

Program Guide



Guide to Lifesaving Society programs and services



LIFESAVING SOCIETY
The Lifeguarding Experts

Lifesaving Society

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PRINCE EDWARD ISLAND
2021 EDITION



LIFESAVING SOCIETY®

The Lifeguarding Experts

Program Guide

A guide to the Lifesaving Society's programs and services

The Society may update its *Program Guide* between printings. If there is a discrepancy between the printed version and the electronic edition posted on the Society's website, the electronic version is deemed to be the definitive text.

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2022 Edition

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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, aquatic safety management services, drowning research and lifesaving sport.

Annually, 1.2 million Canadians participate in our swimming, lifesaving, lifeguard and leadership training programs. As Canada's lifeguarding expert, the Lifesaving Society sets the standard for aquatic safety and certifies Canada's National Lifeguards.

The Society represents Canada internationally in the Commonwealth Royal Life Saving Society and we are Canada's Full Member in the International Life Saving Federation. We are the governing body for lifesaving sport – a sport recognized by the International Olympic Committee and the Commonwealth Games Federation.

We are a national, independent, charitable organization. We've been teaching Canadians how to be safe around the water since 1896.

Water Smart®, Swim to Survive®, Swim for Life®, National Lifeguard Service®, and Lifesaving Society® are registered trademarks of The Royal Life Saving Society Canada.

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Foreword

HOW TO USE THIS GUIDE

The Lifesaving Society is a full-service provider of programs, products and services designed to prevent drowning. The Program Guide is the repository of the “rules” within which Instructors, Examiners, Coaches, Trainers and Affiliate Members offer Lifesaving Society programs.

We have updated this edition of the Program Guide to make it easier to quickly find the information required to deliver Lifesaving Society training programs.

In this edition of the Program Guide, the first four sections provide details concerning Affiliate obligations and responsibilities and the services available from the Society; an overview of the Society’s programs and services; policies affecting program delivery and member behaviour; and the administrative aspects of running the Society’s programs.

The next six sections provide the specific information needed by Affiliates to organize and run the Society’s Swim to Survive, Swim for Life, Lifesaving and Lifeguarding, First Aid, Lifesaving Sport, and Leadership programs.

The final section offers information about how Affiliate Members can participate in or initiate Water Smart® public education activities to support the Society’s drowning prevention mission.

In this edition, we have retained and updated the ever popular “Prerequisites At-a-Glance” (inside back cover).

We encourage you to refer to the Program Guide often to ensure that we are all giving out the correct information. And, as always, we invite your feedback on how to improve the next edition.

Section 1

AFFILIATE MEMBERSHIP

Affiliate Members include municipalities, YMCAs, summer camps, boards of education, individual schools, colleges, universities, private organizations, and individuals.

Affiliates of the Society are an essential part of lifesaving training by offering the Society's training awards to the public or to their members. Affiliates play a key role in support of Water Smart® public education in their communities throughout the province. Affiliates also provide direction to the Society concerning community needs and program revisions.

Affiliate Members pay an annual affiliation fee.

**SERVICES AVAILABLE
TO AFFILIATE MEMBERS**

- We invite Affiliate Members to make full use of the programs and services offered by the Society.
 - Only Affiliate Members may:
 - Offer the National Lifeguard program and present candidates for examination.
 - Enjoy credit privileges, which allows for the ordering of materials and award processing with payment at a later date.
 - Enroll in the Society's Loyalty Rewards program.
 - Obtain a license to offer the Society's *Swim for Life*, and *Lifesaving Sport Fundamentals* programs. and *Swim to Survive*.
 - Register a team or club in Lifesaving Sport competitions.
 - The Society will post Affiliate Members' course listings on the Society's website at no charge.
 - Affiliate Members may post job openings on the Society's website.
 - Promotional and educational literature is available to Affiliate Members. This includes test sheets, posters and brochures for distribution to the general public, and electronic artwork and program descriptions for inclusion in Affiliate brochures.
 - Affiliate Members receive the Society's e-newsletter *Currents*,

Course Listings

The Lifesaving Society will post Affiliate Members' courses on the Society's website at no charge. Email your courses to info@lifesavingsocietytypei.ca

which highlights developments, technical information, resources and issues related to lifesaving, lifeguarding, leadership training as well as Water Smart® education, aquatic risk management and lifesaving sport.

- Lifesaving Society representatives are available to Affiliate Members throughout the year to assist instructors, lifeguards and programmers.
- The Society can assist programmers in finding qualified examiners.
- Each Affiliate Member may send one voting delegate to the Prince Edward Island Annual General Meeting of the Society.
- Affiliate Members may use the Lifesaving Society's identity in their promotional materials. Lifesaving Society logos and conditions for their use may be found at lifesavingsocietypei.ca/organizations.

OBLIGATIONS AND RESPONSIBILITIES OF AFFILIATE MEMBERS

- Affiliate Membership entails certain responsibilities and obligations. Lifesaving Society Affiliate Members shall:

Quality and safety management

- Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- Use currently certified Lifesaving Society Instructors, Coaches, Examiners and Trainers to deliver Lifesaving Society programs.
- Confirm that candidates for Lifesaving Society awards hold the prerequisites required by the Society *prior* to the start of courses.
- Use all required Lifesaving Society resources and manuals for all Lifesaving Society programs.
- Respect the Society's copyright on its intellectual property. Affiliates shall not reproduce content, in whole or in part, from Lifesaving Society resources and literature by any means unless specifically authorized to do so in writing by the Society.
- Abide by all applicable privacy legislation

Administration and financial management

- Abide by Lifesaving Society policies and procedures respecting program delivery (see Section 3, *Policies*, and Section 4, *Training Program Administration*).
- Maintain their Lifesaving Society financial accounts up to date with prompt payment of all invoices (i.e., within 30 days). Affiliates whose accounts are not up to date jeopardize the good standing of their membership and risk losing the benefits.
- Complete the administrative functions related to Lifesaving Society program delivery in a timely manner (see Section 4, *Training Program Administration*).
- Adhere to Lifesaving Society visual identity guidelines and refrain from altering Lifesaving Society licensed images.
- Use correct Lifesaving Society program names when advertising (e.g., “Lifesaving Society Bronze Cross”).

WEBSITE

- ❑ Visit us at www.lifesavingsocietypei.ca for up-to-date information on our programs, products, services, course listings, events and contacts.

Find a Member Mobile gives you instant access to the same great *Find a Member* service – specifically designed for mobile devices. Simply bookmark or add findamember.ca to your favorites on your phone or tablet and enter your ID code to see your awards record.

Find a Course: We encourage Affiliate Members to send us their course listings, which we will post in *Find a Course* free of charge.

Find a Form: Download a wide variety of commonly used forms including test sheets and training records.

Find a Job: We encourage Affiliate Members to send us their job openings, which we will post on our website in *Find a Job*.

Find a Member: Check certification records online. You will need the personal Lifesaving Society ID code of the member whose records you need to confirm (remember to get their permission first).

- Check prerequisites for candidates who are taking courses.
- Obtain immediate confirmation of certifications when the Society’s office is closed or when the authenticity of a card is questioned.
- Save time not having to chase staff to obtain proof of certifications.

- Verify current instructor certification required to teach specific courses.
- Verify qualifications required to compete in Lifesaving Sport events.
- Access an applicant’s history of Lifesaving Society certifications.

SHOP



- ❑ LifeguardDepot.com is the online store of the Lifesaving Society. LifeguardDepot.com provides a comprehensive selection of equipment and supplies required to operate safe aquatic facilities and training programs including CPR instruction. For information about how to register for online shopping, see page 23.

SWIM PROGRAM LICENSEES

- ❑ Only Lifesaving Society Affiliate Members are eligible to become Swim Licensees. With no per-participant charges, Affiliate Members save substantially with the Lifesaving Society Swim for Life program (see Section 6, *Swim for Life*).
An annual licensing fee covers unlimited numbers of participants, and provides electronic worksheets, progress reports, and recognition certificates, which affiliates can print as they need.

SWIM TO SURVIVE LICENSEES

- ❑ The Lifesaving Society’s Swim to Survive Program is available only to Swim for Life licensees or Affiliate Members who obtain a Swim to Survive license (see Section 5, *Swim to Survive*). Contact the Society for details about licenses and fees.

LIFESAVING SPORT LICENSEES

- ❑ The Lifesaving Sport Fundamentals program is available only to Affiliate Members who obtain a Lifesaving Sport license (see Section 9, *Lifesaving Sport*). Contact the Society for details about licenses and fees.

Section 2

THE LIFESAVING SOCIETY

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

We are a national volunteer organization and registered charity composed of ten provincial/territorial branches, tens of thousands of individual members, and over 4,000 affiliated swimming pools, waterfronts, schools and clubs.

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

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

WORKING TO PREVENT DROWNING

- ❑ On average, almost 500 Canadians die every year in water-related incidents. Drownings in areas supervised by lifeguards are rare. But drownings and water-related injuries in unsupervised settings are a serious problem. In fact, aquatic fatalities are the third leading cause of accidental death in Canada for people under 60 years of age. Most of these deaths are preventable.

Statistics like these motivate us to educate Canadians about drowning prevention and to provide training in emergency rescue skills.

DROWNING RESEARCH

- ❑ The 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. We publish our findings in our annual *Drowning Reports*.

MAKING CANADIANS WATER SMART

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

TEACHING CANADIANS TO SAVE THEMSELVES AND OTHERS

- ❑ Because most drownings occur in unsupervised settings, Canadians need the lifesaving skills to save themselves or others in an emergency.

Annually, over 1,000,000 Canadians participate in the Society's swimming, lifesaving, lifeguard and leadership training programs. Each year we certify thousands of instructors who provide the leadership for these programs.

Our National Lifeguard certification is the standard for professional lifeguards in Canada.

SETTING THE STANDARD

- ❑ The Society establishes aquatic safety standards and consults on safety issues for the aquatic industry, governments and the judiciary. The Society offers a suite of services to help aquatic facility operators maintain and improve safe pool and waterfront operations. We perform aquatic safety audits and serve as experts in legal cases and at coroner inquests involving aquatic safety.

LIFESAVING SPORT

- ❑ The Lifesaving Society is the Canadian governing body for Lifesaving Sport – a sport recognized by the International Olympic Committee and the Commonwealth Games Federation. We use Lifesaving Sport

to engage and inspire youth in our drowning prevention mission; provide an incentive for lifesaving, skill development and lifeguard training; encourage innovation in lifesaving and lifeguarding techniques; and provide opportunities for volunteer recruitment, retention and leadership development. Our Lifesaving Sport Fundamentals program offers a recreational introduction to lifesaving sport skills. Age-group, senior and masters athletes compete regionally, provincially, nationally and internationally. We offer certification programs for officials and coaches.

IN PRINCE EDWARD ISLAND

- ❑ The Lifesaving Society is incorporated in Prince Edward Island and operates from a Charlottetown office. Our Board of Directors is composed of volunteers elected at the Society's Annual General Meeting.

WEBSITE

- ❑ Visit www.lifesavinsocietypei.ca for up-to-date information on our programs, products, services, course listings, events and contacts. The Society's online store www.LifeguardDepot.com provides a comprehensive selection of equipment and supplies required to operate safe aquatic facilities and training programs including CPR instruction.

RESCUE RECOGNITION AWARDS

- ❑ **Rescue Award of Merit:** The Rescue Award of Merit certificate is awarded to an individual involved in a water-related rescue or to Lifesaving Society award holders for a non-aquatic rescue. Lifeguards or instructors who perform rescues in the course of their employment are not normally eligible.
- ❑ **Mountbatten Medal:** The Mountbatten Medal is awarded annually for the most gallant rescue or rescue attempt undertaken throughout the Commonwealth by the holder of a Royal Life Saving Society award. The Mountbatten Medal was instituted in 1951 by the Society's then Grand President, The Earl Mountbatten of Burma.

Send written nomination to the Lifesaving Society office.

- ❑ **The Russell Medal:** The Russell Medal is awarded to an individual, 18 years or younger, who during the previous calendar year had carried out the most outstanding resuscitation or attempted resuscitation. The recipient must be a member of the Royal Life Saving Society or of a Royal Lifesaving Society affiliated club or organization anywhere in the Commonwealth. The Russell Medal was inaugurated in 2000 to honour the memory of Pat Russell, a longtime volunteer of the Society's Warwickshire Branch in the United Kingdom.

Send written nomination to the Lifesaving Society office.

VOLUNTEER AWARDS

- ❑ The Lifesaving Society is composed of thousands of dedicated volunteers. Annually, we recognize outstanding individuals with *Commonwealth Honour Awards*, which recognize leadership and dedicated service to the Lifesaving Society.

For more information about Volunteer awards of the Society visit [lifesavingsocietypei.ca/individual members](http://lifesavingsocietypei.ca/individual%20members).

Section 3

POLICIES

Lifesaving Society policies provide direction to the Society's leadership and Affiliate Members concerning required procedures and processes. They are designed to:

- *Protect the integrity of the Society's training standards.*
- *Protect the privacy of individuals.*
- *Guide member behaviour.*

TRAINING PROGRAM POLICIES

Certification and recertification

The Society certifies successful candidates as having attained a specific level of competence at the time of the examination. The competencies are defined in the Society's award guides and the examination or certification date appears on candidates' certification cards.

Definitions

Course and Clinic: The Society's programs are offered in a variety of formats including courses and clinics. The Society defines a "course" as a training format in which candidate performance is measured against prescribed performance criteria as outlined in award guides.

A "clinic" has no prescribed performance criteria. Although clinics are primarily used for enrichment or professional development, participation in certain clinics may be a required step towards certification or recertification.

Online learning: is a form of distance education over the internet with no requirement for participants to attend in-person classes. Also referred to as e-learning.

Blended learning: is an approach to education that combines online learning with in-person teaching. Blended learning provides candidates with the flexibility to learn via electronic and online multimedia as well as in-person interaction for skill performance and assessment.

Currency

Lifesaving Society certifications are held for life, but they are "current" for only 24 months from the date of certification. To maintain a current certification, award holders must recertify within 24 months. (Note: some employers may require their aquatic staff to recertify more frequently).

Did you know?

Prerequisite awards need not be current.

First Aid currency: In the interests of reducing confusion among employers and harmonizing the Lifesaving Society currency period with Prince Edward Island government regulations, CSA recommendations and the general practice among other workplace first aid providers, the Lifesaving Society Prince Edward Island has adopted a 3-year period for the validity of its workplace Emergency First Aid and Standard First Aid certifications only.

Other agency first aid awards as prerequisites

When a first aid certification from an agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, a photocopy of the certification card must accompany the Lifesaving Society test sheets. The Society will not issue awards if this proof of prerequisite is missing.

Please notify candidates of this prerequisite requirement in your promotional materials and at registration locations.

Prerequisites

Some Lifesaving Society awards have prior training or age prerequisites to ensure that candidates have the necessary knowledge and ability to achieve success. Affiliates, Instructors and Examiners are responsible for checking prerequisites. The Society will not issue awards to candidates who do not have the required prerequisites.

Proof of prerequisites must be available to the Examiner.

Age prerequisites: Minimum age requirements must be attained by the day of the exam. There are no exceptions. Acceptable proof of age includes: birth certificate, driver's license, health card or passport.

Award prerequisites: Prerequisite awards must be earned prior to the start of the course to which they apply. When two or more awards are offered together (e.g., Emergency First Aid and Bronze Cross), the Society deems the prerequisite award to have been earned in the correct order.

Acceptable proofs of awards are: a printout from *Find a Member*; or confirmation using *Find a Member Mobile* (www.findamember.ca); or a Lifesaving Society certification card.

Prerequisite awards need not be current.

The following are acceptable proof of award prerequisites:

1. A printout from *Find a Member*.
2. A confirmation using *Find a Member Mobile* (findamember.ca).
3. A Lifesaving Society certification card.

First aid prerequisites: For prerequisite purposes, the Lifesaving Society accepts Standard First Aid certifications provided by training agencies approved by the Government of Prince Edward Island. The approved agencies are listed on the Society's website. The Society updates the list as additional training agencies are approved by the Prince Edward Island government.

Bronze medals and National Lifeguard Recertification exams

The Society has standardized Bronze Medallion, Bronze Cross, and National Lifeguard recertification exams by designating the mandatory (and only) items to be evaluated during a recertification.

Employment standard versus Lifesaving Society standard

Employers may establish time limits that are shorter than the maximum allowed by legislation. For example, an employer may require the renewal of certifications annually.

Recertification

Award holders are encouraged to maintain up-to-date skills and ability through recertification.

Lifesaving and lifeguard awards recertification: Award holders may recertify at any time regardless of the certification date of the original award.

Leadership awards recertification: In order to teach or certify candidates, Instructors, Examiners, Trainers, and Coaches must be current. The Society requires its Instructors to remain current by recertifying their teaching, examining, or coaching credentials through a credit system. Instructors, Examiners, Trainers, and Coaches may recertify at any time regardless of the certification date of the original award.

Facilities

Lifesaving Society courses may be run in any environment compatible with the award requirements. Bronze Star, Bronze Medallion, Bronze Cross, Lifesaving Fitness, Distinction and National Lifeguard require water facilities that are at least 15 m long, 5 m wide, and 1.5 m deep.

