



**SWIM FOR LIFE**  
**2015 MANDATORY UPDATE GUIDE**



LIFESAVING SOCIETY®  
*The Lifeguarding Experts*



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## SWIM FOR LIFE 2015 MANDATORY UPDATE 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, 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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# SWIM FOR LIFE

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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.

# Foreword

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The Lifesaving Society is pleased to release the Swim for Life 2015 Mandatory Update Guide. The guide is designed as a resource for affiliate delivery partners, swim instructor trainers and swim instructors to update themselves with the revised program content, resources and policies and procedures for Swim for Life and the Swim Instructor programs. The guide outlines the Swim for Life 2015 Mandatory Update process, roll-out time frame and roles and responsibilities for affiliate delivery partners, swim instructor trainers and swim instructors.

The first three (3) sections of this guide will introduce the revisions made to Swim for Life and the Swim Instructor Course as well provide detailed information on the Swim for Life 2015 Mandatory Update process, roll-out time frame and roles and responsibilities of affiliate delivery partners, swim instructor trainers and swim instructors. The remaining sections will provide summaries of the revisions to program content and details on updated resources and policies and procedures. Sample Swim for Life and Swim Instructor resources are included.

The Lifesaving Society gratefully acknowledges the many affiliates, instructors, instructor trainers and participants (and their parents) who continue to provide input to enhance the Swim for Life program. We couldn't do it without your commitment and support.

The Society would like to acknowledge the following affiliates, staff and program participants for their role in testing the updated Swim for Life program content and Swim Instructor course.

- Town of Okotoks
- Town of Fort Smith
- City of St. Albert
- Westside Recreation Centre, Calgary
- Town of Hinton
- Town of Claresholm
- University of Lethbridge



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# Section 1: Swim for Life Revisions

## Introduction

The Lifesaving Society introduced its swim programs (2002 in Alberta; 2004 in Ontario) in response to Affiliate requests for a low-cost, hassle-free, and flexible learn-to-swim continuum that focused on basic swimming skills and strokes and lead seamlessly into lifesaving. In 2007, we merged the programs to create a single national learn-to-swim program called Swim for Life®.

In 2014, we updated the program. The 2015 edition of the Swim for Life Award Guide details the most recent changes which reflect the experiences of Affiliates and their instructors who teach the hundreds of thousands of swimmers who participate in Swim for Life every year.

The main focus of this revision was to improve the flow from Preschool into Swimmer levels and to simplify or clarify performance requirements (what we ask participants to do) and performance criteria (the standard we expect). We've closed some gaps in skill progressions and tweaked some items to enhance participant success. Specifically:

- We eliminated distance ranges (in levels before Adult Swimmer) to provide specificity on what is required to ensure consistency among instructors.
- We made stroke "Must Sees" more specific. Feedback suggested that instructors needed more direction on what a stroke should look like at each level.
- We shifted Swim to Survive items up one level (now starting at Swimmer 2) to better align the required swim distance with participant ability.
- We introduced Water Smart education as a stand-alone "Item" with "Must Sees" to ensure that appropriate water safety messages are delivered at specific Swim for Life levels.
- We introduced a few new items to fill perceived gaps in progressions.

There are no changes in the names or number of levels.

### Revised resources

The support materials for the revised program are now available. They include:

- Revised (2nd edition) Swim for Life Award Guide which contains item descriptions, purpose statements and performance requirements for all Swim for Life modules. The 2nd edition features a new cover so you can differentiate it at a glance from the 1st edition.
- Revised electronic Worksheets for all levels. Revised Worksheets carry the Swim for Life logo at the top (current worksheets have the Lifesaving Society logo) and 2014 in the copyright notice on the bottom
- Revised Accomplishment Records. The design is different so you can identify the revised versions at a glance.
- Affiliates and swim instructors/instructor trainers can order the revised Award Guide at any time. (The first edition is out of print).

We gratefully acknowledge the many Affiliates, instructors, participants (and their parents) who continue to provide excellent feedback to improve the Swim for Life program. We couldn't do it without your commitment and support. Thank you!



