



LIFESAVING SOCIETY®

The Lifeguarding Experts

POLICIES AND PROCEDURES

GUIDE FOR DELIVERY FOR THE LIFESAVING SOCIETY PROGRAM AND SERVICES.

ALBERTA AND NORTHWEST TERRITORIES BRANCH



LIFESAVING SOCIETY®

The Lifeguarding Experts

POLICIES AND PROCEDURES

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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, water-incident research, aquatic safety management services, and lifesaving sport.

Annually, 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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POLICIES AND PROCEDURES



LIFESAVING SOCIETY®

The Lifeguarding Experts

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.

Introduction and Contents

Lifesaving Society Policies and Procedures is published to provide affiliates, leadership volunteers, members and the public with pertinent information for delivery of Society programs and services.

Affiliates and leadership volunteers should refer to all applicable sections of Policies and Procedures when planning for program delivery.

Members and the public should refer to the Training Programs and Leadership Programs sections for policies and procedures, including prerequisites and for the maintenance of their awards and currency.

Affiliates will find valuable information in Policies and Procedures on available Safety Management Services and training.

Section 1 | The Lifesaving Society 1

Describes the Lifesaving Society and outlines the Society's history, dating back to 19th century England, and our long-standing provincial, national, and international activities directed towards preventing drowning and water-related incidents. The valuable partnerships maintained by the Society are also acknowledged.

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Outlines the Society's general policies and expectations of both members and affiliates, as well as our commitment to our members. It contains information and rationale on our leadership philosophy as well as policies concerning program delivery and lifesaving sport.

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Provides program policies, recommended delivery guidelines, required materials, and administrative requirements for each Lifesaving Society leadership and training program. Affiliates are encouraged to use the program descriptions provided in this section for their program guides.

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Provides information on the Society's safety management services. Services include inspections, audits, and reviews of facility policies, procedures, or the facility itself. Safety management services can be booked through the Lifesaving Society office.

Section 1 | The Lifesaving Society

Canada's Lifeguarding Experts 1

- 1.1 Mission, Vision, and Values
- 1.2 Society History

Canada's Lifeguarding Experts

Setting the standard for lifesaving in Canada for more than 50 years

The Society has a long and proud history of drowning and injury prevention leadership in Canada. The Society traces its roots to the late 19th century in London, England with the beginning of The Swimmers' Life Saving Society. As early as 1896, 18 young Canadians earned the first recorded Bronze Medallion in Canada at Upper Canada College. In 1904, we became The Royal Life Saving Society (RLSS) under the patronage of King Edward VII. The first RLSS Branch in Canada was started in Ontario, soon followed by the Quebec Branch in 1909. The Alberta Branch was established in 1926.

Today, we are known to Canadians as the Lifesaving Society, Canada's lifeguarding experts. As a national volunteer organization and registered charity, we stand committed to the ideals that first formed the Society back in the 1800s. Over the past century we have expanded our programs, been on the forefront of research, and embraced innovative thinking.

Lifesaving Society programs are based on research and follow the Canadian Sport for Life model and Long-term Athlete Development. The Society program continuum provides training opportunities from fundamental aquatic skills for physical literacy to lifeguard training and competency based leadership programs. Safety management programs support

those in aquatic management and supervisory roles. The Lifesaving Society is the governing body for lifesaving sport, providing opportunities for long term athlete development and the pursuit of athletic excellence and achievement.

1.1 Mission, Vision, and Values

Mission Statement

Our mission is to "Prevent Drowning and Water Related Injuries in Alberta and Northwest Territories."

Vision

Our vision is a Canada free from drowning and water-related injury.

Values

Guided by humanitarian principles, we are the Canadian leader in the prevention of drowning and water-related injury.

- We are collaborative, innovative, and ethical.
- We operate with fairness, respect, trust and integrity.
- We value diversity, flexibility, and creativity.

- We seek inclusiveness, driven by the needs of our community.
- We are a dynamic organization that succeeds through volunteerism, pro-active leadership, and the pursuit of excellence.

1.2 Society History

1891	The Swimmers' Life Saving Society is formed in England by William Henry for the purpose of providing lifesaving training to reduce the number of drownings. Name is later changed to the Life Saving Society. First lecture delivered by Sir Andrew Clark, personal physician to British Prime Minister William Gladstone.	1914	National Society receives its formal Royal Charter from King George V.
1892	Bronze Medallion award is established. 30 lifesaving rescues are documented - 16 rescues by members of the Swimmers' Life Saving Society.	1926	Alberta Branch is established.
1893	HRH, the Duke of York, later King George V, becomes the first president of the Swimmers' Life Saving Society.	1928	Alberta's first Diploma (with honours) is awarded to Thomas Chivers of Edmonton.
1894	A.L. Cochrane is made Honorary Representative of the Society in Canada.	1930	First recorded use of the Society motto: "Whomsoever you see in distress, recognize in him a fellow man."
1896	First Bronze Medallion award issued in Canada. Diploma award is established.	1943	Red Cross Water Safety Service is developed with the assistance of the Royal Life Saving Society Canada.
1904	King Edward VII becomes Patron of the Society. Name is changed to Royal Life Saving Society (RLSS).	1945	Bronze Cross award is established.
1908	Ontario Branch, the first RLSS Branch in Canada, is established. It is directly affiliated with the parent Society in England. Award of Merit is established.	1948	The Canadian Council of Branches is created with power to issue awards in Canada and adapt the RLSS program to Canadian needs.
1909	Quebec Branch is established.	1951	The first ever Mountbatten Medal, a Commonwealth wide rescue award, is presented to Robert Byron Wardle of Tilley, Alberta.
1910	Saskatchewan Branch and Manitoba Branch are established.	1955	RLSS is reorganized in five independent self-governing branches (Australia, Canada, New Zealand, South Africa, United Kingdom) coordinated by the Commonwealth Council of National Branches.
1911	British Columbia Branch is established.	1959	Alberta Branch wins the William Henry Memorial Trophy (Commonwealth competition). M.G. Griffiths Award (highest Canadian rescue award) is instituted. RLSSC becomes the first national organization to teach the direct mouth-to-mouth method for artificial respiration.
		1961	Nova Scotia Branch is established.
		1962	Prince Edward Island Branch is established.

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| <p>1963 The Canadian Lifesaving Program is launched as the comprehensive national lifesaving program with consistent national content and standards.</p> <p>The first Canadian Lifesaving Manual is published, initiating 40 years of scientific contributions to lifesaving.</p> <p>Mountbatten Medal is awarded to Kenneth David Howlett of Edmonton, Alberta.</p> | <p>1986 British Columbia and Yukon Branch hosts Rescue '86 - the first biannual international symposium and lifesaving competition - highlighting the RLSSC's leadership in the world lifesaving community.</p> |
| <p>1964 National Lifeguard Service (NLS) is officially launched, creating lifeguard standards and training which establishes the RLSSC as the leading world lifeguarding expert.</p> <p>Mountbatten Medal is awarded to Lynda Dann of Vulcan, Alberta.</p> | <p>1991 Centennial year of the Royal Life Saving Society.</p> <p>1995 Junior Lifeguard Club program is introduced.</p> |
| <p>1967 Alberta Branch becomes the Alberta and Territories Branch.</p> | <p>1996 Centennial year of the Bronze Medallion award in Canada.</p> <p>Royal Life Saving Society Canada begins using the trade name of Lifesaving Society. A new visual identity is introduced.</p> |
| <p>1968 New Brunswick Branch and Newfoundland Branch are established.</p> | <p>1999 Mountbatten Medal is awarded to Vanessa Bailey of Calgary, Alberta.</p> <p>Canadian Swim Patrol and Bronze Star awards are launched.</p> <p>Safety Standards for aquatic facilities are published.</p> |
| <p>1970 The Jack Boddington Award is instituted for voluntary service to the Branch.</p> | <p>2000 The internationally acclaimed Canadian Swim to Survive Standard is published.</p> <p>Swiftwater Rescue and Boat Rescue for First Responders programs are introduced.</p> <p>Canada sends a national team and teams from the provinces to compete at Rescue 2000 World Lifesaving Championships in Sydney, Australia.</p> |
| <p>1973 RLSSC becomes a member of World Life Saving.</p> <p>British Columbia Branch becomes the British Columbia & Yukon Branch.</p> <p>Alberta and Territories Branch becomes the Alberta and Northwest Territories Branch.</p> | <p>2001 Swim to Survive[®] program is introduced in Alberta and Northwest Territories.</p> <p>Lifesaving First Aid and CPR awards are introduced and receive accreditation from the Alberta government and federal government.</p> |
| <p>1974 RLSSC publishes the first edition of Alert: Aquatic Supervision in Action.</p> | <p>2002 Zone System implemented in Alberta and Northwest Territories to enhance and support Lifesaving Society initiatives. Zones are aligned with the Alberta Sport, Recreation, Parks and Wildlife Foundation.</p> |
| <p>1975 Lifesaving I, II, III are established to replace Elementary and Intermediate awards.</p> | |
| <p>1978 Aquatic Emergency Care award is established.</p> <p>Lifesaving Society Alberta and Northwest Territories Branch is incorporated under the Alberta Society Act. Alberta and Northwest Territories Branch hosts its first provincial lifeguard championship.</p> | |

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| 2003 | Swim for Life® program is introduced.
Bronze Medals awards are revised. | 2014 | 50th anniversary of the National Lifeguard program.
Education and Proficiency Programs are launched: Amenity Attendant, Shallow Water Attendant, Beach Attendant and Preschool Proficiency.
Russel Medal awarded to Brittany Sherwood of Calgary, Alberta. |
| 2004 | National Lifeguard Service (NLS) awards are revised. 40th anniversary of the National Lifeguard awards.
Mountbatten Medal Letter of Commendation is awarded to Kelly Hawken of Red Deer, Alberta.
New Leadership Philosophy and Program Model Design are implemented for consistent quality delivery of leadership programs. | 2015 | Swim for Life® is revised.
Swim Instructor revised to be competency based and no longer has Lifesaving Instructor as prerequisite.
Mountbatten Medal awarded to Tamara Loiselle of Calgary, Alberta.
The Lifesaving Society Alberta and Northwest Territories Branch presents at the 2015 World Conference on Drowning Prevention in Penang, Malaysia. |
| 2006 | Mountbatten Medal is awarded to Corey Wood of Calgary, Alberta. | 2016 | Royal Life Saving Society 125th Anniversary.
SwimAbilities® is introduced with targeted implementation.
Society Programs were updated to reflect changes brought forward by 2015 Canadian Consensus Guidelines on First Aid and CPR.
Russell Medal awarded to Tyler Bailer of Wetaskiwin, Alberta.
Barbara Costache, Heather Barnhouse, Rob Campbell, Lisa Pittet, Lawrence Patterson and Edward Montgomery awarded HRH Prince Michael of Kent 125th Anniversary Certificate of Merit for their long standing and significant service to the Lifesaving Society. |
| 2007 | The revised Swim for Life® program is launched nationally. | 2017 | Mountbatten Medal awarded to Andrew Pearson of Edmonton, Alberta.
Competency based leadership model is introduced. |
| 2009 | AB/NWT Branch hosts Edmonton 2009: RLSS Commonwealth Conference & Lifesaving Championships.
Safety Management Training and Accreditation programs are launched: Head Lifeguard, Aquatic Management Training, Aquatic Safety Inspector, Aquatic Safety Auditor and Supervision, Evaluation and Enhancement (SEE) Auditor. | 2020 | Lifesaving Society Online Academy launched |
| 2010 | Stand-alone First Aid Instructor course, Lifeguard Fitness Skills and Pre-school Proficiency program piloted and readied for full deployment. | | |
| 2011 | Society Programs were updated to reflect changes brought forward by the 2010 recommendations from the International Liaison Committee On Resuscitation (ILCOR) including the inclusion of AED Training into all CPR programs. | | |
| 2012 | National Lifeguard Service (NLS) is revised and becomes National Lifeguard (NL). | | |
| 2013 | Barbara Costache awarded Queen Elizabeth II diamond jubilee medal for drowning prevention efforts.
In-person leadership recertifications are re-introduced. | | |
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General Society Policies

1.1 Leadership Philosophy and Program Model Design

The Lifesaving Society Leadership Philosophy is based on the premise that all leadership training programs share a consistent philosophy, look, design, and training methodology based on a Common Program Model Design. A key outcome of this philosophy is consistent and predictable training that meets the award standards regardless of which instructor or trainer delivers the course and whether the course is delivered in-person, online, or as a blended model. The result is quality training programs.

The following key messages serve as the foundation of the Society's Leadership Philosophy:

1. The first priority of the program model design is to provide Instructors and Trainers with the training and materials to consistently achieve the required standards for each lifesaving society program. This is especially important for new Instructors and Trainers who should be able to walk out of an Instructor Course or the Trainer Course prepared for success as leadership volunteers. This design provides Instructors and Trainers with teaching tools based on simple, effective, and tested teaching and evaluation strategies and activities.
2. Instructors and Trainers are provided with common long-term and daily plans for teaching each program curriculum that they are certified or appointed to teach. These plans provide a common training approach for each Lifesaving Society course. Experienced Instructors and Trainers can adapt the daily plans to use alternative activities, if they ensure that the activities meet the criteria for teaching the curriculum topic and successfully achieve the required learning outcomes for the participants.
3. Consistency and predictability are key components of quality training programs. This is an outcome of the design and delivery of the training program and the resource materials used to support the program. Program Model Design provides consistent materials and training approaches for all Lifesaving Society programs.
4. Instructors and Trainers learn to teach by teaching. Teaching activities are used during leadership courses to demonstrate the link between theory and effective, practical teaching activities.
5. Minimum standard is not substandard. It is the standard. The objective of all Society courses is to teach the learners to achieve the standard and evaluate them at the standard to confirm their success. Candidates must achieve mastery of the content required and meet the standard before Instructors or Trainers consider including any additional content.
6. Lifesaving Society literature is the learner's source for information. Instructors and Trainers use the books to plan, teach, and evaluate all Lifesaving Society courses/clinics. Instructors and Trainers teach candidates to use the books to find and apply the answers. Instructors and Trainers are the facilitators of this process.
7. All courses contain common curriculum topics such as "The Lifesaving Society" as well as topics that focus on the award-specific curriculum. Common curriculum topics may also be linked to content in a specific award.
8. All Instructors are accountable to the Lifesaving Society for the delivery of Lifesaving Society programs. This accountability is reflected in the Code of Conduct for Leadership Volunteers and Job Descriptions. This requires Instructors and Trainers to draw clear boundaries around the Lifesaving Society programs and clearly separate the evaluation of Society program standards from other requirements such as employment specific expectations.

9. The Lifesaving Society recognizes Society Instructors and Trainers as Society volunteers even when their activity is within the context of their employment. This recognizes their link and commitment to the Lifesaving Society through their support and delivery of our training programs. The Lifesaving Society recognizes that the role of Instructors and Trainers are broader than just teaching the course. They also act as resources for other Instructors, their communities, and the Lifesaving Society.

1.2 Lifesaving Society Swim Test

The Lifesaving Society's recommended Swim Test can be used as a screening tool to determine who can use certain amenities or equipment and participate in specific programs. The Swim Test can also be used as a screening tool for school or rental groups, or as a part of the facility's admission criteria.

The Lifesaving Society's recommended Swim Test is performed as a sequence of these skills:

- Safe entry into shallow water.
- Swim 25 meters any style without stopping or resting.
- Exit the pool from deeper water.
- Jump (foot first entry) into deep water.
- Recover, and tread water for 30 seconds, maintaining mouth and nose above the water at all times.

1.3 Freedom of Information and Protection of Privacy

The Society's privacy policy provides leadership volunteers with the guidelines for professional behaviour in reference to the privacy of Society members, award holders, and candidates.

The Lifesaving Society's privacy principles reflect those within PIPA, PIPEDA, and FOIPP legislation. Lifesaving Society affiliates and leadership volunteers need to be aware of these guidelines.

It is necessary to collect, record, and retain personal information of candidates including name, address, phone

number, date of birth, and results data. This information is used by the Society for Member Services such as award processing. This personal information belongs to the Lifesaving Society and must not be shared with any other persons or organizations. It is not acceptable to provide a copy of the completed test sheet to a candidate if it also contains the personal information of other candidates. It is not acceptable to share the results of Society exams with any affiliate except the affiliate hosting the exam. The affiliate is responsible for collecting the exam results and sending them to the Society.

The Code of Conduct for Leadership Volunteers specifically requires that confidentiality of personal information be maintained. It is important that all parties involved act to protect the confidentiality and privacy of our members.

The Society's privacy principles can be viewed in its entirety online at www.lifesaving.org.

1.4 Statement on Inclusion

Lifesaving Society training programs are designed to maximize the participation and success of all individuals regardless of age, background, and ability. Lifesaving Society affiliates and leadership volunteers are encouraged to use their discretion in the placement and advancement of individuals with special needs.

The Society recognizes that some individuals may be unable to achieve all the performance criteria (Must Sees) for some items. In non-vocational awards, if an individual is able to complete the item(s) with modifications or otherwise achieve the purpose statement(s), the participant should advance to the next level as long as this does not compromise the safety of the individual or others.

While the Society welcomes the participation of all in its vocational training awards, certification is based solely on the individual's ability to meet the purpose statements and the performance criteria (Must Sees) without modification.

Non-vocational awards include: Swim to Survive®, Swim for Life®, Canadian Swim Patrol, Junior Lifeguard Club, Distinction, Lifesaving Sport Clubs, Education & Proficiency Programs, and SwimAbilities®.

Vocational awards include: National Lifeguard, all Instructor awards and Trainer appointments, all First Aid awards, Bronze Medals, Boat Rescue, Boat Rescue for First Responders, Swiftwater Rescue 1 and 2, and BOAT®.

1.5 Complaints and Certification Review

The Lifesaving Society has a process to address quality assurance to protect the integrity of the delivery of our programs and services to the public.

All concerns should be brought forward to the Society in writing.

1.6 Intellectual Property

The Lifesaving Society delivers high-quality programs through its affiliates. Affiliates include organizations, responsible agencies, or individuals recognized by the Society who have paid a membership fee and are in good standing with the Society. It is the affiliates who actively participate in the shaping of the future Lifesaving Society programs and services.

In order to deliver programs effectively, train candidates, and examine and evaluate candidate competencies, affiliates rely on resource materials, award guides, policies, manuals, other publications, and information prepared by the Society.

To this end, Leadership Volunteers and affiliates agree not to use any material for which the intellectual property rights thereto belong to the Lifesaving Society in any manner which is abusive to the Lifesaving Society. This includes not duplicating in any manner materials without the express permission of the Lifesaving Society; not passing Lifesaving Society material off as being the material of any other organization; and not using any intellectual property belonging to the Lifesaving Society in any manner which compromises the ability of the Lifesaving Society to recover its costs.

Leadership volunteers and affiliates who make use of program materials are bound by the terms of the license governing the particular program or service.

The Society's intellectual property policy can be viewed in its entirety online at www.lifesaving.org.

1.7 Visual Guidelines

Visual guidelines have been developed to help the Lifesaving Society and our affiliates achieve a consistent identity that speaks to the many quality programs and services that the Society has to offer. These guidelines apply to print, electronic, and web communications using the Society's logos and images.