The Society's first aid awards do not require water and may be run anywhere conducive to good learning. Adequate practice and evaluation space is required for first aid awards and Lifesaving Society programs that have dry land components.

Course or exam

While candidates may challenge some lifesaving awards without a course, candidates for the following certifications must take the full course:

- National Lifeguard.
- First Aid (all levels), CPR (all levels), AED, Airway Management.
- All Instructor certifications.
- All Lifesaving Sport Coach and Officials certifications.

Candidates who challenge lifesaving awards without taking a course must be evaluated on all items.

Minimum number of candidates on exams

The minimum number of candidates on an exam is one. All individuals assisting with the exam must be listed on the test sheet as participants or non-certifying volunteers and include their mailing and email addresses, phone number, and Lifesaving Society ID code (if applicable). The bystander, victim, or additional rescuer may not be the Examiner conducting the exam. Bronze medal and National Lifeguard examinations may require different minimums.

More than one award per day

Candidates may be evaluated for multiple awards in one day, provided they hold the prerequisites. When two or more awards are evaluated together, the Society deems the prerequisite award to have been earned in the correct order.

Candidates for an award must successfully complete all items required for that award.

Who teaches and certifies candidates?

Some Lifesaving Society awards are taught and certified in their entirety by Lifesaving Society Instructors or Coaches.

Some awards are taught by an Instructor but require an Examiner to certify candidates. For example, in Bronze Medallion, the Lifesaving Instructor teaches and evaluates most of the items. However, during the exam, Bronze Examiners are required to evaluate specific items and may also evaluate any or all of the Instructor-evaluated items at their discretion.

Some awards may only be taught and/or examined by those with more advanced Instructor and/or Examiner certifications. For specifics, see Section 10, *Leadership Training Programs*.

Examiners may examine their own class. Examiners may not examine themselves.

Unsuccessful candidates

The candidate who is unsuccessful at one award level is not automatically certified at a lower award level. Candidates for any of the Society's awards must successfully complete all items required for that award.

Unsuccessful candidates are encouraged to undertake the appropriate additional instruction and practice before presenting themselves for evaluation again. National Lifeguard candidates must retake the National Lifeguard course.

The failure of a candidate who is recertifying before their certification expires does not affect the status of their certification. It remains current until it expires. For example, a National Lifeguard whose certification expires in June, but who fails a recertification in March, is still current until June.

Inclusion

The Lifesaving Society's training programs are designed to maximize the participation and success of individuals of various ages, skill levels and abilities.

The Lifesaving Society encourages its Affiliate Members to use their discretion in the placement and advancement of individuals with special needs. For example, if more practice would correct a problem identified by the instructor, then it is in the best interest of the participant to remain at the same level.

The Society recognizes that some individuals may be unable to achieve all the performance criteria (Must Sees) for some items.

- In the Society's Swim for Life and Swim Patrol, Bronze Star, Junior Lifeguard Club, Lifesaving Fitness and Lifesaving Sport Fundamentals programs, if an individual is able to *complete the item(s) with modifications or otherwise achieve the purpose statement(s)*, then the programmer/instructor should advance the participant to the next level as long as this does not compromise the safety of the individual or others.
- In other awards, while the Society welcomes the participation of all, certification is based solely on the individual's ability to meet the performance criteria (Must Sees) without modification.

National Lifeguard examinations

The Lifesaving Society National Lifeguard Examination Policy defines the minimum conditions under which National Lifeguard examinations may occur:

1. All National Lifeguard examinations must be submitted by an Affiliate Member of the Society.
2. Pool facilities must meet the following *minimum* standards:
15 m long, 5 m wide and 1.5 m deep.

Required equipment

Visit our website for a complete list of the equipment required to run National Lifeguard courses.

The Lifesaving Society carries equipment required for National Lifeguard. Visit LifeguardDepot.com to purchase.

3. All National Lifeguard examinations must be conducted with the following *minimum* equipment:
 - Spineboard (with head immobilizer and straps recommended)
 - 9 kg / 20 lb. brick or equivalent
 - CPR manikin
 - Suitable rescue aids (PFDs, lifejackets, rescue tubes / cans)
 - Sufficient barrier devices (masks and gloves)
 - Sufficient first aid supplies
4. The minimum number of candidates is one. However, additional and currently certified National Lifeguards must participate during situations – as the second lifeguard. The second lifeguard may not be the National Lifeguard Examiner conducting the exam.
5. Candidates respond to emergency situations as a single lifeguard and as both a member and leader of a lifeguard team. A minimum of three lifeguarding situations are required.
6. The minimum number of potential victims may not be less than six. Victims' names and contact information must be recorded and submitted with the test sheets.

On exams with eight candidates or more, no additional “victims” are required (because this number provides for two-lifeguard situations with six victims). However, on exams with fewer than eight candidates, the number of candidates and the number of additional volunteers must add up to a minimum of eight, and the names and contact information for all volunteers must be submitted with the test sheets.
7. Recertifications: The Society has standardized National Lifeguard recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on the *National Lifeguard Recertification* test sheets.

Certification review

The Lifesaving Society investigates complaints of a serious nature and allegations of misconduct against Lifesaving Society award holders who fail to follow Lifesaving Society policy and procedure. The result may be a caution, a suspension, or in egregious cases, revocation of certification.

The policy applies to holders of Lifesaving Society leadership appointments including Instructors, Examiners and Trainers who deliver the Society's program to others. The policy may apply to other award holders including lifeguards who fail to maintain or reflect the Society's standards.

MEMBER POLICIES

Privacy

The Lifesaving Society respects the individual's right to privacy and is committed to keeping personal information accurate, confidential, secure and private. Except as specifically outlined in this policy, the Society does not disclose any individual's personal information to any third parties.

What we collect and why: The Lifesaving Society collects information required to provide services to members and other individuals. This includes an individual's name, address, phone number, email address, birth date, and payment information. The Lifesaving Society's website may record information such as number of logins, IP address, date and time of access.

The personal information collected by the Lifesaving Society directly or through course providers (e.g., Affiliate Members) is required for the administration and delivery of the Society's programs and services. The Society does not release personal information to any third party unless required by law. The Society's Privacy Policy can be viewed in full at lifesavingsavingnl.ca/about-us.

Anti-harassment

The Lifesaving Society is committed to providing an environment free of harassment. All individuals should be treated with respect and dignity. Each person has the right to participate and work in an amicable environment free of harassment.

All persons are encouraged to make it known that behaviour contrary to this policy is unwelcome and offensive and to attempt to ameliorate the situation directly.

If necessary, steps may be taken under this policy. Individuals are reminded that they continue to have the right to seek redress from the Prince Edward Island Human Rights Commission and under the Criminal Code of Canada.

The Society's anti-harassment policy applies to Honorary Members, Active Members, Award Members, and staff of the Lifesaving Society Prince Edward Island when ostensibly acting in that capacity.

Definitions: "Harassment" is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known unwelcome. A "complainant" is a person who alleges that harassment has occurred. A "respondent" is a person against whom the complainant's allegation is directed.

Complaint procedure: If unable to resolve the situation directly with the respondent, a complainant may report the alleged harassment to the Lifesaving Society President. The President shall ensure that an investigation into the circumstances of the allegations is conducted and appropriate disciplinary measures are taken if warranted.

Volunteer Code of Conduct

The Lifesaving Society's reputation in aquatic safety and its status as a charitable organization impose high expectations of professional and ethical behaviour.

The Society's reputation depends on the integrity of its volunteers and staff. Volunteers carry a high burden of trust. The way in which that trust is discharged determines to a great extent the Society's success and the place of pride it enjoys in the aquatic community and in society at large.

Guidelines for ethical standards of conduct:

- Volunteers will act in a way that promotes the welfare, image and reputation of the Society.
- Volunteers will treat everyone with dignity and respect.
- Volunteers will avoid perceived and actual conflicts of interest.
- Volunteers who find themselves in a conflict of interest will self-declare.
- Volunteers who receive confidential Society information will keep the information confidential.
- The Society's intellectual property remains the property of the Society and will not be used for the personal benefit of a volunteer.
- A volunteer should avoid involvement in any form of self-employment or private business that competes with programs or services delivered directly by the Society which could be considered a conflict of interest.

- Volunteers will not use their volunteer position to influence other volunteers, staff or organizations having dealings with the Society in order to gain personally or to advance others through the results of that influence.
- Volunteers may accept gifts, favours or hospitality *on behalf of* the Society. Volunteers will not accept personal gifts, favours or hospitality except where gifts of nominal value for purposes of promotion or courtesy may be offered. Receipt of such gifts is acceptable.
- Volunteers will be aware of and follow other Codes and Policies of the Society.

Fundraising Code of Ethics

The Code of Ethics guides the Society and its members' selection and involvement in fundraising activities (see Section 12, *Fundraising Events*).

- All fundraising activities must conform to federal and provincial statutes as well as local bylaws.
- Fundraising activities must not put the Society at legal risk through potential lawsuit.
- Fundraising activities must not put the Society's public image at risk.
- Fundraising activities must be congruent with the mission and programs of the Society.
- The Lifesaving Society may solicit and will accept unconditional donations of funds from the tobacco-products industry. The Society will not solicit nor accept, contributions of products, nor will it solicit or accept corporate sponsorships to which specific conditions are attached.
- The Lifesaving Society will accept funds from the alcohol products industry for the promotion of drowning prevention initiatives or responsible use of alcohol. The Society will not accept donations that require it to advertise or promote consumption of alcohol.
- The Lifesaving Society will not knowingly become involved in fundraising activities with or accept donations from any person or organization that has been convicted of a criminal offense.
- The Lifesaving Society will not knowingly become involved in fundraising activities with or accept donations from any organization known to be environmentally irresponsible.

- The Lifesaving Society will not become involved in fundraising activities or accept donations from organizations that have, in the opinion of the Society, an unsatisfactory public reputation.
- The Lifesaving Society will provide full public disclosure as to how donated funds are intended to be dispersed.
- The Lifesaving Society will not engage the services of professional fundraising organizations to raise “Personal Giving” or “Event” funds for the Society.
- The Lifesaving Society will not sell its mailing list or make it available for use by other organizations or agencies.

Section 4

TRAINING PROGRAM ADMINISTRATION

Lifesaving Society training programs are delivered through a community-based system. This system provides Affiliates with the flexibility to meet the needs of their community and to hire the leadership personnel they want. Affiliates have the authority to set their own course fees and to run the courses when and where they prefer.

With this authority comes great responsibility. Affiliate Members must follow Lifesaving Society policies and procedures and ensure that courses are taught and evaluated by appropriately certified Lifesaving Society instructors and examiners. Review Affiliate Membership guidelines in Section 1 and Policies in Section 3.

DELIVERING LIFESAVING SOCIETY COURSES

Post your courses on our website

As a service to its Affiliate Members and their clients, the Lifesaving Society invites Affiliates to send us their Lifesaving Society courses for posting in Find a Course on the Society's website. Email your courses to info@lifesavingsocietypei.ca.

- ❑ In the community-based system, Affiliates:
 - Determine when and where courses are offered.
 - Ensure adequate time, facilities and equipment are available for the course (see award descriptions for specific information).
 - Determine how much to charge for each course.
 - Register candidates for courses.
 - Collect Lifesaving Society exam fees.
 - Assign the appropriately certified leadership personnel to teach and examine the Society's courses.
 - Order course materials.
 - Schedule and host exams (where required).
 - Submit completed test sheets or leadership master sheets and exam fees to the Society.

REGISTER CANDIDATES AND CHECK PREREQUISITES

- ❑ Once the course schedules are finalized, register candidates. Some courses have age and/or certification prerequisites. The Society will not issue awards to individuals who do not hold the prerequisites. Everyone has responsibilities to follow Lifesaving Society prerequisite policy (see Training Program Policies, page 11 in Section 3, *Policies*) to avoid the unnecessary and negative public relations issues that result when candidates are not certified after participating in a course.

Find a Member

Use Find a Member on the Lifesaving Society website to check prerequisites on the first day of the course to ensure there are no surprises later.

Affiliates:

- Put procedures in place to ensure that all candidates prove they hold the proper prerequisites *prior* to the start of each course.
- Include a list of the required prerequisites in your program brochure and refer registrants to it.
- Provide your registration staff with the *Prerequisites at a Glance* (see inside back cover) and make sure they understand it.
- Do not allow candidates to register if they cannot prove prerequisites. See “Prerequisites” page 11 in Training Program Policies, Section 3, *Policies*.

ORDER MATERIALS**Course materials**

Some awards have required candidate materials (e.g., Bronze Medallion candidates are required to have the *Canadian Lifesaving Manual*). Refer to the specific awards in this guide for a list of required resources.

- ❑ To order equipment, literature, resources and supplies:

Order online: LifeguardDepot.com is the Lifesaving Society’s e-commerce store. Affiliate Members can purchase online 24/7 on account or by credit card. See page 23 for instructions on setting up an account.

Call: 902-967-4888.

Email: info@lifesavingsocietypci.ca

Delivery options: We ship merchandise orders “best way” via courier or Canada Post, unless you tell us otherwise. The Society offers free standard shipping within Canada (some exclusions apply). Where applicable, shipping fees and taxes will be added to your bill.

Paying us: Affiliate Members can order on their account or by purchase order. Others pay at time of purchase by cash, cheque, money order, major credit card, or debit.

Because email is not a secure means of sending confidential information, we recommend you *do not include credit card numbers in emails*. Include your phone number and we’ll call you for your card number.

Order return policy: The Lifesaving Society provides a customer satisfaction guarantee. If for any reason you are not satisfied, simply

return your purchase for refund, exchange or credit within 90 days of the purchase date.

Exceptions and exclusions to the order return policy can be found on LifeguardDepot.com.

All returns must be new and unused, in the original state, and deemed by the Lifesaving Society to be in an unworn/undamaged condition prior to being accepted for refund, exchange or credit.

All returns under the Lifesaving Society warranty are subject to inspection.

Return items to the Lifesaving Society, P.O. Box 2411, Charlottetown, Prince Edward Island, C1A 8C1 or by courier to the Lifesaving Society New Brunswick, 70 Melissa St., Fredericton, NB, E3A 6W1. Please allow a minimum of 10 business days to receive and process your returned items.

To expedite your return, we encourage you to submit a copy of the invoice or packing slip with the items returned. Returns without a copy of the invoice or packing slip will be subject to the previous year's listed price for a full refund or credit.



LifeguardDepot.com is the online store of the Lifesaving Society. LifeguardDepot.com offers a comprehensive selection of equipment and supplies required to operate safe aquatic facilities and training programs including CPR instruction. Order 24/7 as an individual or on behalf of your organization.

Set up your personal Account

- Go to lifesavingsocietypei.ca and open SHOP LIFE GUARDDEPOT on the right side. Click Login and then Register to sign up for a new account.
- If you are a Lifesaving Society member, associate this login with your membership by entering your Member ID and Access Code. Your 6 digit Member ID is on the bottom right of your certification cards. Your 8 digit personal Access Code is on the tear-off section below your certification cards. Call us to obtain your Access Code if you have misplaced this portion of your certification cards.

Set up your Affiliate/Organization Account

- Designate an "Administrator" for your organization. Choose your Administrator carefully. This person can purchase on behalf of your organization, and has authority to add "Users" from your organization who also may purchase goods and bill them to your organization.
- Call us and give us the contact information for the "Administrator" for your Affiliate account. We need the Administrator's name, business email address and phone number. We add this individual to our system and confirm with you and the Administrator (if different) by email when this is done.
- **Important:** If your Administrator is a Lifesaving Society Individual Member, they first register as an individual (as above) at lifesavingsociety.com making sure to associate this registration with their Lifesaving Society Member ID and Access Code.
- If your Administrator has already registered as an individual, they simply select "Administrator" rather than "Individual" in order to add "Users."

Administrators: Set up your Users

- Log in as "Administrator" for the Affiliate.
- Go to "Manage Logins" in left-side navigation.
- Enter the Lifesaving Society Member ID of each User in the space provided and click "Add User."
- If a User is not a Lifesaving Society member, contact us so we can add them to our system.
- To remove a User, click on "Remove" beside their name.
- **Important:** Before Users can purchase, they must register as individuals (as above) and link their Lifesaving Society Member ID and Access Code.

EVALUATING CANDIDATES

Getting ready for exams

In preparation for exams, please have all paperwork and equipment ready and set up before the exam begins.

- ❑ Some Lifesaving Society courses are evaluated entirely by the Instructor; others require an Examiner. You may contact an Examiner directly (perhaps they are on staff). Alternatively, obtain a list of Examiners from the Society office.

Discuss the following aspects with the Examiner:

- Number of candidates and the award level(s) being examined.
- Date and time of the exam (plan an alternate date if weather may be a factor).
- Time and space allotted for the examination.
- Directions to the facility.
- Equipment requirements for the examination such as bricks and manikins.

- ❑ Candidates, Instructors, Examiners and Affiliates each have responsibilities during evaluations.

Instructor and Examiner qualifications

Confirming the Instructor and Examiner qualifications and currency before the exam begins can help avoid delays in the processing of the awards.

Affiliates are responsible for:

- Ensuring that candidates have the required prerequisites to enroll in the course
- Providing a lifeguard during the examination
- Ensuring that appropriate space and equipment are available
- Confirming the Examiner's qualifications (and currency) before the examination begins
- Ensuring that one copy of the completed test sheet is sent to the Society's office immediately following the examination; one copy is retained by the Affiliate for its own records, and; one copy is provided to the Examiner for their records

Did you know?