# Section 2: Swim Instructor Revisions

## Introduction

With the introduction of Swim for Life the Lifesaving Society needed a leadership program to prepare instructors to teach and evaluate Swim for Life programs. Swim Instructor follows Lifesaving Society Program Model Design and leadership philosophy.

The goal when revising Swim Instructor was to have a competency based leadership model where instructor candidates are evaluated using consistent, transparent and measurable performance criteria. Each content item, such as Evaluation, Communication and Lifesaving Society Knowledge, has a series of competency based performance criteria all of which must be met by instructor candidates. Competency based leadership models enhance quality assurance by providing consistent instructor candidate evaluation.

Swim Instructor has been enhanced by:

- Adding content
- Increasing number of peer teaching presentations to nine (9). Instructor candidates:
  - Learn in a safe setting under the supervision of an instructor trainer
  - Get immediate feedback on instructor competencies
  - Do not have to find placements to complete “practice teaching”
  - Experienced the same program content
  - Learn to teach by teaching
- Providing a one step instructor certification process to be eligible to teach and evaluate:
  - Swim for Life
  - Canadian Swim Patrol
  - Swim to Survive
  - Water Smart

### Revised Resources

Support materials for the revised program are now available. They include:

- Revised Swim and Lifesaving Instructor Course Lesson Plans (Twelfth Printing, January 2015)
- Revised test sheet
- New Swim Instructor Award Guide
- Revised Instructor Course Booklets

# Section 3: Swim for Life Program

## 2015 Mandatory Update

The Swim for Life 2015 Mandatory Update is completed through a distance process or facilitated through affiliate led in-service training. The intent of the Swim for Life 2015 Mandatory Update is to make sure swim instructors and instructor trainers are aware of the changes and are prepared to deliver revised Swim for Life and Swim Instructor programs.

### Rollout and Time Frame

Action	Time Frame
Rollout announcement by Lifesaving Society	May 2015
Affiliate Rollout and Transition to Swim for Life Program 2015 Revision	By December 31, 2016
Revised Swim Instructor Course Delivery	Effective June 1, 2015
Swim for Life 2015 Mandatory Update Completed - Swim Instructors Note: <ul style="list-style-type: none"> <li>Swim instructors may deliver the revised Swim for Life program prior to completing the mandatory update but are encouraged to complete the update as soon as possible.</li> </ul>	By December 31, 2016
Swim for Life 2015 Mandatory Update Completed - Swim Instructor Trainers Notes: <ul style="list-style-type: none"> <li>Swim instructor trainers must complete the 2015 Swim for Life Mandatory Update prior to teaching Swim Instructor Courses effective June 1, 2015</li> </ul>	By December 31, 2016

### Roles and Responsibilities

#### Affiliate Delivery Partners

- Implement revised Swim for Life and Swim Instructor programs
- Communicate implementation plan to staff
- Support staff during implementation
- Schedule updated Swim Instructor Trainer for Swim Instructor courses
- Understand roles and responsibilities of swim instructors and instructor trainers

#### Swim Instructor Trainers

- Complete the Swim for Life 2015 Mandatory Update
- Teach and evaluate Swim Instructor Original courses using revised program content and resources
- Support swim instructors in your community and while teaching the Swim and Lifesaving Instructor Recertification Courses

#### Swim Instructors

- Complete the Swim for Life 2015 Mandatory Update
- Teach and evaluate Swim for Life using revised program content and resources

## Revised Program Resources

The Swim for Life and Swim Instructor program revision is reflected in a number of resources and program materials. Please refer to the charts below to see what resources have been updated and where they can be found.

