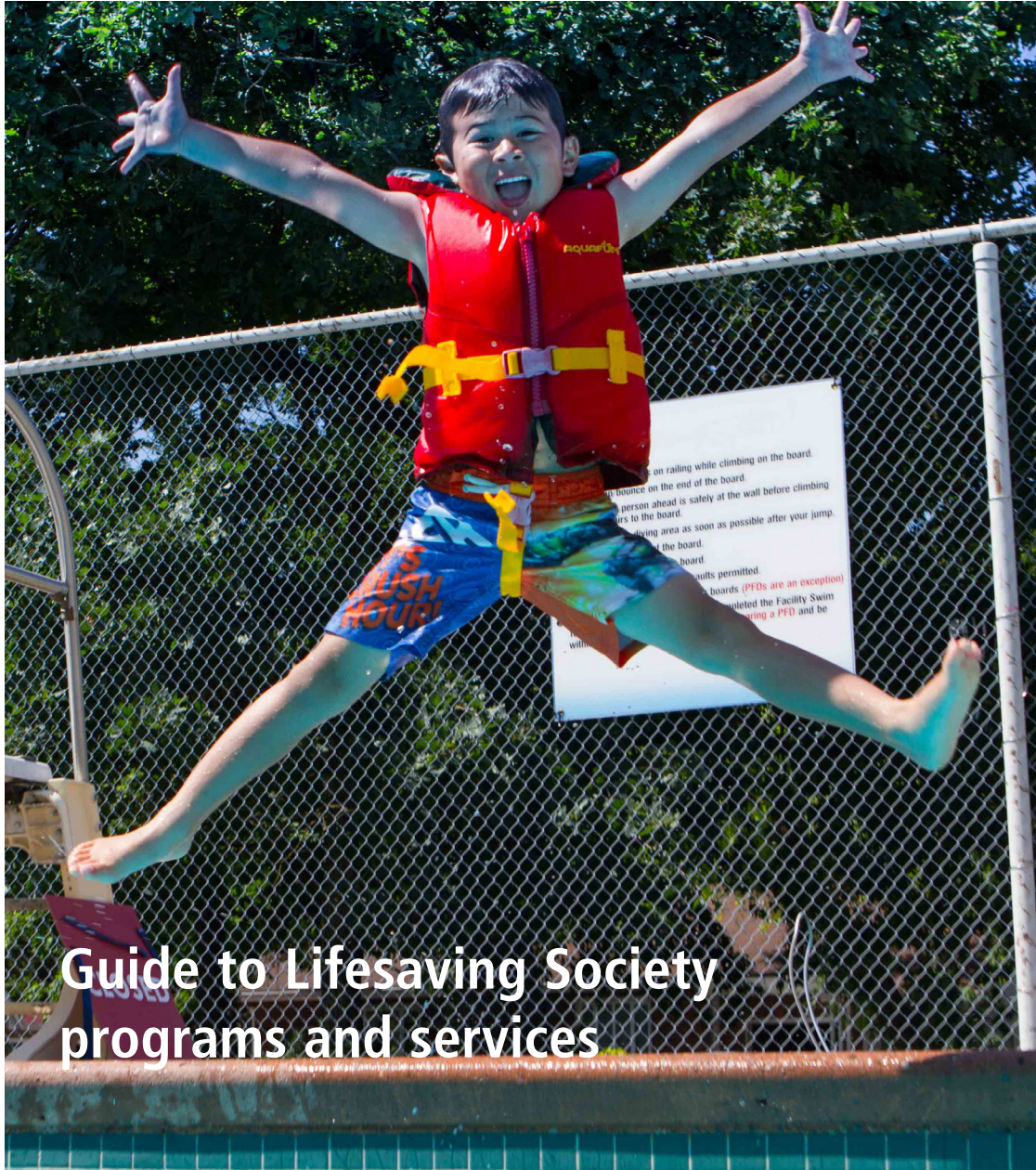


Program Guide



Guide to Lifesaving Society
programs and services



LIFESAVING SOCIETY
The Lifeguarding Experts

Lifesaving Society

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NEW BRUNSWICK
2018 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.

In any discrepancy between the English edition and the French translation, the English edition is deemed to be the definitive text.