The Society does NOT accept electronic signatures on test sheets. Ensure Examiners and Instructors manually sign all test sheets.

Examiners are responsible for:

- Providing proof of Examiner certification to the Affiliate before the examination begins.
- Reviewing proof of candidate prerequisites.
- Ensuring that adequate safety supervision is provided.
- Providing a fair evaluation for each candidate.
- Completing and manually signing the test sheet (no electronic signatures please).
- Retaining a copy of the signed test sheet for their records.

Instructors are responsible for:

- Ensuring proof of prerequisites is available to the Examiner.
- Providing the results of the Instructor-evaluated items on the test sheet.

Candidates are responsible for:

- Providing proof of prerequisites.
- Providing any clothing required by the award.
- Providing personal protective equipment (i.e., gloves, masks).

TEST SHEETS**Test sheet processing**

The Society processes test sheets in the order in which they are received. The speed with which the Society can issue candidate awards is directly related to legibility, accuracy and completeness of the information on the test sheet.

Contact information required

Remember to include phone numbers and email addresses for all leadership candidates. This helps the Society contact Instructors and Examiners quickly to solve problems with test sheets.

- The Society provides test sheets for each award (download from lifesavingsocietypei.ca). Instructors, evaluators, and programmers use test sheets as teaching, evaluation and administrative tools respectively:

- To record teaching and evaluation results.
- To record participant names and contact information.

Most test sheets must be forwarded to the Lifesaving Society office for processing at the conclusion of a course. The following test sheets/worksheets need not be sent to the Society's office: Swim for Life, Lifesaving Sport Fundamentals, Canadian Swim Patrol, and CPR-A, -B, and -C.

Affiliates issue certification cards directly to the candidates for CPR and should therefore keep copies of the test sheets because these test sheets are the only record of certification.

Instructors, Examiners, program administrators and the Lifesaving Society use test sheets in different ways:

- The Society keeps a record of the certifications earned by an individual starting with Bronze Star. Test sheets contain the information required to maintain accurate records.
- Confirmation that an individual holds a Lifesaving Society award is considered official when the test sheet is received and verified by the Society.
- Maintaining accurate records of certifications allows the Society to:
 - Confirm prerequisite awards.
 - Issue replacement cards.

- Send its *Currents* e-newsletter.
- Confirm certifications required for employment.
- Communicate important information to award holders.
- Affiliates (not Examiners) are responsible for submitting completed test sheets to the Society in a timely manner. The preferred method of submission is via email to **info@lifesavingsocietypei.ca**; however, the Society also accepts test sheets submitted by mail. Please do not submit the same test sheet via multiple methods.
- Affiliates keep one copy of the test sheets on file at their headquarters.

LEADERSHIP MASTER SHEET

- A leadership master sheet is the leadership course equivalent of a test sheet. Use a master sheet for all instructor, coach, examiner, and trainer courses or to record attendance at clinics. Ensure all sections of the master sheet are completed in full and that it has been signed by the Trainer.
- Completed master sheets must be returned to the Lifesaving Society office immediately after the completion of the course or clinic. The preferred method of submission is via email to **info@lifesavingsocietypei.ca**; however, the Society also accepts master sheets submitted by mail.

EXAMINATION FEES

- Examination fees are revised annually in consultation with the Society's Affiliate Members. Normally, Affiliates add this charge to the cost of lessons at registration time, or collect the fee separately before the examination. The examination fee is payable only by successful candidates.
- There is no "exam" in Rookie Patrol, Ranger Patrol, Star Patrol, or Junior Lifeguard Club. Recognition crests or seals are purchased by the Affiliate and awarded to candidates based on achievement.

CANDIDATE AWARDS

- ❑ The administration of Society training programs ensures successful candidates receive their awards as soon as possible.
- ❑ For Swim for Life, Canadian Swim Patrol (Rookie, Ranger, Star), Lifesaving Sport Fundamentals, CPR, and Lifesaving Fitness, Affiliates issue awards directly to the candidates. Affiliates should order the awards from the Society ahead of time for presentation to successful candidates at the evaluation.
- ❑ For other awards, the Society issues the certification cards and badges/medals (where applicable) directly to successful candidates.
- ❑ Lifesaving Sport Officials do not receive a certification card; instead, certification is recorded in the Society's database and is viewable online in *Find a Member*.

Immediately following the exam, the Affiliate sends the test sheets to the Society. On receipt of the test sheets, the Society mails the certification card (with the crest and medal if appropriate) directly to candidates. It is important that the Affiliate provide candidates' complete mailing addresses including unit number (where applicable) and postal code on test sheets or master sheets.

The Society invoices the Affiliate for the exam fees.

Section 5

SWIM TO SURVIVE®

The World Health Organization reports that drowning is one of the ten leading causes of death for children and young people in every region of the globe. Teaching school-age children basic swimming, water safety and safe rescue skills is one of the Ten Actions to Prevent Drowning identified by the World Health Organization (Global report on drowning: preventing a leading killer, 2014).

In Canada's water-rich environment, basic swimming ability is a required life skill for survival. Acquisition of basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada. Affordable training should be available for all children to the level of the Canadian Swim to Survive standard.

CANADIAN SWIM TO SURVIVE STANDARD

- The Canadian Swim to Survive standard is a minimum national standard of swimming skill. It defines the essential minimum skills required to survive an unexpected fall into deep water. These are expressed in a straightforward sequence of:
 - ROLL into deep water.
 - TREAD water for one minute.
 - SWIM 50 metres.

It is recognized that there is a wide range of aquatic training available well beyond this minimum.

USING THE SWIM TO SURVIVE STANDARD

- Affiliates might consider using the Swim to Survive standard in the following ways:
 - **Specialty swims:** offer Swim to Survive evaluations during camp, public, or birthday swims; or to participants of after-school programs.
 - **Host a Swim to Survive day:** challenge the public to attempt the standard.
 - **Skill screening:** use the Swim to Survive standard as the basic “swim test” for aquatic facility owners/operators in determining admission of unaccompanied children. Test individuals as a safety

activity for school and youth group trips to waterfronts and canoe trips, or to qualify for aquatic training such as canoe or kayak courses.

- **Family Swim to Survive:** offer family Swim to Survive evaluations:
 - During National Drowning Prevention Week (third week in July).
 - As part of your family swim lessons.
 - During recreational, fitness, or lane swims.

SWIM TO SURVIVE LICENSEES

- Swim to Survive and Swim to Survive+ are available only to Swim for Life licensees or Affiliate Members who obtain a Swim to Survive license. Contact the Society for details about licenses and fees.

SWIM TO SURVIVE PROGRAMS

The Lifesaving Society acknowledges and thanks the **Stephanie Gaetz Keepsafe Foundation** (the founding sponsor of Swim to Survive) for its generous support.

- **Swim to Survive** is an important first step to being safe around water. It can be offered as a stand-alone program or as part of the Lifesaving Society's Swim for Life® continuum (see Section 6). Swim to Survive is ideal for groups from schools, camps, and others who have limited time and diverse abilities. Although primarily targeted at children, the Swim to Survive program can be delivered to all age groups. While not meant to replace traditional swimming lessons, Swim to Survive is a great way to encourage candidates to pursue further training.

Prerequisite: None.

Instruction and certification: Current swimming instructors (any agency) or current National Lifeguards teach and evaluate Swim to Survive. candidates.

Candidate recognition: Certificate.

Required references: Instructors require the *Swim to Survive and Swim to Survive+ Award Guide*. There are no required references for candidates.

Instructional format: This program may be delivered through in-person learning only.

Instructional time: Time needed varies depending on format, number and skill level of candidates, and the learning activities selected.

Swim to Survive	Classroom	Water
Total Time (3 hr.)	0 hr.	3 hr.

Required equipment: Use of buoyant aids and lifejackets is encouraged.

Recertification: None.

Fees: License fee covers unlimited number of participants. Contact the Society for details about licenses and fees.

- **Swim to Survive+ (Plus)** builds on the skills learned in Swim to Survive. The Swim to Survive+ program is geared toward presenting real-life situations for children in Grade 7.

Prerequisite: None.

Instruction and certification: Current swimming instructors (any agency) or current National Lifeguards teach and evaluate Swim to Survive+.

Candidate recognition: Wallet card.

Required references: Instructors require the *Swim to Survive and Swim to Survive+ Award Guide*. There are no required references for candidates.

Instructional format: This program may be delivered through in-person learning only.

Instructional time: Time needed varies depending on format, number and skill level of candidates, and the learning activities selected.

Swim to Survive+	Classroom	Water
Total Time	0 hr.	3 hr.

Required equipment: Use of buoyant aids and lifejackets is encouraged.

Recertification: None.

Fees: License fee covers unlimited number of participants. Contact the Society for details about licenses and fees.



Section 6

SWIM FOR LIFE® PROGRAM

"The acquisition of basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada" – Lifesaving Society Canadian Swim to Survive® position statement.

Swim for Life® is a complete learn-to-swim program from Parent & Tot through to Leadership. It focuses on learning to swim and Water Smart® education. Easy to program and easy to explain, Swim for Life leads seamlessly into the Society's lifesaving training awards.

SWIM FOR LIFE LICENSEES

- ❑ Affiliate Members must obtain a license to offer Swim for Life programs. With no per-participant charges, Affiliate Members save substantially with the Lifesaving Society Swim for Life program.
- ❑ Our single annual licensing fee covers unlimited numbers of participants, and provides:
 - Electronic lesson and core plans, stroke charts and drills, and Water Smart learning resources.
 - Print-as-you-need electronic worksheets, progress reports, and candidate recognition certificates.
 - Electronic blurbs for Affiliate brochures.
 - Lifesaving Society support before, during and after implementation.
- ❑ License fees: The Lifesaving Society is happy to discuss which option is the most economical for its Affiliate Members:
 - Option A: per indoor facility.
 - Option B: per outdoor or seasonal facility.
 - Option C: per population.

Swim licensees may be eligible to participate in the Society's loyalty rewards program (see Section 1 *Affiliate Membership*, page 5). Please contact us for details.

- ❑ Transition to Swim for Life: The Society works with Affiliate Members to make the transition to Swim for Life as easy as possible. We can help you with a step-by-step plan that includes:
 - Programming options.

- Staff update clinics (see Swim Instructor Update Clinic, Section 10 *Leadership Training Programs*, page 90).
- Transition time-lining.
- Support materials for instructors, administrators and parents.
- Best practices: examples of how other Affiliates successfully made the transition.

SWIM FOR LIFE PROGRAM

- There are five modules in the Swim for Life program:
 1. Parent & Tot (3 levels) for parents and children up to 3 years of age
 2. Preschool (5 levels) for children 3–5 years
 3. Swimmer (6 levels) for children 5 years and older
 4. Adult Swimmer (3 levels) for people over 16 years
 5. Fitness Swimmer for swimmers of any age who want to improve their overall physical fitness

The Society designed the modules so they flow together seamlessly and logically into one another and into the basic lifesaving awards: Rookie, Ranger and Star Patrol (see Flow Chart, page 35).

- Content is organized as follows:
 - Entries and exits
 - Surface support
 - Underwater skills
 - Swim to Survive skills
 - Movement/Swimming skills
 - Fitness
 - Water Smart education

For more information about the content of the Swim for Life program, visit lifesavingsocietypei.ca.

Swim for Life modules

Parent & Tot (3 levels): for parents and children up to 3 years of age. Through structured in-water interaction between parent and child, we stress the importance of play in developing water-positive attitudes and skills. Because activities and progressions are based on child development, parents register in the level appropriate for their child's age: 4–12 months, 12–24 months, or 2–3 years.

Preschool (5 levels): for children 3–5 years old. The Preschool program develops an appreciation and healthy respect for the water. In our basic aquatic progressions we work to ensure 3 to 5-year-olds become comfortable in the water and have fun acquiring and developing a foundation of water skills.

Swimmer (6 levels): for children 5 years and older. The Lifesaving Society’s six-level Swimmer program makes sure children learn how to swim before they get in too deep. Swimmer progressions accommodate children 5 years and older including absolute beginners as well as swimmers who want to build on the basics. We stress lots of in-water practice to develop solid swimming strokes and skills.

Adult Swimmer (3 levels): for people over 16 years. Working with certified instructors, Adult Swimmer candidates set their own goals. Whether just starting out or wanting to improve their current swimming ability and fitness, Adult Swimmers develop water confidence and smooth recognizable strokes.

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

Prerequisite: None.

Instruction and certification: Current Lifesaving Society Swim Instructors teach and certify all Swim for Life levels.

Candidate recognition: Swim licensees may purchase badges and/or seals as optional candidate recognition items as follows:

Module	Badges	Seals (Stickers)
Parent & Tot	none	yes
Preschool	yes	yes
Swimmer	yes	yes

Required references: Instructors require the *Swim for Life Award Guide* and *Teaching Swim for Life*. There are no required references for candidates.

Instructional format: Swim for Life modules are delivered through in-person learning only.

Instructional time: The following chart will guide programmers who may adapt these suggestions to meet the needs of participants. When deciding length of program and class size, consider: pool spacing, pool depth, use of volunteers or assistant instructors, regulations, number of classes per session. Eight lessons are recommended.

Module and Level	Suggested Class Length	Suggested Class Size (per instructor)
Parent & Tot 1-3	30 min.	10-12 plus parents/guardians
Preschool 1-5	30 min.	4-6
Swimmer 1-2	30 min.	6-8
Swimmer 3-4	45 min.	8-10
Swimmer 5-6	45 min.	10-12
Rookie / Swimmer 7 Ranger / Swimmer 8 Star / Swimmer 9	60 min.	10-12
Fitness Swimmer	60 min.	10-12
Adult 1-3	45 min.	10-12

Required equipment

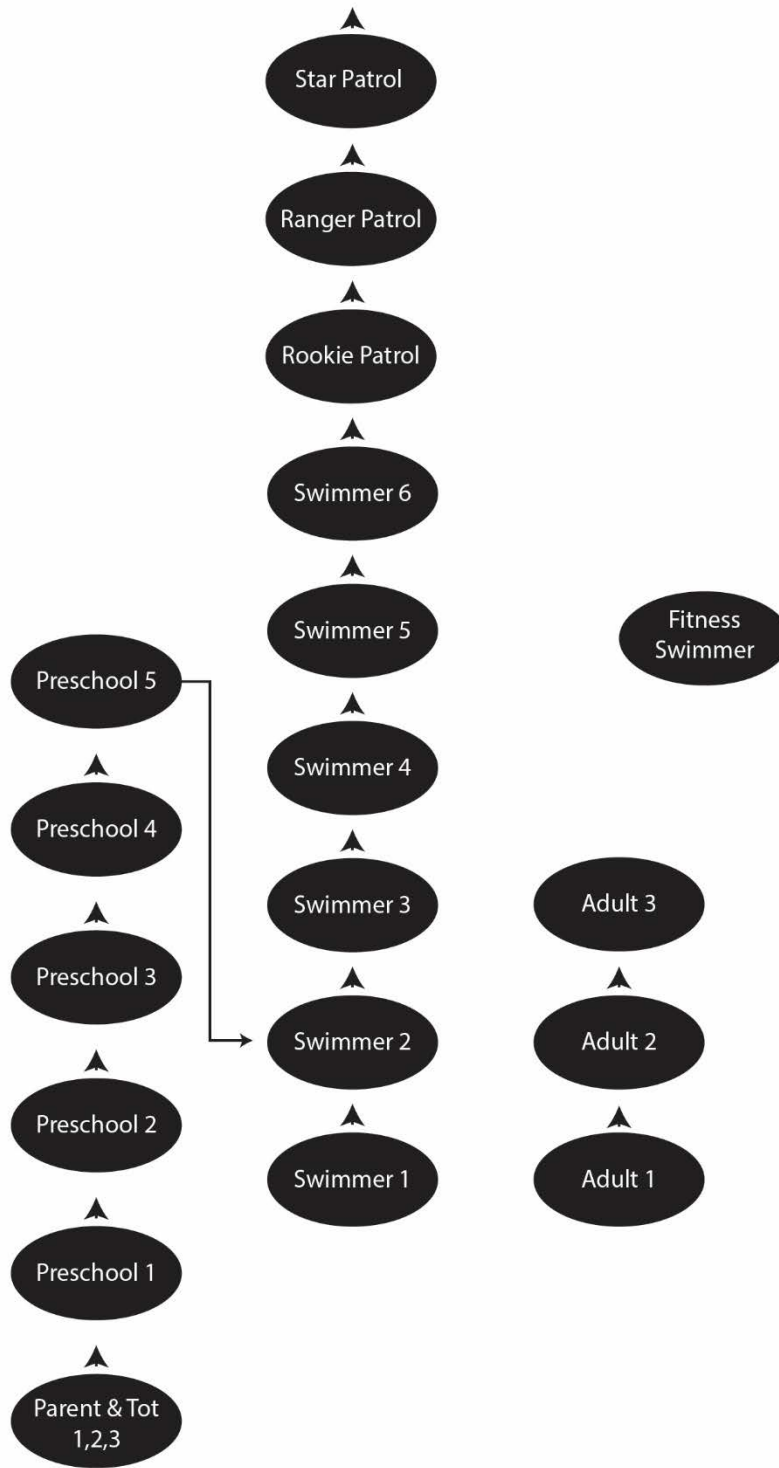
The Lifesaving Society carries a variety of learn-to-swim accessories and toys. Visit lifeguarddepot.com to purchase.