### Instructor Resources

Resource / Program Material	Where to Find
Swim for Life Award Guide	Order from the Lifesaving Society
Swim for Life Worksheets	Members Only
Stroke Must See Chart	Members Only
Water Smart Key Themes and Messages	Members Only
Policies and Procedures	www.lifesaving.org

### Instructor Trainer Resources

Resource / Program Material	Where to Find
Swim and Lifesaving Instructor Course Lesson Plans	Members Only
Swim Instructor Course Booklet	Part of Swim Instructor course package
Swim and Lifesaving Instructor Course Booklet	Part of Swim and Lifesaving Instructor course package
Swim Instructor Award Guide	Order from the Lifesaving Society
Policies and Procedures	www.lifesaving.org

### Affiliate Delivery Partner Resources

Resource / Program Material	Where to Find
Swim for Life Worksheets	Members Only
Swim for Life Accomplishment Records <ul style="list-style-type: none"><li>• Parent and Tot</li><li>• Preschool</li><li>• Swimmer</li><li>• Adult</li></ul>	Order from the Lifesaving Society or complete co-branding and self print
Swim for Life Registration (Conversion) Chart	Members Only
Swim for Life 2015 Mandatory Update Power Point Presentation	Order from the Lifesaving Society
Policies and Procedures	www.lifesaving.org

## Policies and Procedures

### What's Changed

- Swim Instructor Prerequisites
- Swim Instructor Course Length
- Programs swim instructors are eligible to teach

### Details of Changes

- Swim Instructor Prerequisites

Current Prerequisites	Revised Prerequisites (Effective June 1, 2015)
<ul style="list-style-type: none"> <li>• 16 years of age</li> <li>• Bronze Cross</li> <li>• Current Lifesaving Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of age</li> <li>• Bronze Cross</li> </ul>

- Swim Instructor Course Length

Current Course Length	Revised Course Length (Effective June 1, 2015)
<ul style="list-style-type: none"> <li>• 15 Hours</li> </ul>	<ul style="list-style-type: none"> <li>• 28 Hours</li> </ul>

- Swim and Lifesaving Instructor co-delivery remains 40 hours

- Courses swim instructor are eligible to teach

Current Delivery Eligibility	Revised Delivery Eligibility (Effective January 1, 2015)
<ul style="list-style-type: none"> <li>• Parent and Tot</li> <li>• Preschool</li> <li>• Swimmer</li> <li>• Adult Swimmer</li> <li>• Fitness Swimmer</li> <li>• Swim to Survive</li> <li>• Water Smart</li> </ul>	<ul style="list-style-type: none"> <li>• Parent and Tot</li> <li>• Preschool</li> <li>• Swimmer</li> <li>• Adult Swimmer</li> <li>• Fitness Swimmer</li> <li>• Canadian Swim Patrol                             <ul style="list-style-type: none"> <li>• Rookie Patrol</li> <li>• Ranger Patrol</li> <li>• Star Patrol</li> </ul> </li> <li>• Swim to Survive</li> <li>• Water Smart</li> </ul>

## Planning for Implementation

### Swim for Life Programs

- Affiliates may choose when to implement the revised Swim for Life program
- The Swim for Life 2015 Mandatory Update is available for swim instructors and instructor trainers to complete
- Affiliates may choose to facilitate the Swim for Life 2015 Mandatory Update for current staff and new hires through:
  - In-service training to facilitate the Mandatory Update Process led by an affiliate representative
    - A Power Point presentation will be provided by the Society upon request
    - Each staff member completes and returns a Swim for Life Program 2015 Mandatory Update Individual Agreement and Order Form
  - In-service training to facilitate the Mandatory Update Process led by a Lifesaving Society representative
    - Please contact the Society by phone or e-mail for information and scheduling
  - Have each instructor / instructor trainer complete the Swim for Life 2015 Mandatory Update individually

### Swim Instructor Original Courses

- The revised Swim Instructor content will be implemented in all Swim Instructor Courses effective June 1, 2015
- Swim Instructor and Swim and Lifesaving Instructor course packages shipped after May 1, 2015 include the Second Edition Swim for Life Award Guide

### Instructor Trainer Clinic

- Instructor Trainer Clinics scheduled after June 1, 2015 will reflect the revised Swim Instructor course and Swim for Life program content and materials

### Leadership Recertification Courses

- Do not complete the Swim for Life 2015 Mandatory Update

The Lifesaving Society is available for continued support of the Swim for Life and Swim Instructor programs.

