access for the duration of the audit
- 5. Meet with the SEE Auditor following completion of the audit report
- 6. Submit the SEE Audit summary results to the Lifesaving Society and keep a copy of the report on file

SEE Auditor Responsibilities

- 1. Work with the facility liaison to establish the dates of the SEE Audit
- 2. Confirm that the Facility has ordered the SEE Audit report
- 3. Meet with the facility liaison prior to the audit to complete the SEE Audit visitation information
- 4. Review relevant documentation prior to conducting the audit (ie. Safety and Supervision Plan)
- 5. Conduct the audit
- 6. Meet with the facility liaison to share the results of the audit and provide them with the original completed copy of the audit report

Accessing SEE Audit Reports

The process for accessing SEE Audit Reports has been updated.

Current Process	Change	Updated Process						
SEE Audit Forms are available on the Lifesaving Society website www.lifesaving.org.	Yes	A SEE Audit Report must be ordered by the facility prior to each SEE Audit.						
Rationale for Change								
The Lifesaving Society is aligning safety services including SEE Audits. For quality assurance it is important that affiliates provide SEE Auditors with the most current copy of the appropriate audit report. By having affiliates order a SEE Audit Report prior to each audit the Society is able to always provide the most up to date version.								

Submitting SEE Audit Reports

There is a new added requirement for reporting as part of the SEE Audit Process.

Current	Change	Updated					
There is no specific reporting requirement for SEE Audits.	Yes	The SEE Audit Summary Results page is to be copied and submitted to the Lifesaving Society by the affiliate.					
Rationale for Change							
Information gathered through SEE Audit summary results will be used by the Lifesaving Society to support affiliates and to identify gaps or opportunities to enhance programs.							

Section 3: SEE Audit Report Content

Section 3 summarizes the content in the new SEE Audit Reports. The updated SEE Audit Reports combine multiple documents into three (3) comprehensive targeted resources for SEE Auditors to use in the assessment of safety supervision of aquatics staff.

SEE Audit Reports

Current	Change	Updated
 A total of 7 SEE Audit Forms exist: SEE Auditor Visitation Questionnaire Pool Lifeguard Team - Level 1 Level 2 - Pool Lifeguard Team Level 1 - Waterfront Lifeguard Team Waterfront Lifeguard Individual - Level 2 Instructional Team - Level 1 Individual Instructor - Level 2 	Yes	 Individual forms have been replaced by three (3) all inclusive SEE Audit Reports. The three (3) new SEE Audit Reports are: Pool/Waterpark Lifeguard SEE Audit Report Waterfront/Surf Lifeguard SEE Audit Report Aquatic Instructor/Coach SEE Audit Report Each audit report includes: Visitation Information Level 1 Evaluation Criteria and Scoring Level 2 Evaluation Criteria and Scoring Pages for notes and observations
Rationale for Change		
Having multiple forms and resources is difficult to	manage Th	his alignment has created less tools that are easier to

Having multiple forms and resources is difficult to manage. This alignment has created less tools that are easier to manage.

SEE Audit Overview and Process

Current	Change	Updated					
SEE Audit Overview and Process information was taught in the SEE Auditor course only.	Yes	All SEE Audit Overview and Process information is provided as the first section of each SEE Audit Report.					
Rationale for Change							
To improve understanding of and consistency for	the SEE Audi	t process.					

SEE Audit Evaluation Criteria

Current	Change	Updated						
SEE Audits evaluate visitation parameters on a three (3) step scale. Each visitation parameter is given a rating of 0, 3, or 5.	Yes	SEE Audits evaluate visitation parameters on a two (2) step scale. Each visitation parameter is given a rating of 0 or 5.						
Rationale for Change								
The three (3) step scale required that SEE Auditors complete their observation and use subjective criteria to assign a rating. Subjective criteria leads to inconsistent results between different SEE Auditors observing the same team of lifeguards or aquatic instructors/coaches.								
The updated evaluation criteria is more specific and is directly observed or measured by SEE Auditors. The quantitative evaluation criteria can be used with much more consistency by different SEE Auditors and provides facilities with data that can be compared to past/future data to evaluate the effectiveness of enhancements and training implemented by facilities.								