Required equipment: Lifejackets or PFDs are required. Other learn-to-swim accessories and toys are recommended: e.g., sinking objects, kickboards, pull buoys, noodles, floating toys.

Recertification: Swim for Life awards need not be recertified.

Fees: License fee covers unlimited numbers of participants. See page 31 for information about Swim for Life license options.

Swim for Life Flow Chart



Section 7

LIFESAVING AND LIFEGUARD PROGRAMS**Prerequisite awards**

Prerequisite awards must be earned prior to the start date of the course to which they apply. When two or more awards are offered together (e.g., Standard First Aid with National Lifeguard), the Society deems the prerequisite awards to have been earned in the correct order.

Prerequisite awards need not be current.

Most drownings occur in unsupervised settings, which is why Canadians need the lifesaving knowledge and skills to save themselves or others in an aquatic emergency. The Lifesaving Society's training programs provide this knowledge and skill in a series of award progressions designed for a variety of age groups and abilities.

National Lifeguard certification builds on these fundamental skills and values, and is designed to prepare lifeguards to be professional facilitators of safe, enjoyable aquatics.

National Lifeguard is the industry-accepted standard for lifeguards in Canada, endorsed and supported by the National Lifeguard Advisory Committee composed of lifeguard employers, facility operators and national agencies: Canadian Parks and Recreation Association, Physical and Health Education Canada, YMCA and Canadian Forces. National Lifeguard is the only Canadian lifeguard standard recognized by the International Life Saving Federation and the Commonwealth Royal Life Saving Society.

CANADIAN SWIM PATROL

- The Lifesaving Society's three-level Canadian Swim Patrol program provides enriched training for those who want to develop swim strokes and skills while having fun in the challenging world of lifesaving. Swim Patrol develops swimming strength and efficiency with emphasis on Water Smart® behaviour. Skill drills enhance capability in the water, good physical conditioning and lifesaving judgment.

Content is organized in modules – Water Proficiency, First Aid, Recognition and Rescue. Swim Patrol levels are often programmed as the top three levels of a learn-to-swim continuum. (See Section 6, *Swim for Life*).



- **Rookie Patrol (8–10 hr.):** Swimmers continue stroke development with 50 m swims of front crawl, back crawl and breaststroke. Lifesaving Sport skills include a 25 m obstacle swim and 15 m object carry. First aid focuses on assessment of conscious victims, contacting EMS and treatment for bleeding. Fitness improves in 350 m workouts and 100 m timed swims.

Prerequisite: None.

Instruction and certification: Current Lifesaving Instructors or

Lifesaving Society Swim Instructors, or YMCA Swim Instructors teach and certify candidates.

Candidate recognition: Wall chart, crest and recognition seals, or award seal (see Fees below).

Required references: None.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Weekly formats are common.

Rookie Patrol	Classroom	Water
Total Time (8–10 hr.)	0 hr.	8–10 hr.

Required equipment: 2.3 kg (5 lb.) objects, items of clothing to inflate, buoyant aids, buoyant aids with lines, timing device.

Recertification: Rookie Patrol need not be recertified.

Fees: Crests and seals are purchased by the Affiliate and awarded to candidates based on achievement.



- **Ranger Patrol (8–10 hr.):** Swimmers develop better strokes over 75 m swims of each stroke. They tackle Lifesaving Sport skills in a lifesaving medley, timed object support and rescue with a buoyant aid. First aid focuses on assessment of unconscious victims, treatment of victims in shock and obstructed airway procedures. Skill drills develop a strong lifesaving foundation.

Prerequisite: None.

Instruction and certification: Current Lifesaving Instructors or Lifesaving Society Swim Instructors, or YMCA Swim Instructors teach and certify candidates.

Candidate recognition: Wall chart, crest and recognition seals, or award seal (see Fees below).

Required references: None.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Weekly formats are common.

Ranger Patrol	Classroom	Water
Total Time (8–10 hr.)	0 hr.	8–10 hr.

Required equipment: 2.3 kg (5 lb.) objects, buoyant aids and timing device.

Recertification: Ranger Patrol need not be recertified.

Fees: Crests and seals are purchased by the Affiliate and awarded to candidates based on achievement.



- ❑ **Star Patrol (8–10 hr.):** Swimmers are challenged with 600 m workouts, 300 m timed swims and a 25 m object carry. Strokes are refined over 100 m swims. First aid focuses on treatment of bone, joint injuries and respiratory emergencies including asthma and allergic reactions. Lifesaving skills include defence methods, victim removals and rolling over and supporting a victim face up in shallow water.

Prerequisite: None.

Instruction and certification: Current Lifesaving Instructors or Lifesaving Society Swim Instructors, or YMCA Swim Instructors teach and certify candidates.

Candidate recognition: Wall chart, crest and recognition seals, or award seal (see Fees below).

Required references: None.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Weekly formats are common.

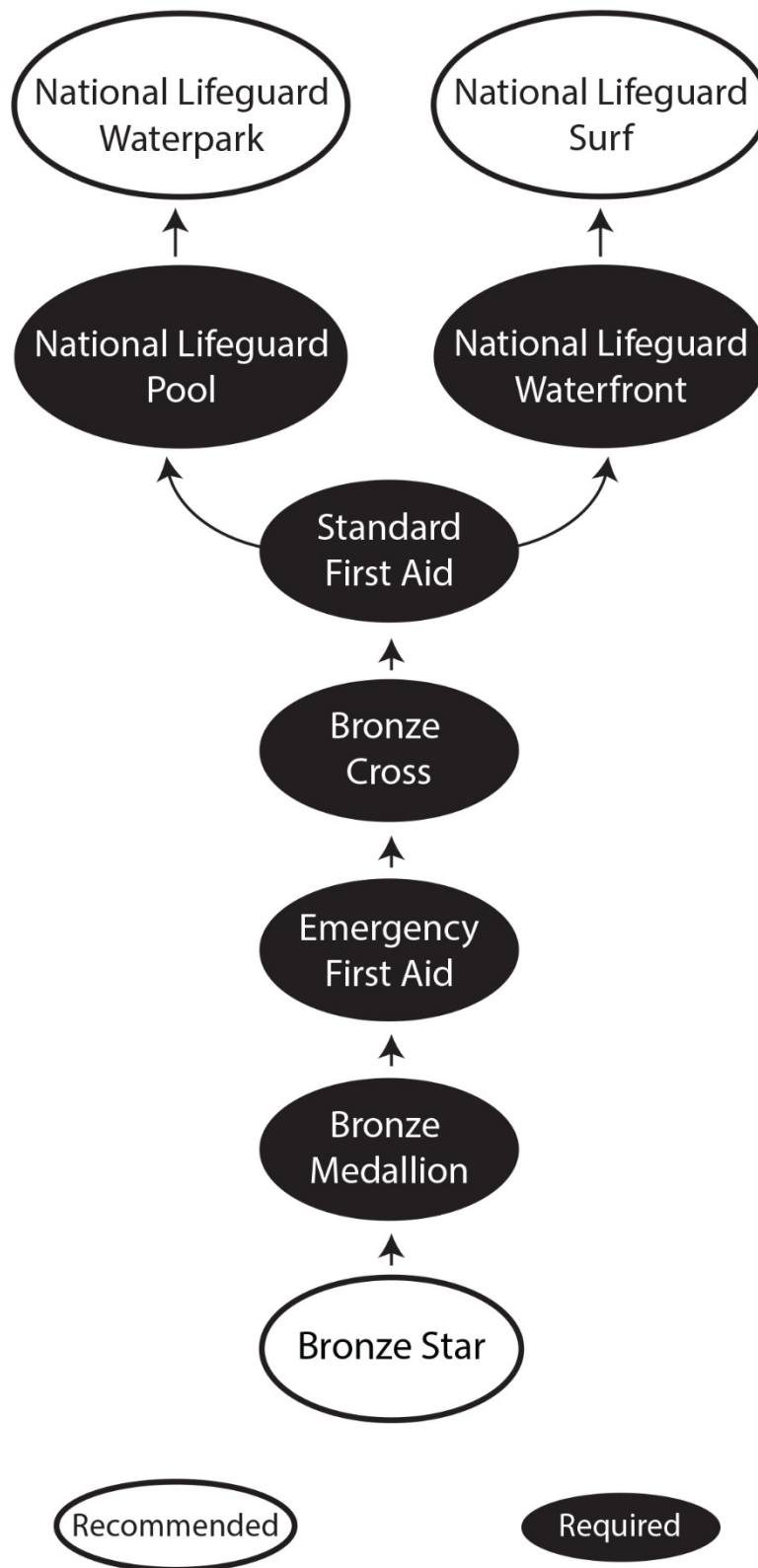
Star Patrol	Classroom	Water
Total Time (8–10 hr.)	0 hr.	8–10 hr.

Required equipment: 4.5 kg (10 lb.) objects, towing aids and timing device.

Recertification: Star Patrol need not be recertified.

Fees: Crests and seals are purchased by the Affiliate and awarded to candidates based on achievement.

How to Become A Lifeguard



BRONZE MEDAL AWARDS

Revised Bronze Medal awards

The Society has revised its Bronze Medal awards. This edition of the *Program Guide* presents the revised award descriptions and in-person instructional times.



Age prerequisites

Minimum age requirements must be attained by the last day of the course or the day of the exam.

Bronze Medal courses may be combined with First Aid awards: e.g., Emergency First Aid with Bronze Medallion or Bronze Cross, Workplace Standard First Aid with Bronze Cross. Combining first aid and lifesaving or lifeguarding awards allows candidates to earn both certifications at the same time. Suggested course combinations and time required to teach content items are:

Bronze awards combined with First aid awards	Total instructional time
Bronze Medallion + Emergency First Aid	20 hr.
Bronze Cross + Emergency First Aid	25 hr.

- **Bronze Star (10 hr.):** The Lifesaving Society's 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: None (Swim Patrol experience recommended).

Instruction and certification: Current Lifesaving Instructors or YMCA Swim Instructors teach and certify candidates.

Candidate recognition: Bronze Star medal, Bronze Star crest, certification card.

Required references: None.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Weekly formats are common for in-person learning. Breaks require additional time. Based on 12–16 candidates:

Bronze Star course	Classroom	Water
Total Time (10 hr.)	0 hr.	10 hr.

Required equipment: Manikin, lifejacket or PFD, adult and child CPR training manikin, AED Trainer, shoulder loop and line, shirt and long pants, buoyant aids, timing device.

Recertification: Bronze Star need not be recertified.

Fees: The Lifesaving Society exam fee applies to successful candidates only.



**Bronze Medallion
Recertification exams**

The Society has standardized Bronze Medallion recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on the Bronze Medallion Recertification test sheet.

- **Bronze Medallion (15 hr.):** The Lifesaving Society’s 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: Minimum 13 years of age *or* Bronze Star certification.

Instruction and certification: Current Lifesaving Instructors teach and evaluate most items, but only Bronze Examiners may certify candidates.

Candidate recognition: Bronze Medallion medal, Bronze Medallion crest, certification card.

Required references: *Canadian Lifesaving Manual*. The *Bronze Medallion Workbook* is a recommended candidate resource that Affiliates order from the Society prior to the course.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common for in-person learning.

Breaks require additional time. Based on 12–16 candidates:

Bronze Medallion course	Classroom	Water
Total Time (15 hr.)	3 hr.	12 hr.

Examination time (12–16 candidates):

Original exam Examiner-evaluated items	Recertification exam <i>All recertification items evaluated by Examiner</i>
2.5–3 hr.	3 hr.

Hey! Where is Bronze Cross?

Information about the Bronze Cross award has moved to page 48.

Required equipment: Manikin, timing device, adult, child, and infant CPR training manikins, AED Trainer, first aid supplies including barrier devices, long-sleeved shirt and long pants, and buoyant throwing and towing aids.

Recertification: Bronze Medallion remains current for 24 months from the date of certification. Bronze Medallion is recertified by successfully completing a Bronze Medallion Recertification exam.

The Society has standardized Bronze recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on the Bronze Medallion Recertification test sheet.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

ADVANCED LIFESAVING

- **Distinction** (20–25 hr.): Encourages a maturity of response to demanding aquatic emergency situations and is designed to develop advanced water rescue skill and knowledge, and 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: Bronze Cross certification.

Instruction and certification: Current Lifesaving Instructors teach and evaluate most items, but only Bronze Examiners who hold Distinction may certify candidates*.

Candidate recognition: Distinction medal, Distinction crest, certification card.

Required references: *Canadian Lifesaving Manual*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common. Breaks require additional time. Based on 12–16 candidates:

Distinction course	Classroom	Water
Total Time (20–25 hr.)	0 hr.	20–25 hr.

Examination time (12–16 candidates):

Original exam Examiner-evaluated items	Recertification exam All items evaluated by Examiner
2–2.5 hr.	5–6 hr.

Required equipment: Shirt, pants, shoes, spineboard.

Recertification: Distinction remains current for 24 months from the date of certification. Distinction is recertified by successfully completing a Distinction Recertification exam.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

SPECIALTY PROGRAMS



- **Junior Lifeguard Club:** The Junior Lifeguard Club (JLC) offers a unique aquatic alternative to traditional test-sheet-based aquatic programs and is independent of traditional award progressions. JLC is for quick learners and those between levels or programs who thrive in an energetic learning environment. Members can be any age between 8 and 15 years.

The JLC stresses fun and aquatic skill development based on personal-best achievement. Building on skills they already have, JLC members work to develop and improve swimming and other aquatic skills with emphasis on: swim and lifesaving knowledge, leadership and teamwork, community education, competition and personal fitness.

Prerequisite: must be able to meet the Society’s Swim to Survive® standard. (See page 33, Section 5, *Swim to Survive*.)

Instruction and certification: The Junior Lifeguard Club is led by a coach. The JLC coach must: be a current Lifesaving Instructor; hold a current lifeguard certificate; and have lifeguarding experience. Ideally, the JLC coach would be a certified Lifesaving Sport Coach Level 1 and have coaching and Lifesaving Sport experience.

Candidate recognition: There is no “failure” in the Junior Lifeguard Club. Club members earn recognition seals for achievements in: Swimming skills, Lifesaving skills, Lifesaving knowledge, Leadership

and teamwork, Community education, Competition and Fitness (see Fees below). Members can also earn traditional swimming and lifesaving awards within the club.

Required references: Junior Lifeguard Club Waterlog.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Clubs are typically organized around three sub-groups – *junior* members who are 8–10 years of age; *intermediate* members who are 11–13 years of age; and *senior* members who are 14–15 years of age.

The Junior Lifeguard Club can be organized so that it runs for “x” meetings over “x” weeks or days. For example: members might meet once a week over a 10-week period. This approach allows for a special event, such as a junior lifeguard competition, to be held at the end of the period as a high point.

Alternatively, the club may be set up as an ongoing program with no set beginning date or ending date. Club members join and participate perhaps on a “drop-in” or a “pay-as-you-go” basis.

Required equipment: Sinking objects, rescue equipment such as rescue cans or rescue tubes, CPR manikins, first aid supplies including barrier devices, kickboards, and timing devices.

Recertification: None.

Fees: Recognition seals are purchased by the Affiliate and awarded to candidates based on achievement.

- **Lifesaving Fitness** (10 hr.): teaches the importance of physical fitness in lifesaving and how to measure, monitor, and maintain personal physical fitness for lifesaving emergencies.

Prerequisite: 30 years of age or under or medical approval.

Instruction and certification: Lifesaving Instructors teach and certify candidates.

Candidate recognition: Bronze, Silver, or Gold Fitness crest, certification card.

Required references: None.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Weekly formats are common. Based on 12–16 candidates:

Lifesaving Fitness course	Classroom	Water
Total Time (10 hr.)	0 hr.	10 hr.

Required equipment: Timing devices, 4.5 kg and 9 kg objects, rescue manikin, rescue equipment such as ring buoy, rescue can or rescue tube, adult lifejacket.

Recertification: None.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Safeguard (3.5–4 hr.):** Safety supervision training for guardians (e.g., day camp counsellors, counsellors-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, accident 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. Ideally, guardians are at least 12 years of age, able to swim, and have some lifesaving experience.

Instruction and certification: Current Lifesaving Instructors who hold National Lifeguard certification teach and certify candidates.

Candidate recognition: Certification card.

Required references: None. Instructors use the Safeguard PowerPoint presentation.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Although the course does not require an in-water session, where time and facilities allow, an in-water session is beneficial for practicing

victim recognition and low-risk, non-contact rescue response in shallow water. Breaks require additional time. Based on 12–16 candidates:

Safeguard course	Classroom	Water
Total Time (3.5–4 hr.)	3.5–4 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: None. Annual retraining recommended.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Patrol Rider®** (8 hr.): Provides lifesaving knowledge and rescue techniques applicable to personal watercraft (PWC). Patrol Rider trains lifeguards to provide fast, efficient and safe response to water-related emergencies. Includes: safe operations and maintenance of the PWC, how to rescue various victim types, quick pickups, victim care and transport to emergency services.

Prerequisite: Pleasure Craft Operator (PCO) and National Lifeguard certification (Waterfront or Surf option recommended).