## Mandatory Update Checklist

1. Understand the Swim for Life 2015 Mandatory Update roll-out and time frame.
2. Understand roles and responsibilities for the Swim for Life 2015 Mandatory Update.
3. Download revised resources from Members Only on the Lifesaving Society website.
  - Revised Swim for Life Worksheets
  - Stroke Must See Charts
  - Water Smart Key Themes and Messages
  - Sample Accomplishment Records
  - Policies and Procedures

4. Review and understand revisions to Swim for Life program content
  - Swim instructors
5. Review and understand revision to Swim Instructor program content
  - Swim instructor trainers
6. Complete the Swim for Life Program 2015 Mandatory Update Individual Agreement and Order Form found on [www.lifesaving.org](http://www.lifesaving.org) in Members Only
  - Swim Instructors have the option to order the Swim for Life Award Guide Second Edition, January 2015 at a reduced price when they complete the Swim for Life Program 2015 Mandatory Update Individual Agreement and Order Form
  - Swim Instructor Trainers must order a Swim Instructor Trainer 2015 Mandatory Update Package
  - Affiliate delivery partners may complete a single order form for staff
7. Return the completed Swim for Life Program 2015 Mandatory Update Individual Agreement and Order Form to the Lifesaving Society for processing

# Section 4: Swim for Life Content Revisions

## Summary of Changes

### Key Messages

- The Swim for Life program aligns with the Canadian Sport for Life and Long Term Athlete Development models to provide participants with programs designed to meet the changing needs of learners and athletes at all stages of development.
- Participants have the opportunity to follow multiple pathways within the program continuum and can enter and exit the continuum at any point.
- Research has shown that participants learn to do by doing. Swim for Life follows the “Demonstrate, Discuss, Do” delivery model which provides participants with the maximum amount of time to practice skills and provides teaching targeted to auditory, visual and kinesthetic learners.
- Progressions and standards are logical, straight forward and easy to understand.
- Program progressions are designed for maximum success and accessibility by eliminating barriers to success. A key focus of the program progressions in Swim for Life is the acquisition of the critical Swim to Survive skills.
- Evaluation standards set realistic, achievable goals.
- Our research and piloting with real learners has clearly demonstrated that the Lifesaving Society training progressions are “best methods” for teaching swimming. Every instructor teaches using these best methods, which are included in our standardized lesson plans and the Swimming and Lifesaving Instructor Handbook.
- The Swim for Life program review and revision was completed with an understanding that it must meet the needs of all Canadians and must allow for seamless progression into Canadian Swim Patrol.

### Focus of Revisions

- Based on feedback received the changes are focused mainly on Preschool and Swimmer Levels.
- Parent and Tot
  - Curriculum stayed the same
  - Slight modifications to “Must Sees”
- Adult Swimmer
  - Curriculum stayed the same (ranges still exist)
  - Modification made to “Must Sees” based on changes made to Swimmer levels

### What stayed the same:

- Names of levels
- Number of levels
- Fitness Swimmer

## What's Changed:

- Distance and time ranges
  - Eliminated the distance and time ranges in Preschool and Swimmer for more consistent evaluation as shown by examples below:

Item	Previous Standard	2015 Revised Standard
Preschool 5 - Item 3	Submerge and hold breath (5-10 sec.)	Submerge and hold breath 5 sec.
Swimmer 2 - Item 9	Interval training: 4x 9-12 m flutter kick with 10-15 sec. rests	Interval training: 4x 5 m flutter kick with 20 sec. rests
Swimmer 4 - Item 6	Breaststroke arms drill (10-15 m)	Breaststroke arms drill 15 m

- Stroke "Must Sees"
  - Have been revised to be more specific
  - Slight revisions and additional "Must Sees" to provide more clarity
  - Refer to the Stroke Must See Chart in Section 6 and on the Lifesaving Society website
- Sideways entry
  - Side roll has been replaced by sideways entry
  - Note: Starting position may be either front or side facing. Encourage swimmers to have feet at edge and enter water shoulder first
- Swim to Survive
  - Swim to Survive progressions have been realigned and now begin in Swimmer 2