Consistent and repetitive use of the visual images will unify and strengthen the Society's identity and image in the community. This positive public image will enhance our leadership volunteers' and affiliates' ability to promote their programs and services into their communities. With this collective action, all involved in the delivery of Society programs and services will benefit.

Visual Guidelines may be viewed in their entirety online at www.lifesaving.org in the Affiliate Toolkit.

1.8 Government Recognized Programs

Government of Alberta (GOA) and Northwest Territories (GNWT) Workplace First Aid

Lifesaving Emergency First Aid, Lifesaving Standard First Aid and Aquatic Emergency Care have been approved by the GOA and GNWT for the workplace.

Approval letters from GOA and GNWT can be accessed on the Lifesaving Society website www.lifesaving.org.

The GOA publishes a list of approved courses quarterly that may be accessed from their website at <http://work.alberta.ca/occupational-health-safety/1348.html>.

BOAT® Program

The Competency of Operators of Pleasure Craft Regulations require all Canadian operators of pleasure craft fitted with any type of motor and used for recreational purposes to carry proof of competency on board.

NOTE: Proof of competency is not required in the waters of Nunavut and Northwest Territories at this time.

The most common form of proof of competency is a Pleasure Craft Operator (PCO) card obtained after passing an accredited boating safety test.

The Lifesaving Society is a Transport Canada approved testing organization and course provider as part of the Pleasure Craft Operator Competency Program.

The BOAT program is designed to prepare candidates to write and pass a standardized Transport Canada Exam to earn their Pleasure Craft Operator (PCO) Card.

Affiliates or individuals who would like to participate in the pleasure craft operator competency training and testing are required to become a BOAT Test Centre.

BOAT Test Centres:

- Will be issued current Transport Canada Boating Safety Tests and answer keys.
- Have the option to offer the full BOAT program and may facilitate challenge exams where individuals who have prior training or boating knowledge challenge a Transport Canada Boating Safety Test to earn their Pleasure Craft Operator (PCO) Card.
- Must administer all BOAT Exams following the current BOAT Administration and Test Protocol Guide included in the Test Kit of Class Kit issued to BOAT Test Centres.

Transport Canada can be contacted directly regarding the PCO cards by phone or email at: pcoc-ccep@tc.gc.ca or 1-800-267-6687.

1.9 Transferring Between Provinces/Territories

Lifesaving Society awards are transferable between provinces within Canada. It is the member's responsibility to:

1. Contact the Lifesaving Society Branch where they are currently residing and request their awards and leadership activity to be transferred to the branch responsible for the area to which they are moving. They should provide their new contact information at this time so it can be updated. See the inside back cover of this manual for branch contact information; and
2. Contact the Lifesaving Society Branch responsible for their new area and complete any branch specific transfer process required prior to teaching or examining.

The Lifesaving Society Alberta and Northwest Territories completes a welcome process for leadership volunteers who transfer from another province.

All workplace First Aid Transfers from out of province are required to have access to and read the Alberta Workplace bulletins provided to them.

1.10 Going Abroad

Lifesaving Society awards may be transferable across international borders. Be sure to contact the organization in charge of lifesaving standards in the jurisdiction to determine the necessary course of action.

Code of Conduct

2.1 Code of Conduct for Leadership Volunteers

The Lifesaving Society's Code of Conduct for Leadership Volunteers:

- Provides Leadership Volunteers with guidelines for professional behaviour related to their roles within the Lifesaving Society; and
- Provides terms of reference when seeking solutions to complaints and disputes.

Throughout this code, "Leadership Volunteers" shall include all Lifesaving Society National Trainers, Mentors, Trainers, Instructors, Examiners, and Coaches.

Leadership Volunteers commit themselves to the Lifesaving Society mission and to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as representatives of the Lifesaving Society.

1. Prepare and maintain a learning environment suitable to the abilities, interests, and needs of the students. Ensure their physical safety, including following instructions provided by parents or medical practitioners.
2. Treat people with respect:
 - Communicating with empathy, diplomacy, discretion, and justice.
 - Maintaining confidentiality of personal information.
 - Without discrimination based on age; gender; religion; ethnicity; physical, mental or emotional ability; sexual orientation; financial ability; or any other grounds.
 - Without insult, assault, harassment, foul language, or gesture.
3. Strive to improve professionally; innovation and creativity are encouraged within the parameters of the Program Model Design. Leadership volunteers are encouraged to exchange ideas and information with each other and the Society.

Recognize that program lesson plans are effective and

based on research, but quality instruction and other activities can also achieve the outcomes.

4. Maintain the integrity of Lifesaving Society programs by:
 - Clearly representing the position of the Lifesaving Society.
 - Teaching and evaluating skills, knowledge, fitness, and judgment according to program standards.
 - Adhering to the Lifesaving Society program guidelines, rules, policies, and procedures.
 - Reporting issues directly to the Lifesaving Society, avoiding public criticism.
5. Prepare candidates for action and service in the community beyond our instructional setting.

2.2 Code of Conduct for Certified National Lifeguard

The Lifesaving Society's Code of Conduct for certified National Lifeguards:

- Affirms National Lifeguard certified lifeguards are valued members of the Lifesaving Society.
- Provides National Lifeguard certified lifeguards with guidelines for professional behaviour related to their roles, rights responsibilities and privileges within the Lifesaving Society.
- Provides terms of reference when seeking solutions to complaints and disputes.

National Lifeguard certified lifeguards commit themselves to the Lifesaving Society mission and to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when in a vocational setting.

1. Maintain a work environment consistent with the expectations of the employer, government regulation, industry standard, the National Lifeguard standard, the Alberta Public Pool Safety Standards and the Lifesaving Society.

2. Act in a manner that protects the public, fellow staff members and themselves from undue risk or harm.
3. Treat people with respect:
 - Communicating with empathy, diplomacy, discretion, and justice.
 - Maintaining confidentiality of personal information.
 - Without discrimination based on age; gender; religion; ethnicity; physical, mental or emotional ability; sexual orientation; financial ability; or any other grounds.
 - Without insult, assault, harassment, foul language or gesture.
4. Strive to improve professionally; maintaining current skills, fitness, knowledge and judgment within the parameters of the National Lifeguard Standard. National Lifeguard certified lifeguards are encouraged to exchange ideas and information with each other and the Society. Recognize that techniques included in the program are effective and based on research, but other approaches can also achieve the outcomes.
5. Maintain the integrity of the Lifesaving Society by:
 - Clearly representing the position of the Lifesaving Society.
 - Maintain skills, knowledge, fitness, and judgment according to program standards.
 - Adhering to the Lifesaving Society National Lifeguard program guidelines, rules, policies, and procedures.
 - Reporting issues directly to the Lifesaving Society, avoiding public criticism.

2.3 Code of Conduct for Inspectors and Auditors

The Lifesaving Society's Code of Conduct for Inspectors and Auditors:

- Utilizes the Lifesaving Society Aquatic Safety Inspection packages or Audit packages when conducting an aquatic safety inspection or an aquatic safety audit; and
- Throughout this code, "Inspectors" shall include all Lifesaving Society certified Aquatic Safety Inspectors. "Auditors" shall include all Lifesaving

Society certified Aquatic Safety Auditors and SEE Auditors.

Inspectors and Auditors commit themselves to the Lifesaving Society mission and to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as representatives of the Lifesaving Society.

1. Complete all inspections and audits without bias using the appropriate inspection or audit package and using care and attention for personal safety when completing inspections and audits.
2. Treat people with respect:
 - Communicating with empathy, diplomacy, discretion, and justice;
 - Maintaining confidentiality of personal and/or facility information;
 - Without discrimination based on age; gender; religion; ethnicity; physical, mental or emotional ability; sexual orientation; financial ability; or any other grounds;
 - Without insult, assault, harassment, foul language or gesture.
3. Strive to improve professionally; Inspectors and Auditors are encouraged to exchange ideas and information with each other and the Society. Recognize that inspection/audit packages are effective and based on research, legislation, and good practice.
4. Maintain the integrity of Lifesaving Society safety management programs by:
 - Clearly representing the position of the Lifesaving Society.
 - Conducting Aquatic Safety Inspections and Audits according to Lifesaving Society standards.
 - Adhering to the Lifesaving Society program guidelines, rules, policies, and procedures.
 - Reporting issues directly to the Lifesaving Society, avoiding public criticism.
5. Prepare facilities for future action and next steps by encouraging them to contact the Society.

2.4 Officials Code of Conduct

Officials commit themselves to the Lifesaving Society mission and to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as representatives of the Lifesaving Society.

1. Be a positive and professional role model.
2. Respect the rights, dignity, and worth of others.
3. Be fair, considerate, and honest in dealing with others.
4. Be professional in your actions, language, presentation, and manner.
5. Accept responsibility for your actions.
6. Maintain strict impartiality.
7. Be aware of, and work within Lifesaving Society's standards, rules, regulations, and policies.
8. Understand your responsibilities regarding breaches of the Code of Conduct.
9. Refrain from any form of abuse or harassment towards others.
10. Provide a safe environment and conditions for conducting activities and events.
11. Follow established protocols and procedures in fairly and promptly resolving issues and concerns.

2.5 Code of Academic Integrity

Candidates and leadership volunteers participating in Lifesaving Society Online Academy courses commit to ethical, businesslike, and lawful conduct for all course activity including but not limited to video conference sessions, course discussions, and assignments.

1. Treat people with respect:
 - Communicating with empathy, diplomacy, discretion, and justice;
 - Maintaining confidentiality of personal information
 - Without discrimination based on age; gender; religion; ethnicity; physical; mental or emotional ability; sexual orientation; financial ability; or any other grounds
 - Without insult, assault, harassment, foul language, or gesture
2. No course participant shall submit or otherwise present assignments, development plans or lessons created by another person as their own.
 - Presentations, submitted assignments, development plans and all other course work are assumed to be the original work of the candidate or adapted from approved sources sufficiently to be their own
 - Submission or presentation of work as your own (plagiarism) known to be copied in part or in whole is fraud and shall be dealt with accordingly

Roles and Responsibilities

3.1 Lifesaving Society

As Canada's lifeguarding experts, the Lifesaving Society readily shares its expertise with its members. To maintain the Society's level of expertise, the Society is committed to:

- Represent Alberta and Northwest Territories nationally and internationally as an active member of the Royal Life Saving Society and the International Life Saving Federation.
- Conduct comprehensive research into water-related deaths and injuries and the factors contributing to these incidents.
- Respond to identified needs in Alberta and Northwest Territories through drowning and water-related injury prevention with Water Smart® public education, swimming, lifesaving and lifeguard training, lifesaving sport initiatives, and program development.
- Maintain our commitment to the Program Model Design through the publishing of resource materials for programs, Instructors, Trainers, and Affiliate Members suitable for the delivery of Lifesaving Society programs and services.
- Research and set standards for swimming, first aid and CPR, lifesaving, lifeguarding, and drowning prevention.
- Research and set safety management standards for aquatic environments.
- Provide safety management services and training programs that support communities in creating safe aquatic environments.

3.2 Corresponding Partners

Lifesaving Society Corresponding Partners are individuals, responsible agencies, or other organizations which are formally connected to or in partnership with the Lifesaving Society. Corresponding Partners are not licensed under agreement to deliver Lifesaving Society programs and services.

Corresponding Partners agree with the purpose and mission of the Lifesaving Society.

3.3 Affiliate Members

Lifesaving Society Affiliate Members and Associate Members are considered to be Affiliates of the Lifesaving Society and are licensed under agreement to deliver Lifesaving Society programs and services to the community.

An Affiliate Member may be any one of the following: responsible agency, corporation, association or organization operating one (1) or more aquatic facility recognized by the Lifesaving Society and are in good standing with the Society.

Associate Members are individuals who own a small business who do not operate an aquatic facility and are in good standing with the Society. Associate Members are eligible to employ or contract staff to deliver programs and are required to hold a current Lifesaving Society Leadership Certification. Both the individual who signs on behalf of an organization along with the organization itself are held accountable under the associate affiliate agreement. The Society will hold the signing authority personally liable for any financial commitments made by the corporation to the Lifesaving Society.

An Individual Member of the Lifesaving Society, holding a current Lifesaving Society Leadership Certification and in good standing may choose to affiliate with the Lifesaving Society. Individual Affiliates do not operate an aquatic facility and only the Individual Member may deliver programs.

Affiliates in good standing maintain all Member responsibilities and have paid an annual membership fee to the Lifesaving Society.

Affiliate members agree with the purpose and mission of the Lifesaving Society, and actively participate in the shaping of future Lifesaving Society programs and services. They play a vital part in lifesaving training by broadening the access of Lifesaving Society programs, services, and drowning prevention education to their community and/or

their members and customers. Affiliate members agree to follow these general principles:

Risk Management

- Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- Use current Lifesaving Society Instructors and Trainers to teach and deliver Lifesaving Society programs and services.
- Respect that the content of the Lifesaving Society digital and print resources and manuals are valuable intellectual property for the Society. Reproduction, by any means, of content is prohibited unless authorized by the publisher.
- Abide by all applicable privacy legislation.

Quality Management

- Abide by the Lifesaving Society policies and procedures in respect to program delivery.
- Use all required literature and resources when delivering Lifesaving Society programs.
- Follow the Lifesaving Society Program Model Design and utilize Lifesaving Society leadership volunteers.

Course Administration

- Register all publically offered certification courses on the Lifesaving Society website prior to the course start date.
- Order supplies from the Lifesaving Society a minimum of seven (7) business days in advance of the course start date.
- Completed test sheets are to be submitted to the Lifesaving Society within two (2) weeks of the end of the course. Test sheet may be submitted by:
 - Digitally submitting to awards@lifesaving.org (do not mail hard copy); or
 - Originals mailed to the Lifesaving Society office.
- Affiliate delivery partners are responsible to retain copies of submitted test sheets for their records.

Lifesaving Sport

- Abide by policies and procedures in respect to program delivery and sanctioned competitions.
- Register all required Junior Lifeguard Club program and Lifesaving Club activities with the Society.
- Register competitive and recreational clubs on the Sport Database website. Coaches, Officials, club personnel, club management, and athletes must be registered on the website to participate/volunteer at a sanctioned competition.

Marketing

- Use the correct program name and link the program to the Lifesaving Society when you advertise, for example: "Lifesaving Society Bronze Cross."
- Strictly follow the Society's visual identity guidelines. Lifesaving Society licensed images shall not be edited, modified or enhanced in any way.
- Act as a representative for your facility and advocate for the, Society's programs. If need be, refer inquiries about the Society to the office.

Financial Accountability

- Maintain your financial account with the Society in good standing at all times. NSF checks may result in the loss of invoicing privileges.

Affiliate membership is based on the calendar year (January 1st – December 31st). Affiliate members that operate more than one facility will sign one Affiliate Member Agreement and list each facility on the form. The affiliate fee is based on each facility registered. All memberships regardless of when they affiliated with the Lifesaving Society will receive renewal notification from the Lifesaving Society each year. Services begin immediately upon affiliation.

The Affiliate Member Agreement does not expire, but may be revoked by the Lifesaving Society at any time if there is a breach of the terms of the Affiliate Member Agreement.

3.4 Leadership Volunteers

Lifesaving Society leadership volunteers are certified by the Lifesaving Society to teach and evaluate Lifesaving Society programs. It is the responsibility of the Leadership Volunteer to:

- Teach and evaluate in accordance to the Code of Conduct for Leadership Volunteers, Program Model Design, the Award Guides, and policies and procedures governing Lifesaving Society programs;
- Ensure that appropriate safety systems are used throughout the course/clinic;
- Maintain the quality, integrity, and brand identity of Lifesaving Society programs;
- Provide successful candidates with an Interim Card at the end of the course/clinic;
- Return accurate and appropriately completed test sheets to the affiliate member for submission to the Lifesaving Society for processing;
- Maintain current leadership awards through the applicable award recertification and mandatory update process; and
- Update contact information with the Lifesaving Society.

The Lifesaving Society determines the appointment and/or reappointment of all of its leadership volunteers, in its sole discretion. Upon a candidate's completion of the eligibility requirements necessary for the appointment or reappointment, the Society will determine whether to proceed and appoint or reappoint any particular leadership volunteer or whether to withhold such appointment/reappointment.

Development Plans

All National Trainers, Trainers, Instructors, Examiners, and Coaches leave courses (original and recertification) with a Development Plan

- National Trainers, Trainers, Instructors, Examiners, and Coaches will either:
 - Receive certification/recertification after the course from the Branch OR;
 - Be assigned a Mentor to support Development Plan goals to be completed for Certification/Recertification

Instructor vs Examiner

In Alberta and Northwest Territories, all Instructors are also Examiners. In any material use of the term "Instructor" is intended to be synonymous with "Instructor/Examiner" reflecting both roles.

3.5 Apprenticeship

In courses where Instructors are required to complete an apprenticeship to fulfill certification/appointment requirements, the apprenticeship must be completed during an in-person course. During the apprenticeship the following roles and responsibilities exist:

Apprentice Instructor

- Submit an Apprenticeship Application to the Society for approval.
- Be involved in all pre-course and post-course sessions.
- Attend all (100%) of the course sessions and act as a resource to the lead Instructor and candidates.
- Prepare and conduct at least half (50%) of the course.
- Sign the test sheet for the course.

Submit the Apprenticeship Assessment Form to the Society office upon its completion by the Lead Instructor.

Lead Instructor

- Involve the apprentice Instructor in all pre-course and post-course sessions.
- Attend all (100%) of course sessions and act as a resource to the apprentice Instructor.
- Provide formative feedback to the Apprentice Instructor.
- Complete and sign the Apprenticeship Assessment Form immediately after the course and return it to the apprentice Instructor.

Program Administration and Delivery

4.1 Delivery System

The Lifesaving Society has a 3rd party delivery system that supports affiliates in the delivery of Lifesaving Society programs and services to communities in each of the five (5) regions in Alberta and five (5) regions in Northwest Territories. The Delivery System builds a strong network to enhance and support drowning prevention initiatives for residents of Albertans and Northwest Territories.

The Society has also partnered with designated Regional Training Centres and Centres of Excellence for Society training and education events.

Lifesaving Society Online Academy

The Lifesaving Society Online Academy is the Lifesaving Society's online learning platform through which members and the public have the opportunity to complete courses in an online format and to participate in the online component of blended learning delivery of programs.

Courses on the Online Academy may be self-directed, blended or delivered by an Instructor or Trainer.

The Online Academy offers increased flexibility for course participants, potential for broader participation in advanced courses and provides affiliates with additional programming options to meet the needs of their facility and community. The Online Academy will not replace in-person delivery of programs and services.

Affiliates may choose to partner with the Lifesaving Society to provide optional or mandatory in-servicing and training for staff through the Online Academy. Interested affiliates should contact the Society for details.

Affiliate Online/Blended Delivery

Lifesaving Society course policies and procedures are based on in-person delivery or delivery through our Online Academy. Delivery of Lifesaving Society programs not on the Lifesaving Society Online Academy will be restricted solely to in-person delivery except as approved by the Society.

