

Lifesaving Society Affiliate Delivery Partner Agreement

The purpose of this Agreement is to ensure Lifesaving Society program integrity and quality. This agreement clarifies the Society's expectations of the Affiliate Delivery Partner (Affiliate) and details the services that the Affiliate can expect in return. Signing this agreement entitles the Affiliate to provide Lifesaving Society programs.

Lifesaving Society

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

The Lifesaving Society is Canada's lifeguarding expert. The Society is a national charitable organization that works to prevent drowning and water-related injuries through swimming, lifesaving, first aid and lifeguard training programs, safety management standards and services, Water Smart® public education, and lifesaving sport initiatives.

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

The Alberta Government through the Sport, Physical Activity and Recreation Division provide annual association funding to the Lifesaving Society. We acknowledge the support and are proud to work in partnership to provide valuable Sport, Recreation and Physical Activity opportunities in Alberta. Royal Life Saving Society Canada, Alberta and Northwest Territories Branch registered charity number: 11912 9021 RR0001.

Schedule of Agreements

The Lifesaving Society requires additional agreements for Affiliates to be granted the right and privilege to offer BOAT (Transport Canada Pleasure Craft Operator Competency) program. Contact the Society should you wish to offer any of these programs.

Definitions

Corresponding Partner: This is an individual or organization who would like to be associated with the society, but is not eligible to run Lifesaving Society programs nor for discounts on Lifesaving Society Services. Corresponding Partners are not voting members of the Society.

BOAT Only Affiliate Delivery Partner: This is an Affiliate Delivery Partner of the Lifesaving Society that is restricted to only running the BOAT program and PCO certification exams. This is a voting member of the Society.

Individual Affiliate Delivery Partner: This is one individual who does not own or operate an aquatic facility who holds current Lifesaving Society Leadership Certification(s). The individual is under this agreement, not a company, as the signing authority. Only the individual who signs the affiliation agreement is authorized to deliver courses under this affiliation. This is a voting member of the Society.

Associate Affiliate Delivery Partner: This is a registered corporation who does not own or operate an aquatic facility. Instructors of an Associate Affiliate are required to hold current Lifesaving Society Leadership Certification(s). Both the individual and the company are under agreement, along with the signing authority. Employees of the corporation under agreement may deliver courses under this affiliation. This is a voting member of the Society.

Aquatic Affiliate Delivery Partner (Aquatic Facilities): defined as any one of the following: responsible agency, corporation, association or organization recognized by the Lifesaving Society and are in good standing with the Society who owns or operates one or more aquatic facilities. There is a fee selection based on the number of aquatic facilities owned by the affiliate. This is a voting member of the Society.

Affiliate Responsibilities

Affiliates agree with the charitable mandate and drowning prevention mission of the Lifesaving Society and actively participate in the shaping of future Lifesaving Society programs and services. They play a vital part in education, training and drowning prevention by broadening the awareness of and access to Lifesaving Society programs and services to their community members, customers and guests.

Affiliation is based on the calendar year (January 01 – December 31). Affiliates pay an annual Affiliation fee. Affiliate Delivery Partners that operate more than one facility sign one agreement and list each facility on the agreement. The annual Affiliation fee is based on several factors including but not limited to the total number of facilities operated.

Associate Affiliates sign the agreement as the individual and not the company. Associate Affiliates who own a small business or holding company must also indicate the company name.

Affiliates, regardless of when they affiliate with the Lifesaving Society, will receive an annual renewal notification. Services begin upon agreement criteria being met.

This Affiliate agreement does not expire, but may be suspended or revoked by the Lifesaving Society at any time if there is a breach of the terms of this agreement.

Should a conflict ensue as a result of either the Society's or the Affiliate's actions, with respect to either's responsibilities, the Affiliate and Society will attempt to resolve the conflict to reach a resolution. Should the parties not be able to resolve the dispute either party may withdraw from the Affiliate agreement within 30 days written notice. There will be no refund of affiliation fees paid if the Affiliate requests to end the agreement.

Affiliates must disclose any commitment, relationship or interest that could conflict or may be perceived to conflict with their responsibilities. The Lifesaving Society's reputation in programs and services and its status as a charitable organization imposes high expectations of professional and ethical behavior. The Society's reputation depends on the integrity of its Affiliates. Affiliates carry a high burden of trust. The way in which that trust is discharged to a great extent determines the Society's success and the place of pride that it has in the aquatic community and in society at large.

*Affiliates in good standing comply with all Affiliate responsibilities and have paid an annual affiliation fee to the Lifesaving Society.