Level	Previous Standard	2015 Revised Standard
Swimmer 1	Wearing PFD, jump into deep water, tread 30 sec., and kick on back (5-10 m)	
Swimmer 2	Jump into deep water, tread 30 sec., and swim/kick (15-25 m)	Wearing PFD, jump into deep water, tread 30 sec., and swim/kick on back (15 m)
Swimmer 3	Canadian Swim to Survive® standard: Roll entry into deep water, tread 1 minute, and swim 50 m	Jump into deep water, tread 30 sec., and swim/kick 25 m
Swimmer 4	Roll into deep water, tread (1-2 min.) and swim 50-75 m	Canadian Swim to Survive® standard: Roll entry into deep water, tread 1 minute, and swim 50 m
Swimmer 5		Roll into deep water, tread 90 sec. and swim 75 m



- Water Smart Messages
  - Affiliates asked for a bigger emphasis on Water Smart messages
  - These messages are now:
    - Embedded in content and program support materials
    - Targeted messages in each level based on Lifesaving Society Drowning Reports
    - Targeted messages on Achievement Records
  - Lifejacket vs. PFD
    - Research has shown that the general public is not familiar with the term PFD and therefore should be replaced with the generic term lifejacket
    - Anything that will be seen by the general public will use the term lifejacket
    - Instructor resources will continue to use PFD, as swim instructors, you know the difference
  - Swim for Life Water Smart Themes

	Within Arms Reach	Swim with a Buddy	Wear a Lifejacket	Check the Ice	Swim to Survive
<b>Parent and Tot</b>	✓		✓		✓
<b>Preschool</b>	✓		✓		
<b>Swimmer</b>		✓	✓	✓	✓
<b>Adult Swimmer</b>	✓	✓	✓	✓	✓

- Parent and Tot Water Smart Messages

	Parent and Tot 1	Parent and Tot 2	Parent and Tot 3
<b>Within Arms Reach</b>	Designate a backyard pool lifeguard.	Stay tub-side.	Drain bathtubs and standing water.
<b>Wear a Lifejacket</b>	Most parents make children wear lifejackets but don't wear one themselves.	Most drowning victims knew how to swim... wear your lifejacket	Lifejackets do not replace supervision by an adult.
<b>Swim to Survive</b>	Swim lessons are the first step to being safe around water. Take lessons until the end of curriculum.	Swimming skills need to be taught.	Swim to Survive teaches the minimum basic skills required to survive an unexpected fall into deep water.

○ Preschool Water Smart Messages

<b>Water Smart Theme</b>	<b>Message</b>
Within Arms Reach	Stay away from water unless you are with an adult.
Wear a Lifejacket	Is everyone in my family wearing lifejackets in the boat? Are they fastened properly?

○ Swimmer Water Smart Messages

	<b>Swimmer 1 and 2</b>	<b>Swimmer 3 and 4</b>	<b>Swimmer 5 and 6</b>
<b>Swim with a Buddy</b>	Never swim alone; always swim with a buddy.	Always swim with someone, even in your backyard pool.	The safest place to play and swim is in an area supervised by lifeguards.
<b>Wear a Lifejacket</b>	Is everyone in my family wearing lifejackets in the boat including me? Mom? Dad? Others?		
<b>Check the Ice</b>	Always have an adult check the ice thickness before going on it.	If the ice is safe, go with a buddy.	If you fall through ice, don't panic. Kick your feet, push yourself onto the unbroken ice on your stomach, roll away from the broken ice.
<b>Swim to Survive</b>	Follow the bubbles to the surface.	Stay calm, take a breath, look for safety.	Swim, rest, swim, get there.

o Adult Water Smart Messages

	<b>Adult 1</b>	<b>Adult 2</b>	<b>Adult 3</b>
<b>Within Arms Reach</b>	Toddlers and seniors are the most likely to drown in bathtubs.	Use a backyard pool gate that self-closes and latches.	Drain standing water.
<b>Swim with a Buddy</b>	Many drowning victims were swimming alone.		
<b>Wear a Lifejacket</b>	Most parents make kids wear a lifejacket but don't do it themselves.	Many victims in boat fatalities were not wearing a lifejacket.	A lifejacket is like a seatbelt - wear it before a crash.
<b>Check the Ice</b>	Learn how to measure ice thickness and check it before you go.	Dog walkers need to be careful. Many drown trying to save the dog (the dog usually survives).	Recreational snowmobilers are at high-risk for drowning - check the ice.
<b>Swim to Survive</b>	2/3 of those who drown, do so within 15 m of safety.	The majority of drowning victims did not even intend to get into the water.	