4.2 Co-delivery of Lifesaving Society Programs

Co-delivery is the teaching of two or more Lifesaving Society programs within one course. Content within co-delivered programs will be complementary (e.g. Bronze Cross co-delivered with Standard First Aid) or allow for the completion of more than one (1) sequential programs (e.g. Bronze Star co-delivered with Bronze Medallion) within the program continuum simultaneously. When Society programs are co-delivered, all items for each certification must be taught and evaluated to the respective certification standard. The results must be recorded on the appropriate test sheets. The evaluation process must provide for the possibility that a candidate may fail one of the co-delivered programs. It is possible and acceptable to co-deliver Lifesaving Society programs because of key common features in the design of Society programs. These features include:

- Shared candidate resources - Bronze Medals certifications use the Canadian Lifesaving Manual as a candidate resource;
- Common evaluation design - All Society certifications use the same evaluation design and presentation: item description, purpose statement, notes, and must sees. This material is presented in an award guide and uses common language to present Society standards. Some certifications share common evaluation items and use the same

- evaluation standards (e.g. resuscitation skills); and
- Common leadership training process - Each Lifesaving Society leadership program shares a common approach to teaching and evaluating Lifesaving Society certifications.

Co-delivery of Lifesaving Society programs offers benefits to Society affiliates and the public:

- One-stop shopping - Co-delivery of programs help customers conveniently meet their training needs. All lifeguards need National Lifeguard as well as a government recognized standard first aid. Combining National Lifeguard, and Aquatic Emergency Care or Standard First Aid certifications allows the customer to register once and get trained in one course instead of registering and attending two separate courses. Affiliates only need to deal with one organization to purchase course materials, recruit leadership volunteers, submit test sheets, and pay invoices; and
- Certifications designed to work together - Society certifications are designed with a logical progression from one course to the next (e.g. Bronze Star to Bronze Medallion to Bronze Cross). This is reflected in candidate materials, program content, and evaluation standards. This assists leadership volunteers to plan effectively for the teaching and evaluation of co-delivered programs and certifications.

4.3 Combining Training Programs

Lifesaving Society leadership volunteers and affiliates are not permitted to combine Lifesaving Society programs with the training programs of other organizations. Lifesaving Society programs must be taught and evaluated separately from the programs of other organizations.

Furthermore, Lifesaving Society programs must be taught and evaluated using all required Society course and evaluation materials within the required course time.

The intent of this policy is to:

- Maintain the quality of Lifesaving Society programs. The Society's quality management process and

expectations are designed for our delivery system and are not intended to include the delivery system or objectives of training provided by other organizations;

- Preserve the integrity of Society programs, certifications, and standards. The Society is prepared to support and defend the standards of Society programs and certifications as well as our expectations for Society leadership volunteers. Leadership volunteer expectations are a key component of the Code of Conduct for Leadership Volunteers. The Society will not assume responsibility for the content required for the programs of other organizations; and
- Preserve the brand identity of our programs, certifications, and training system. Candidates must clearly be able to recognize and understand their connection to the Society as a result of participating in our programs.

Combining Society program delivery with non-Society programs does not achieve this intent and is not permitted. Failure to comply with this policy is a violation of the Code of Conduct for Leadership Volunteers and may result in the revocation of certification of the leadership volunteer. Affiliate members requiring leadership volunteers to violate the code may result in the termination of the affiliate membership and withdrawal of the privilege of delivering Lifesaving Society programs.

4.4 Training Program Prerequisites for Certifications

The Society uses the following principles to make assessments as to whether certifications from other training agencies meet our prerequisites for Lifesaving Society training programs.

1. With approval the Lifesaving Society may recognize certain certifications as prerequisites to programs (e.g. certifications from Commonwealth member societies (RLSS) and ILS Lifeguard certification).
 - NOTE: Recognition of a certification as a prerequisite does not provide the prerequisite certification to the individual.

2. Certifications from other agencies are not accepted as equivalent to Lifesaving Society certifications because:
 - The Lifesaving Society does not produce or update outside agencies' training programs.
 - Outside training programs can be altered without the Lifesaving Society's knowledge.
3. When Emergency First Aid, Standard First Aid, or Aquatic Emergency care are a prerequisite to a program they are required to be a GOA workplace approved first aid certification.

Individuals seeking clarification on training program prerequisites can contact the Lifesaving Society.

4.5 Training Program Prerequisites for Certification from Other Agencies (Including Canada and Abroad)

	Country of Certification		
	Lifesaving Society (Canada)	Nations With Royal Life Saving Society National Commonwealth Branches, That Provide Bronze Medallion (UK, Australia, New Zealand & South Africa)	Other Countries
Bronze Medallion		<p>Require: Purchase and review of Canadian Lifesaving Manual</p> <p>Mandatory: Provide proof of certification.</p> <p>Recommend: Review Canadian Lifesaving Manual.</p> <p>Rationale: Lifesaving Society recognizes the RLSS Bronze Program from other Commonwealth Nations.</p>	<p>Require: Purchase and review of Canadian Lifesaving Manual</p> <p>Mandatory: Challenge an original examination, all items.</p> <p>Recommend: Participation in full course.</p> <p>Rationale: Award can be challenged.</p>
Bronze Cross	<p>Lifesaving Society National Certifications are recognized and transferable between provinces and territories.</p> <p>Please contact your home branch office to have your awards transferred to another Province/ Territory.</p>	<p>Mandatory: Challenge an original examination, all items.</p> <p>Recommend: Participation in full course. Purchase and review of Canadian Lifesaving Manual</p> <p>Rationale: Award can be challenged</p>	
Swim and Lifesaving Instructor		<p>Mandatory: Must participate in a Swim and Lifesaving Instructor original course.⁽²⁾</p> <p>Rationale: Swim and Lifesaving Instructor program can be delivered in multiple formats to meet specific candidate needs.</p>	
Lifesaving Standard First Aid (SFA)⁽¹⁾ / Aquatic Emergency Care (AEC)⁽¹⁾		<p>Mandatory: Provide proof of Government of Alberta workplace approved Standard First Aid to be eligible for recertification.</p> <p>Recommend: Complete an Aquatic Emergency Care (original course)^(Note)</p> <ul style="list-style-type: none"> Note: Individuals who hold a current Government of Alberta workplace approved Standard First Aid may challenge the original course. Refer to Section 3 - 5.3 Lifesaving First Aid for details <p>Rationale: Provincial government regulation for workplace first aid and training.</p>	
National Lifeguard		<p>Mandatory: Must participate in a National Lifeguard original course.⁽²⁾</p> <p>Rationale: National Lifeguard is the standard for lifeguards in Canada. The only way you can obtain certification is through taking the National Lifeguard Course.</p>	

¹ Lifesaving Standard First Aid and Aquatic Emergency Care includes CPR-C (Adult/Child/Infant) and AED. Candidates with CPR, BLS, and O2 Administration from other agencies may be eligible for recognition of these awards.

² "Original course" can incorporate flexible delivery formats. Recognition and competency from prior learning and possible smaller student-to instructor ratio may enable an accelerated timeline, provided that the Instructor is confident that the candidate has fully achieved the standard by demonstrating all knowledge, judgement, skills and fitness items.

4.6 Test Sheet Administration

It is important for Lifesaving Society test sheets to be completed legibly and submitted immediately following a course. When filling in a test sheet the following information must be completed:

- Candidate information (To be completed for each candidate):
 - Name (first and last)
 - Gender
 - Full mailing address with postal code and apartment # (when applicable)
 - Date of birth
 - Phone number and email
 - If a prerequisite is required, proof of non-Society (e.g. workplace approved Standard First Aid) or out of province Society (e.g. Bronze Cross issued in Ontario) awards must be attached to the test sheet. A legible photocopy of the certification card is preferred.
- Course information:
 - Number of passes/fails
 - Course date/exam date
 - Facility (where the course took place)
- Instructor/Examiner Information (To be completed on both sides of test sheet by each Instructor/Examiner who taught/evaluated the course).
 - Name (first and last)
 - Member ID
 - Email
 - Phone Number
 - Signature
- Affiliate information
 - Affiliate name
 - Full mailing address with postal code
 - Phone number

Incomplete test sheets cause unnecessary delays in award processing which may affect a candidate's ability to work or participate in further training.

Once completed, the original test sheet is submitted to the Society immediately for processing by either:

- Sending a PDF of the test sheet to awards@lifesaving.org
- Sending a hard copy by mail

A hard copy is not required for test sheets submitted as PDF. Affiliates must retain a copy of each test sheet for their records.

The affiliate will be charged for every candidate on the test sheet regardless of result.

All Lifesaving Society test sheets are available at www.lifesaving.org. Fillable test sheets are available for select streams.

Falsification of any information on a test sheet is considered fraud and will be dealt with accordingly.

4.7 Award Processing

There is nothing more frustrating for candidates than having to wait for certification card(s), especially when it affects their ability to be employed.

One piece of missing information can create a big delay in processing awards. The Society only collects information that is vital; all information requested on test sheets is essential.

Delays in award processing are most often due to:

- Candidate(s) not meeting prerequisites on or before the end of the course.
- Affiliates not submitting test sheets within two (2) weeks of the end of the course.
- Illegible writing or required information missing. See Section 4.6.

Interim Cards

Instructors should provide all successful candidates with an interim card. Interim cards are valid for two months. Interim cards are only valid if they are legible and filled in completely. This is especially important for vocational awards such as first aid training. Interim cards are available to affiliates in the Lifesaving Toolkit or may be ordered.

Program Awards

Training program awards are processed and sent back to the affiliate member for distribution to candidates. National Lifeguard awards are sent directly to candidates by the Society. The Society will send other awards directly to candidates for a fee at the request of the affiliate member.

4.8 Award Currency and Proof of Certification

Awards are considered to be “current” by the Society for a period of two (2) years beginning the date listed on the certification card and ending two years later. (i.e. If the certification card listed January 1, 2010 the last day of currency would be January 1, 2012). The award would no longer be considered current the following day (i.e. January 2, 2012) and award holders that require certification to work should recertify prior to the award no longer being current. The Society does not grant extensions.

Proof of Certification

The Society recognizes the following as proof of certification:

- Certification card issued by the Society.
- Individual Record Memo issued by the Society.
- Individual Record Verification through Find-a-member.
 - Must include Verification Code.

Note: A copy of a test sheet is NOT proof of certification and should not be made available to candidates.

Note: Emergency First Aid, Standard First Aid (original and recertification) are current for three (3) years from the date list on the certification card.

4.9 Award Recertification Process

In-person Recertification

Most Lifesaving Society candidate and leadership awards are recertified by attending and successfully completing a recertification course/exam.

In-person 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).
- Complete the appropriate Instructor Assessment Form (if applicable).

Individuals who have not completed Mandatory Updates may be required to retake leadership courses.

Distance Recertification

Lifesaving Society awards which do not have an in-person recertification course/exam are recertified through a distance process. There is a recertification form for 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)
- Complete the appropriate Instructor Assessment Form (if applicable)

Individuals who have not completed Mandatory Updates may be required to retake leadership courses.

Distance Recertified Program	Instructor Assessment Form
Community Official	-
Pool Official	-
Meet Manager and Referee	-
SEE Auditor	-
Aquatic Safety Inspector	-
Aquatic Safety Auditor	-
Aquatic Supervisor Training	-
Aquatic Management Training	-
BOAT Instructor	Level 1
Education and Proficiency Instructor	Level 2
SwimAbilities Instructor	Level 2
Sport Coach 1	Level 2
Officials Instructor	Level 2
Swiftwater Rescue Instructor	Level 3
Boat Rescue for First Responder Instructor	Level 3

4.10 Mandatory Updates

Lifesaving Society programs undergo a regular review and update process based on research evidence and member feedback. A Mandatory Update occurs when there are changes to:

- Program content
- Program delivery
- Program policy

Mandatory Updates make sure that key messages and changes are consistently communicated to Affiliate Delivery Partners and affected leadership volunteers (Instructors, Coaches, and Trainers).

As part of ongoing professional development leadership volunteers must complete Mandatory Updates (as required) as a prerequisite for recertification.

Lifesaving Society Website

5.1 Find A Member

Lifesaving Society affiliates and individual members can verify individual records online at www.lifesaving.org. Our Find a Member service allows members to check Lifesaving Society certifications and their current status can be accessed on the Society's website at no cost, from anywhere, anytime – even when the Lifesaving Society office is closed.

To look up an individual record, all that is required is the individual's Lifesaving Society "Member Number" that is found in the bottom right hand corner of certification cards. It is an expectation of the Society, that those who access "Find A Member" have permission to use the member's number.

Benefits to Members

- Employers can immediately confirm the certifications of staff members – saving time by not having to chase staff to obtain proof of certification and reprints of lost or misplaced certification cards.
- Lifeguards and Instructors can check the status of their own certifications – learning when their currency period is over, even if they have lost their cards.
- Lifeguards and Instructors can print their own award list – creating an impressive attachment to job applications or resumes.
- Registration staff and Instructors can look up prerequisites – ensuring that candidates can access that course.
- Health inspectors can check the status of lifeguard or Instructor certifications – giving them same-day service.

Digital Certification Cards

By clicking on a certification in Find a Member a digital certification card will appear. You will be able to print this card for your employer and they can verify its validity by entering your Member ID. Paper certifications will only be available through special order.

Find a Member vs. Certification Cards for Employers

Find a Member has the same validity as a Certification Card provided that the 18-digit validation code is on the record. This validation code can be used on our website to verify that the record provided is legitimate and valid anytime.

This means:

- We recommend that you accept "Find A Member" transcripts as legal proof of certification.
- You can verify staff certifications when provided from the Find a Member system anytime using the 18-digit code.
- You can provide this record to your Health Inspector or an Occupational Health and Safety Inspector as proof of certification. You can verify certification (and recertification) for staff much faster as the Find a Member database is updated daily when test sheets are processed reducing delays from hard-copy mailing of certification cards.

5.2 Find a Course/Find a Job

Courses and jobs postings that have been added by affiliate delivery partners or the Society can be viewed by anyone on the website using Find a Job and Find a Course.

5.3 Affiliate Functions

Affiliates wanting access to affiliate functions must be logged into the Society website.

Manage Job Posting/Schedule a Course

These features are available for affiliates to post employment opportunities targeted to Society members in the aquatic industry and advertise courses to potential candidates on the Society website.

Affiliate/Facility Certification Tracker

Using the Affiliate/Facility Certification Tracker affiliates may select a list of required Lifesaving Society awards and enter staff Lifesaving Society Member Numbers to track staff certification currency. Within the selected certifications staff will either show as having a current award, a current award which will no longer be current within three (3) months, a held award which is not current, or show that the award is not held by the individual.

5.4 Lifesaving Toolkit

The Lifesaving Toolkit is a feature on the Lifesaving Society website that provides our members, Instructors, Trainers, and affiliates with access to the most current information and resources available for programs and services.

Members wanting access to this service must be logged into the Society website.

Lifesaving Sport

6.1 General Information

The Lifesaving Society is the Canadian governing body for competitive lifesaving - a sport recognized by the International Olympic Committee and the Commonwealth Games Federation. Competitive lifesaving is unique because it is the only sport in which skills are learned for humanitarian purposes, and only then applied to competition.

As the Canadian sport governing body for lifesaving, the Society promotes healthy living through the creation of lifesaving clubs within Canadian communities. Competition, staff training, and masters are a few of the opportunities to attract new participants to lifesaving programs, to showcase Canada's lifeguards, and to promote public awareness of our drowning and water-related injury prevention aims.

The Lifesaving Society endorsed competition as early as the 1930s and has organized lifeguard competitions since the late 1960s. The first Canadian Lifeguard Championship was held in Winnipeg in 1977. The Society hosted the World Lifesaving Championships in Vancouver at Rescue '86. Alberta hosted the 2009 RLSS Commonwealth Lifesaving Championships.

Provincial and national championships showcase the professionalism of our lifesaving athletes. National lifesaving teams represent Canada at international competitions.

6.2 Provincial Sport Organizations

The Lifesaving Society Alberta and Northwest Territories is the Provincial Sport Organization and governing body for lifesaving sport in Alberta and Northwest Territories. As the Provincial Sport Organization, the Lifesaving Society is the standard setter and certifying body for all Lifesaving Sport programs and competitive lifesaving activities. The Alberta and Northwest Territories Competition Manual is used to identify the rules, standards, and procedures for lifesaving competition in Alberta and Northwest Territories.

6.3 Lifesaving Sport Model

Lifesaving Society Affiliates under agreement are eligible to offer Lifesaving Sport Programs.

Creation and administration of Lifesaving Sport Clubs is limited to Lifesaving Society Affiliates operating at least one (1) aquatic facility. Affiliates with multiple facilities are only eligible to create one lifesaving sport club but that club can operate out of any of the facilities operated by the affiliate.

Lifesaving Sport clubs have a flexible delivery model able to accommodate facility needs and community engagement at any level. Club focus may range from recreational participation, achievement of certification, or preparing performance athletes for national and international competition. Participants in Lifesaving Sport may be of any age but it is recommended that they are able to complete the Lifesaving Society Swim Test to participate.

Lifesaving Sport programming and competitive activities may be completed at both pool and open water (waterfront/beach) settings. Coaches must be lifesaving instructors and it is recommended that they hold Lifesaving Sport Coach.

6.4 Lifesaving Sport Membership and Registration

Affiliates under agreement are eligible to offer sport programs. Lifesaving Sport Clubs are encouraged to use the Lifesaving Sport Database website to register coaches and program participants.

Athletes wishing to compete in local or provincial competition must be registered and activated annually on the Lifesaving Sport Database website.

6.5 Hosting and Sanctioning Competitions

All local and provincial sport events must be hosted following the rules, standards, and procedures (as detailed in the Alberta and Northwest Territories Competition Manual). Sanctioning is completed through www.lifesaving.org.

Affiliates with questions on hosting sport competitions should contact the Society office for further information.

Lifesaving Society Recognition Awards

7.1 Commonwealth Service Awards

Commonwealth service awards recognize a Lifesaving Society volunteer's length of noteworthy service and dedication to the Society's mission and mandate.

Honourary appointments are reserved for those who have given outstanding service to the Society and acknowledge long-term service excellence. Awards are presented annually at the Investiture of Lifesaving Honours.

Commonwealth Service Award ⁽¹⁾	Years of Service
Certificate of Thanks ⁽²⁾	
Service Commendation	2 or more
Service Medal	4
Bar to Service Medal	8
Service Cross	12
Bar to Service Cross	16 and 20
Commonwealth Honorary Life Member	24
Commonwealth Honorary Life Governor	28
Commonwealth Honorary Vice President ⁽³⁾	32

⁽¹⁾ Individuals are not eligible if compensated for services

⁽²⁾ Given to recognize service, contributions or achievement by individuals, clubs, schools, organizations, etc.

⁽³⁾ Generally reserved for National Presidents

7.2 Lifesaving Society Rescue Awards

The Lifesaving Society recognizes the efforts of residents of Alberta and Northwest Territories involved in a water rescue annually at our Investiture of Lifesaving Honours. Contact the Lifesaving Society to nominate someone who has been involved in a water rescue; forms and criteria are available online.

HRH Prince Michael of Kent Certificate of Merit

Awarded at the discretion of His Royal Highness Prince Michael of Kent for outstanding acts of bravery in an aquatic environment by an individual not eligible for the Mountbatten Medal or Russell Medal.

Commonwealth Mountbatten Medal

Awarded annually by the Commonwealth Council, the Mountbatten Medal honours the most courageous rescue in the Commonwealth. As only one medal is awarded, the Mountbatten Medal Letter of Commendation recognizes other outstanding rescues that were nominated for the Mountbatten Medal. Recipients must be a Lifesaving Society award holder.