1.0 Risk Management

- 1.1 Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- 1.2 Utilize current Society instructors and trainers to instruct and deliver Society programs and services. Currency can be verified through the [Society website using Find a Member](#).
- 1.3 Strictly adhere to the Code of Conduct for Leadership Volunteers.
- 1.4 Respect that the content of Lifesaving Society resources and manuals are valuable intellectual property of the Society. Reproduction, by any means, of content is prohibited unless authorized by the publisher.
- 1.5 Abide by all applicable privacy legislation.
- 1.6 Maintain adequate liability insurance.

2.0 Quality Assurance

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

3.0 Program Administration

- 3.1 Utilize the Lifesaving Society website to promote Society courses offered and job postings. All leadership courses must be posted on the Lifesaving Society website regardless if it is internal or public training.
- 3.2 Order supplies from the Society a minimum of seven (7) business days in advance of course start date.
- 3.3 Mail or email the completed test sheets, rosters and candidate records to the Society for processing, a maximum of fourteen (14) days after the course is finished. Securely retain copies for your records.

- 3.4 Provide statistics for non-certification programs (Swim to Survive, Swim for Life, Canadian Swim Patrol, and Junior Lifeguard Club) and report quarterly to the Society as requested.
- 3.5 Individual or Associate Affiliate Delivery Partners must obtain written consent from the host facility prior to conducting any aquatic related courses or exams.

4.0 Communication and Marketing

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

5.0 Financial Accountability

- 5.1 Affiliates must pay an annual affiliation fee to the Society.
- 5.2 Affiliates are required to pay invoices within 30 days of receipt.
- 5.3 The Society accepts Electronic Funds Transfer and Interac e-transfer to finance@lifesaving.org. We also accept Credit Cards or Cheque. The Society may also be added as a Payee for online bill payments (this must be requested by the Affiliate at their banking institution).
 - NSF checks may result in the loss of invoicing privileges.
 - If paying by credit card, Affiliates must provide the card number for each transaction every time (i.e. material orders and awards). The Society does not keep credit card information on file.
 - The Society does not accept personal checks.

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

Lifesaving Society Responsibilities and Member Benefits

1. Provide a Member Services Guide and support documents. The documents provide detailed information, guidelines and terms of reference to assist Affiliates in the delivery of quality Society programs and services.
2. Provide access to the "Members Only" section of the website, where administrative functions and toolkits are available to our Affiliate Delivery Partners.

3. Maintain our commitment to customer service, providing personal attention to each Affiliate's needs.
4. Process awards and ship products in a timely manner.
5. Supply test sheets, interim cards and forms in electronic format.
6. Follow Society Privacy Principles, maintaining security safeguards for personal and confidential information.
7. Maintain communication primarily through electronic means including direct emails, Ripples, Communiques and the Society Website at www.lifesaving.org.
8. Provide a current listing of Society leadership volunteers (upon request) who have consented to share their contact information.
9. Provide materials suitable for promoting Society programs and services (upon request).
10. Customize and co-brand materials where applicable (upon request).
11. Provide expert program and aquatic safety consultative services. As Canada's lifeguarding experts the Lifesaving Society readily shares its expertise with members. The Society's expertise includes:
 - Representing Alberta and the Northwest Territories nationally and internationally as an active member of the Royal Life Saving Society Canada and the International Life Saving Federation.
 - Conducting comprehensive research into water-related deaths and the factors contributing to these incidents.
 - Responding to identified needs in Alberta and Northwest Territories through drowning and water-related injury prevention with Water Smart® public education, swimming, lifesaving, first aid and lifeguard training, safety management services, lifesaving sport initiatives and program development.
 - Maintaining our commitment to program literature through the publishing of resource materials for programs, instructors, trainers and affiliates suitable for the delivery of Lifesaving Society programs and services.
 - Researching and setting standards for swimming, first aid/CPR, lifesaving, lifeguarding and drowning prevention.
 - Researching and setting safety management standards for aquatic environments.
 - Providing safety management services that guide communities in creating safe aquatic environments for staff and the public.
 - Recognized as the governing body for lifesaving sport (Provincial and Territorial Sport Organizations).

THE MEMBER ACKNOWLEDGES THE TERMS OF THIS AGREEMENT

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

Please select one of the below tiers that best describes your affiliation with The Lifesaving Society as defined in the **Definitions Section** above:

	Member Type	Annual Fee
<input type="checkbox"/>	Corresponding Partner	\$55.00
<input type="checkbox"/>	BOAT Only Affiliate Delivery Partner	\$55.00
<input type="checkbox"/>	Individual Affiliate Delivery Partner	\$125.00
<input type="checkbox"/>	Associate Affiliate Delivery Partner	\$200.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (One Aquatic Facility)	\$250.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (Two to Five Aquatic Facilities)	\$500.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (Six to Ten Aquatic Facilities)	\$1,500.00
<input type="checkbox"/>	Aquatic Affiliate Delivery Partner (Eleven or More Aquatic Facilities)	\$2,750.00

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