o Wear a Lifejacket

- Remember to reinforce appropriate PFD selection (size and fit, approved, buckles, zippers and fabric in good condition) in all levels

o Water Smart "Must Sees" and "Notes"

- Must See: Participation in a water activity reinforcing the water smart messages
- Note: Evaluation is based solely on the instructor introducing and reinforcing the Water Smart messages in a water activity

# Section 5: Swim Instructor Content Revisions

## Summary of Changes

### Key Messages

- Follows Lifesaving Society Program Model Design and leadership philosophy
- Content is aligned to a competency based leadership model
- Prepares instructor candidates to teach Swim for Life, Canadian Swim Patrol, Swim to Survive and Water Smart without additional practice teaching

### Focus of Revisions

- Remove Lifesaving Instructor prerequisite
- Transition to competency based leadership model
- Enhancement of lessons to align with competencies
- Revision of Peer Teaching presentations

### What stayed the same:

- The majority of Swim Instructor program content

### What's Changed

- Course delivery time increased to 28 hours
- Lifesaving Instructor prerequisite has been removed
- Swim instructors can teach and evaluate Canadian Swim Patrol
- Existing content revised to align with competency based leadership model
- Course content added to Swim Instructor
  - Canadian Sport for Life
  - Teamwork and Collaboration - in teaching
  - Ethics and Valuing Diversity
  - Problem Solving and Decision Making
- Quality Assurance key messages are integrated throughout course content
- Peer Teaching Presentations
  - Instructor competency demonstrated and evaluated nine (9) times
  - New peer teaching evaluation criteria
- Revised Swim and Lifesaving Instructor Course Lesson Plans
- Revised Instructor Course Booklets
- New instructor evaluation criteria aligned to competency based leadership model
  - New Swim Instructor Award Guide
  - New Instructor Evaluation form (see sample)

Instructor: \_\_\_\_\_

## Instructor Performance

### Planning

Performance Criteria	Pass / Fail	Comments
Using Society resources, plans a clear, logical flow of progressions and activities session to session/ topic to topic.		
Modified long-term plans includes all content items.		
Uses situations for candidates that require critical thinking and are age and skill level appropriate.		
Modifies short and long term plans in a way that effectively accommodates session timing, format, locations, class safety and candidate needs.		

### Evaluating

Performance Criteria	Pass / Fail	Comments
Uses the Award Guide criteria to evaluate candidate abilities.		
Identifies when activity/skill is not performed correctly. The root of the problem is identified and targeted with a new approach to correct the problem.		
Uses a variety of feedback methods to check for candidate learning.		
Explains the importance of effective evaluation and administration.		

### Presentation Skills

Performance Criteria	Pass / Fail	Comments
Presents complex instructions as a series of simple steps.		
Skills and knowledge are presented in logical progressions.		
Presents information that is age and level appropriate.		
Presents information in a manner that engages candidates.		
Demonstrations are seen and heard by all candidates.		

**Lifesaving Society Knowledge**

Performance Criteria	Pass / Fail	Comments
Explains information about the mandate, mission and motto, aims, history, activities and values of the Lifesaving Society.		
Demonstrates Lifesaving Society values at all times.		
Describes the role of candidates after they leave the course.		
Describes the role of the Lifesaving Society, affiliate and instructor in course delivery.		
Acts in accordance with and reinforces the Code of Conduct.		

**Curriculum Knowledge**

Performance Criteria	Pass / Fail	Comments
Refers to the Lifesaving Society literature and technical resources.		
Explains the difference between the awards of the Lifesaving Society programs they will teach.		
Describes the "why" behind a variety of skill items, or knowledge components that are included in Lifesaving Society Programs they will teach.		
Identifies Branch and National policies applicable to the programs/levels they will be teaching.		