Sample SEE Audit Evaluation Criteria

Current	Updated
Application of Admission Standard	Application of Admission Policy
0 – Lifeguard not imposing admission standard 3 – Some evidence of admission standard being applied	0 - Policy not applied or enforced by Facility Reception, no signage
5 – Signage present and evidence of application of policy	5 - Policy applied and enforced by Facility Reception, signage is present

SEE Audit Scoring

Current	Change	Updated						
Visitation parameters are given a rating and a scaling factor is applied to give a total score out of 100. For Level 2 each individual staff member is on a stand alone scoring chart.	Yes	Visitation parameters are given a score of 0 or 5 and the total for the visitation parameters is multiplied to get a total score out of 100. For Level 2 each individual staff member is evaluated and scored on a single chart. Additionally an average score is calculated for the staff team.						
Rationale for Change								
To maintain national consistency of the SEE Audit program and for scoring consistency. Average score is calculated for Level 2 to provide affiliates with a more balanced overall view of team performance in Level 2 parameters.								

Sample Level 1 SEE Audit Scoring

urrent				Change	Updated
Visitation Parameters	Rating	Scaling Factor	Score	Yes	Visitation Rating Parameters
Application of Admission	/5	x2	/10		Application of Admission Policy /5
Standard					Rescue and First Aid Equipment
Staff in Uniform	/5	x1	/5		Placement
Communications with public/	/5	x1	/5		Lifeguard Positioning /5
staff					Coverage of Zone /5
Equipment Placement	/5	x1	/5		Rotation /5
Proper Stationing of	/5	x4	/20		Bather to Lifeguard Ratio /5
Lifeguards					Rule Enforcement /5
Proper Bather/Lifeguard Ratio	/5	x1	/5		Signage /5
Preventative Lifeguarding	/5	x4	/20		Total /40
Rescue Ready	/5	x2	/10		Total Score (Total x 2.5) %
Scanning Standard	/5	x4	/20		
Total Score			/100		

Current				Change	Updated					
Visitation Parameters	Rating	Scaling Factor	Score	Yes				/	/	/
Preparation	/5	x2	/10				090	· /	' /	' /
Participant Supervision	/5	x4	/20			Instructor,				
Formations	/5	x2	/10			lsu	/	/	/	/
Communications	/5	x4	/20		Visitation	In.1	ln. 2	ln. 3	In.4	Avg.
Progressions and Practice	/5	x4	/20		Parameters					Score
Instructor in	/5	x4	/20		Attendance	/5	/5	/5	/5	/5
Uniform					Planning	/5	/5	/5	/5	/5
Total Score			/100		Safety and Supervision	/5	/5	/5	/5	/5
					Formations	/5	/5	/5	/5	/5
					Communication	/5	/5	/5	/5	/5
					Progressions / Practice	/5	/5	/5	/5	/5
					Program Equipment	/5	/5	/5	/5	/5
					Instructor Uniform	/5	/5	/5	/5	/5
					Total	/40	/40	/40	/40	/40
					Total Score (Total x 2.5)	%	%	%	%	%

Sample Level 2 SEE Audit Scoring

Section 4: Policies and Procedures

Section 4 outlines changes to policies and procedures for the SEE Auditor program.

Lifesaving Society Policy Changes

Program	Current Policy	Change	Updated Policy
SEE Auditor	Current National Lifeguard Instructor	Yes	National Lifeguard Instructor (need not be
Prerequisite			current)
Rationale for Change			
Currency of prerequisites does not change the fundamental knowledge learned in National Lifeguard Instructor SEE Auditors need to conduct SEE Audits.			