Published by the Lifesaving Society New Brunswick
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2018 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, over 1,000,000 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.

Registered Charity No. 89029 3897 RR0001.

Water Smart®, Patrol Rider®, 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 two sections offer information about how Affiliate Members can participate in or initiate Water Smart® public education activities or events to raise funds to support the Society’s drowning prevention mission.

The Society has revised its leadership training program resulting in changes to some certifications, prerequisites and what candidates can do. This edition of the Program Guide presents the revised prerequisites and certifications.

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.

OBLIGATIONS AND RESPONSIBILITIES OF AFFILIATE MEMBERS

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

Quality and safety management

- Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- Confirm that candidates for Lifesaving Society awards hold the required prerequisites prior to the start of the course.
- Use currently certified Lifesaving Society Instructors, Coaches, Examiners and Trainers to teach and examine Lifesaving Society programs.
- Use all required Lifesaving Society resources and manuals for all Lifesaving Society programs.
- Respect that the content of Lifesaving Society resources and manuals are valuable intellectual property for the Society. Reproduction of content, by any means, is prohibited unless specifically authorized 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*).

- Ensure that the administrative functions related to program delivery are completed 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. Before using any Lifesaving Society logos, please review the guidelines at www.lifesavingnb.ca/organizations.
- Use correct Lifesaving Society program names when advertising (e.g., “Lifesaving Society Bronze Cross”).
- Maintain financial account in good standing.

SERVICES AVAILABLE TO AFFILIATE MEMBERS

The Lifesaving Society will post Affiliate Members’ **course listings** on the Society’s website at no charge.

The Lifesaving Society posts **job listings** on our website for a fee. Contact us for more information.

- 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*, *Lifesaving Sport Fundamentals*, and *Swim to Survive* programs.
 - Register a team or club in Lifesaving Sport competitions and Lifeguard championships.
 - The Society will post Affiliate Members’ course listings on the Society’s website at no charge.
 - 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 *Splash*, 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 will post Affiliate Members' job openings on the Society's website at a reduced rate.
- Each Affiliate Member may send two voting delegates to the New Brunswick Annual General Meeting of the Society.
- Affiliates may use the Lifesaving Society's identity in their promotional materials. Lifesaving Society logos and conditions for their use may be found at www.lifesavingnb.ca/organizations.

WEBSITE

- ❑ Visit us at www.lifesavingnb.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 favourites 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, order forms, training records.

Find a Job: Anyone may post a job with us, but Affiliate Members pay substantially less than non-Affiliates.

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 his or her 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 27.

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*).

The Lifesaving Society is happy to discuss with its Affiliate Members which is the most economical license for them, including multi-year license agreements.

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.

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.

LOYALTY REWARDS PROGRAM

- ❑ The Lifesaving Society offers a loyalty rewards program for Affiliate Members. The Society will issue a credit note valued at 10% of

eligible annual purchases from the Lifesaving Society to Affiliate Members who:

- sign a Swim for Life license for a minimum of 5 years, and
- exclusively offer the Lifesaving Society’s Swim for Life, Swim Patrol, Bronze medal awards, National Lifeguard, First Aid and related leadership programs.

Affiliates need not offer all Society training programs, but must not offer any competing programs within their aquatic department.

Affiliates may apply the credit note against the purchase of all Lifesaving Society programs, products and services including LifeguardDepot.com merchandise. There is no cash surrender value.

Affiliates interested in enrolling in the loyalty rewards program should contact the Lifesaving Society office.

AFFILIATE RECOGNITION AWARDS

- Annually, the Society recognizes Affiliate Members who deliver the Society’s training programs. Trophies are awarded on the basis of points earned. Point values reward Affiliates who offer a full menu of Lifesaving Society programs and reflect the relative degree of difficulty or amount of training and effort required to achieve each level including the programming time commitment.

Visit www.lifesavingnb.ca for the point values assigned to each program.

Open category: Awarded to the Affiliate Member with the largest lifesaving program.

Under 20,000 population: Awarded to the municipal affiliate with the largest lifesaving program in a community with a population under 20,000.

Seasonal Affiliate: Awarded to the seasonal affiliate with the largest lifesaving program.

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 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.