**Learner Characteristics**

Performance Criteria	Pass / Fail	Comments
Describes 3 characteristics for the following age groups and why it is important for the Instructor to understand their differences: <ul style="list-style-type: none"> <li>Under 8 years of age</li> <li>8-12 years</li> <li>13-15 years</li> <li>16 years and older</li> </ul>		
Demonstrates knowledge of learner characteristics and behaviours.		

**Health and Safety**

Performance Criteria	Pass / Fail	Comments
Lists different emergency situations in an instructional setting.		
Demonstrate effective response to an in-class emergency scenario.		
Explains reasons for health and safety procedures in an instructional setting.		
Contributes to a safe learning environment.		

Uses safe formations.		
Continuously supervises the class.		
Models safe behaviour.		
Identifies unsafe behaviour and hazards and where possible stops/removes the behaviour/hazards.		
Discusses legislation and Lifesaving Society policies regarding harassment and violence in the workplace.		

### Facilitating and Mentoring

Performance Criteria	Pass / Fail	Comments
Uses a minimum of 2 facilitation methods effectively.		
Uses a minimum of 2 teaching formations.		
Gives candidates opportunities to: <ul style="list-style-type: none"> <li>Practice judgment</li> <li>Demonstrate problem-solving skills</li> <li>Build on their strengths</li> <li>Improve their weaknesses</li> </ul>		
Builds an environment of trust where candidates are engaged and participating actively.		

### Ethics and Valuing Diversity

Performance Criteria	Pass / Fail	Comments
Describes a minimum of three dimensions of diversity.		
Demonstrates manners (pro-social behaviours).		
Adapts teaching for working with candidates with varying levels of ability.		

### Communicating

Performance Criteria	Pass / Fail	Comments
Paraphrases and actively listens to candidates.		
Acknowledges and reacts appropriately to signals from candidates.		
Gives objective feedback that tells candidates how to improve or describe what they are doing correctly.		
Actively listens to and accepts feedback professionally and graciously.		

### Teamwork and Collaboration

Performance Criteria	Pass / Fail	Comments
Describes personal role in terms of tasks and relationships within the Lifesaving Society team.		

Provides a variety of activities to encourage the development of teams.		
Provides opportunities for candidates to express their ideas to each other.		
Adjusts plans to meet the needs of the team.		
Seeks help when needed.		

**Problem Solving and Decision-making**

Performance Criteria	Pass / Fail	Comments
Adjusts planning, teaching and evaluation relative to the changing environment.		
Uses appropriate words to expose the problem without any judgment.		
Applies criteria to solve the problem.		
Collects information and refrains from judgment when solving a problem.		
Uses Lifesaving Society resources to support decision making.		
Lists occasions when they might request help and explain why.		

**Skill Demonstration**

Performance Criteria	Pass / Fail	Comments
Describe the progressions of a variety of strokes and skills from Lifesaving Society Programs they will teach.		
Demonstrate at least one skill from each of the Lifesaving Society Programs they will teach		

**Additional Comments:**

**Course Start Date:**

**Course End Date:**

**Result:**

**Instructor Trainer:**

**Signature:**

Record results on Test Sheet and return this form to the Instructor candidate.





**LIFESAVING SOCIETY®**  
The Lifeguarding Experts

Alberta & Northwest Territories | 13123 – 156 Street | Edmonton, AB | T5V 1V2

**SWIM FOR LIFE 2015 MANDATORY UPDATE  
INDIVIDUAL AGREEMENT AND ORDER FORM**

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

Mandatory updates are an integral part of Lifesaving Society program quality assurance. Mandatory updates allow the Lifesaving Society to make sure that all leadership volunteers involved in the delivery of a program are using the most current program content, resources and policies.

Please read and complete the conditions for the Swim for Life 2015 Mandatory Update.