Russell Medal

Awarded annually by the Commonwealth Council, the Russell Medal recognizes a person 18 year old or younger, who during the previous calendar year has carried out the most outstanding resuscitation or attempted resuscitation of a person.

M.G. Griffiths Plaque

The highest national Rescue Award presented by the Royal Life Saving Society Canada. Recipients have demonstrated exceptional skill, personal risk, and a high degree of bravery and courage. Recipients are Lifesaving Society award holders.

M.G. Griffiths Certificate

The second-highest national Rescue Award presented by the Royal Life Saving Society Canada. Presented to an award holder who, while using approved techniques, demonstrates significant personal bravery in an outstanding rescue attempt.

Rescue Commendation Certificate

A national Rescue Award issued by the Royal Life Saving Society Canada recognizing an outstanding rescue by a person who is not an award holder of the Society.

Lifesaving Medal

Inaugurated in Alberta and Northwest Territories in 2000. Awarded to a person involved in a rescue of personal risk. Recipients have demonstrated presence of mind and skill of a meritorious nature. Recipients may be awarded with a Bar for Bravery, Merit, Service, or Recognition. Rescue personnel who performed a rescue in the course of duty are eligible.

Commendation Citation

A branch Rescue Award issued by the Lifesaving Society Alberta and Northwest Territories that may be awarded to a person who is deserving of recognition for a humanitarian act.

7.3 Affiliate Awards

The Lifesaving Society annually recognizes affiliate members who deliver the Society's training programs and promote public education. There are more than 20 classes awarded on the basis of accumulating the highest point total in conducting Society programs during the calendar year. Points reflect the relative degree of difficulty or amount of training and effort required to achieve each level including the programming time and commitment.

Affiliate members are recognized at the Annual General Meeting and Branch Awards Presentation each June.

7.4 Honourary Associate

The Honourary Associate Award is used at the discretion of Provincial Branches to recognize deserving recipients in the community. This recognition is awarded annually.

7.5 Jack Boddington Award

This award is in recognition for the many Society Members who contribute in ways beyond Lifeguarding and Instructing. Roles include affiliate/club, branch and or/ national activities: coaching and officiating, instructing and examining, administration, and programming.

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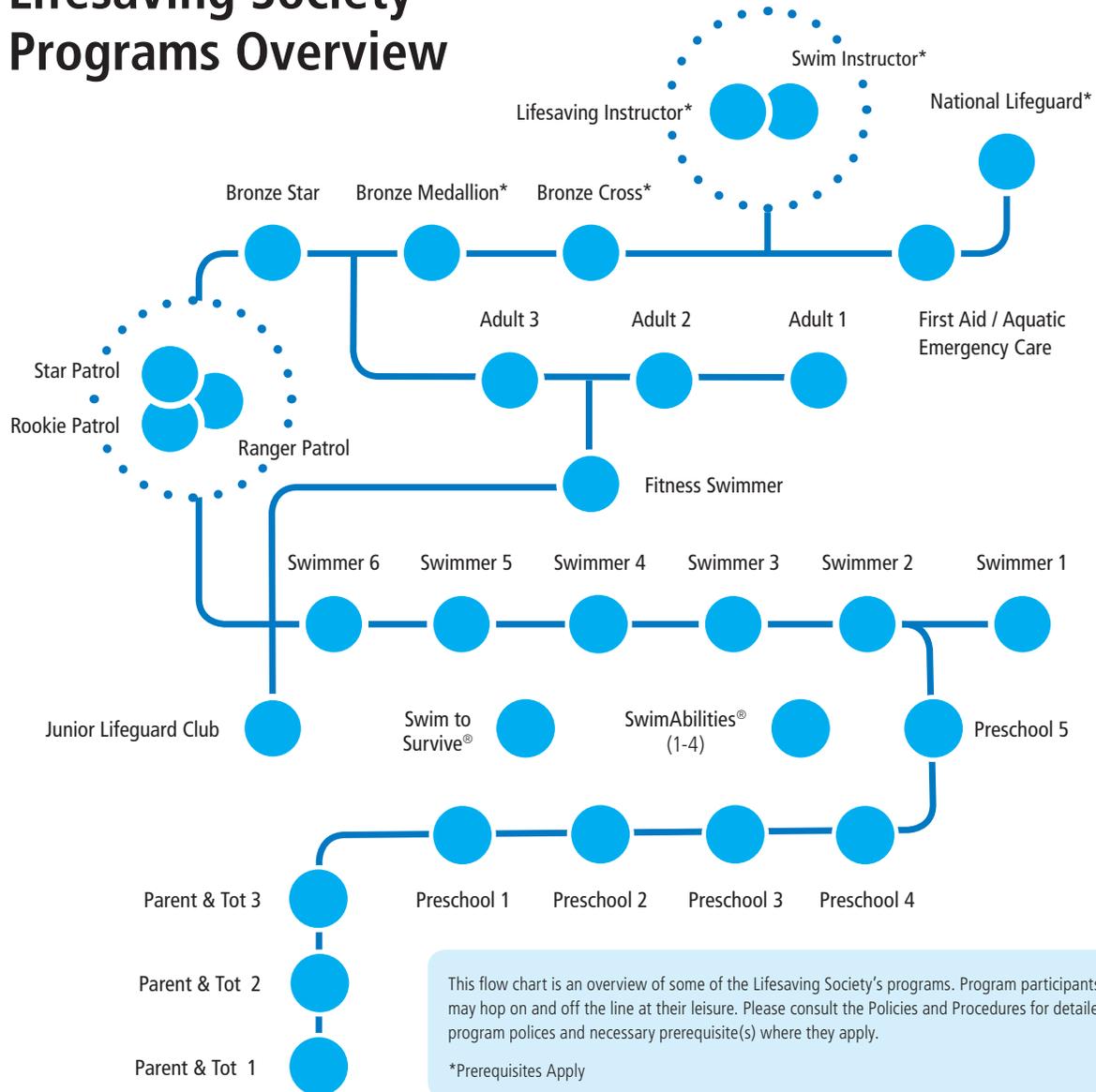
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Awards are processed by the Lifesaving Society. Upon someone's first certification they will be issued a membership card with the Member ID. This Member ID will be used by the member to access their digital certifications.



Lifesaving Society Programs Overview



This flow chart is an overview of some of the Lifesaving Society's programs. Program participants may hop on and off the line at their leisure. Please consult the Policies and Procedures for detailed program polices and necessary prerequisite(s) where they apply.

*Prerequisites Apply

Water Smart Education

1.1 Swim to Survive®

Swim to Survive® is different than swimming lessons and not a replacement for them. Swim to Survive® teaches just the essentials needed to survive an unexpected fall into deep water—an important first step to being safe around water.

The Swim to Survive® program's flexible and simple design makes it ideal for camps, schools, and youth groups. Swim to Survive® can meet even the tightest time frames and budgets. Use Swim to Survive® for:

- Basic survival training for every family member.
- Meeting educational curriculum requirements.
- Workplace safety training.
- Youth group recreational and training needs.
- Screening for outdoor activities such as canoeing and boating.
- Programming at your community pool.

Basic swimming ability is a requirement of any meaningful attempt to eliminate drowning in Canada. Swim to Survive® defines the minimum swim skills needed to survive an unexpected fall into deep water. Because most drownings occur close to safety and most victims had no intention of going into the water, Swim to Survive® focuses on basic survival skills performed as a sequence of three skills:

1. **ROLL** into deep water
2. **TREAD** water for one minute
3. **SWIM** 50 metres

No specialized certification is required to deliver this program. Although candidate recognition materials are available, it is not a requirement so Swim to Survive® can be absolutely free for you to deliver.

Prerequisite(s): None.

Delivery Method(s): in-person

Swim to Survive Plus

The Swim to Survive+™ program, geared toward presenting more realistic situations for children in Grade 7, builds on the skills taught in the original Swim to Survive program. The + (plus) means that students are taught to ROLL, TREAD and SWIM WITH CLOTHES ON. In addition, Swim To Survive+™ teaches kids how to assist a friend who may have accidentally fallen into deep water. Students are taught three key skills: TALK, THROW and REACH.

Participants are trained to swim four intervals of 10 to 15 metres each on their front or back, with 15 to 30 second rests and a pulse check at each interval.

In addition to personal survival swimming skills, Swim to Survive+ participants learn how to assist a friend in trouble without putting themselves in danger. Participants learn and practice how to:

- Stay safe (remain on deck or on land)
- Get help (call for adults or 911)
- Use good judgment to assist a friend to safety (talk, throw or reach).

Water incidents can happen anywhere. Swim to Survive+ will help safeguard your children around water now and for years to come.

Prerequisite(s): Recommended that Swim to Survive standard has been met.

Delivery Method(s): in-person

Swim to Survive - Administration			
Swim to Survive®		Swim to Survive+®	
Program Policies		Program Policies	
Instructed/Evaluated By	(1)	Instructed/Evaluated By	(1)
Program Guidelines		Program Guidelines	
Delivery Method(s)	in-person	Delivery Method(s)	in-person
Course Length (hours)	4-5	Course Length (hours)	4-5
Lesson Length (minutes)	30-45	Lesson Length (minutes)	30-45
Candidate: Instructor Ratio	10:1	Candidate: Instructor Ratio	10:1
Minimum Candidates (recommended)	1	Minimum Candidates (recommended)	1

(1) Any Swimming Instructor from other training agencies can teach Swim to Survive and Swim to Survive+. Flexible delivery options allow affiliates to run Swim to Survive based on their customer needs.

Swim to Survive - Equipment, Literature, and Recognition			
Swim to Survive®		Swim to Survive+®	
Program Equipment		Program Equipment	
PFDs	•	Rescue aids	•
Timing Device (Pace Clock)	•	Timing Device (Pace Clock)	•
Candidate Recognition		Candidate Recognition	
Certificate	○	Certificate	○
Recognition Items	○	Recognition Items	○

1.2 Caregiver Supervision

Caregiver Supervision is a free, knowledge based participation program designed for caregivers of all types (parents, grandparents, coaches, teachers, day care supervisors, babysitters, aides, camp leaders, etc.). The purpose of this program is to learn about active supervision, drowning recognition, rescue response and other valuable information caregivers will benefit from while supervising or coaching children in an aquatic environment.

This self-directed program is offered through an electronic workbook containing ten modules. All the participants need is access to a computer. Participants can learn at their

own pace. The program information may also be delivered in person to a group. Each module has three 'test your knowledge' questions to reinforce key messages and learnings. The workbook also contains an answer key. Once all ten modules are complete participants may self-print a certificate of completion.

No specialized certification is required to take or deliver this program.

Prerequisite(s): None.

Delivery Method(s): online

Swimming and Lifesaving

2.1 Swim For Life®

Swim for Life® is a comprehensive swim instruction program that focuses on the acquisition and development of fundamental swim strokes and skills for learners of all ages and abilities. Learning Swim to Survive® skills and achieving the Lifesaving Society's Swim to Survive® Standard are key foundations of the Swim for Life® Program.

Swim for Life® is accessible, flexible, success-oriented, and fun. Instructors ensure swimmers get lots of in-water practice in every lesson.

Swim for Life® flows seamlessly into the Canadian Swim Patrol program and then into the Society's lifesaving and vocational training awards, providing a complete, coherent, single-source program of integrated swimming and lifesaving instruction.

Water Smart® Education

As an integral part of the Swim for Life® Program, Water Smart® education provides information and experiences that help participants make safe choices when in, on, and around water and ice. Water Smart® Education is available to all, focuses on learning, and does not include evaluation; participation is all that is required. The Society provides instructors with a variety of tools to make this drowning and injury prevention education last a lifetime.

Parent & Tot

The Parent & Tot Program structures in-water interaction between parent and child to stress the importance of play in developing water-positive attitudes and skills. Activities and progressions are based on child development, so parents register in the level appropriate for their child's age. Activities to teach Water Smart® education key messages are incorporated into all levels.

Prerequisite(s): 4 months - 3 years old (recommended)

Delivery Method(s): in-person

Preschool

The Preschool Program gives children a head start on learning to swim. Preschool Programs develop fundamental physical literacy skills for aquatic activities. In our preschool program we work to ensure 3 - 5 year olds become comfortable in the water and have fun developing a foundation of water skills. Activities to teach Water Smart® education key messages are incorporated into all levels.

Prerequisite(s): 3-5 years old (recommended)

Delivery Method(s): in-person

Swimmer

The Swimmer Program makes sure children learn the fundamental physical literacy skills for aquatic activities. Progressions accommodate 5 - 12 year olds, including beginners and swimmers who want to build on the basics. Lots of in-water practice develops solid swimming strokes and skills. Activities to teach Water Smart® education key messages are incorporated into all levels.

Prerequisite(s): 5-12 years old (recommended)

Delivery Method(s): in-person

Adult Swimmer

The Adult Swimmer Program is for beginners who may be just starting out, or swimmers who want help with their strokes. Within the Adult Swimmer curriculum, participants set their own goals to develop water confidence and smooth, recognizable strokes. Activities to teach Water Smart® education key messages are incorporated into all levels. Instructors are prepared to adapt these items and awards to accommodate the needs of adult learners and provide the flexibility for them to select the skills they want to learn in order to achieve their personal swimming goals.

Prerequisite(s): None

Delivery Method(s): in-person

Fitness Swimmer

The Fitness Swimmer Program is for swimmers of any age who want to improve their overall physical fitness in the water. Fitness Swimmer provides a structured approach to improve physical fitness based on accepted training principles, and practices including interval training. Participants set their own goals.

Prerequisite(s): None

Delivery Method(s): in-person

Swim for Life - Administration					
	Parent & Tot	Preschool	Swimmer	Adult Swimmer	Fitness Swimmer
Program Policies					
Instructed/ Evaluated By	Swim Instructor				
Program Guidelines					
Delivery Method(s)	in-person				
Course Length (hours)	4-5	4-5	6-7.5	6-10	6-7.5
Lesson Length (minutes)	30	30	45	45	45
Candidate: Instructor Ratio	10:1	5:1	10:1	10:1	10:1
Minimum Candidates (recommended)	1	1	1	1	1

Swim for Life - Equipment, Literature, and Recognition

	Parent & Tot	Preschool	Swimmer	Adult Swimmer	Fitness Swimmer
Program Equipment					
PFDs	•	•	•	•	
Small Sinking Objects	•	•	•	•	
Timing Device (Pace Clock)			○	○	•
Candidate Recognition					
Progress Report	•	•	•	•	•
Ribbon	○	○	○	○	○
Other (Society approved)	○	○	○	○	○

• Required | ○ Optional

SwimAbilities® - Administration	
Program Policies	
Instructed / Evaluated By	SwimAbilities Instructor
Program Guidelines	
Delivery Method(s)	in-person
Course Length (hours)	6-7.5
Lesson Length (minutes)	45
Candidate: Instructor Ratio	8:1
Minimum Candidates (recommended)	1
Candidate: Caregiver Ratio	1:1

2.2 SwimAbilities®

SwimAbilities® is a multi-levelled program that is geared towards participants aged 3 to 16 with special needs ⁽¹⁾. This program is for anyone who needs additional support to develop fundamental physical literacy skills and safety routines for aquatic activities, or for participants that could benefit from a slower paced class than typical Learn to Swim swimming lessons. Participants are taught swimming skills, safety routines, and Water Smart® education by Lifesaving Society certified SwimAbilities® Instructors. The SwimAbilities® program is designed so that students are able to come in and out of the program as individual needs change. Each participant is required to have a caregiver or aide in the water with them during the lesson.

Prerequisites: 3 – 16 years old (recommended)

⁽¹⁾ Individuals do not need to provide a formal diagnosis to participate in this program

Delivery Method(s): in-person

2.3 Canadian Swim Patrol

The Canadian Swim Patrol program provides enriched training for those who are ready to go beyond learn-to-swim. Swim Patrol has three levels: Rookie, Ranger, and Star. These programs continue to develop participants' swim strokes and provide the skill foundation that prepares them for success in the Society's Bronze Medal awards.

SwimAbilities® - Equipment, Literature, and Recognition	
Program Equipment	
PFDs	•
Pool Toys and Floatation Devices	•
Small Sinking Objects	•
Timing Device (Pace Clock)	○
Candidate Recognition	
Progress Record	•
Participation Ribbon	○
Other (Society approved)	○

• Required | ○ Optional

Recertification: There is no recertification for Swim Patrol Awards

Rookie Patrol

Develops individual fitness levels to meet a timed 100m swim and 350m workout. Water proficiency skills include: swimming with clothes, ready position, foot-first and head-first surface dives. Demonstrating the ability to conduct a primary assessment and initiating EMS are included as first aid skills. Victim recognition and throwing assists are other key elements of the program.

Prerequisite(s): Ability to swim

Delivery Method(s): in-person

Ranger Patrol

Enhances capability in the water; including stride entry, underwater forward and backward somersaults, lifesaving eggbeater kick, and increased fitness levels to meet a 200m timed swim. Rescue skills involve an increased skill level in ABC first aid basics, victim recognition, and non-contact rescues.

Prerequisite(s): Ability to swim

Delivery Method(s): in-person

Canadian Swim Patrol - Administration			
	Rookie Patrol	Ranger Patrol	Star Patrol
Program Policies			
Instructed / Evaluated By	Swim Instructor Lifesaving Instructor		
Currency (years)	-	-	-
Program Guidelines			
Delivery Method(s)	in-person		
Course Length (hours)	6-10	6-10	6-10
Recertification (hours)	-	-	-
Candidate: Instructor Ratio	12:1	12:1	12:1
Minimum Candidates (recommended)	2	2	2

Star Patrol

An excellent preparation for the Bronze Star award, Star Patrol demands good physical conditioning and lifesaving judgment. Participants develop lifesaving and first aid skills; further refine front crawl, back crawl, and breaststroke (100m each); and complete 600m workouts and for 300m timed swims.

Prerequisite(s): Ability to swim

Delivery Method(s): in-person

2.4 Bronze Medals

Bronze Star

Bronze Star develops swimming proficiency, lifesaving skill and personal fitness. Candidates refine their stroke mechanics, acquire self-rescue skills, and apply fitness principles in training workouts. Bronze Star is excellent preparation for success in Bronze Medallion and provides a fun introduction to lifesaving sport.

Prerequisite(s): None. (Swim Patrol experience recommended)

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Canadian Swim Patrol - Equipment, Literature, and Recognition			
	Rookie Patrol	Ranger Patrol	Star Patrol
Program Equipment			
Variety of throwing / reaching assists	•	•	•
PFDs	•	•	•
Small Sinking Objects	•	•	•
Weight (lbs.)	5 and 10	5 and 10	5 and 10
Candidate Recognition			
Wallcharts and Seals	•	•	•
Crest	•	•	•
Progress Report	•	•	•

• Required | ◦ Optional

Recertification: None. Must complete an original Bronze Star course to remain current.

Certification Currency: 2 years from the date of certification.

Bronze Medallion

Bronze Medallion challenges the candidate both mentally and physically. Judgment, knowledge, skill, and fitness – the four components of water rescue – form the basis of Bronze Medallion training. Candidates acquire the assessment and problem-solving skills needed to make good decisions in, on, and around the water. Bronze Medallion is a prerequisite for assistant lifeguard training in Bronze Cross.