Instruction and certification: Lifesaving Instructors who hold Patrol Rider teach and certify candidates.

Candidate recognition: Certification card.

Required references: Patrol Rider workbook.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common. Breaks require additional time. Based on 12–16 candidates:

Patrol Rider course	Classroom	Water
Total time (8 hr.)	0 hr.	8 hr.

Required equipment: PWC and sled, helmets, lifejackets or PFDs, waterfront safety equipment, designated safety craft.

Recertification: Patrol Rider remains current for 24 months from the date of certification. Patrol Rider is recertified by successfully completing a Patrol Rider course.

Fees: The Lifesaving Society exam fee applies to successful and unsuccessful candidates alike.

LIFEGUARDING

Bronze Cross or National Lifeguard awards may be combined with First Aid awards (e.g., Standard First Aid with Bronze Cross). This allows candidates to earn both certifications at the same time. Suggested course combinations and time required to teach content items are:

Lifeguarding awards combined with Standard First Aid	Total instructional time
Bronze Cross + Standard First Aid	30 hr.
National Lifeguard + Standard First Aid	48 hr.



- Bronze Cross (20 hr.):** The Lifesaving Society’s 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: Bronze Medallion and beginning January 1, 2023: Lifesaving Society Emergency First Aid *or* Standard First Aid, or EFA or SFA from a training agency approved by the Prince Edward Island government. The list of approved agencies can be found at lifesavingsocietypei.ca.

Instruction and certification: Current Lifesaving Instructors teach and evaluate most items, but only Bronze Examiners may certify candidates.

Candidate recognition: Bronze Cross medal, Bronze Cross crest, certification card.

Bronze Cross and National Lifeguard Recertification exams

The Society has standardized Bronze Cross and National Lifeguard recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on Recertification test sheets.

Other agency First Aid

Emergency First Aid or Workplace Standard First Aid is a prerequisite to Bronze Cross.

When a first aid certification from an agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, we need to receive a photocopy of the certification card with the Lifesaving Society test sheets. **The Society will not issue awards if the proof of prerequisite is missing**

Required references: *Canadian Lifesaving Manual*. The *Bronze Cross Workbook* is a recommended candidate resource that Affiliates should order from the Society prior to the course.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common for in-person learning.

Breaks require additional time. Based on 12–16 candidates:

Bronze Cross course	Classroom	Water
Total Time (20 hr.)	7 hr.	13 hr.

Examination time (12–16 candidates):

Original exam Examiner-evaluated items	Recertification exam <i>All recertification items evaluated by Examiner</i>
2.5–3 hr.	4 hr.

Required equipment: 4.5 kg (10 lb.) object, manikin, timing device, rescue can, rescue tube, adult, child, and infant CPR training manikins, AED Trainer, first aid supplies including barrier devices, spineboard, shirt and long pants, and buoyant aids.

Recertification: Bronze Cross remains current for 24 months from the date of certification. Bronze Cross is recertified by successfully completing a Bronze Cross Recertification exam.

The Society has standardized Bronze recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on the Bronze Cross Recertification test sheet.

Fees: The Lifesaving Society exam fee applies to successful candidates only.



Change in Age Prerequisite

Effective July 1, 2020 the Lifesaving Society Canada adopted 15 years as the minimum age prerequisite for certification as a National Lifeguard. Candidates must be at least 15 years of age as of the final day of the course. This is a national change in this national award.

- **National Lifeguard (40 hr.):** National Lifeguard education is designed to develop a sound understanding of lifeguarding principles, good judgment and a mature and responsible attitude toward the role of the lifeguard. The course develops the basic lifeguarding skills, principles and decision-making processes that will assist the lifeguard to evaluate and adapt to different aquatic facilities and emergencies.

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

National Lifeguard Pool Prerequisite: Minimum 15 years of age, Bronze Cross, and Lifesaving Society Standard First Aid, or SFA from a training agency approved by the Prince Edward Island government.

The list of approved agencies can be found at lifesavingsocietypei.ca.ca.

National Lifeguard Waterfront Prerequisite: Minimum 15 years of age, Bronze Cross, and Lifesaving Society Standard First Aid, or SFA from a training agency approved by the Prince Edward Island government.

The list of approved agencies can be found at lifesavingsocietypei.ca.ca.

National Lifeguard Waterpark Prerequisite: National Lifeguard Pool. (and Lifesaving Society Standard First Aid, or SFA from a training agency approved by the Prince Edward Island government. The list of approved agencies can be found at lifesavingsocietypei.ca.ca.)

National Lifeguard Surf Prerequisite: National Lifeguard Waterfront. (and Lifesaving Society Standard First Aid, or SFA from a training agency approved by the Prince Edward Island government. The list of approved agencies can be found at lifesavingsocietypei.ca.ca.)

Instruction and certification: Current National Lifeguard Instructors teach the National Lifeguard option(s) they hold and evaluate most items, but only *current* National Lifeguard Examiners may certify candidates. Specifically:

National Lifeguard Instruction

National Lifeguard Instructors teach the National Lifeguard option(s) they hold.

- Current National Lifeguard Instructors who hold National Lifeguard Pool teach National Lifeguard Pool. Current National Lifeguard Examiners who hold National Lifeguard Pool certify National Lifeguard Pool candidates.
- Current National Lifeguard Instructors who hold National Lifeguard Waterfront teach National Lifeguard Waterfront. Current National Lifeguard Examiners who hold National Lifeguard Waterfront

Other Agency SFA

Standard First Aid is a prerequisite to National Lifeguard.

When a first aid certification from an agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, we need to receive a photocopy of the certification card with the Lifesaving Society test sheets.

The Society will not issue awards if the proof of prerequisite is missing.

certify National Lifeguard Waterfront candidates.

- Current National Lifeguard Instructors who hold National Lifeguard Waterpark teach National Lifeguard Waterpark. Current National Lifeguard Examiners who hold National Lifeguard Waterpark certify National Lifeguard Waterpark candidates.
- Current National Lifeguard Instructors who hold National Lifeguard Surf teach National Lifeguard Surf. Current National Lifeguard Examiners who hold National Lifeguard Surf certify National Lifeguard Surf candidates.

Candidate recognition: Certification card.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Required references: *Alert: Lifeguarding in Action*.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Two-weekend or weekly formats are common for in-person learning. Breaks require additional time. This is instructional time only; additional time must be allotted for evaluation by an Examiner (where applicable). Based on 12–16 candidates:

National Lifeguard Pool	Classroom	Water
Total (40 hr.)	16 hr.	24 hr.

National Lifeguard Waterfront	Classroom	Water
Total (40 hr.)	12 hr.	28 hr.

National Lifeguard Waterpark	Classroom	Water
Total (16 hr.)	4 hr.	12 hr.

National Lifeguard Surf	Classroom	Water
Total (16 hr.)	4 hr.	12 hr.

National Lifeguard Waterfront (when candidates hold NLS Pool)	Classroom	Water
Total (21 hr.)	4 hr.	17 hr.

National Lifeguard Pool (when candidates hold NLS Waterfront)	Classroom	Water
Total (21 hr.)	4 hr.	17 hr.

Examination time (12–16 candidates):

Original exam Examiner-evaluated items	Recert exam
3.5–4 hr.	4–8 hr.

Required equipment

Visit our website for a complete list of the equipment required to run National Lifeguard courses. The Lifesaving Society carries equipment required for National Lifeguard. Visit LifeguardDepot.com to purchase

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Standard lifeguard equipment (e.g., rescue cans, rescue tubes, first aid supplies including barrier devices, spineboard, communication devices), CPR manikins, timing device. In addition, for Pool and Waterpark options: 9 kg (20 lb.) brick or equivalent. For Waterfront and Surf options: skin diving mask, snorkel, fins and rescue craft or paddleboard.

Recertification: National Lifeguard certification remains current for 24 months from the date of certification. National Lifeguard is recertified by successfully completing a National Lifeguard Recertification exam.

The Society has standardized National Lifeguard recertification exams by designating the mandatory (and only) items to be evaluated during a recertification. The items to be evaluated are found on the National Lifeguard Recertification test sheets.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Section 8

FIRST AID PROGRAMS

In Prince Edward Island, the Society's Standard and Emergency First Aid certifications are recognized by the Workers Compensation Board of PEI for workplace first aid training requirements.

No water required: use Lifesaving Society first aid awards to train your non-aquatic staff – playground, camp, maintenance – as well as the general public.

First Aid awards may be offered as stand-alone courses or combined with other lifesaving courses: e.g., Emergency First Aid with Bronze Medallion or Bronze Cross, Standard First Aid with Bronze Cross. Combining first aid and lifesaving awards allows candidates to earn both certifications at the same time. Suggested course combinations and time required to teach content items are:

First aid awards combined with lifesaving awards	Total instructional time
Emergency First Aid + Bronze Medallion	20 hr.
Emergency First Aid + Bronze Cross	25 hr.
Standard First Aid + Bronze Cross	30 hr.
Standard First Aid + National Lifeguard	48 hr.

□ **Emergency First Aid (8 hr.):** Includes CPR-B certification.

Emergency First Aid provides a general knowledge of first aid principles and the emergency treatment of injuries including: victim assessment, CPR, choking, and what to do for external bleeding, heart attack, stroke, wounds and burns.

Prerequisite: None.

Instruction and certification: Current Lifesaving Instructors or First Aid Instructors teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual* or *Canadian Lifesaving Manual*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: One-day formats are common. Breaks require additional time. Based on 12–16 candidates:

First Aid currency

The Lifesaving Society has adopted a 3-year period for the validity of its *Emergency First Aid* and *Standard First Aid* certifications only.

Required equipment

The Lifesaving Society carries a variety of first aid supplies, CPR training manikins, and AED Trainers. Visit www.lifeguarddepot.com to purchase.

Emergency First Aid with CPR-B course	Classroom	Water
Total Time (8 hr.)	8 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. First aid supplies including barrier devices, adult, child, and infant CPR training manikins, and AED Trainers.

Recertification: Emergency First Aid course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- ❑ **Standard First Aid (16 hr.):** Includes CPR-C certification. Standard First Aid provides comprehensive training covering all aspects of first aid. Standard First Aid incorporates Emergency First Aid and is designed for those who require a more in-depth understanding of first aid including: legal implications of first aid treatment, spinal injuries, heat or cold injuries, bone and joint injuries, chest injuries, and medical emergencies.

Standard First Aid certification is a prerequisite to National Lifeguard.

Prerequisite: None.

Instruction and certification: Current First Aid Instructors teach Standard First Aid, but only current First Aid Examiners may certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual* or *Canadian Lifesaving Manual*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: One-weekend formats are common. Breaks require additional time. Based on 12–16 candidates:

Standard First Aid with CPR-C course	Classroom	Water
Total Time (16 hr.)	16 hr.	0 hr.

Other Agency SFA

When a first aid certification from an agency other than the Lifesaving Society is used as a prerequisite for a Lifesaving Society award, we need to receive a photocopy of the certification card with the Lifesaving Society test sheets. **The Society will not issue awards if the proof of prerequisite is missing.** Affiliates should notify candidates of prerequisites in their promotional materials and at registration locations.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. First aid supplies including barrier devices, adult, child, and infant CPR training manikins, and AED Trainers.

Recertification: Standard First Aid Recertification course (6 – 8 hr.). Holders of Standard First Aid certificates from other agencies may not recertify their certificate on a Lifesaving Society SFA Recertification course without proof of original Standard First Aid certification.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **CPR:** Four levels of CPR training are designed to meet the needs of the public, professional rescuers such as lifeguards and Health Care Providers:

CPR-A (4–5 hr.) teaches how to do CPR and choking procedures for adults and includes the importance of early defibrillation and how to use an AED.

CPR-B (5–6 hr.) teaches the CPR and choking procedures for adults, children and infants. CPR-B includes the importance of early defibrillation and how to use an AED. CPR-B certification is included in Emergency First Aid.

CPR-C (6–8 hr.) covers all aspects of CPR skills and theory for adult, child and infant victims including two-rescuer CPR skills. CPR-C includes the importance of early defibrillation and how to use an AED. CPR-C certification is included in Standard First Aid.

Prerequisite: None.

Instruction and certification: Current Lifesaving Instructors or First Aid Instructors teach and certify candidates.

Candidate recognition: Certification card for all CPR levels.

Required references: *Canadian First Aid Manual* or *Canadian Lifesaving Manual*.

Instructional format: These certifications may be delivered through in-person learning only.

Instructional time: Breaks require additional time. Based on 12–16 candidates:

Required equipment

The Lifesaving Society carries a variety of CPR training manikins, and AED Trainers. Visit LifeguardDepot.com to purchase.

CPR-A course	Classroom	Water
Total Time (4–5 hr.)	4–5 hr.	0 hr.

CPR-B course	Classroom	Water
Total Time (5–6 hr.)	5–6 hr.	0 hr.

CPR-C course	Classroom	Water
Total Time (6–8 hr.)	6–8 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Barrier devices, CPR training manikins, and AED Trainers.

Recertification: CPR-A, -B and -C course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **CPR-Health Care Provider (CPR-HCP) (6–8 hr.)** covers all aspects of CPR skills and theory for adult, child and infant victims, including rescue breathing and the use of AEDs and bag-valve-masks. This level is designed specifically for those who, as part of their job descriptions as Health Care Providers, have a duty to respond to medical emergencies (e.g., doctors, nurses, paramedics and allied health care professionals).

Prerequisite: None.

Instruction and certification: Current First Aid Instructors who hold CPR-HCP teach CPR-HCP. Current First Aid Examiners who hold CPR-HCP certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian CPR-HCP Manual*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: One-day formats are common. Breaks require additional time. Based on 12–16 candidates:

CPR-Health Care Provider course	Classroom	Water
Total Time (6–8 hr.)	6–8 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Barrier devices, bag-valve-masks, CPR training manikins, and AED Trainers.

Recertification: CPR-HCP course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Automated External Defibrillation (AED) (4–5 hr.):** provides knowledge of how the heart works and what goes wrong when defibrillation is required. The AED course covers: when and how to operate an AED; AED maintenance; data management and reporting protocols required after an incident in which an AED unit is used.

Prerequisite: CPR certification.

Instruction and certification: Current Lifesaving Instructors or current First Aid Instructors teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Breaks require additional time. Based on 12–16 candidates:

Automated External Defibrillation (AED) course	Classroom	Water
Total Time (4–5 hr.)	4–5 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. CPR training manikins, and AED Trainers.

Recertification: AED course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Airway Management (4–5 hr.)** certification provides senior and experienced lifeguards with specific knowledge and training in the use of oxygen, suction devices, oral airways and masks/bag-valve-masks.

Prerequisite: Lifesaving Society Standard First Aid, or SFA from a training agency approved by the Prince Edward Island government. The list of approved agencies can be found at lifesavingsocietypei.ca.

Instruction and certification: Current First Aid Instructors who hold Airway Management teach Airway Management. Current First Aid Examiners who hold Airway Management certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Breaks require additional time. Based on 12–16 candidates:

Airway Management course	Classroom	Water
Total Time (4–5 hr.)	4–5 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Oxygen delivery system, bag-valve-masks, oral airways, suction unit.

Recertification: Airway Management course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- ❑ **Anaphylaxis Rescuer** (1 hr.) certifies candidates in the prevention and first aid treatment of anaphylaxis using auto-injectors. Ideal for parents, school teachers, camp staff, day-care workers and first aiders who require annual review.

Prerequisite: None.

Instruction and certification: Current First Aid Examiners teach and certify candidates.

Candidate recognition: Certification card.

Required references: None.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Based on 12–16 candidates:

Anaphylaxis Rescuer course	Classroom	Water
Total Time (1 hr.)	1 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. Sample auto-injectors.

Recertification: Anaphylaxis course.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Section 9

LIFESAVING SPORT

LIFESAVING SOCIETY

**LIFESAVING SPORT**

Lifesaving Sport is an athletic activity that combines lifesaving, swimming, running, and water craft races. It is the only athletic competition whose skills are first learned for humanitarian reasons. Pool and Open Water events challenge and showcase the skill, fitness, knowledge and values of Age-group, Senior and Masters competitors. Emergency response competition demands good judgment, quick decision-making and team work.

Aquatic programmers can use Lifesaving Sport to:

- *Enhance staff training by providing incentive for skill and emergency response training and fitness development.*
- *Promote staff retention and provide opportunities for staff leadership development.*
- *Provide opportunities to recruit and train youth as future staff members.*

The Lifesaving Society is the Canadian governing body for Lifesaving Sport – a sport recognized by the International Olympic Committee and the Commonwealth Games Federation.

LIFESAVING SPORT COMPETITION

- ❑ The promotion of competition was in the aims of the Lifesaving Society at its formation in 1891. National and provincial championships have been organized in Canada under the auspices of the Lifesaving Society Canada for over 50 years.
- ❑ Opportunities are available for Age-group, Senior and Masters athletes to compete locally, regionally, provincially, nationally and internationally.
- ❑ The Lifesaving World Championships are organized every two years under the auspices and rules of the International Life Saving Federation. The Commonwealth Lifesaving Championships are organized every two years under the auspices of the Royal Life Saving Society. Lifesaving Sport is also part of the World Games and World Masters Games which are held every four years.