**CERTIFICATION (CHECK ALL THAT APPLY)**

- Swim Instructor Trainer                       Swim Instructor

**INFORMATION – Please print clearly**

NAME		MEMBER NO:
ADDRESS		
CITY	PROVINCE	POSTAL CODE
PHONE (    )	ALT. PHONE (    )	FAX (    )
EMAIL	DOB    YY / MM / DD	

**CONDITIONS – Please read and complete**

- |  |                          |
|--|--------------------------|
|  | <b>Completed</b>         |
| 1. I have reviewed the information in the Swim for Life 2015 Mandatory Update Guide. <ul style="list-style-type: none"> <li>• Download from <a href="http://www.lifesaving.org">www.lifesaving.org</a> in Members Only</li> </ul>  | <input type="checkbox"/> |
| 2. I have reviewed the following resources <ul style="list-style-type: none"> <li>• Swim for Life Worksheets</li> <li>• Stroke Must See Chart</li> <li>• Policies and Procedures</li> <li>• Water Smart Key Messages</li> <li>• Sample Accomplishment Records</li> </ul> | <input type="checkbox"/> |
| 3. I understand the roles and responsibilities that apply to my certification(s).  | <input type="checkbox"/> |
| 4. I have completed the Resources Order Form below as it applies to my certification(s).   | <input type="checkbox"/> |
| 5. I have read, understood and completed each condition above.   | <input type="checkbox"/> |

**RESOURCES ORDER FORM – Select the resources you would like to order based on your certification(s)**

ITEM DESCRIPTION	REQUIRED OR OPTIONAL	PRICE	
Swim for Life Award Guide (Second Edition)	Swim Instructor (Optional)	\$10.00	<input type="checkbox"/>
Swim Instructor Trainer 2015 Mandatory Update Package <ul style="list-style-type: none"> <li>• Swim for Life Award Guide (Second Edition)</li> <li>• Swim and Lifesaving Instructor Award Guide</li> <li>• Leadership Reference Manual</li> </ul>	Swim Instructor Trainer (Required)	\$35.00	<input type="checkbox"/>

**RESOURCE ORDER OPT OUT – Complete this section if materials are being ordered on your behalf by an affiliate.**

My required resources have been ordered by: \_\_\_\_\_   
(Facility)

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

**FOR OFFICE USE ONLY – Do Not Write In This Area**

DATE PROCESSED: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_



# SWIM FOR LIFE PROGRAM 2015 MANDATORY UPDATE AFFILIATE ORDER FORM

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

## STEP 1 CONTACT INFORMATION

Date of Request		Contact Name	
<b>SHIPPING</b>		<b>BILLING</b>	
PLEASE PROVIDE BILLING ADDRESS IF DIFFERENT THAN SHIPPING ADDRESS			
Customer Name			Customer Name
Number of Swim Instructor Trainers		Number of Swim Instructor Trainers	
Address			Address
City/Town			City/Town
Province		Postal Code	
Contact Number		Business	Email (
Shipping Preference	<input type="checkbox"/> Bus	<input type="checkbox"/> Courier (local orders only)	<input type="checkbox"/> Mail <input type="checkbox"/> UPS

## STEP 2 ORDER INFORMATION

Item Description	Required or Optional	Unit Price	Qty Ordered
Swim for Life Award Guide	Swim Instructor (Optional)	<b>\$10.00</b>	
Swim Instructor Trainer 2015 Mandatory Update Package (content list below) <ul style="list-style-type: none"> <li>Swim for Life Award Guide</li> <li>Swim and Lifesaving Instructor Award Guide</li> <li>Leadership Reference Manual</li> </ul>	Swim Instructor Trainer (Required)	<b>\$35.00</b>	

## STEP 3 PAYMENT INFORMATION

<input type="checkbox"/> Debit / Cash (in person)	<input type="checkbox"/> Master Card	<input type="checkbox"/> VISA	<input type="checkbox"/> Invoice	PO #
Credit Card #			Expiry Date	M <input style="width: 20px;" type="text"/> Y <input style="width: 20px;" type="text"/>
Name on Credit Card (as it appears)				

## STEP 4 FOR OFFICE USE ONLY

ORDER TAKEN BY	ORDER COMPLETED BY
DATE SHIPPED	TRACKING NUMBER
INVOICE #	SHIPPING DETAILS
	Weight
	Cost
	+ GST
BACK ORDERED ITEM(S)	DATE SHIPPED
	TRACKING NUMBER



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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