Prerequisite(s): Bronze Star (need not be current) or minimum of 13 years of age at the time of the exam, current CPR-C

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Attend a Bronze Medallion recertification exam.

Bronze Medals and Advanced Lifesaving - Administration				
	Bronze Star	Bronze Medallion	Bronze Cross	Distinction
Program Policies				
Instructed / Evaluated By	Lifesaving Instructor		Lifesaving Instructor ⁽¹⁾	Lifesaving Instructor ⁽²⁾ Distinction Examiner ⁽³⁾
Currency (years)	2	2	2	2
Program Guidelines				
Delivery Method(s)	in-person	in-person, blended (original) ⁽⁴⁾		in-person
Course Length (hours)	10	15	20	20
Recommended in-person skill practice for online academy students (hours)	N/A	8	12	N/A
Recertification (hours)	N/A	4	4.5	4
Candidate: Instructor Ratio	12:1	12:1	12:1	12:1
Maximum additional Online Training Academy students that can be added to skill practice and exam	N/A	4 16:1 ratio maximum with additional students		N/A
Minimum Candidates (recommended)	4	4	4	4

(1) Must hold National Lifeguard (any option) (need not be current) for revised program

(2) Instructor
(3) Examiner

(4) Through Lifesaving Society Online Academy

Bronze Cross

Bronze Cross begins the transition from lifesaving to lifeguarding and prepares candidates for responsibilities as assistant lifeguards. Candidates strengthen and expand their lifesaving skills and begin to apply the principles and techniques of active surveillance in aquatic facilities. Bronze Cross emphasizes the importance of teamwork and communication in preventing and responding to aquatic emergencies. Bronze Cross is a prerequisite for advanced training in the Society's National Lifeguard and leadership certification programs.

Prerequisite(s): Bronze Medallion (need not be current), current Alberta workplace approved Standard First Aid.

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Attend a Bronze Cross recertification exam.

2.5 Advanced Lifesaving

Distinction

Distinction encourages a maturity of response to demanding aquatic emergency situations, and is designed to develop advanced water rescue skill and knowledge, as well as an understanding of the principles of fitness training. Distinction challenges include implications of assuming responsibility in an emergency, how to deal with two victims at once, and rescue of a non-breathing spinal-injured victim.

Inherent in the name of the award, lifesavers must perform every item with distinction.

Prerequisite(s): Bronze Cross (need not be current).

Certification Currency: 2 years from the date of certification.

Recertification: Attend a Distinction recertification exam.

Bronze Medals and Advanced Lifesaving - Equipment, Literature, and Recognition				
	Bronze Star	Bronze Medallion	Bronze Cross	Distinction
Program Equipment				
CPR Manikins with Lungs	•	•	•	
AED Trainers	•	•	•	
Barrier Devices	•	•	•	
Non-Buoyant Objects	•	•	•	
Weight (lbs.)	10	10	10	
Rescue Aids	•	•	•	•
Mask				•
Snorkel				•
Fins				•
Spineboard				•
Ruth Lee Manikin	○	○	○	○
Program Literature				
Canadian Lifesaving Manual	○	•	•	•
Bronze Cross Course Book			•	
Canadian CPR Manual	○	○	○	○
Canadian First Aid Manual				○
Candidate Recognition				
Wallet Card	•	•	•	•
Medal	•	•	•	•
Crest	•	○	○	•

• Required | ○ Optional

Diploma (Commonwealth Award)

The Royal Lifesaving Society Diploma is a historic award which has taken on many forms. Diploma is awarded for exceptional pieces of research in the field of lifesaving and drowning prevention. Diploma offers an opportunity to share research across all member nations.

Prerequisite(s): Please consult a branch representative for further information and process.

2.6 Safeguard

Safety supervision training for guardians (e.g. day camp counselors, counselors-in-training and others) who accompany groups of young people to pools or waterfronts. The course stresses the responsibility undertaken by these group leaders for safeguarding the young people in their care even when under lifeguard supervision.

Safeguard focuses on water safety awareness, incident prevention and the principles of aquatic safety supervision. Safeguard teaches participants how to identify hazards and at-risk behaviours, how to recognize potential victims, and how to respond safely in an aquatic emergency.

Prerequisite: None. Recommended minimum of 13 years of age, ability to swim and some lifesaving experience.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years

Recertification: None. Must complete an original Safeguard course to remain current.

Safeguard - Administration

	Safeguard
Program Policies	
Instructed / Evaluated By	Lifesaving Instructor ⁽¹⁾
Currency (years)	2
Program Guidelines	
Delivery Method(s)	in-person, online ⁽²⁾
Course Length (hours)	4 ⁽³⁾
Recertification (hours)	-
Candidate: Instructor Ratio	18:1 OR 12:1 ⁽⁴⁾
Minimum Candidates (recommended)	2

(1) Must hold National Lifeguard (any option)(need not be current)

(2) Through the Lifesaving Society Online Academy

(3) Additional time to be added if completing wet session

(4) When completing wet session

Safeguard - Equipment, Literature, and Recognition

	Safeguard
Program Equipment	
Classroom supplies	•
Program Literature	
Safeguard PowerPoint Presentation	•
Candidate Recognition	
Wallet Card	•

• Required | ○ Optional

2.7 Boat Rescue

Boat Rescue provides candidates lifesaving knowledge and rescue skills for those engaged in small craft activities. The Boat Rescue course is designed for those who are already skilled in handling their craft. Training emphasizes self-rescue techniques, recognition of emergencies, factors in rescue craft performance, and proper emergency response procedures. Since boat rescue techniques vary considerably with the type of craft and the wind and weather conditions, the requirements of the award specify the type of victim, rather than the method of rescue.

Prerequisite(s): Ability to swim and craft-handling skills is required. A Pleasure Craft Operator (PCO) card is required if motorized craft are being used in the course.

Delivery Method(s): in-person

Note: Motorized or non-motorized craft may be used in the delivery of Boat Rescue. Anybody operating a motorized craft is required to hold a Pleasure Craft Operator card.

Certification Currency: 2 years from the date of certification.

Recertification: There is no recertification for Boat Rescue.

Boat Rescue - Administration	
	Boat Rescue
Program Policies	
Instructed / Evaluated By	Lifesaving Instructor
Currency (years)	2
Program Guidelines	
Delivery Methods	in-person
Course Length (hours)	8
Recertification (hours)	-
Candidate: Instructor Ratio	12:1
Minimum Candidates (recommended)	4

Boat Rescue - Equipment, Literature, and Recognition

	Boat Rescue
Program Equipment	
Lifejacket	•
Helmet	○
Whistle	○
Thermal Protection (E.g. wet-suit or dry-suit)	○
Knife	○
Throw Bag	•
CPR Manikins & AED Trainers	•
Barrier Devices (Masks & Gloves)	•
Small Craft - Non-motorized	•
Small Craft - Motorized	○
Boating Equipment	•
Program Literature	
Canadian Lifesaving Manual	○
Sudden Impact	○
Cold H2O Boot Camp	○
Beyond Cold H2O Boot Camp	○
Candidate Recognition	
Wallet Card	•
Crest	○
Pleasure Craft Operator (PCO) Card	• ⁽¹⁾

• Required | ○ Optional

(1) Only required if motorized craft are being used.

Education and Proficiency

3.1 Preschool Proficiency

Preschool Proficiency

The Lifesaving Society Preschool Proficiency program is a knowledge based program that enhances knowledge, judgment, and understanding of preschoolers and how they learn, develop, and acquire skills. The main focus of the program is to guide teens, adults, volunteers, caregivers, and Instructors through various activities resulting in a better understanding of how children learn and develop comfort and enjoyment in the water. Preschool Proficiency is not an Instructor certification, it is designed to help instructors and others enhance and re-visit their skills.

Prerequisite(s): 14 years of age.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: None. Must complete an original Preschool Proficiency course to remain current.

3.2 Stroke Proficiency

Stroke Proficiency (Under Development)

Stroke Proficiency is a knowledge and skill based program for the refinement of swimming strokes and lifesaving kicks. The main focus of the program is to learn about the physical principles of swimming, skill progressions, proficient swimming, body composition, corrective drills, equipment use, self-evaluation of strokes and lifesaving kicks. Stroke proficiency designed to help Instructors and others enhance and revisit their skills. It is not an Instructor certification and is not designed to be a primary learn to swim program.

NOTE: Stroke Proficiency is currently under development. Affiliates interesting in supporting development should contact the Society.

3.3 SwimAbilities® Proficiency

SwimAbilities Proficiency is a knowledge based program that enhances knowledge, judgement, and understanding of working with children with special needs. The main focus of the program is to guide teens, adults, volunteers, caregivers, and Instructors through a variety of activities resulting in a better understanding of special needs and their impacts. In addition, candidates will learn techniques to use while working with children with special needs including: supports, communication, skills, and safety considerations. SwimAbilities Proficiency is not an instructor certification, it is designed to help Instructors and others by providing knowledge and skills on how to work with children and youth with special needs.

Prerequisite(s): 14 years of age.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: None. Must complete an original SwimAbilities Proficiency course to remain current.

3.4 Lifeguard Fitness Skills

The Lifeguard Fitness Skills program focuses on developing and enhancing the fitness and skills of current or aspiring lifeguards.

The Lifeguard Fitness Skills program provides a standardized set of criteria to evaluate lifeguard fitness.

Prerequisite(s): 14 years of age and Bronze Cross (need not be current).

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification

Recertification: None. Must complete an original Lifeguard Fitness Skills course to remain current.

3.5 Attendant Suite

Amenity Attendant

The Amenity Attendant Program provides candidates with the fundamentals of scanning, communication, and public relations skills helping them assist in monitoring a variety of amenities in an aquatic or multipurpose facility.

Candidates will learn how to effectively communicate and educate the public about safe, appropriate use of facilities, and their amenities as well as how to respond to minor emergencies as part of a team.

Prerequisite(s): 14 years of age and current AB workplace approved Emergency First Aid.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: None. Must complete an original Amenity Attendant course to remain current.

Shallow Water Attendant

The Shallow Water Attendant program provides candidates with scanning, communication, and public relations skills to assist them in attending waterslide landing areas, lazy rivers, and other areas where the water is less than 1.2m deep and under the direction and leadership of a National Lifeguard certified lifeguard.

Candidates will learn how to effectively communicate and educate the public about safe, and appropriate use of amenities, and how to respond to minor emergencies as part of a team working with the leadership of a National Lifeguard certified Lifeguard and under the guidance of a supervisor 18 years old (or older).

Prerequisite(s): 14 years of age, current Aquatic Emergency Care OR 14 years of age, Bronze Cross (need not be current), and current AB workplace approved Emergency First Aid.

Recommended: Amenity Attendant.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: None. Must complete an original Shallow Water Attendant course to remain current.

Beach Attendant

The Beach Attendant program provides candidates with the scanning, communication, and public relations skills required to assist them in attending beachfront areas, designated swimming areas where water is less than 1.2m deep, and beach amenities.

Candidates will learn how to effectively communicate and educate the public about safe and appropriate use of amenities, and how to respond to minor emergencies.

Prerequisite(s): 14 years of age, current Aquatic Emergency Care.

Recommended: Amenity Attendant.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification: None. Must complete an original Beach Attendant course to remain current.

Wading Pool Attendant

The Wading Pool Attendant program provides candidates with the scanning, communication, and public relations skills required to assist them in attending wading pools where water is less than 1.2m deep, and nearby amenities. Candidates will learn how to effectively communicate and educate the public about safe and appropriate use of amenities, and how to respond to minor emergencies.

Prerequisite(s): 14 years of age, current Aquatic Emergency Care.

Recommended: Amenity Attendant.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification

Recertification: None. Must complete an original Wading Pool Attendant course to remain current.

Education and Proficiency Programs - Administration							
	SwimAbilities® Proficiency	Preschool Proficiency	Lifeguard Fitness Skills	Amenity Attendant	Shallow Water Attendant	Beach Attendant	Wading Pool Attendant
Program Policies							
Instructed / Evaluated By	SwimAbilities Instructor	Education and Proficiency Instructor ⁽¹⁾					
Currency (years)	2	2	2	2	2	2	2
Program Guidelines							
Delivery Methods	in-person, online	in- person, online ⁽²⁾	in- person	in- person, online ⁽²⁾	in- person, online ⁽²⁾	in- person	in- person
Course Length (hours)	4	4	3	4	4	4	4
Candidate: Instructor Ratio	12:1	12:1	12:1	12:1	12:1	12:1	12:1
Minimum Candidates (recommended)	2	2	1	2	2	2	2

(1) Instructor must hold candidate certification (need not be current)

(2) Through the Lifesaving Society Online Academy

Attendant Programs Note:

The Lifesaving Society attendant program(s) provide for a standardized base level of training and certification for facility attendants. Training facility attendants in a single standard, and requiring attendants to hold a certification from a standard setting certifying body is a staff management and risk management best practice. Certified Lifesaving Society

Attendants (Amenity Attendant, Shallow Water Attendant, Beach Attendant, Wading Pool Attendant) are not in part, or in whole, considered to be assistant lifeguards or lifeguards. It is not reasonable to expect an attendant to meet or perform to the standard required of a National Lifeguard. The use or implementation of attendants into an aquatic facility's safety system does not impact lifeguard to bather ratios.

Education and Proficiency Programs - Equipment, Literature, and Recognition							
	SwimAbilities® Proficiency	Preschool Proficiency	Lifeguard Fitness Skills	Amenity Attendant	Shallow Water Attendant	Beach Attendant	Wading Pool Attendant
Program Equipment							
Lifejackets	○	●					
Pool Toys and Floatation Devices	○	●					
Weight (10 lbs)			●				
Obstacles			●				
Boating Equipment							
Masks and Snorkel							
Program Literature							
Candidate Workbook			○				
Candidate Manual	●	●		●	●	●	●
Waterfront Safety Standards						●	
Public Wading Pool Safety Standards							●
Candidate Recognition							
Wallet Card	●	●	● ⁽¹⁾	●	●	●	●

● Required | ○ Optional

(1) Affiliates using Lifeguard Fitness Skills as in-service training or human resources requirement for employment may not have wallet cards issued.

Lifeguarding

4.1 National Lifeguard

The Lifesaving Society's National Lifeguard certification builds on the fundamental skills, knowledge, fitness, judgment, and values taught in the prerequisite Lifesaving Society lifesaving certifications.

Recognized as the standard for lifeguards in Canada, National Lifeguard training develops a sound understanding of lifeguarding principles, good judgment, and a mature and responsible attitude toward the role of the lifeguard.

The primary role of the National Lifeguard is the prevention of emergency situations, and the timely and effective resolution of emergencies. The National

Lifeguard certification prepares lifeguards to fulfill this role as professional facilitators of safe, enjoyable aquatics.

The National Lifeguard program develops the basic lifeguarding skills, principles, and decision-making process to help lifeguards evaluate and adapt to different aquatic facilities and emergencies. The National Lifeguard program cannot in theory or practice prepare candidates for every situation that might occur. Employers must provide in-service training to familiarize their staff with the unique aspects of their aquatic facility.

The National Lifeguard certification reflects the Lifesaving Society's standards, publications, and research into drowning and injury prevention, water rescue, and aquatic safety systems.

National Lifeguard - Administration				
	National Lifeguard - Pool	National Lifeguard - Waterpark	National Lifeguard - Waterfront	National Lifeguard - Surf
Program Policies				
Instructed / Evaluated By	National Lifeguard Instructor ⁽¹⁾			
Currency (years)	2	2	2	2
Program Guidelines				
Delivery Method(s)	in-person, blended ⁽²⁾			
Course Length (hours)	40	12 ⁽³⁾	40 ⁽⁴⁾	20 ⁽⁵⁾
Recommended in-person skill practice for online academy students (hours)	32	8	32	16
Recertification (hours)	4	4	4	4
Candidate: Instructor Ratio	12:1	12:1	12:1	9:1
Maximum additional students that can be added to skill practice and exam from Online Training Academy	4 (16:1 ratio maximum with additional students)			
Minimum Candidates (recommended)	4	4	4	4

(1) Instructor must hold candidate certification (need not be current).

(2) Through the Lifesaving Society Online Academy

(3) National Lifeguard Pool is a prerequisite award for National Lifeguard Waterpark option.

(4) 20 hour delivery option if additional prerequisite of National Lifeguard Pool (need not be current) used for course.

(5) National Lifeguard Waterfront is a prerequisite award for National Lifeguard Surf option.

The National Lifeguard certification is backed by a full range of safety services provided by the Society that support the design and operation of safe aquatic facilities that lifeguards work in.

National Lifeguard Options: National Lifeguard certification is available in four options - Pool, Waterpark, Waterfront, and Surf.

National Lifeguard: Pool

National Lifeguard Pool trains lifeguards in safety supervision and rescue in a pool environment.

Prerequisite(s): Bronze Cross (need not be current), current AB workplace approved Standard First Aid (Aquatic Emergency Care is recommended), and minimum 16 years of age at the time of the exam.

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification

Recertification: Attend a National Lifeguard Pool recertification exam.

National Lifeguard: Waterpark

National Lifeguard Waterpark trains lifeguards in safety supervision and rescue in a waterpark environment.

Prerequisite(s): National Lifeguard Pool (need not be current).

NOTE: Certification granted at 16 years of age

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Attend a National Lifeguard Waterpark recertification exam.

National Lifeguard: Waterfront

National Lifeguard Waterfront trains lifeguards in safety supervision and rescue in a waterfront environment.

Prerequisite(s): Bronze Cross (need not be current), current AB workplace approved Standard First Aid (Aquatic Emergency Care is recommended), and minimum 16 years of age at the time of the exam.

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Attend a National Lifeguard Waterfront recertification exam.

National Lifeguard: Surf

National Lifeguard Surf trains lifeguards in safety supervision and rescue in a surf beach environment.

Prerequisite(s): National Lifeguard Waterfront (need not be current).

NOTE: Certification granted at 16 years of age

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Attend a National Lifeguard Surf recertification exam.

National Lifeguard - Equipment, Literature, and Recognition				
	National Lifeguard - Pool	National Lifeguard - Waterpark	National Lifeguard - Waterfront	National Lifeguard - Surf
Program Equipment				
CPR Manikins with Lungs	•	•	•	•
AED Trainers	•	•	•	•
Barrier Devices (Masks & Gloves)	•	•	•	•
Spineboard	•	•	•	•
Rescue Aids	•	•	•	•
Weight (20 lbs.)	•			
Rescue Board			•	•
Mask			•	•
Snorkel			•	•
Fins			•	•
Ruth Lee Manikin	○	○	○	○
Program Literature				
Alert Lifeguarding in Action Manual	•	•	•	•
Canadian Lifesaving Manual	○	○	○	○
Canadian First Aid Manual	○	○	○	○
Alberta Public Pool Safety Standards	•	•		
Waterfront Safety Standards			•	•
Corresponding Candidate Workbook	•	•	•	•
Candidate Recognition				
Wallet Card	•	•	•	•
Crest (National Lifeguard - not option specified) ○ Optional	○	○	○	○

First Aid

5.1 Lifesaving CPR

The Lifesaving Society's three levels of CPR training are designed to meet the needs of both the public, lifeguards, and health care professionals.