**LIFESAVING SPORT
TRAINING PROGRAMS**

- ❑ **Lifesaving Sport Fundamentals:** This program offers a recreational introduction to lifesaving sport skills while teaching team building, fair play, ethics in sport and personal responsibility. The Fundamentals

program is a five-level progression that builds on learn-to-swim skills for kids (approx. 8–12 years).

Licensed Affiliates

The Lifesaving Sport Fundamentals program is available (only) to Lifesaving Society Affiliate Members who obtain a Lifesaving Sport Fundamentals license. Our single annual licensing fee covers unlimited numbers of participants, and provides:

- Program descriptions
- Worksheets
- Certificates
- Progress reports
- Practice plans
- Session (core) plans
- Support materials

Lifesaving Sport Fundamentals Levels (the content of each level is posted on lifesavingsocietypci.ca):

Level 1 (6–8 hr.): *Play Fair* is the underlying principle emphasized in this level. Participants practice in-water starts, jump starts from the deck and stroke work. Introduction of lifesaving sport skills includes obstacle swim and object support.

Level 2 (6–8 hr.): *Respect for Others* is a key theme in this level. Participants practice dive starts from the deck, open turns, in-water somersaults, strokes and sculling, as well as throwing accuracy and towing a manikin with a rescue tube.

Level 3 (6–8 hr.): Participants set short-term goals in this level while they master challenging skills including relay transitions, flip turns, stroke work over longer distances, swim with fins and eggbeater kick.

Level 4 (6–8 hr.): In this level, participants set long-term goals and learn how to *Stay Healthy*. Skills include dive starts from starting block, turns, 50 m sprint, advanced throwing accuracy and advanced rescue tube and manikin tow skills.

Level 5 (6–8 hr.): In this level, participants learn about the importance of *Giving Back*. Skills include racing starts from a starting block, relay transitions, racing turns and coiling a rope. New skills include learning how to dive start and swim wearing fins.

Prerequisite: Swimmer 3 or equivalent skill level.

Instruction and certification: Current Coach Level 1 teach and certify all levels of the Lifesaving Sport Fundamentals program.

Candidate recognition: Certificate.

Required references: None.

Instructional format: This program may be delivered through in-person learning only.

Instructional time: The following chart will guide programmers who may adapt these suggestions to meet the needs of participants. When deciding length of program and class size, consider pool spacing, pool depth, use of volunteers or assistant instructors, number of classes per session. Based on 8–10 lessons:

Fundamentals Pool	Suggested Class Length	Suggested Class Size (per coach)
Levels 1–2	45 min.	8–10
Levels 3–5	60 min.	10–12

Required equipment: Equipment should not be a barrier to offering Lifesaving Sport Fundamentals. A variety of standard commercial and homemade equipment is all that is required to run the program successfully. Equipment details are outlined in the *Lifesaving Sport Fundamentals Award Guide*. The following equipment is used in the pool levels: fins, manikin, obstacle, rescue tube, throw rope, throw target, weighted object.

Manikins, rescue tubes, throw ropes and weighted objects may be purchased from the Lifesaving Society.

Recertification: None.

Fees: Nominal annual license fee. Please contact us for details.

LIFESAVING SPORT OFFICIALS CERTIFICATION PROGRAM

- ❑ There are five training courses in the Canadian Lifesaving Sport Officials Certification program. The program is designed to prepare participants to officiate at a variety of different types and levels of lifesaving sport competition.

- **Community Official (2–3 hr.):** The Community Official course prepares parents, staff, and volunteers to officiate at community-level competitions. The course focuses on the duties and roles of officials who are required in large numbers like Timers, Runners and Tabulators.

Prerequisite: Minimum 13 years of age.

Instruction and certification: Current Lifesaving Sport Officials Instructors teach and certify candidates.

Candidate recognition: Certification is recorded in the Society’s database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book* (download the latter from the [Rules & Regulations](#) section of the International Life Saving Federation website: www.ilsf.org).

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Breaks require additional time. Based on 12–16 candidates:

Community Official course	Classroom	Water
Total Time (2–3 hr.)	2–3 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: None.

Fees: There is no Lifesaving Society fee for this certification.

- **Pool Official (3–4 hr.):** The Pool Official course provides more advanced training for certified Community Officials who wish to officiate at community, provincial, and national lifesaving sport pool competitions. The course focuses on the duties and responsibilities of officials in decision-making roles such as Chief Timer or Lane Judge.

Prerequisite: minimum 16 years of age; Lifesaving Sport Community Official; minimum 5 hr. experience at a sanctioned lifesaving sport event in a Community Official role.

Instruction and certification: Current Lifesaving Sport Officials Instructors who hold Pool Official teach and certify candidates.

Candidate recognition: Certification is recorded in the Society’s database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book* (download the latter from the [Rules & Regulations](#) section of the International Life Saving Federation website: www.ilsf.org).

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Breaks require additional time. Based on 12–16 candidates:

Pool Official course	Classroom	Water
Total Time (3-4 hr.)	3-4 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Pool Official certification remains current for 24 months from date of certification. Only *current* Pool Officials may officiate at lifesaving sport competitions. Pool Officials recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- ❑ **Emergency Response Official (3–4 hr.):** The Emergency Response Official course provides more advanced training for certified Community Officials who wish to officiate at community, provincial, and national lifesaving sport emergency response competitions. The course focuses on the duties and responsibilities of officials in decision-making roles such as Starter or Water Rescue Judge.

Prerequisite: minimum 16 years of age; Lifesaving Sport Community Official; minimum 5 hr. experience at a sanctioned lifesaving sport event in a Community Official role.

Instruction and certification: Current Lifesaving Sport Officials Instructors who hold Emergency Response Official teach and certify candidates.

Candidate recognition: Certification is recorded in the Society’s database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book* (download the latter from the [Rules & Regulations](#) section of the International Life Saving Federation website: www.ilsf.org).

Instructional time: Actual time needed may vary depending on course

format, number of candidates and the learning activities selected. Breaks require additional time. Based on 12–16 candidates:

Emergency Response Official course	Classroom	Water
Total Time (3–4 hr.)	3–4 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Emergency Response Official certification remains current for 24 months from date of certification. Only *current* Emergency Response Officials may officiate at lifesaving sport competitions. Emergency Response Officials recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Open Water Official (3–4 hr.): The Open Water Official course provides more advanced training for certified Community Officials who wish to officiate at community, provincial, and national lifesaving sport open water competitions. The course focuses on the duties and responsibilities of officials in decision-making roles such as Clerk of Course or Course Judge.

Prerequisite: minimum 16 years of age; Lifesaving Sport Community Official; minimum 5 hr. experience at a sanctioned lifesaving sport event in a Community Official role.

Instruction and certification: Current Lifesaving Sport Officials Instructors who hold Open Water Official teach and certify candidates.

Candidate recognition: Certification is recorded in the Society’s database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book* (download the latter from the [Rules & Regulations](#) section of the International Life Saving Federation website: www.ilsf.org).

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Breaks require additional time. Based on 12–16 candidates:

Open Water Official course	Classroom	Water
Total Time (3–4 hr.)	3–4 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Open Water Official certification remains current for 24 months from date of certification. Only *current* Open Water Officials may officiate at lifesaving sport competitions. Open Water Officials recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Meet Manager & Referee (8 hr.):** The Meet Manager & Referee course is designed to prepare experienced senior officials for the duties and responsibilities of planning and running fair and safe lifesaving sport competitions.

Prerequisite: Lifesaving Sport Pool, Open Water, and/or Emergency Response Official, officiating experience at a minimum of three sanctioned lifesaving sport events in a minimum three different roles.

Instruction and certification: Current Lifesaving Sport Officials Instructors who hold Meet Manager & Referee teach and certify candidates.

Candidate recognition: Certification is recorded in the Society’s database and is viewable online in *Find a Member*.

Required references: *Canadian Officials Manual* and *ILS Competition Rule Book* (download the latter from the [Rules & Regulations](#) section of the International Life Saving Federation website: www.ilsf.org).

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Breaks require additional time. Based on 12–16 candidates:

Meet Manager & Referee course	Classroom	Water
Total Time (8 hr.)	8 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Meet Managers and Referees remain current for 24 months from date of certification. Only *current* Meet Managers and Referees may officiate at lifesaving sport competitions. Meet Managers and Referees recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.



Section 10

LEADERSHIP TRAINING PROGRAMS

Lifesaving Society leadership training progressions recognize that there are different stages in the growth and development of instructors from beginner to expert. Training focuses on developing the essential knowledge, skills, behaviours and values the Society expects its instructors, examiners, trainers, and coaches to possess.

- ❑ The Lifesaving Society leadership training system is composed of Instructors, Examiners, Trainers, and Coaches.
 - Instructors teach candidates.
 - Coaches coach Lifesaving Sport.
 - Examiners evaluate and certify candidates.
 - Trainers teach and certify Instructors and Coaches.
- ❑ “Examiner” certifications and “Trainer” appointments are earned at the end of a three-stage process:
 - 1) **Course** – completion of the Examiner course or Trainer course.
 - 2) **Apprenticeship** – successful completion of an apprenticeship.
 - 3) **Certification or Appointment** – submission of completed Training Record and the appropriate fee.
- ❑ Lifesaving Society leadership awards have prerequisite awards and age prerequisites. Award prerequisites need not be current. There is no grace period for age prerequisites: candidates must be the required minimum age by the end of the course.
- ❑ Lifesaving Society leadership certifications remain current for 24 months from the date of certification. To maintain “current” Instructor, Coach, Examiner and Trainer status, individuals must recertify their award(s) through the “credit system.” The credit system is designed to recognize individual needs and interests by encouraging instructors to learn and improve through continuing education and professional development. For further information about leadership recertification, please see *Teaching\Recertifying* at lifesavingsocietypei.ca

Change in Age Prerequisite

Effective July 1, 2020 the Lifesaving Society Canada adopted 15 years as the minimum age prerequisite for certification as a *Swim Instructor* or *Lifesaving Instructor*. Candidates must be at least 15 years of age as of the final day of the course. This is a national change in these national awards.

PROGRAMMING LEADERSHIP

- ❑ In the community-based system, *the Affiliate* offering a Lifesaving Society leadership program (e.g., Swim Instructor, Lifesaving Instructor, Examiner):

- Hires and consults with an appropriately certified Lifesaving Society Trainer to teach the course.
- Provides sufficient time and adequate space for the course.
- Promotes the course and registers candidates – ensuring they have the required prerequisites – and collects fees.
- Orders course materials at least three weeks before the course starts.
- Returns a copy of the completed leadership master sheet, and keeps a copy for their records.
- Pays the Trainer and the Lifesaving Society invoice.

The Lifesaving Society

- Promotes the course on the Society’s website if provided the relevant information.
- Sends the ordered course materials to the Affiliate.
- Issues awards to the successful candidates.
- Invoices the Affiliate for successful candidates participating in the course.

The Trainer

- Confirms that candidates have the proper prerequisites.
- Teaches and certifies the candidates.
- Completes the master sheet and gives it to the Affiliate.
- Keeps one copy of the master sheet for personal records.

TIME AND FACILITIES

- ❑ **Content:** The Lifesaving Society establishes the content of its leadership training programs. The content must be covered, but how it is covered is the responsibility of the Trainer. Where time permits, Trainers may add enrichment topics for candidates who are working, or who will be working, in a specific environment or facility.
- ❑ **In-person learning formats and schedules:** Leadership training programs may be run in a variety of formats:
 - One weekend (or more).
 - Three or more days (consecutive or otherwise).
 - Weekly (one or more days/evenings per week for a series of weeks).
 - Combinations of the above.

Choice of format depends on the Affiliate's programming preferences and the Trainer's availability. See award sections below for specific class/water times.

COURSE STAFF

- ❑ **Trainer responsibility:** The Trainer's primary responsibility is to preserve the integrity of the Lifesaving Society leadership program in terms of content, prerequisites, provision of adequate time, equipment and other resources. The Trainer is responsible for devising the detailed schedule. In addition, Trainers attempt to provide a meaningful apprenticeship experience to would-be Trainers.
- ❑ **Apprentices:** As future Trainers, apprentices benefit greatly from opportunities to present material, organize sessions and evaluate candidates under the guidance of an experienced Trainer. The extent of apprentices' participation and their individual responsibilities is determined in discussion with the Trainer before the course.
- ❑ **Trainer fees or honoraria:** The Trainer's fee is determined in negotiation with the host Affiliate.

LIAISON AND COMMUNICATION

- ❑ Communication among the Lifesaving Society office, the Trainer, and the host facility is essential for the smooth operation of the course. A pre-course meeting between the Trainer(s) and the host facility representative should cover:
 - **Legal responsibility:** Course staff are legally responsible to adhere to provincial requirements regarding safety supervision. Emergency procedures established by the facility should be reviewed with the Trainer who will communicate these to the course candidates.

In addition, Trainers are advised to investigate the scope of course staff coverage under the liability insurance policy of the host facility.
 - **Format and schedule:** The format is a matter for discussion. The schedule is the responsibility of the Trainer.
 - **Number of candidates:** Desired minimum and maximum numbers of candidates are established by mutual agreement of the Trainer and Affiliate. The Trainer must be kept informed of projected enrollment to plan effectively.

- **Course staff:** The format and number of candidates may affect course staffing requirements.
- **Communication:** Roles, responsibilities and lines of communication are established to ensure everyone knows whom to contact about what.
- **Facilities:** When are they available? Who is responsible for opening and lock-up? Is transportation between classroom and pool/waterfront venues a factor? Who is responsible?
- **Teaching aids and equipment:** What is available from the facility and what needs to be obtained elsewhere?
- **Administration:** Determine candidate registration procedures, sales and distribution of required candidate texts and materials, and post-course follow-up with the Society office.
- **Trainer honorarium:** Determine the amount of the Trainer's salary, fee or honorarium.

LEADERSHIP MASTER SHEET

- ❑ A leadership master sheet is the leadership program equivalent of a test sheet. Use a master sheet for all Instructor, Coach, Examiner, and Trainer courses and clinics. Ensure all sections of the master sheet are completed in full and that it has been **signed by the Trainer**. Completed master sheets must be submitted to the Society's office immediately after the completion of the course or clinic.

INSTRUCTOR CERTIFICATIONS

- ❑ **Assistant Instructor:** The Lifesaving Society Assistant Instructor course prepares candidates to help certified instructors with swimming and lifesaving classes. Candidates are introduced to key principles of learning and teaching, and they master basic progressions. The roles and responsibilities of instructors and their assistants are emphasized.

Prerequisite: Minimum 14 years of age, Bronze Cross.

Instruction and certification: Current Swim Instructor Trainers or Lifesaving Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: Assistant Instructor candidates should bring their *Canadian Lifesaving Manual* for on-course reference. The *Assistant*

Instructor Workbook is a recommended resource that Affiliates should order from the Society prior to the course.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend or weekly formats are common for in-person learning. Breaks require additional time. Based on 12–16 candidates:

Assistant Instructor course	Classroom	Water
Total Time (18 hr.)	9 hr.	9 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. In-water sessions require instructional equipment such as kickboards, noodles and water toys (if available).

Recertification: Assistant Instructor certification need not be recertified.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Swim Instructor:** The Lifesaving Society Swim Instructor course prepares the instructor to teach and evaluate basic swim strokes and related skills. Candidates acquire proven teaching methods, a variety of stroke development drills and correction techniques. Current Swim Instructors teach and certify candidates in all levels of the Swim for Life® and Canadian Swim Patrol programs.

Prerequisite: Minimum 15 years of age, Bronze Cross.

Instruction and certification: Current Swim Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: Swim Instructor Pack: includes *Instructor Manual*, *Swim for Life Award Guide*, *Teaching Swim for Life* and binder. Candidates should bring their *Canadian Lifesaving Manual* for on-course reference.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Change in Age Prerequisite

Effective July 1, 2020 The Lifesaving Society Canada adopted 15 years as the minimum age prerequisite for certification as a *Swim Instructor* or *Lifesaving Instructor*. Candidates must be at least 15 years of age as of the final day of the course. This is a national change in these national awards.

Instructional time: Swim Instructor is frequently offered as a stand-alone course or combined with the Lifesaving Instructor course. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time. Based on 12–16 candidates:

Swim Instructor course	Classroom	Water
Total Time (20 hr.)	8.5 hr.	11.5 hr.

Combined Swim and Lifesaving Instructor course	Classroom	Water
Total Time (40 hr.)	17.5 hr.	22.5 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. In-water sessions require instructional equipment such as kickboards, noodles and water toys.

Recertification: Swim Instructors remain current for 24 months from the date of certification. Swim Instructor certification must be current to teach and certify Swim for Life and Canadian Swim Patrol candidates. Swim Instructors recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Instructor

Apprenticeships

Affiliates may require new instructors to complete an apprenticeship or co-teach as part of staff training. While not a requirement, it’s an excellent way for new instructors to gain experience and boost their confidence.

- ❑ **Lifesaving Instructor:** The Lifesaving Instructor course prepares individuals to organize, plan, teach and evaluate lifesaving and first aid skills and resuscitation techniques in the Society’s lifesaving and first aid awards.
- ❑ **Current Lifesaving Instructors **teach and certify:****
 - Canadian Swim Patrol Program.
 - Junior Lifeguard Club.
 - Bronze Star.
 - Lifesaving Fitness.
 - Emergency First Aid, and CPR -A, -B, -C.
 - Automated External Defibrillation (AED).
- ❑ **Current Lifesaving Instructors **teach, but only examiners may certify:****

- Bronze Medallion
 - Bronze Cross
- ❑ Current Lifesaving Instructors who hold Distinction **teach** Distinction, but only current Bronze Examiners who hold Distinction may **certify** candidates.
- ❑ Current Lifesaving Instructors who hold National Lifeguard **teach and certify** Safeguard candidates.