Program	Current Policy	Change	Updated Policy
SEE Auditor Recertification	SEE Auditor Recertification is completed in-person at National Lifeguard Instructor Recertification	Yes	To recertify SEE Auditor 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.
Rationale for Change			
A distance recertification process established for SEE Auditor.			

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.

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
- Use current literature and materials (as required)



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SEE AUDITOR PROGRAM 2017 MANDATORY UPDATE INDIVIDUAL AGREEMENT

INFORMATION - Please print clearly		
NAME:		MEMBER #:
ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE: ()	ALT. PHONE: ()	FAX: ()
EMAIL:		DOB: YY/MM/DD

	CONDITIONS - Please read and complete	
1.	I have reviewed the information in the SEE Auditor Program 2017 Mandatory Update Guide. Download from www.lifesaving.org	Completed
2.	I understand the new SEE Audit and reporting process.	
3.	I have reviewed and understand the changes to SEE Audit Reports.	
4.	I have reviewed and understand the changes to policies and procedures.	
5.	I have read, understood and completed the conditions above.	

SIGNATURE:	DATE:
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Please submit completed form to the Lifesaving Society.

FOR OFFICE USE ONLY		
DATE PROCESSED	PROCESSED BY	



Reg. Charity No. 11912 9021 RR0001

 13123 - 156 Street
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 Edmonton, Alberta
 experts@lifesaving.org

 Canada T5V 1V2
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Lifesaving Society Distance Recertification Form

INFORMATION - Please print clearly		
NAME:		MEMBER #:
ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE: ()	ALT. PHONE: ()	FAX: ()
EMAIL:		DOB: YY/MM/DD

CONDITIONS - Please read and complete

Ge	neral Conditions - Applies to all recertifications	Completed
1.	l understand the roles and responsibilities that apply to my certification(s) and am in good standing with the Lifesaving Society.	
2.	I have read, understand and agree to adhere to the Lifesaving Society Code of Conduct(s) that apply to my certification(s).	
3.	I have reviewed and understand policies and procedures applicable to my certification(s).	
4.	I have completed Mandatory Updates (as required).	
5.	I have and use all required Lifesaving Society literature and materials applicable to my certification(s). Note: Refer to Policies and Procedures for required literature and materials.	
6.	I have read, understood and completed the conditions above for the recertification(s) I have requested.	
Lea	adership Recertification Conditions - Applies to leadership recertifications only	
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.	
	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.	
Soc	te: Electronic communications are the main means by which the Society communicates to members. It is mandato iety volunteers and instructors to remain subscribed to electronic communications such as Ripples. Instructors sho ned 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
	Training Programs		
Lifecturing Coast	Pool Official (Officials Level 2)		\$10.00
Lifesaving Sport	Meet Manager and Referee (Officials Level 3)		\$10.00
	SEE Auditor		\$25.00
	Aquatic Safety Inspector		\$25.00
Safety Management	Aquatic Safety Auditor		\$25.00
-	Aquatic Supervisor Training		\$11.00
	Aquatic Management Training		\$11.00
	Leadership - Level 1 Competency		
BOAT	Boat Operator Accredited Training Instructor		\$11.00
	Leadership - Level 2 Competency		
Lifesaving Sport	Lifesaving Sport Coach 1		\$10.00
Lifesaving Sport	Officials Instructor		\$10.00
	Leadership - Level 3 Competency		
First Responder	Boat Rescue for First Responder Instructor		\$36.00
Thist Responder	Swiftwater Rescue Instructor		\$36.00
		Total:	\$

PAYMENT INFORMATION			
Debit / Cash (in person)	☐ Master Card	🗌 Visa	□ Invoice P/O #
Credit Card #:		Expiry Date	: MM/YY
Name on Credit Card:		Phone num	ber (associated with CC):

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

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Publications of the Lifesaving Society are available from any Branch office. Inquiries from outside Canada should be directed to the National Office.

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