Lifesaving CPR-A (Adult)

Covers all aspects of CPR skills and theory for adult casualties. CPR-A includes an introduction to the purpose of an AED and how they are used.

Prerequisite(s): None.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification: Attend a CPR-A recertification exam (all items).

Lifesaving CPR-C (Adult/Child/Infant)

Covers all aspects of CPR skills and theory for adult, child, and infant casualties, including two-rescuer CPR skills. CPR-C includes an introduction to the purpose of an AED and how they are used. CPR-C is included in Emergency First Aid, Standard First Aid and Aquatic Emergency Care.

Prerequisite(s): None.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification: Attend a CPR-C recertification exam (all items).

Lifesaving Basic Life Support

Covers all aspects of CPR skills and theory for adult, child, and infant casualties, including rescue breathing, AED operation, and bag-valve-masks. This Basic Life Support level is designed specifically for those who, as part of their job description as Health Care Providers, have a duty to respond to medical emergencies (e.g. doctors, nurses, paramedics, and allied health care professionals).

Prerequisite(s): None.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification: Attend a Basic Life Support recertification exam (all items).

5.2 Lifesaving First Aid

Emergency First Aid

Emergency First Aid is designed for people who want a general knowledge of first aid principles and the emergency treatment of injuries. Skills include: casualty assessment, CPR, AED operation, choking, what to do for external bleeding, heart attack, and stroke. Includes CPR-C certification.

Participants in workplace first aid programs are required to achieve 70% or higher on a written exam to receive certification.

Lifesaving Emergency First Aid is Government of Alberta and Government of Northwest Territories workplace approved.

Prerequisite(s): None.

Delivery Method(s): in-person

Certification Currency: 3 years from the date of certification.

Recertification: None. Must complete original Emergency First Aid course to remain current.

Standard First Aid

Standard First Aid provides comprehensive training covering all aspects of first aid and CPR. This course is for those who want an in-depth understanding of first aid such as: medical/legal aspects, spinal injuries, heat or cold injuries, bone and joint injuries, abdominal and chest injuries, burns, and medical emergencies. Includes CPR-C certification.

Participants in workplace first aid programs are required to achieve 70% or higher on a written exam to receive certification.

Lifesaving Standard First Aid is Government of Alberta and Government of Northwest Territories workplace approved.

Prerequisite(s): None

Delivery Method(s): in-person

Certification Currency: 3 years from the date of certification

Standard First Aid Recertification:

Standard First Aid recertification is a challenge of both the theory and practical examination of all mandatory skills. Recertification is completed by attending a Lifesaving Standard First Aid Recertification course within the three (3) year currency period and demonstrating knowledge and skills through practical situations and a written exam.

Participants in workplace first aid programs are required to achieve 70% or higher on a written exam to receive certification.

Lifesaving Standard First Aid Recertification is Government of Alberta and Government of Northwest Territories workplace approved.

Prerequisite(s): Current Lifesaving Standard First Aid or current Government of Alberta workplace approved Standard First Aid.

Delivery Method(s): in-person

Certification Currency: 3 years from the date of certification

Notes: Individuals who are no longer current cannot recertify and must attend an original course.

Individuals using another Government of Alberta approved standard first aid as a prerequisite to recertify must provide proof of current certification in order to be eligible for recertify (e.g. photo copy of certification card).

Individuals who are unsuccessful in completing a Lifesaving Standard First Aid Recertification course are required to complete an original course. No repeat recertification courses are permitted.

Aquatic Emergency Care

Aquatic Emergency Care provides comprehensive training covering all aspects of first aid and CPR as well as skills specific to emergencies in an aquatic setting. This First Aid course is recommended for lifeguards, aquatic instructors, lifesavers, and other individuals

who may need to respond to a first aid emergency in an aquatic setting. Includes CPR-C certification.

Participants in workplace first aid programs are required to achieve 70% or higher on a written exam to receive certification. Aquatic Emergency Care is Government of Alberta and Government of Northwest Territories workplace approved (approved as Standard First Aid).

Prerequisite(s): None.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Note: Individuals with a current Lifesaving Standard First Aid or current Government of Alberta workplace approved Standard First Aid may challenge Aquatic Emergency Care. Individuals using another Government of Alberta approved standard first aid to challenge to Aquatic Emergency Care must provide proof of current certification in order to be eligible (e.g. photo copy of certification card).

Aquatic Emergency Care Recertification

Aquatic Emergency Care recertification is a challenge of both the theory and practical examination of all mandatory skills. Recertification is completed by attending an Aquatic Emergency Care Recertification course within three (3) years of the certification date and demonstrating knowledge and skills through practical situations and a written exam.

Participants in workplace first aid programs are required to achieve 70% or higher on a written exam to receive certification.

Aquatic Emergency Care Recertification is Government of Alberta and Government of Northwest Territories workplace approved (approved as Standard First Aid).

Prerequisite: Current Aquatic Emergency Care

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification

Note: Individuals with an award issued more than three (3) ago and without a current workplace standard first aid cannot recertify and must attend an original course.

First Aid - Administration							
	Lifesaving CPR-A	Lifesaving CPR-C	Lifesaving Basic Life Support ⁽²⁾	Oxygen Administration ⁽²⁾	Lifesaving Emergency First Aid ⁽¹⁾	Lifesaving Standard First Aid Original and Recert ⁽¹⁾	Aquatic Emergency Care Original and Recert ⁽²⁾
Program Policies							
Instructed / Evaluated By	Lifesaving CPR Instructor Lifesaving First Aid Instructor		Lifesaving First Aid Instructor				
Currency (years)	2	2	2	2	3	3	2
Program Guidelines							
Delivery Method(s)	in-person						
Course Length (hours)	4	5	6	3	8	16	20
Recertification (hours)	2	4	4	1	-	8 ⁽³⁾ ⁽⁴⁾	8 ⁽³⁾ ⁽⁴⁾
Candidate: Instructor Ratio	12:1	12:1	12:1	12:1	12:1	12:1	12:1
Minimum Candidates (recommended)	1	1	1	1	2	2	4

- (1) Instructor must hold a current Standard First Aid to teach
 (2) Instructor must hold a current candidate level award to teach.
 (3) Current Government of Alberta workplace approved certification is required or candidate must complete retraining.

- (4) Candidates who are unsuccessful in completing a recertification course are required to complete an original course. No repeat recertification courses are permitted.

Individuals who are unsuccessful in completing an Aquatic Emergency Care Recertification course are required to complete an original course. No repeat recertification courses are permitted.

5.3 Oxygen Administration

Oxygen Administration provides the knowledge and techniques for the use of oxygen as a supplement in an emergency care situation. In a learn-by-doing approach, the Oxygen Administration course teaches the correct use of oxygen equipment and the benefits of the use of oxygen in an emergency setting.

Prerequisite(s): None.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification: Attend a Oxygen Administration recertification exam.

First Aid - Equipment, Literature, and Recognition							
	Lifesaving CPR-A	Lifesaving CPR-C	Lifesaving Basic Life Support ⁽²⁾	Oxygen Administration ⁽²⁾	Lifesaving Emergency First Aid ⁽¹⁾	Lifesaving Standard First Aid Original and Recert ⁽¹⁾	Aquatic Emergency Care Original and Recert ⁽²⁾
Program Equipment							
CPR Manikins with Lungs	•	•	•		•	•	•
AED Trainers	•	•	•		•	•	•
Barrier Devices (Masks and Gloves)	•	•	•	•	•	•	•
Bag-Valve Mask (BVM)			•				
Oxygen Equipment				•			
Pulse Oximeter				•			
Spineboard							•
First Aid Kit (practice)					•	•	•
Program Literature							
Canadian First Aid Manual	○	○	○	○	•	•	•
Canadian CPR Manual	•	•					
Canadian CPR-HCP Manual			•				
Canadian Oxygen Administration Manual				•			
Corresponding Candidate Workbook					•	•	•
Candidate Recognition							
Wallet Card	•	•	•	•	•	•	•
Crest							○

• Required | ○ Optional

Lifesaving Sport

6.1 Junior Lifeguard Club (JLC) Program

The Junior Lifeguard Club (JLC) program is for all youth interested in being active and enhancing their skills in a fun, high-paced environment. JLC members are encouraged to develop skills based on personal bests in swimming, lifesaving, fitness, knowledge, leadership and team work. This program provides high activity challenges in an energetic club environment both on deck and in the pool. Members may also be introduced to competitive lifesaving activities.

Prerequisite(s): Able to meet the Swim to Survive standard.

Delivery Method(s): in-person

6.2 Lifesaving Club

Lifesaving Sport Clubs are for participants of all ages and abilities who want to stay healthy and active. It provides a social atmosphere while offering continued training opportunities. This program encourages club members to participate for life through long-term athlete development and through different pathways such as lifesaving sport competition.

Prerequisite(s): Able to meet the Swim to Survive standard.

Delivery Method(s): in-person

6.3 Officials Training

Community Official

Community Official prepares volunteers with basic competitive lifesaving officiating skills. Volunteers are trained to act as a Marshall, Announcer, Timer, Runner, Equipment Crew, Tabulator, and Recorder.

Prerequisite(s): minimum 13 years of age.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Community Official recertification is for Community Officials to have the knowledge, skill and judgement to officiate and volunteer at Lifesaving Society sanctioned Lifesaving Sport competitions.

To recertify Community Official complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Pool Official

Pool Official provides volunteers with officiating skills requiring judgement and problem solving. Volunteers are trained to act as a Clerk of Course, Chief Timer, Starter, Lane Judge, Turn Judge, Finish Judge, Chief Finish Judge, Scorer, Safety Officer, and Equipment Crew Chief.

Prerequisite(s): Community Official, minimum 16 years of age, officiating experience.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Pool Official recertification is for Pool Officials to have the knowledge, skill and judgement to officiate and volunteer at Lifesaving Society sanctioned Lifesaving Sport competitions.

To recertify Pool Official complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Open Water Official (Under Development)

Open Water Official provides volunteers with officiating skills requiring judgement and problem solving. Volunteers are trained to act as a Clerk of Course, Starter, Check Starter, Course Judge, Finish Judge, Chief Finish Judge, Scorer, Safety Officer, and Equipment Crew Chief.

Prerequisite(s): Community Official, minimum 16 years of age, officiating experience.

Certification Currency: 2 years from the date of certification.

Recertification: Open Water Official recertification is for Open Water Officials to have the knowledge, skill and judgement to officiate and volunteer at Lifesaving Society sanctioned Lifesaving Sport competitions.

To recertify Open Water Official complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Emergency Response Official (Under Development)

Emergency Response Official provides volunteers with officiating skills requiring judgement and problem solving. Volunteers are trained to act as a Starter, Water Rescue Judge, First Aid Judge, Priority Assessment Judge, Chief Finish Judge, Scorer, Safety Officer, and Equipment Crew Chief.

Prerequisite(s): Community Official, minimum 16 years of age, officiating experience.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Emergency Response Official recertification is for Emergency Response Officials to have the knowledge, skill and judgement to officiate and volunteer at Lifesaving Society sanctioned Lifesaving Sport competitions.

To recertify Emergency Response Official complete the distance recertification process and submit a distance

recertification form, found on the Lifesaving Society website www.lifesaving.org.

Meet Manager and Referee (Under Development)

Meet Manager and Referee prepares experienced officials to act in the roles of Meet Manager, Host Representative, Volunteer Coordinator, Situation Designer, Chief Referee, Deputy Chief Referee, Sectional Referee, Event Director, and Competitor Liaison.

Prerequisite(s): Pool Official, Open Water Official, or Emergency Response Official (need not be current), and officiating experience in three (3) or more roles, at three (3) or more sanctioned competitions.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: Meet Manager and Referee recertification is for Meet Managers and Referees to have the knowledge, skill and judgement to organize and manage Lifesaving Society sanctioned Lifesaving Sport competitions.

To recertify Meet Manager and Referee complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Lifesaving Sport - Administration					
	JLC Program	Lifesaving Club	Community Official	Pool Official	Meet Manager and Referee
Program Policies					
Instructed / Evaluated By	Lifesaving Instructor Sport Coach 1		Officials Instructor		
Currency (years)	(1)	(1)	2	2	2
Program Guidelines					
Delivery Method(s)	in-person		in-person, online ⁽²⁾		
Course Length (hours)	Varies	Varies	2	4	TBC
Recertification	-	-	Complete Distance Process		
Candidate: Instructor Ratio	Varies	Varies	12:1	12:1	12:1
Minimum Candidates (recommended)	1	1	1	1	1

(1) Associated with yearly registration in the Lifesaving Society Sport Database website See Section 4.3 of Lifesaving Society Regulations and Information to Members in this manual for more details.

(2) Through the Lifesaving Society Online Academy

Lifesaving Sport - Equipment, Literature, and Recognition					
	JLC Program	Lifesaving Club	Community Official	Pool Official	Meet Manager and Referee
Program Equipment					
Obstacles	35 cm depth	35 cm or 70 cm depth	○	○	○
Rescue Manikin	○	●	○	○	○
Lifesaving Rescue Tube	○	●	○	○	○
Competition Throwing Line (7m / 10m / 15m)	○	●	○	○	○
Fins	○	○			
Paddleboard	○	○			
Surf Ski		○			
Program Literature					
Officials Reference Manual	○	○	●	●	●
AB/NWT Competition Manual	●	●	●	●	●
Canadian Competition Manual	○	○	○	○	●
ILS Competition Manual	○	○	○	●	●
Candidate Recognition					
JLC Waterlog	○	○			
JLC Recognition Seals	○	○			
TimeTracker	○	○			
Others (e.g. whistles, tattoos, t-shirt)	○	○			
Wallet Card	●	●	●	●	●

● Required | ○ Optional

BOAT™

7.1 Boat Operator Accredited Training (BOAT™)

The Lifesaving Society is a Transport Canada approved testing organization and course provider as part of the Pleasure Craft Operator Competency Program.

The Boat Operator Accredited Training (BOAT™) program is designed to prepare candidates to write and pass a standardized Transport Canada Exam to earn their Pleasure Craft Operator (PCO) Card. Candidates learn about many aspects of safe boating, including:

- Navigation regulations and “rules of the road”;
- How to respond to emergencies; and
- Knowledge about operating pleasure craft (for example, about safety equipment, loading limits, buoys, beacons, weather, and fueling procedures).

BOAT Test Centres have the option to offer the BOAT course and can facilitate challenge exams where individuals who have prior training or boating knowledge may challenge a Transport Canada Boating Safety Test to earn their Pleasure Craft Operator (PCO) Card.

Instruction: BOAT Instructors teach this course. A proctor is required for the “exam only” option.

Evaluation: Candidates must achieve 75% on a current Transport Canada Boating Safety Test. They may re-write the exam at any official exam-writing session.

Prerequisite(s): None.

Delivery Method(s): in-person

Certification Currency: Lifetime certification.

Recertification: None.

Note: The Competency of Operators of Pleasure Craft Regulations require all Canadian operators of pleasure craft fitted with any type of motor and used for recreational purposes to carry proof of competency on board.

Proof of competency is not required in the waters of Nunavut and Northwest Territories at this time.

The most common form of proof of competency is a Pleasure Craft Operator (PCO) card obtained after passing an accredited boating safety test. The PCO card does not expire and cannot be revoked or suspended.

Boat operators caught without proof of competency on board are subject to fines.

BOAT - Administration	
	BOAT™
Program Policies	
Instructed / Evaluated By	BOAT Instructor
Currency (years)	-
Program Guidelines	
Delivery Method(s)	in-person
Course Length (hours)	4
Recertification (hours)	-
Candidate: Instructor Ratio	12:1
Minimum Candidates (recommended)	1

BOAT - Equipment, Literature, and Recognition	
	BOAT™
Program Equipment	
Boating Equipment	•
Program Literature	
BOAT Study Guide	•
Candidate Recognition	
Wallet Card	•
Pleasure Craft Operator (PCO) Card	•

- Required | ○ Optional

First Responder Programs

8.1 Swiftwater Rescue

Swiftwater Rescue 1

Swiftwater Rescue 1 focuses on safe recreation and work around moving water. The course emphasis is on hazard identification, self rescue, and the use of basic river rescue equipment. Candidates will be introduced to low-risk, shore-based rescue options.

Swiftwater Rescue 1 serves as a foundation for Swiftwater Rescue 2. It is recommended training for anyone who works in river rescue environments (including firefighters, resource management personnel, outdoor guides, etc.) and for anyone participating in recreational activities in a swift water environment (i.e.: using a canoe or kayak on a river).

Prerequisite(s): Current AB workplace approved Standard First Aid (Aquatic Emergency Care or Lifesaving Standard First Aid recommended) and the ability to swim.

Note: This course is consistent with the NFPA 1670 Standard for Awareness in swiftwater rescue incidents.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification: Attend a Swiftwater Rescue 1. recertification exam

Swiftwater Rescue 2

Swiftwater Rescue 2 builds on the foundational self-rescue skills and low-risk rescue options covered in the Swiftwater Rescue 1 course. Focus is placed on technique and equipment usage in the rescue of others. Swiftwater Rescue 2 serves as the standard of care or recommended training for those who work in or on moving water.

Prerequisite(s): Swiftwater Rescue 1 (need not be current), current AB workplace approved Standard First Aid (Aquatic Emergency Care or Lifesaving Standard First Aid recommended) and the ability to swim.

Note: This course is consistent with the NFPA 1670 Standard for Operations in swiftwater rescue incidents.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification: Attend a Swiftwater Rescue 2 recertification exam.

First Responder Programs - Administration

	Swiftwater Rescue 1	Swiftwater Rescue 2	Boat Rescue for First Responders
Program Policies			
Instructed / Evaluated By	Swift Water Rescue Instructor		Boat Rescue for First Responders Instructor
Currency (years)	2	2	2
Program Guidelines			
Delivery Method(s)	in-person		
Course Length (hours)	8	16	16
Recertification (hours)	3-4	4-6	4-6
Candidate: Instructor Ratio	8:1	8:1	12:1
Minimum Candidates (recommended)	1	4	4

First Responder Programs - Equipment, Literature, and Recognition			
	Swiftwater Rescue 1	Swiftwater Rescue 2	Boat Rescue for First Responders
Program Equipment			
Lifejacket	•	•	•
Helmet	•	•	•
Whistle	•	•	•
Thermal Protection (E.g. wet-suit or dry-suit)	•	•	•
Knife	•	•	•
Throw Bag	•	•	•
Small Craft - Non-motorized	•	•	•
Small Craft - Motorized			•
Water Rescue Equipment	•	•	•
Search & Rescue Equipment	•	•	•
Boating Equipment			•
Program Literature			
Boat Rescue for First Responders Manual			•
BOAT Study Guide			•
Swiftwater Rescue Manual	•	•	
Sudden Impact	○	○	○
Cold H2O Boot Camp	○	○	○
Beyond Cold H2O Boot Camp	○	○	○
Candidate Recognition			
Wallet Card	•	•	•
Pleasure Craft Operator (PCO) Card ⁽¹⁾			• ⁽¹⁾

• Required | ○ Optional

(1) Only required if motorized craft are being used.

8.2 Boat Rescue For First Responders

Boat Rescue for First Responders prepares rescuers to play a leadership role in a boating emergency. Candidates acquire the knowledge, skills, and attitudes needed to prevent and respond to boat-assisted and boat-based rescues.