Prerequisite: Minimum 15 years of age, Bronze Cross.

Instruction and certification: Current Lifesaving Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card and crest.

Required references: Lifesaving Instructor Pack: includes *Instructor Manual*, *Swim Patrol Award Guide*, *Bronze Medal Award Guide*, *First Aid Award Guide*, and binder.

The *Teaching Bronze* USB flash drive is an optional but recommended resource that Affiliates may order from the Society prior to the course.

Candidates should bring their *Canadian Lifesaving Manual* and *Canadian First Aid Manual* for on-course reference.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Lifesaving Instructor is frequently offered as a stand-alone course or combined with Swim Instructor. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time. Based on 12–16 candidates:

Lifesaving Instructor course	Classroom	Water
Total Time (20 hr.)	9 hr.	11 hr.

Combined Swim Instructor and Lifesaving Instructor course	Classroom	Water
Total Time (40 hr.)	17.5 hr.	22.5 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require 2.3 kg (5 lb.) and 4.5 kg (10 lb.) objects, manikin, rescue can, rescue tube (or shoulder loop and line with buoyant object), adult/child/infant CPR manikins, first aid supplies including barrier devices, buoyant throwing aids, AED trainer and AED-compatible manikins.

Recertification: Lifesaving Instructors remain current for 24 months from the date of certification. Only *current* Lifesaving Instructors may teach the Society's programs as detailed above. Lifesaving Instructors recertify through the Society's professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

Instructor Apprenticeships

Affiliates may require new instructors to complete an apprenticeship or co-teach as part of staff training.

While not a requirement, it's an excellent way for new instructors to gain experience and boost their confidence.

- **National Lifeguard Instructor:** The National Lifeguard Instructor course provides candidates with an understanding of the principles and practices on which the National Lifeguard program is based and explores teaching approaches and techniques appropriate for National Lifeguard candidates.

After successful participation in the National Lifeguard Instructor course, National Lifeguard Instructors are certified to teach the National Lifeguard option(s) they hold. Specifically:

- Current National Lifeguard Instructors who hold National Lifeguard Pool teach National Lifeguard Pool.
- Current National Lifeguard Instructors who hold National Lifeguard Waterfront teach National Lifeguard Waterfront.
- Current National Lifeguard Instructors who hold National Lifeguard Waterpark teach National Lifeguard Waterpark.
- Current National Lifeguard Instructors who hold National Lifeguard Surf teach National Lifeguard Surf.

National Lifeguard Instructors evaluate most items in National Lifeguard, but only current National Lifeguard Examiners may certify candidates. Specifically:

- Current National Lifeguard Examiners who hold National Lifeguard Pool **examine** and **certify** National Lifeguard Pool.
- Current National Lifeguard Examiners who hold National Lifeguard Waterfront **examine** and **certify** National Lifeguard Waterfront.

- Current National Lifeguard Examiners who hold National Lifeguard Waterpark **examine** and **certify** National Lifeguard Waterpark.
- Current National Lifeguard Examiners who hold National Lifeguard Surf **examine** and **certify** National Lifeguard Surf.
- National Lifeguard certification need not be current.

Prerequisite: National Lifeguard (any option), Lifesaving Instructor.

Recommended: Bronze Examiner, experience lifeguarding.

Instruction and certification: Current National Lifeguard Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: *National Lifeguard Award Guide*. National Lifeguard Instructor candidates should also have the following for on-course reference: *Alert: Lifeguarding in Action*, *Canadian Lifesaving Manual*, *Instructor Manual*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: A one-weekend format is common for in-person learning. Actual time needed may vary depending on course format, number of candidates and the learning activities selected. Breaks require additional time. Based on 12–16 candidates:

National Lifeguard Instructor course	Classroom	Water
Total Time (16 hr.)	10 hr.	6 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require a 9 kg (20 lb.) object, rescue can, rescue tube or shoulder loop and line with buoyant object, buoyant throwing aids, first aid supplies including adult/child/infant CPR manikins, barrier devices, communication devices and spineboard.

Recertification: National Lifeguard Instructors remain current for 24 months from date of certification. Only *current* National Lifeguard Instructors may teach National Lifeguard candidates. National Lifeguard Instructors recertify through the Society’s professional development credit system (see page 67).

Instructor Apprenticeships

Affiliates may require new instructors to complete an apprenticeship or co-teach as part of staff training. While not a requirement, it's an excellent way for new instructors to gain experience and boost their confidence.

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- ❑ **First Aid Instructor:** The Lifesaving Society's First Aid Instructor course is designed to provide candidates with the knowledge and resources required to organize, plan, and deliver Lifesaving Society First Aid awards up to and including Standard First Aid and CPR -A, -B, -C.
- ❑ **Current First Aid Instructors **teach and certify:****
 - Emergency First Aid
 - CPR -A, -B, -C
 - Automated External Defibrillation (AED)
- ❑ **Current First Aid Instructors **teach** Standard First Aid, but only current First Aid Examiners may **certify** candidates.**
- ❑ **Current First Aid Instructors who hold Airway Management **teach** Airway Management, but only current First Aid Examiners who hold Airway Management may **certify** candidates.**
- ❑ **Current First Aid Instructors who hold CPR-HCP **teach** CPR-HCP but only current First Aid Examiners who hold CPR-HCP may **certify** candidates.**
- ❑ **Current First Aid Examiners **teach and certify** Anaphylaxis Rescuer.**

Prerequisite: Minimum 16 years of age, Lifesaving Society Standard First Aid or Standard First Aid from a training agency approved by the Prince Edward Island government. The list of approved agencies can be found at lifesavingsocietypei.ca.

Instruction and certification: Current First Aid Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Instructor Manual*, *First Aid Award Guide*, *Canadian First Aid Manual*.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected.

Breaks require additional time. Based on 12–16 candidates:

First Aid Instructor course	Classroom	Water
Total Time (20 hr.)	20 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment, first aid supplies, CPR manikins, barrier devices, AED trainer and AED-compatible manikins.

Recertification: First Aid Instructors remain current for 24 months from the date of certification. Only *current* First Aid Instructors may teach the Society’s programs as detailed above. First Aid Instructors recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Lifesaving Sport Coach Level 1:** provides training for Lifesaving Instructors who wish to coach Lifesaving Sport at the community level. The course focuses on the fundamentals of coaching and Lifesaving Sport skills in the pool or in open water.

Lifesaving Sport Coach Level 1 coaches **teach and certify** all levels of the Society’s Lifesaving Sport Fundamentals program.

Prerequisite: Lifesaving Instructor.

Instruction and certification: Current Lifesaving Sport Coach Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Coaching Lifesaving*, *Lifesaving Sport Fundamentals Award Guide*, *ILS Competition Rule Book* (download from our website). Coach Level 1 candidates should also have the *Canadian Lifesaving Manual* and *Instructor Manual* for on-course reference.

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Instructional time will vary with the number and maturity of the candidates, their prior knowledge, training and experience. Breaks require additional time. Based on 12–16 candidates:

Lifesaving Sport Coach Level 1 course	Classroom	Water
Total Time (12 hr.)	8 hr.	4 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require Lifesaving Sport equipment such as obstacles, water rescue manikins, rescue tubes, paddleboards.

Recertification: Lifesaving Sport Coach Level 1 remains current for 24 months from the date of certification. Only *current* Coach Level 1 award holders may teach and certify Lifesaving Sport Fundamentals. Level 1 Coaches recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

- **Lifesaving Sport Officials Instructor:** evaluates and certifies candidates in the Lifesaving Sport Officials certification program.

After successful participation in the Lifesaving Sport Officials Instructor course, Lifesaving Sport Officials Instructors are certified to teach and evaluate the Lifesaving Sport Officials certifications they hold. Specifically:

- Officials Instructors who hold Community Official **teach** and **certify** Community Officials.
- Officials Instructors who hold Pool Official **teach** and **certify** Pool Officials.
- Officials Instructors who hold Open Water Official **teach** and **certify** Open Water Officials.
- Officials Instructors who hold Emergency Response Official **teach** and **certify** Emergency Response Officials.
- Officials Instructors who hold Meet Manager & Referee **teach** and **certify** Meet Manager & Referee.

Prerequisite: Lifesaving Instructor; Pool Official or Open Water Official, or Emergency Response Official; proof of officiating experience in at least three different Officials roles (Pool, Open Water, Emergency Response) at a minimum of three sanctioned Lifesaving Sport competitions.

Instruction and certification: Current Lifesaving Sport Officials Instructor Trainers teach and certify candidates.

Candidate recognition: Certification card.

Required references: *Officials Award Guide*, *Canadian Officials Manual*, *ILS Competition Rule Book* (download from our website), Officials Instructor candidates should also have the *Instructor Manual* for on-course reference.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: Instructional time will vary with the number and maturity of the candidates, their prior knowledge, training and experience. Breaks require additional time. Based on 12–16 candidates:

Officials Instructor course	Classroom	Water
Total Time (10 hr.)	10 hr.	0 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

Recertification: Official Instructors remain current for 24 months from date of certification. Only *current* Officials Instructors may teach and certify the Society’s Lifesaving Sport Officials certifications. Officials Instructors recertify through the Society’s professional development credit system (see page 67).

Fees: The Lifesaving Society exam fee applies to successful candidates only.

EXAMINERS

Examiner candidates must have teaching experience: they must have taught or co-taught at least one course in the stream(s) in which they are seeking certification as an examiner.

- ❑ Examiners are experienced instructors who undergo specific training in examination methodology and standards prior to certification. Examiner candidates must have teaching experience: they must have taught or co-taught at least one course in the stream(s) in which they are seeking certification as an examiner. For information on which examiners evaluate which awards, refer to the individual certification descriptions in this guide.

Examiner Certification Process

Examiner Course

Passed
the Examiner Course

or

Attended an Examiner
Standards Clinic
(prior to 2019)

Experienced Instructor

Taught or co-taught a minimum
of one course in the stream you
are seeking certification in:

Bronze Examiner = Bronze
Medallion *or* Bronze Cross course

First Aid Examiner = Standard
First Aid course

National Lifeguard Examiner =
National Lifeguard course

Successful Apprenticeship

Successfully apprentice with an Examiner Mentor
on a minimum of one exam in the stream
in which you seek examiner certification.

Certification

Submit examiner certification fee with completed Examiner Training Record
to the Lifesaving Society office.

EXAMINER PROCESS

- ❑ Certification as an Examiner is a three-step process:
 1. **Course** – Successfully complete an Examiner course with a current Trainer (see “Who can teach this” below).
 2. **Apprenticeship** – Successfully apprentice under the supervision of an Examiner Mentor on one exam in the stream(s) in which they are seeking certification as an examiner.
 3. **Certification** – Submit the completed Examiner Training Record and the certification fee to the Society.

STEP 1: EXAMINER COURSE

- ❑ The Examiner course is the first step in the three-step process to be certified as an Examiner for the Lifesaving Society. The Examiner course prepares candidates to apprentice successfully as an Examiner on the exam of their choice, and it builds on the evaluation experience that candidates have attained in instructor-evaluated awards and content.

Who can teach this: Current Lifesaving Instructor Trainer or National Lifeguard Instructor Trainer.

Required references: *Examiner Handbook*. Award guide(s) for each certification the candidate wishes to examine (e.g., candidates wishing to become a Bronze Examiner must have the *Bronze Medal Award Guide*, or candidates wishing to become a National Lifeguard Examiner must have the *National Lifeguard Award Guide*). Test sheets: Bronze Medallion, Bronze Cross, Distinction, First Aid (all levels).

Participants in an Examiner course should also have the following for on-course reference: *Instructor Manual*, *Canadian Lifesaving Manual*, *Alert: Lifeguarding in Action*, *Canadian First Aid Manual*.

Instructional format: This certification may be delivered through online learning, blended learning, or in-person learning.

Instructional time Typically, an in-person, stand-alone Examiner course is one day. Actual time needed may vary depending on course format, number and qualifications of candidates, and the learning activities selected. Breaks require additional time. Based on 12–16 candidates:

Examiner course	Classroom	Water
Total Time (6 hr.)	Varies (up to 4 hr.)	Varies (up to 2 hr.)

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require 2.3 kg (5 lb.) and 4.5 kg (10 lb.) objects, manikin, rescue can, rescue tube, buoyant aids, spineboard, adult/child/infant CPR manikins, AED trainer, first aid supplies including barrier devices.

Fees: There is no Lifesaving Society fee for this course.

STEP 2: APPRENTICESHIP

- ❑ After successful completion of the Examiner course, candidates apprentice with Examiner Mentors in the program stream in which they are seeking examiner certification.

Process: Successfully apprentice on one exam with an Examiner Mentor.

STEP 3: CERTIFICATION

- ❑ Examiners are certified by the Lifesaving Society.

Prerequisite to certification: Appropriate Instructor certification and experience teaching; successful completion of the Examiner course; and successful apprenticeship on one exam in the stream in which they are seeking examiner certification. Specifically:

Bronze Examiner: experienced Lifesaving Instructor; successful completion of the Examiner course; and successfully apprenticed with an Examiner Mentor on one Bronze Medallion or one Bronze Cross exam.

First Aid Examiner: experienced First Aid Instructor; successful completion of the Examiner course; and successfully apprenticed with an Examiner Mentor on one Standard First Aid exam.

National Lifeguard Examiner: experienced National Lifeguard Instructor, successful completion of the Examiner course, and successfully apprenticed with an Examiner Mentor on one National Lifeguard exam.

Who certifies: Examiner Mentors certify examiner candidates.

Examiner candidates must have teaching experience: they must have taught or co-taught at least one course in the stream(s) in which they are seeking certification as an examiner.

Process: Submit completed Examiner Training Record and appropriate certification fee to the Society.

Candidate recognition: Certification card.

Recertification: Examiners remain current for 24 months from the date of certification. Only *current* Examiners may certify examiner evaluated awards. Examiners recertify through the Society's professional development credit system (see page 67).

Fees: Lifesaving Society certification fee payable upon submission of Examiner Training Record.

EXAMINER MENTOR

- ❑ Examiner Mentors are senior Examiners appointed by the Society's Area Chairs to mentor examiner candidates through their apprenticeship. Examiner Mentors certify examiners.

EXAMINER MENTOR PROCESS

Examiner Mentor candidates must have examining experience: they must have conducted at least 3 exams in the stream(s) they wish to mentor.

- ❑ Appointment as an Examiner Mentor is a three-step process:
 1. **Application** – Experienced Examiners are invited to apply for Examiner Mentor appointment. Application forms are found on the Society's website.
 2. **Learning Opportunity** – Examiner Mentor candidates complete a learning opportunity.
 3. **Assessment and appointment** – The Society will assess the completed learning opportunity and if appropriate, appoint the candidate as an Examiner Mentor.

STEP 1: APPLICATION

- ❑ The Examiner Mentor application is the first step in the three-step process to become appointed as an Examiner Mentor. Application forms are available at lifesavingsocietypei.ca

STEP 2: LEARNING OPPORTUNITY

- ❑ After the application has been approved by the Society, Examiner Mentor candidates complete a learning opportunity.

Required references: *Examiner Handbook*, current award guide(s) for each stream the candidate wishes to mentor (e.g., Examiner Mentor candidates who wish to mentor Bronze Examiners must have the current *Bronze Medals Award Guide*).

STEP 3: ASSESSMENT AND APPOINTMENT

- Examiners Mentors are appointed by the Lifesaving Society.

Prerequisite to appointment: Current Examiner certification (any stream), conducted at least three exams in a specific stream; successful completion of the learning opportunity. Specifically,

Bronze Examiner certification: examined at least three Bronze medal exams, successful Examiner Mentor application, and completion of the Examiner Mentor learning opportunity.

First Aid Examiner certification: examined at least three Standard First Aid exams, successful Examiner Mentor application, and completion of the Examiner Mentor learning opportunity.

National Lifeguard Examiner certification: examined at least three National Lifeguard exams, successful Examiner Mentor application, and completion of the Examiner Mentor learning opportunity.

Who appoints: The Lifesaving Society appoints Examiner Mentors.

Process: Examiner Mentor Training Record submitted to the Society.

Candidate recognition: Appointment as an Examiner Mentor is recorded in the Society's database and is viewable online in *Find a Member*.

Recertification: Examiner Mentors remain current for 24 months from the date of appointment. Examiners Mentors recertify through the Society's professional development credit system (see page 90).

Only *current* Examiner Mentors who hold *current* Bronze Examiner certification may supervise Bronze Examiner candidates.

Only *current* Examiner Mentors who hold *current* First Aid Examiner certification may supervise First Aid Examiner candidates.

Only *current* Examiner Mentors who hold *current* National Lifeguard Examiner certification may supervise National Lifeguard Examiner candidates.

Fees: There is no Lifesaving Society fee for this appointment.