Since boat rescue techniques vary considerably with the type of craft and the wind and weather conditions, the requirements of the award specify the type of victims, rather than the method of rescue. Boat Rescue for First Responders is recommended training for those working in resource management, emergency response, or the outdoor industry.

Prerequisite(s): 18 years of age, current AB workplace approved Standard First Aid (Aquatic Emergency Care or Lifesaving Standard First Aid recommended), ability to swim, a Pleasure Craft Operator (PCO) card and basic boat handling skills.

Note: This course is consistent with the NFPA 1670 Standard for Operations in open water rescue incidents.

Certification Currency: 2 years from the date of certification

Recertification: Attend a Boat Rescue for First Responders recertification exam

Safety Management

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 community and public safety needs.

The Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic recreation industry, governments and the judiciary. To support the aquatic recreation industry, the Society offers a suite of programs and services to help aquatic facility owners and operators maintain and improve safe aquatic environments.

These programs, services, and certifications are recognized and transferable across Alberta and Northwest Territories, and in other provinces across the country.

9.1 SEE (Supervision, Evaluation, and Enhancement) Auditor

SEE Auditor is designed to prepare National Lifeguard Instructors to conduct SEE Audits on lifeguard and instructional teams at supervised swimming pools and waterfronts. Participants learn the roles and responsibilities of SEE Auditors and facilities, the value of SEE Audits, the SEE Audit process, scanning and safety supervision behaviours to look for while conducting SEE Audits and scanning inhibitors/enhancers. SEE Auditors gain the skills to provide tools and suggestions to supervisors/managers to support ongoing development of lifeguard and instructional teams.

Prerequisite(s): Successful completion of National Lifeguard Instructor course

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification: To recertify SEE Auditor complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

9.2 Aquatic Safety Inspector (ASI)

Aquatic Safety Inspector is designed for individuals interested in conducting Aquatic Safety Inspections of the operational practices of aquatic facilities. Participants will gain an understanding of the regulations, protocols, and guidelines that apply to the operation of aquatic facilities. Participants apply knowledge learned in the class through hands-on inspections using Lifesaving Society Inspection checklists.

Prerequisite(s): None

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification

Recertification: To recertify Aquatic Safety Inspector complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

9.3 Aquatic Safety Auditor (ASA)

Aquatic Safety Auditors are experienced aquatic professionals that are involved in formal Facility Audits conducted by the Lifesaving Society. Aquatic Safety Auditors are appointed by the Branch to assist in conducting Lifesaving Society Specific Issue (Topical) Safety Audits and Comprehensive Safety Audits. Once the Aquatic Safety Inspector certification is obtained, interested candidates can apply for apprenticeship to become an Aquatic Safety Auditor. Selected candidates will gain knowledge through a 16-hour on-site apprenticeship on a Comprehensive Safety Audit that will enable them to assist in conducting safety audits of aquatic operations through a process established by the Lifesaving Society. Candidates will learn how to conduct Specific Issue (Topical) Safety Audits and Comprehensive Safety Audits of aquatic operations using a checklist, literature review, and interview processes designed by the Lifesaving Society expressly for this purpose.

Prerequisite(s): Aquatic Safety Inspector, National Lifeguard Instructor (recommended), SEE Auditor (recommended)

Appointment on a per audit basis.

9.4 Aquatic Supervisor Training (AST)

Aquatic Supervisor Training provides education to support aquatic supervisors in respect to the supervision and mentorship of deck and front line staff. Course content includes topics such as training, supervision, safe facility operation, communication strategies, and risk management.

Current Aquatic Supervisors are connected to the Lifesaving Society and receive electronic communications on topics which may be relevant to them and their facility.

Prerequisite(s): National Lifeguard (any option) (need not be current) or Lifesaving Instructor (need not be current)

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification

Recertification: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

9.5 Aquatic Management Training (AMT)

Aquatic Management Training is recommended for those with limited aquatic background and is an excellent refresher for experienced aquatic leaders. The participants gain the skills, knowledge, and applied practical experience in risk management, legislation, and operating practices that dictate the current operating standards of aquatic facilities in Alberta and Northwest Territories. Identification of hazards and non-conforming aspects of aquatic facility operations are covered, as well as responsibilities of the aquatic manager, facility design, program design and operation, safe water management, managing risk, aquatic emergencies, and incident management.

Current Aquatic Managers are connected to the Lifesaving Society and receive electronic communications on topics which may be relevant to them and their facility.

Prerequisite(s): None.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from date of certification.

Recertification: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Safety Management - Administration				
	Supervision Evaluation and Enhancement (SEE) Auditor	Aquatic Safety Inspector (ASI)	Aquatic Safety Auditor (ASA)	Aquatic Management Training (AMT)
Program Policies				
Instructed / Evaluated By	Branch Appointed Individual			
Currency (years)	2	2	2	2
Program Guidelines				
Delivery Method(s)	in-person, online ⁽¹⁾			
Course Length (hours)	4	8	4	12
Recertification	Complete Distance Process			
Candidate: Instructor Ratio	30:1	30:1	30:1	30:1
Minimum Candidates (recommended)	1	1	1	1

(1) Through the Lifesaving Society Online Academy

Safety Management - Equipment, Literature, and Recognition				
	Supervision Evaluation and Enhancement (SEE) Auditor	Aquatic Safety Inspector (ASI)	Aquatic Safety Auditor (ASA)	Aquatic Management Training (AMT)
Program Literature				
Alert Lifeguarding in Action Manual	○			
Alberta Public Pool Safety Standards			•	•
Corresponding Candidate Workbook	•	•	•	•
Policies and Procedures	•		•	•
Candidate Recognition				
Wallet Card	•	•	•	•

• Required | ○ Optional



COMPETENCY-BASED LEADERSHIP

Example	Levels of Competency	Core Competencies
National Trainer	Level 5 Delivers education and training that focus on trainers.	Planning
Trainer	Level 4 Delivers education and training that focus on instructors.	Evaluation
National Lifeguard Instructor	Level 3 Delivers education and training that focus on participants applying knowledge, judgment, and physical skills to problem solve in a variety of different situations.	Presentation Skills
Lifesaving Sport Coach 1	Level 2 Delivers education and training that focus on improving and maintaining fundamental knowledge, judgment, and/or physical skills.	Lifesaving Society Knowledge
Lifesaving Instructor	Level 1 Delivers education and training that focus on development of physical skills, and/or knowledge and judgment.	Curriculum Knowledge
		Learner Characteristics
		Health and Safety
		Facilitating and Mentoring
		Ethics and Valuing Diversity
		Communicating
		Teamwork and Collaboration
		Problem Solving and Decision Making
		Skill Demonstration

Leadership Programs

10.1 Swimming and Lifesaving

Swim Instructor

Swim Instructors are responsible for teaching and evaluating candidates participating in the Swim for Life® and Canadian Swim Patrol programs.

The Swim Instructor course prepares Instructors to apply level 1 leadership competencies and strategies while teaching and evaluating.

Prerequisite(s): minimum 16 years old, Bronze Cross or higher (need not be current).

Apprenticeship: Completed in course.

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Certification Currency: 2 years from the date of certification.

Recertification Process: Attend a Swim and Lifesaving Instructor recertification course. Complete a leadership development plan.

Lifesaving Instructor

Lifesaving Instructors are responsible for teaching and evaluating candidates participating in the Canadian Swim Patrol, Bronze Medals, Distinction, Boat Rescue and Lifesaving Society CPR programs.

The Lifesaving Instructor course prepares Instructors to apply level 1 leadership competencies and strategies while teaching and evaluating.

Lifesaving Instructor certification is the prerequisite for other Lifesaving Society instructor certifications. Certification in Alberta and Northwest Territories includes CPR Instructor certification.

Prerequisite(s): minimum 16 years old and Bronze Cross or higher (need not be current).

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Apprenticeship: Completed in course.

Appointment: Lifesaving Instructors will be appointed as Bronze Examiners by the Branch.

Instructor Course Delivery Options (For Swim Instructor and Lifesaving Instructor)

Instructor Course	Course Length
Swim	32 hours
Lifesaving	32 hours
Swim and Lifesaving	40 hours
Swim - Blended	20 hours in-person
Lifesaving - Blended	20 hours in-person
Swim and Lifesaving - Blended	24 hours in-person

Certification Currency: 2 years from the date of certification.

Recertification Process: Attend a Swim and Lifesaving Instructor recertification course. Complete a leadership development plan.

Swim and Lifesaving Instructor Recertification

The Swim and Lifesaving Instructor Recertification course evaluates Instructor level 1 leadership competencies, facilitates networking and provides instructors with updates from the Lifesaving Society.

To be eligible for recertification Swim and Lifesaving Instructors must have completed all mandatory updates (as required).

Note: CPR Instructor is recertified in this course.

Instructors will be appointed as Examiners by the Branch.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of recertification

Leadership - Swimming and Lifesaving Instructor - Administration			
	Swim Instructor	Lifesaving Instructor	Swim and Lifesaving Instructor Recertification
Program Policies			
Instructed / Evaluated By	Swim Trainer	Lifesaving Trainer	Swim Trainer or Lifesaving Trainer
Currency (years)	2	2	2
Recertification	Attendance at a Swim and Lifesaving Instructor Recertification Course ⁽¹⁾		
Program Guidelines			
Delivery Method(s)	in-person, blended ⁽³⁾		in-person, online ⁽³⁾
Course Length (hours)	(2)	(2)	4
Candidate: Trainer Ratio	12:1	12:1	12:1
Minimum Candidates (recommended)	4	4	4

(1) Complete any mandatory updates (as required)

(2) See Course Delivery Options

(3) Through the Lifesaving Society Online Academy

Leadership - Swimming and Lifesaving Instructor - Equipment, Literature, and Recognition			
	Swim Instructor	Lifesaving Instructor	Swim and Lifesaving Instructor Recertification
Program Equipment			
CPR Manikins with Lungs		•	
AED Trainers		•	
Barrier Devices (Masks and Gloves)		•	
PFDs and Buoyant Aids	•		•
Small Sinking Objects	•		
Water Rescue Equipment		•	•
Program Literature			
Leadership Reference Manual	•	•	•
Swim and Lifesaving Instructor Manual	•	•	•
Canadian Lifesaving Manual	•	•	•
Canadian CPR Manual		•	•
Award Guide(s)	•	•	•
Bronze Medals Lesson Plans		•	•
Corresponding Instructor Award Guide	•	•	•
Candidate Recognition			
Wallet Card	•	•	•

• Required | ◦ Optional

SwimAbilities® Instructor

SwimAbilities Instructors are responsible for teaching and evaluating candidates participating in the SwimAbilities learn to swim program.

The SwimAbilities Instructor Course prepares instructors to apply level 2 leadership competencies and strategies designed to teach candidates with special needs requiring additional support for skill development and safety routines.

Prerequisite(s): Current Swim or Lifesaving Instructor.

Apprenticeship: Completed in course.

Delivery Method(s): in-person

Certification Currency: 2 years from the date of certification.

Recertification Note: Requires current Swim or Lifesaving Instructor certification.

Recertification Process: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Distinction Examiner

Distinction Examiners are Branch Appointed Individuals who examine candidates participating in a Distinction Exam.

Prerequisite(s): Distinction (need not be current) and Lifesaving Instructor (need not be current).

Apprenticeship: 1 Distinction Exam.

Appointment Currency: 2 years from the date of certification.

Reappointment: Contact Society

Leadership - SwimAbilities Instructor and Distinction Examiner - Administration		
	SwimAbilities Instructor	Distinction Examiner
Program Policies		
Instructed / Evaluated By	SwimAbilities Trainer	Branch Appointed Individual
Currency (years)	2	2
Recertification	Complete Distance Process	Contact the Society
Program Guidelines		
Delivery Method(s)	in-person	in-person
Course Length (hours)	12	Contact the Society
Candidate: Trainer Ratio	12:1	12:1
Minimum Candidates (recommended)	4	1

Leadership - SwimAbilities Instructor and Distinction Examiner - Equipment, Literature, and Recognition		
	SwimAbilities Instructor	Distinction Examiner
Program Equipment		
PFDs and Buoyant Aids	•	
Small Sinking Objects	•	
Program Literature		
Leadership Reference Manual	•	
SwimAbilities Manual	•	
Award Guide(s)	•	•
SwimAbilities Lesson Plans	•	
Corresponding Instructor Award Guide	•	
Candidate Recognition		
Wallet Card	•	•

• Required | ◦ Optional

10.2 Education and Proficiency

Education and Proficiency Instructor

Education and Proficiency Instructors are responsible for teaching and evaluating candidates participating in Education and Proficiency programs.

The Education and Proficiency Instructor course prepares instructors to apply level 2 leadership competencies and strategies while teaching and evaluating.

Prerequisite(s): Lifesaving Instructor or higher (need not be current).

Delivery Method(s): in-person, Lifesaving Society Online Academy

Apprenticeship: Completed in course.

Certification Currency: 2 years from the date of certification.

Recertification Process: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Leadership - Education and Proficiency - Administration

	Education and Proficiency Instructor
Program Policies	
Instructed / Evaluated By	Education and Proficiency Trainer
Currency (years)	2
Recertification	Complete Distance Process
Program Guidelines	
Delivery Method(s)	in-person, online ⁽¹⁾
Course Length (hours)	3
Candidate: Trainer Ratio	12:1
Corresponding Lesson Plans	•

(1) Through the Lifesaving Society Online Academy

Leadership - Education and Proficiency - Equipment, Literature, and Recognition	
	Education and Proficiency Instructor
Program Literature	
Corresponding Award Guide	•
Education and Proficiency Instructor Award Guide	•
Corresponding Lesson Plans	•
Candidate Recognition	
Wallet Card	•

• Required | ◦ Optional

10.3 Lifeguarding

National Lifeguard Instructor

National Lifeguard Instructors are responsible for teaching and evaluating candidates participating in the National Lifeguard Pool, Waterpark, Waterfront and Surf programs.

The National Lifeguard Instructor course prepares Instructors to apply level 3 leadership competencies and strategies while teaching and evaluating.

Prerequisite(s): Current National Lifeguard (any option), Lifesaving Instructor (need not be current), National Lifeguard (any option) held for a minimum of two (2) years. Experience teaching Lifesaving Society certification programs is recommended

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Apprenticeship: After course. Apply to apprentice on original National Lifeguard course (Pool or Waterfront option).

Note: Instructors must hold current candidate award in the option they complete apprenticeship in

Appointment: Instructors will be appointed as National Lifeguard Examiners by the Branch and may certify candidates in in the options which they hold a candidate level award in (need not be current).

Certification Currency: 2 years from the date of certification.

Recertification Process: Attend a National Lifeguard Instructor recertification course. Complete a leadership development plan.

National Lifeguard Instructor Recertification

The National Lifeguard Instructor Recertification course evaluates instructor level 3 leadership competencies, facilitates networking and provides instructors with updates from the Lifesaving Society.

To be eligible for recertification National Lifeguard Instructors must have completed all mandatory updates (as required).

Instructors will be reappointed as National Lifeguard Examiners by the Branch.

Delivery Method(s): in-person, Lifesaving Society Online Academy

Certification Currency: 2 years from the date of recertification.

Leadership - Lifeguarding - Administration		
	National Lifeguard Instructor	National Lifeguard Instructor Recertification
Program Policies		
Instructed / Evaluated By	National Lifeguard Trainer	
Currency (years)	2	2
Recertification	Attend a National Lifeguard Instructor Recertification Course ⁽¹⁾	
Program Guidelines		
Delivery Method(s)	in-person, blended ⁽²⁾	in-person, online ⁽²⁾
Course Length (hours)	16 ⁽³⁾	4
Candidate: Trainer Ratio	12:1	12:1
Minimum Candidates (recommended)	4	4

(1) Complete any mandatory updates (as required)

(2) Through the Lifesaving Society Online Academy

(3) Candidates are required to complete an apprenticeship after the course.

Leadership - Lifeguarding - Equipment, Literature, and Recognition		
	National Lifeguard Instructor	National Lifeguard Instructor Recertification
Program Equipment		
ACTAR Manikins	•	
AED Trainers	•	
Barrier Devices (Masks and Gloves)	•	
Spineboard	•	
Program Literature		
Alert Lifeguarding in Action	•	•
Alberta Public Pool Safety Standards	•	•
Leadership Reference Manual	•	
Award Guide	•	•
Lesson Plans	•	•
Corresponding Instructor Award Guide	•	•
Candidate Recognition		
Wallet Card	•	•

• Required | ◦ Optional

10.4 First Aid

First Aid Instructor

First Aid Instructors are responsible for teaching and evaluating candidates participating in the Lifesaving Society CPR, Emergency First Aid, Standard First Aid, Aquatic Emergency Care, CPR-HCP, and Oxygen Administration programs.

The First Aid Instructor course prepares Instructors to apply level 1 leadership competencies and strategies while teaching and evaluating.

Prerequisites	Course
18 years of age and current Lifesaving Standard First Aid or Government of Alberta workplace approved Standard First Aid	32 hour
Lifesaving Instructor and current Lifesaving Standard First Aid or Government of Alberta workplace approved Standard First Aid	16 hour (*)

* Candidates that are eligible to attend a 16 hour course may choose to attend the entire 32 hour course.

Delivery Method(s): in-person

Apprenticeship: Completed in course.

Appointment: Instructors will be appointed as First Aid Examiners by the Branch and may certify candidates in courses which they hold a current candidate award.

Certification Currency: 2 years from the date of certification.

Recertification Process: Attend a First Aid Instructor recertification course. Complete a leadership development plan.

First Aid Instructor Eligibility Process

The Lifesaving Society has an instructor eligibility process for First Aid Instructors who are certified through a Government of Alberta approved training agency. Interested individuals should complete and submit an application for Lifesaving Society First Aid Instructor Eligibility available on the Lifesaving Society website www.lifesaving.org.

CPR Instructor

CPR Instructors are responsible for teaching and evaluating candidates participating in the Lifesaving Society CPR A and C programs.

CPR Instructors are certified through the Lifesaving Instructor and First Aid Instructor courses.

CPR Instructor prepares Instructors to apply level 1 leadership competencies and strategies while teaching and evaluating.

Prerequisite(s): current Lifesaving Instructor or current First Aid Instructor

Apprenticeship: In course.

Appointment: Instructors will be appointed as CPR Examiners by the Branch and may certify candidates in CPR A and C.

Certification Currency: 2 years from the date of certification.

Recertification Process: Attend a Swim and Lifesaving Instructor or First Aid Instructor recertification course. Complete a leadership development plan.

First Aid Instructor Recertification

The First Aid Instructor Recertification course evaluates instructor level 1 leadership competencies, facilitates networking and provides instructors with updates from the Lifesaving Society.

To be Eligible to recertify First Aid Instructors are required to:

- Teach a minimum of four (4) courses/recertifications containing first aid content from the list on the following page in their two (2) year currency period - recommended 2/year.
- Have a current Lifesaving Society Standard First Aid or Aquatic Emergency Care.
- Completed all mandatory updates (as required).

Instructors will be reappointed as Examiners by the Branch.

Delivery Method(s): in-person

Note: Standard First Aid or Aquatic Emergency Care candidate recertification is completed during the Instructor recertification.

Leadership - First Aid - Administration			
	First Aid Instructor	CPR Instructor	First Aid Instructor Recertification
Program Policies			
Instructed / Evaluated By	First Aid Trainer	Lifesaving Trainer	First Aid Trainer
Currency (years)	2	2	2
Recertification	Attendance at First Aid Instructor Recertification Course	Attendance at First Aid Instructor or Swim and Lifesaving Instructor Recertification Course	
Program Guidelines			
Delivery Method(s)	in-person	In Lifesaving Instructor or First Aid Instructor Course	in-person
Course Length (hours)	16 or 32 ⁽¹⁾ ⁽²⁾		8 ⁽³⁾
Candidate: Instructor Ratio	12:1	-	12:1
Minimum Candidates (recommended)	4	-	4

(1) Instructor eligibility process is available for instructors from other approved agencies.

(2) Requires current Standard First Aid (or Aquatic Emergency Care) for recertification.

(3) Course length given includes Standard First Aid Recertification. For co-delivering with Aquatic Emergency Care Recertification, an additional 1-2 hours is required

Programs That Include First Aid Content	
Canadian Swim Patrol <ul style="list-style-type: none"> • Rookie Patrol • Ranger Patrol • Star Patrol Bronze Medal Awards <ul style="list-style-type: none"> • Bronze Star • Bronze Medallion • Bronze Cross National Lifeguard <ul style="list-style-type: none"> • Pool option • Waterpark option • Waterfront option • Surf option 	Lifesaving CPR <ul style="list-style-type: none"> • CPR-A • CPR-C • CPR-HCP Oxygen Administration Lifesaving Emergency First Aid Lifesaving Standard First Aid Aquatic Emergency Care

Leadership - First Aid - Equipment, Literature, and Recognition			
	First Aid Instructor	CPR Instructor	First Aid Instructor Recertification
Program Equipment			
ACTAR Manikins and Lungs	•	•	•
AED Trainers	•	•	•
Barrier Devices (Masks and Gloves)	•	•	•
First Aid Kit (practice)	•		•
Oxygen and Bag Mask Equipment	•		•
Spineboard	•		•
Program Literature			
Canadian CPR Manual	•	•	•
Canadian CPR-HCP Manual	◦		◦
Canadian First Aid Manual	•		•
Canadian Oxygen Administration Manual	•		•
Award Guide	•	•	•
Lesson Plans	•	•	•
Corresponding Instructor Award Guide	•		•
First Aid Candidate Workbook			•
Candidate Recognition			
Wallet Card	•		•

• Required | ◦ Optional

10.5 Lifesaving Sport

Sport Coach 1

Coaches are responsible for training athletes for Lifesaving Sport and teaching and evaluating candidates participating in the Junior Lifeguard Club and Lifesaving Sport programs.

The Coach 1 course prepares Coaches to apply level 2 leadership competencies and strategies while coaching and evaluating.

Prerequisite(s): Lifesaving Instructor or higher (need not be current).

Delivery Method(s): in-person, blended - Lifesaving Society Online Academy

Apprenticeship: Completed in course.

Appointment: N/A

Certification Currency: 2 years from the date of certification.

Recertification Process: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Officials Instructor

Officials Instructors are responsible for teaching and evaluating candidates participating in the Community Official, Pool Official, Open Water Official, Emergency Response Official and Meet Manager and Referee programs.

The Officials Instructor apprenticeship process prepares Instructors to apply level 2 leadership competencies and strategies while teaching and evaluating.

Prerequisite(s): Lifesaving Instructor or equivalent instructional/coaching experience. Proof of officiating experience – Pool and/or Emergency Response and/or Open Water Official with a minimum of 3 different roles at a minimum of 3 different Lifesaving Sport sanctioned competitions.

Apprenticeship: Apply to apprentice on original Officials course.

Appointment: Instructors will be appointed as Officials Examiners by the Branch and may certify candidates in the Officials courses for which they have the candidate level.

Certification Currency: 2 years from the date of certification.

Recertification Process: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Leadership - Lifesaving Sport - Administration		
	Lifesaving Sport Coach Level 1	Officials Instructor
Program Policies		
Instructed / Evaluated By	Coach Trainer	Branch Appointed Individual
Currency (years)	2	2
Recertification	Complete Distance Process	
Program Guidelines		
Delivery Method(s)	in-person, blended ⁽¹⁾	
Apply for pre-approval		•
Course Length (hours)	8	⁽²⁾
Candidate: Instructor Ratio	12:1	-

(1) Through the Lifesaving Society Online Academy

(2) Completed through an apprenticeship process

Leadership - Lifesaving Sport - Equipment, Literature, and Recognition		
	Lifesaving Sport Coach Level 1	Officials Instructor
Program Equipment		
Obstacles	•	
Rescue Manikin	•	
Lifesaving Rescue Tube	•	
Fins	•	
Competition Throwing Line (7m / 10m / 17m)	•	
Program Literature		
Coaching Lifesaving Manual	•	
Canadian Competition Manual	○	•
AB / NWT Competition Manual	•	•
ILS Competition Manual	○	•
Lesson Plans	•	•
Corresponding Award Guide	•	•
Candidate Recognition		
Wallet Card	•	•

• Required | ○ Optional

10.6 Boat Operator Accredited Training (BOAT™) Instructor

BOAT Instructors are responsible for teaching and evaluating candidates participating in the BOAT program.

The BOAT Instructor course is Transport Canada approved and prepares instructors to apply level 1 leadership competencies and strategies designed to teach the BOAT program and administer the Transport Canada Pleasure Craft Operator Card Boating Safety Test.

Prerequisite(s): Lifesaving Instructor or higher (need not be current). Pleasure Craft Operator (PCO) card, and powerboating experience is recommended.

Delivery Method(s): in-person

Apprenticeship: Completed in course.

Certification Currency: 2 years from the date of certification.

Recertification Process: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Note: All PCOC tests must be administered following the current BOAT Administration and Test Protocol Guide included in the Test Kit of Class Kit issued to BOAT Test Centres.

Leadership - BOAT™ - Administration	
	BOAT™ Instructor
Program Policies	
Instructed / Evaluated By	BOAT Trainer
Currency (years)	2
Recertification	Complete Distance Process
Program Guidelines	
Delivery Method(s)	in-person
Course Length (hours)	8
Candidate: Instructor Ratio	12:1
Wallet Card	•

(1) Requires Approval

Leadership - BOAT™ - Equipment, Literature, and Recognition	
	BOAT™ Instructor
Program Equipment	
Boating Equipment	•
Program Literature	
BOAT™ Study Guide	•
BOAT™ Instructor Notes	•
Award Guide	•
Lesson Plans	•
Corresponding Course Booklet	•
Candidate Recognition	
Wallet Card	•

• Required | ◦ Optional

10.7 First Responder

Boat Rescue for First Responders Instructor

Boat Rescue for First Responders Instructors are responsible for teaching and evaluating candidates participating in the Boat Rescue for First Responders program.

The Boat Rescue for First Responders Instructor course prepares instructors to apply level 3 leadership competencies and strategies designed to teach the Boat Rescue for First Responders program.

Prerequisite(s): Lifesaving Instructor or higher (need not be current). Boat Rescue for First Responders, affiliation with a public safety organization (SAR, EMS, Fire, or Police).

Apprenticeship: After course. Apply to apprentice on original Boat Rescue for First Responders course.

Appointment: Instructors will be appointed as Boat Rescue for First Responders Examiners by the Branch.

Certification Currency: 2 years from the date of certification.

Recertification Process: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Swiftwater Rescue Instructor

Swiftwater Rescue Instructors are responsible for teaching and evaluating candidates participating in the Swift Water Rescue Level 1 and 2 programs.

The Swiftwater Rescue Instructor course prepares instructors to apply level 3 leadership competencies and strategies designed to teach the Swiftwater Rescue programs for which they hold a candidate award.

Apprenticeship: After course. Apply to apprentice on original Swiftwater Rescue course.

Appointment: Instructors will be appointed Swiftwater Rescue program Examiners by the Branch for which they hold a candidate award.

Certification Currency: 2 years from the date of certification.

Recertification Process: To recertify complete the distance recertification process and submit a distance recertification form, found on the Lifesaving Society website www.lifesaving.org.

Leadership - First Responder Instructor Practicum Options

	Boat Rescue for First Responders Instructor	Swiftwater Rescue Instructor
Program Guidelines		
Apply for Pre-approval		
Program Literature		
Boat Rescue for First Responders Manual	•	
Swiftwater Rescue Manual		•
Corresponding Award Guide	•	•
Lesson Plans	•	•
Course Booklet	•	•
Stay in the Boat and Don't Crash into Anything (DVD)	•	
Cold H ₂ O Boot Camp (DVD)	•	•
Beyond Cold H ₂ O Boot Camp (DVD)	•	
Candidate Recognition		
Wallet Card	•	•

• Required | ○ Optional

10.8 Trainer

Trainer

Trainers are responsible for preparing candidates to assume leadership roles as Lifesaving Society Instructors, Examiners, and Coaches.

The Trainer Course prepares Trainers to apply level 4 leadership competencies and strategies to support Instructors learning to teach and evaluate Lifesaving Society programs.

Prerequisites: Application to the Society, current Lifesaving Society Instructor certification, demonstrated level 3 competencies, minimum two (2) years teaching experience

Apprenticeship: After course. Apply to Apprentice on original Instructor/Coach course.

Appointment: Trainers will be appointed in each topical stream they have successfully completed Apprenticeship in.

Currency: 2 years from the date of certification.

Reappointment Process: Attend a Trainer Recertification Course. Complete a Leadership Development Plan.

Note: Trainer courses are scheduled by the Lifesaving Society with dates and locations published in the Events Calendar at www.lifesaving.org.

Trainer Recertification

The Trainer Recertification course evaluates Trainer level 4 leadership competencies, facilitates networking and provides Trainers with updates from the Lifesaving Society.

To be eligible for recertification Trainers are required to have completed all mandatory updates (as required) and hold applicable current Instructor certification(s).

Note: Trainer Recertification courses are scheduled by the Lifesaving Society with dates and locations published in the Events Calendar at www.lifesaving.org.

10.9 National Trainer

National Trainer

National Trainers are primarily responsible for preparing candidates to assume a leadership role as Lifesaving Society Trainers.

The National Trainer Course prepares National Trainers to apply level 5 leadership competencies and strategies to support Trainers learning to teach and evaluate Lifesaving Society Leadership Programs.

Prerequisites: Invitation to apply.

Appointment: Appointed by the Society for a two (2) year term

Reappointment Process: Contact Branch.

Note: National Trainer courses are scheduled by the Lifesaving Society. Course dates and locations will be communicated to successful applicants.

Branch Appointments

11.1 Branch Appointed Individual

Branch appointed individuals are selected based on leadership certifications, advocacy for the Society, engagement with the Society, and topic specific experience and expertise. Branch appointments are made on a case by case basis and do not extend beyond the scope of the appointment.

11.2 Examiner

Examiners are responsible for the evaluation and certification of candidates for Lifesaving Society lifesaving, first aid, and lifeguarding awards.

Examiners are accountable to the Society to fulfill their roles and responsibilities as per the Examiner Job Description.

Eligibility: Current Instructor certification (pre-requisite Instructor certification is deemed to be earned in the correct order)

Appointment Process

- Examiner appointment is tied to Instructor certification with Examiner apprenticeship completed in alignment with Instructor apprenticeship
- Apprenticeship may be completed during an Instructor course or following the Instructor course depending on the Instructor certification

Appointment: Appointed by the Lifesaving Society for a two year term.

Reappointment

- Examiner reappointment is tied to instructor recertification
- Examiner reappointment is done by the Branch after the associated instructor award has been successfully recertified and a development plan completed

Note: Examiner appointment process and prerequisites may be different from branch to branch. Examiners may require current certifications as prerequisites as part of the Alberta

and Northwest Territories examiner appointment process, such as first aid. Some branches may choose to deliver the Instructor certification and Examiner appointment as two (2) separate processes.

11.3 Trainer

Trainers are responsible to teach, evaluate, and certify candidates for Lifesaving Society Instructor, Examiner and Coach certifications in the topical streams in which they are appropriately qualified. They may be appointed as a Mentor.

Trainers are accountable to the Society to fulfill their roles and responsibilities as per the Trainer Job Description.

Appointment Process

1. Complete the Trainer Application which includes:
 - Identification of references
 - Submission of a completed Leadership Competency Assessment Form – Level 3
 - Submission of a resume
2. Once approved Trainers will attend a Trainer course and complete a development plan
3. Trainers will apply to do an apprenticeship for each applicable topical stream they hold a current Instructor certification
4. Trainers will be appointed by the Branch

Appointment: Appointed by the Lifesaving Society for a two year term; may be re-appointed for two year terms thereafter.

11.4 National Trainer

National Trainers are responsible for representing the Lifesaving Society in a professional and ethical manner and act in the best interests of the Society. Delivering Trainer courses (original and recertification) and Trainer Update Clinics as required. Supporting Trainers with creating appropriate development plans for Trainer course (original and recertification) candidates. Provide ongoing advice and guidance as needed.

National Trainers are accountable to the Society to fulfill their roles and responsibilities as per the National Trainer Job Description.

Appointment Process

1. The Lifesaving Society will invite Trainers to apply to attend a National Trainer course
2. The application process includes a leadership competency level 4 and 5 self-assessment for Trainers to complete
3. National Trainers will attend a National Trainer course and complete a development plan
4. National Trainers will do at least one (1) apprenticeship
5. National Trainers will be appointed by the Branch

Appointment: Appointed by the Lifesaving Society for a two year term.

Conflict of Interest: Individuals who are officers or senior representatives of organizations or agencies that offer programs that compete with those of the Lifesaving Society are not eligible for appointment as a National Trainer.

11.5 Mentor

Mentors are primarily responsible for supporting National Trainers, Trainers, Instructors, and Coaches in their community and region.

Lifesaving Society Mentors support National Trainers, Trainers, Instructors, and Coaches personal reflection on Leadership Competencies, and creation of individual development plans.

Mentors are accountable to the Society to fulfill their roles and responsibilities as per the Mentor Job Description.

Eligibility: Must be a member in good standing of the Lifesaving Society and an experienced and active Lifesaving Society National Trainer or experienced Trainer.

Appointment Process

1. Current and active National Trainers are appointed as Mentors by the Lifesaving Society
2. The Lifesaving Society will contact individuals directly to be appointed as a Mentor

Appointment: Appointed as a Mentor for a two year term.

11.6 Meet Manager and Referee

Meet Managers and Referees are primarily responsible for setting up and running Lifesaving Society sanctioned competitions.

Appointment Process

The Lifesaving Society shall at its sole discretion appoint and approve Meet Manager(s) and a Chief Referee for each Lifesaving Society sanctioned competition.

11.7 Aquatic Safety Auditor

Current Aquatic Safety Auditors may be appointed by the Lifesaving Society to be a member of an Aquatic Safety Audit Team. Aquatic Safety Audit Teams will conduct Lifesaving Society Safety Management Services as identified by the Lifesaving Society.

Appointment Process

The Lifesaving Society will contact individuals directly to be appointed as a member of an Aquatic Safety Audit Team.

Section 4 | Safety Management

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- 1.1 Inspections and Audits
- SEE Audits
 - Aquatic Safety Inspections
 - Comprehensive Aquatic Safety Audits
 - Specific Issue (Topical) Safety Audits

Safety Management Services

1.1 Inspections And Audits

SEE Audits

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

A SEE Audit can be conducted quickly between 15-30 minutes and can be conducted during any type of program. The audit report is completed by the SEE Auditor and submitted to facility management immediately following the completion of the audit.

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.
5. Meet with the owner or owner's agent to share the results of the inspection and provide them with the original completed copy of the inspection report.

Aquatic Safety Inspections

Owner/Operators are encouraged to have a certified Lifesaving Society Aquatic Safety Inspector inspect their facility annually.

Facilities completing an inspection will receive a copy of the completed inspection checklist(s) indicating areas of compliance and deficiency.

Aquatic Safety Inspection Process

Affiliate Responsibilities

1. Identify a current certified Aquatic Safety Inspector to complete the aquatic safety inspection.
2. Establish date for the aquatic safety inspection with the Inspector.
3. Register the aquatic safety inspection with the Lifesaving Society and order the Aquatic Safety Inspection Report from the Lifesaving Society.
4. Assign a facility liaison for the Aquatic Safety Inspector to access for the duration of the inspection.
5. Meet with the Aquatic Safety Inspector following completion of the inspection report.
6. Submit the aquatic safety inspection report summary results to the Lifesaving Society and keep a copy of the report on file.

Aquatic Safety Inspector Responsibilities

1. Work with the facility liaison to establish the dates of the aquatic safety inspection.
2. Confirm that the Facility has ordered the aquatic safety inspection report.
3. Meet with the facility liaison and receive a tour of the facility.
4. Conduct the audit (the facility liaison will accompany the Inspector and provide access to specific areas such as the mechanical and chemical storage rooms).

Comprehensive Aquatic Safety Audits

Owner/operators are encouraged to have a certified Aquatic Safety Auditor audit their facility once every three (3) to five (5) years. Auditors will review the facility for regulation, code, and standards compliance including staff interviews, and facility documentation. Facilities will receive a written report from the Lifesaving Society indicating areas for improvement.

Lifesaving Society Aquatic Safety Audits are only available to facilities by requesting these services through the Society. The Society will appoint a Chief Auditor and Audit team.

Specific Issue (Topical) Safety Audits

Owner/Operators with concerns about specific problems or areas of a facility, making operational or facility changes, or developing new facilities may wish to have a specific issue (topical) audit to evaluate the issue and provide recommendation to enhance staff and public safety.

Examples of common specific issue topical audits include:

Architectural Plan Review

- This includes a review construction plans for new facilities or enhancements to existing facilities. Conducting this review prior to construction can help to identify potential hazards, areas of concern, and compliance issues (with legislation, regulations, and standards).

Lifeguard Positioning Analysis

- This is a 3-4 hour facilitated in-service which leads all levels of aquatic staff through a review of the current lifeguard surveillance systems. The process identifies what is working well and areas for improvement to work toward a system of optimal lifeguard surveillance.

Safety and Supervision Plan Review

- This service can assist with the development of a new safety and supervision plan or review an existing safety and supervision plan. The review identifies areas where the safety and supervision

plan can be improved on or enhanced to provide optimal safety for the staff and public.

Incident Analysis

- This service is requested by government, coroners, and owner/operators to identify and review the series of events that took place when a major incident takes place. Following the completion of the incident analysis, the client is provided with a formal report with findings and recommendations to improve safety in the future.

Safety Management Services							
	SEE Audit	Official Aquatic Safety Inspections	Comprehensive Aquatic Safety Audits	Architectural Plan Review	Specific Issue (Topical) Audits		
					Lifeguard Positioning Analysis	Safety and Supervision Plan Review	Incident Analysis
Program Policies							
Completed By	SEE Auditor	Aquatic Safety Inspector	Branch Appointed Aquatic Safety Auditor				
Currency (years)	0.5	1	3-5	-	3-5	-	-
Program Guidelines							
Length (hours)	0.5	1	16+	4	4	4+	8
Required Literature							
SEE Audit Report	•						
Aquatic Safety Inspection Package		•					

- Required | ◦ Optional



LIFESAVING SOCIETY®

The Lifeguarding Experts