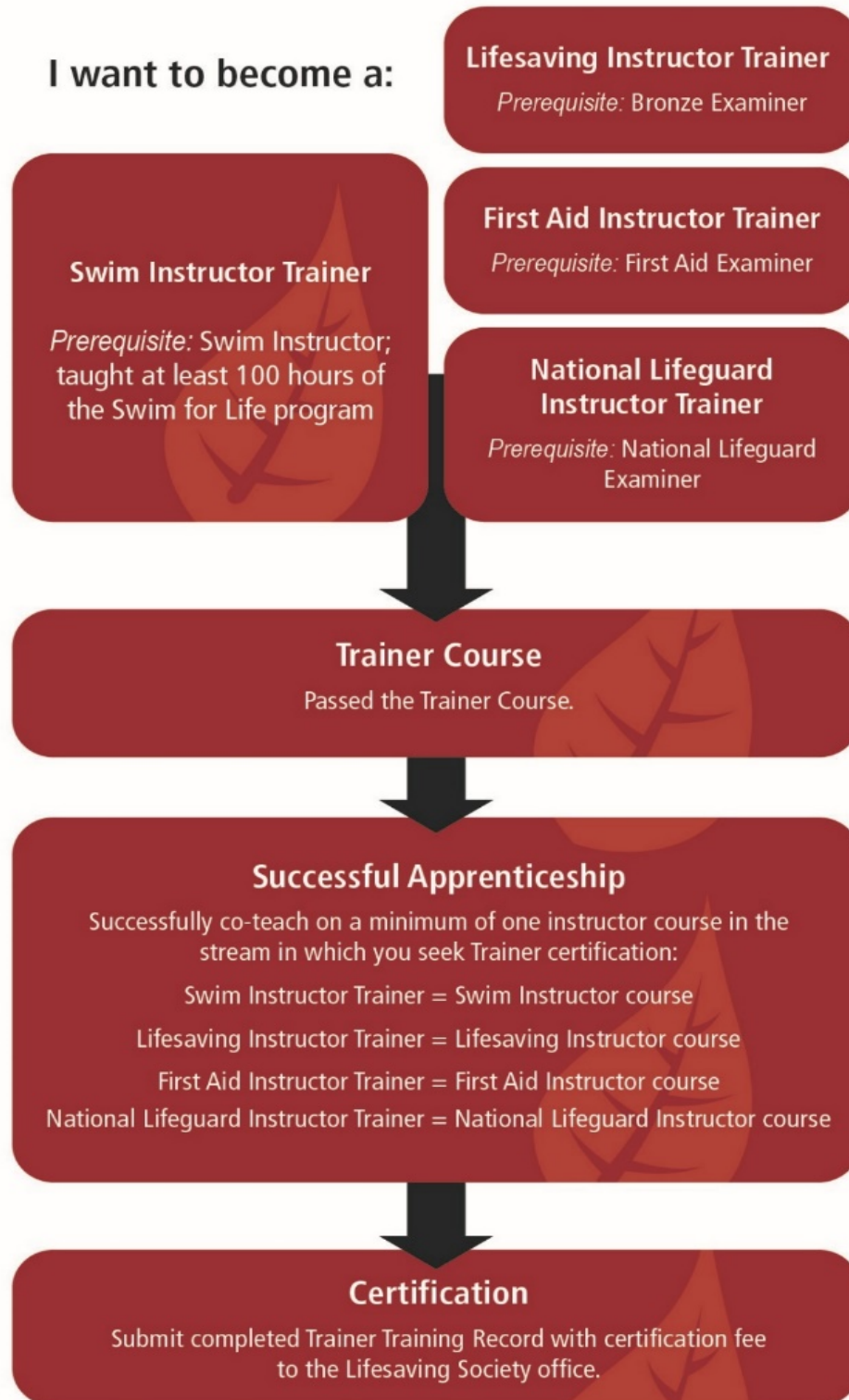
TRAINERS

- ❑ Trainers are experienced Instructors, Examiners or Coaches who undergo specific training in teaching instructors. Trainer candidates must have teaching experience: they must have taught or co-taught at least one course in the stream(s) in which they are seeking appointment as a Trainer. For specific information on which Trainers teach and evaluate which certifications, refer to the individual certification descriptions in this guide.

TRAINER PROCESS

- ❑ Appointment as a Trainer is a three-step process:
 - 1) **Course** – Successfully complete the Trainer course with a current National Trainer.
 - 2) **Apprenticeship** – Successfully apprentice by “practice teaching” on one instructor course with an experienced trainer (in the streams in which candidates are seeking appointment as a trainer).
 - 3) **Appointment** – Submit the completed Trainer Training Record and the fee to the Society.

Lifesaving Society Trainer Certification Process



STEP 1: TRAINER COURSE

- The **Trainer course** is the first step in the three-step process to be appointed as a Trainer for the Lifesaving Society. The course provides candidates with an understanding of the expectations and requirements to teach instructors, and prepares participants to successfully apprentice as a Trainer on the Instructor course(s) of their choice. It shapes positive attitudes and values about the Society's Instructor Training program, planning, learning/teaching, and evaluation content and allows participants to demonstrate their knowledge, skills, teaching, and evaluation techniques.

Who can teach this: Current National Trainers.

Required references: *Trainer Manual*. Leadership award guide(s) for each Instructor course the candidate wishes to teach (e.g., candidates wishing to become a Lifesaving Instructor Trainer must have the *Swim Instructor and Lifesaving Instructor Award Guide*, or candidates wishing to become a First Aid Instructor Trainer must have the *First Aid Instructor Award Guide*).

Trainer candidates should also have the following for on-course reference: *Canadian First Aid Manual*, *Canadian Lifesaving Manual*, *Alert: Lifeguarding in Action*, *Instructor Manual* and award guides (all levels).

Instructional format: This certification may be delivered through blended learning or in-person learning.

Instructional time: Actual time needed may vary depending on course format, number and qualifications of candidates, and the learning activities selected. Breaks require additional time. Based on 12–16 candidates:

Trainer course	Classroom	Water
Total Time (16 hr.)	Varies (up to 9.5 hr.)	Varies (up to 6.5 hr.)

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment.

In-water sessions require 2.3 kg (5 lb.) and 4.5 kg (10 lb.) objects, manikin, rescue can, rescue tube or shoulder loop and line with buoyant object, buoyant throwing aids, first aid supplies including adult/child/infant CPR manikins, barrier devices, AED trainer and AED-compatible manikins.

Recertification: None.

Fees: There is no Lifesaving Society fee for this course.

STEP 2: APPRENTICESHIP

- ❑ After successfully completing the Trainer course, Trainer candidates must apprentice by practice teaching on an Instructor course in the stream(s) they wish to be appointed as a trainer.

STEP 3: APPOINTMENT

- ❑ Trainers are appointed by the Lifesaving Society.

Prerequisites to appointment: appropriate examiner or instructor certification (see below); successful completion of the Trainer course; taught or co-taught at least one course in the award(s) the instructor wishes to be appointed as a Trainer; and successful apprenticeship on one Instructor course in the stream(s) in which they wish to be appointed a Trainer. Specifically:

Swim Instructor Trainer: Swim Instructor; taught at least 100 hours of the Swim for Life program; successful completion of the Trainer course; and successful apprenticeship on one Swim Instructor course.

Lifesaving Instructor Trainer: Bronze Examiner; successful completion of the Trainer course; and successful apprenticeship on one Lifesaving Instructor course.

First Aid Instructor Trainer: First Aid Examiner; successful completion of the Trainer course; and successful apprenticeship on one First Aid Instructor course.

National Lifeguard Instructor Trainer: National Lifeguard Examiner; successful completion of the Trainer course; and successful apprenticeship on one National Lifeguard Instructor course.

Lifesaving Sport Coach Trainer: Lifesaving Sport Coach Level 1; Lifesaving Sport coaching experience; successful completion of the Trainer course; and successful apprenticeship on one Lifesaving Sport Coach Level 1 course.

Lifesaving Sport Officials Instructor Trainer: Lifesaving Sport Officials Instructor; taught or co-taught at least one Officials course (Community, Pool, Open Water, Emergency Response, or Meet Manager & Referee); successful completion of the Trainer course; and successful apprenticeship on one Lifesaving Sport Officials Instructor course.

Who appoints: Lifesaving Society.

Process: Submit completed Trainer Training Record and the fee to the Society for consideration.

Candidate recognition: Certification card.

Recertification: Trainers remain current for 24 months from date of appointment. Only *current* Trainers may certify Instructor candidates. Trainers recertify through the Society's professional development credit system (see page 67).

Fees: Lifesaving Society fee payable upon submission of Trainer Training Record.

NATIONAL TRAINERS

- National Trainers are experienced and talented Trainers. The Society appoints National Trainers as needed. Appointees must successfully complete the National Trainer course and apprentice with an experienced National Trainer on a Trainer course.

National Trainer Reappointment

The Society reappoints National Trainers. National Trainer certification is not recertified through the professional development credit system. Reappointment is based on:

- Maintenance of Trainer certification in good standing.
- Activity and positive feedback as a National Trainer or Instructor Trainer over the two-year currency period. Activity as an instructor shall not count towards reappointment as a National Trainer.
- Review of National Trainer courses taught, Instructor Trainer courses taught, mentorship of apprentice Trainers.
- Involvement in other Lifesaving Society related activities.

CLINICS

- **Swim Instructor Update Clinic:** teaches instructors of other agencies' learn-to-swim programs how to deliver the Society's Swim for Life program. Clinics are usually organized with the Affiliate prior to launch of the Swim for Life program. However, the clinic can be offered to convert staff at a later time.

Prerequisite: Minimum 15 years of age, Bronze Cross, and Red Cross Water Safety Instructor or YMCA Swim Instructor or I Can Swim Teacher.

Who can teach this: Current Swim Instructor Trainers.

Candidate certification: At the conclusion of the clinic, participants complete the Lifesaving Society "Credit Form," which they forward with the appropriate fee to the Society's office. The Society issues a Swim Instructor certification card.

Required references: *Swim for Life Award Guide*, *Teaching Swim for Life*.

Instructional format: This certification may be delivered through in-person learning only.

Instructional time: The Swim Instructor Update Clinic may be customized to reflect the needs and priorities of the Affiliate. Actual time needed may vary depending on clinic format, number of candidates and the learning activities selected. Breaks require additional time. Based on 12–16 candidates:

Swim Instructor Update Clinic	Classroom	Water
Total Time (3.5 – 5 hr.)	2 – 3 hr.	1.5 – 2 hr.

Required equipment: Classroom supplies such as tables, chairs, flip chart paper, stand and markers, masking tape, A/V equipment. In-water sessions require instructional equipment such as kickboards, noodles and water toys (if available).

Recertification: None.

Fees: There is no Lifesaving Society fee for this clinic.

Section 11

WATER SMART® PUBLIC EDUCATION

The leaders of the Lifesaving Society in communities throughout Canada – programmers, lifeguards and instructors – are uniquely qualified to take an active role in reaching directly to the public, making their communities safer and Water Smart.

**THE DROWNING PROBLEM
AND PUBLIC EDUCATION**

- ❑ In Canada, drowning is the number one cause of unintentional injury deaths among children 1 to 4 years of age, and the second leading cause of preventable death for children under 10 years. With some 400 fatalities annually, drowning is the third leading cause of unintentional death among Canadians under 60 years of age (surpassed only by motor vehicle collisions and poisoning).

People new to Canada, especially those who have been in Canada for five years or less, are at a higher risk of drowning than people born here. In fact, they are four times more likely to be unable to swim than those born in Canada. People who come to Canada from countries where swimming and swimming lessons are not a strong part of the culture are particularly vulnerable.

- ❑ The Society conducts research into drownings, aquatic injury and rescue interventions. This evidence-based research guides the Society’s Water Smart education priorities.

Water Smart is a public education campaign with the overall mission of making all Canadians “water smart.” Water Smart education delivers messages intended to modify high-risk behaviour and increase Canadians’ awareness of the responsibilities they assume when recreating in, on or near water or ice.

Priority target groups

While the goal is to prevent drowning among all Islanders, the Lifesaving Society focuses on priority target groups. The Society relies on its research to identify high-risk groups and to determine the most effective drowning prevention strategies. Key target groups are:

- Parents of children under five years of age
- Parents of school-aged children
- Tweens (11 to 14 years of age)

For details, consult
Drowning Research at
lifesavingsocietypci.ca.

- Male adults 18 to 49 years of age
- Older Canadians
- New Canadians
- Aboriginal Canadians

HOW YOU CAN HELP

- ❑ You can help to promote Water Smart behaviour in a variety of ways, for example:

Run a Water Smart event

There are many options for events or activities when deciding what your facility would like to do to promote water safety. Be creative. Dream up your own event or use the resources and experience of the Lifesaving Society.

Staging an event or activity is not complicated. First, determine the target group. Then find the key messages and materials from the Water Smart campaign appropriate for that group.

For example, if the target group is men 18 to 49 years of age, then the focus is boating and your key message could be *“Buy yourself some time: wear your lifejacket.”*

If the target group is parents and caregivers of toddlers, then the key message is *“If you are not within arms’ reach, you have gone too far.”*

For the target group parents of school aged children, the message is *“All children should learn to swim to survive.”*

Participate in National Drowning Prevention Week

The Lifesaving Society declares a National Drowning Prevention Week (NDPW) each year to build community and media support for the drowning prevention cause. NDPW provides a focus around which you can plan news releases, do media interviews and deliver public demonstrations and other events.

It usually begins on the third Saturday in July. However, if this date does not suit your needs, declare another date. (For example, northern communities with a shorter season might find their lakes and rivers most crowded in July and therefore want NDPW to begin at the launch of the season).

Distribute Water Smart resources

The Society produces a variety of resources directed at specific target groups including posters, brochures, decals, tattoos, etc. Materials vary from time to time and are available to affiliate members at a nominal charge. These resources are available from lifeguarddepot.com.

Offer Swim to Survive® training

Basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada. The Lifesaving Society wants to ensure every child has the basic skills to survive an unexpected fall into deep water. Swim to Survive is aimed primarily at children, but people of all ages should be able to perform the Society's Swim to Survive standard. For details, see Section 5, *Swim to Survive* or visit lifesavingsocietypci.ca.

PREREQUISITES AT A GLANCE

Swim for Life	Prerequisite	Lifesaving Sport	Prerequisite
Parent & Tot 1	None, children 4–12 months	Sport Fundamentals (level 1-5)	Swimmer 3 or equivalent skill level
Parent & Tot 2	None, children 12–24 months	Community Official	Min. 13 years of age
Parent & Tot 3	None, children 2–3 years	Pool Official	Min. 16 years of age; experienced Community Official
Preschool 1, 2, 3, 4, 5	None, children 3–5 years	Emergency Response Official	Min. 16 years of age; experienced Community Official
Swimmer 1, 2, 3, 4, 5, 6	None, children 5 years and up	Open Water Official	Min. 16 years of age; experienced Community Official
Adult 1, 2, 3	None, adults 16 years and up	Meet Manager & Referee	Pool, or Open Water, or Emergency Response Official, officiating experience
Fitness Swimmer	None, all ages	Leadership	Prerequisite
Lifesaving	Prerequisite	Assistant Instructor	Min. 14 years of age, Bronze Cross
Rookie, Ranger, or Star Patrol	None	Swim Instructor	Min. 15 years of age, Bronze Cross
Junior Lifeguard Club	Canadian Swim to Survive Standard	Lifesaving Instructor	Min. 15 years of age, Bronze Cross
Bronze Star	None. Swim Patrol recommended	National Lifeguard Instructor	National Lifeguard, Lifesaving Instructor
Bronze Medallion	Min. 13 years of age or Bronze Star	First Aid Instructor	Min. 16 years of age, SFA*
Distinction	Bronze Cross	Lifesaving Sport Coach Level 1	Lifesaving Instructor
Lifesaving Fitness	30 years of age or under, or medical approval	Lifesaving Sport Officials Instructor	Lifesaving Instructor, experienced Pool or Open Water or Emergency Response Official
Safeguard	None. Min. 12 years of age recommended	Examiner	Experienced Instructor
Lifeguarding	Prerequisite	Examiner Mentor	Current Examiner certification (any stream), conducted at least three exams in a specific stream; successful completion of the learning opportunity
Bronze Cross	Bronze Medallion, EFA* or SFA*	Trainer	Experienced Examiner, or Swim Instructor with 100 hours teaching Swim for Life, or experienced Lifesaving Sport Coach
National Lifeguard Pool	Min. 15 years of age, Bronze Cross, SFA*	<p style="text-align: center;">Please Note</p> <p>Prerequisite awards must be earned prior to the start date of the course to which they apply. Awards taken concurrently are deemed to have been earned in the correct order. Candidates must attain the age prerequisite by the date of examination. Proof of prerequisites must be available to the Examiner.</p> <p>*Standard or Emergency First Aid certification from a training agency approved by the New Brunswick government.</p>	
National Lifeguard Waterfront	Min. 15 years of age, Bronze Cross, SFA*		
National Lifeguard Waterpark	National Lifeguard Pool		
National Lifeguard Surf	National Lifeguard Waterfront		
First Aid	Prerequisite		
Basic First Aid	None		
Emergency First Aid	None		
Workplace Standard First Aid	None		
CPR-A; -B; -C, -HCP	None		
Automated External Defibrillation	CPR		
Airway Management	SFA*		
Anaphylaxis Rescuer	None		