AQUATIC SAFETY MANAGEMENT – SETTING THE STANDARD

- ❑ As Canada’s lifeguarding expert, the Society establishes aquatic safety standards and consults on safety issues for the aquatic industry, governments and the judiciary. The Society provides a suite of Aquatic Safety Management services including:
 - Systematic aquatic safety audits of facilities and staff manual reviews
 - Research and development of safety standards on aquatic safety issues
 - Advice on operational concerns
 - Expert witness services in legal cases and coroner’s inquests.

For more information, contact the Society’s office.

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.

REGISTERED CHARITY

- ❑ As a registered charity, the Lifesaving Society solicits and accepts donations. Our Water Smart public education activities and Lifesaving Sport are supported by personal donations, corporate giving and fundraising events (see Section 12, *Fundraising Events*).

Donate online: on our website (lifesavingnb.ca) click DONATE on the right navigation bar and select the “Donate Now” icon.

IN NEW BRUNSWICK

- ❑ The Lifesaving Society is incorporated in New Brunswick and operates from a Fredericton office.

Elected volunteers compose our Board of Directors. The Society’s staff provides administrative and management support to aquatic facilities and volunteers who execute the activities of the Society throughout the province.

WEBSITE

- ❑ Visit www.lifesavingnb.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.

Send a written nomination outlining the facts to the Lifesaving Society office.

- ❑ **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.

Send written nominations to the Lifesaving Society office.

The Mountbatten Medal was instituted in 1951 by the Society's then Grand President, The Earl Mountbatten of Burma.

- ❑ **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 Life Saving 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 nominations 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 lifesavingnb.ca/individual-members.

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.

Definition of 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.

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.)

Recertification of lifesaving and lifeguard awards

Award holders are encouraged to maintain up-to-date skills and ability through recertification. Award holders may recertify at any time regardless of the certification date of the original award.

Recertification of leadership awards

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. For details, visit www.lifesavingnb.ca.

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.

First aid 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.

For prerequisite purposes, the Lifesaving Society only accepts Emergency First Aid and Standard First Aid certificates from the following agencies:

- Lifesaving Society
- Canadian Red Cross
- St. John Ambulance
- Canadian Ski Patrol

Award Prerequisites

Prerequisite awards need not be current.

Other Agency First Aid

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.

Please notify candidates of this prerequisite requirement in your promotional materials and at registration locations. Before you submit test sheets to the Society, please attach copies of prerequisites when necessary.

Employment standard versus Lifesaving Society standard

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

Foreign certifications

Individuals with awards from other countries may request a review of their certifications to determine what training should be undertaken to acquire the appropriate Canadian certification(s). A fee is charged for each review.

Certification review

Under the Lifesaving Society's certification review policy, a certification review committee conducts confidential investigations of serious complaints and recommends appropriate action that may include suspension, revocation of appointment or decertification. 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.

Course or exam

While candidates may challenge some lifesaving awards by taking the exam (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

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 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.

More than one award per day

Candidates may be evaluated for any number of 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 complete all items required for that award.

Facilities

Lifesaving Society courses may be run in any environment compatible with the award requirements. See also specific requirements for National Lifeguard examinations below.

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

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.
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 National Lifeguard program defines the mandatory items which must be evaluated on National Lifeguard recertifications (see *National Lifeguard Recertification Notes for*

Instructors or the items marked with the † symbol on the National Lifeguard test sheets).

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.

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, gender, 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 with the exception of Transport Canada as required by law as a Pleasure Craft Operator (PCO) course provider. Personal information is collected to:

- confirm age and award prerequisites for training program and leadership awards and lifesaving sport competitions
- maintain a record of individuals' Lifesaving Society awards and to issue certification cards
- establish and maintain a relationship with members and to provide members with ongoing service and communication
- meet with legal and regulatory requirements
- track website use in order to improve services
- understand our members in order to develop services specific to their needs
- upload information required by Transport Canada for their PCO cardholders' database

Consent: When an individual provides personal information, consent has been implied for the Society to deal with the information in a reasonable manner. The individual consents to the Society's collection, use and disclosure of that personal information in accordance with this policy. The Society may seek additional specific authorization or consent from time to time where required by law or in situations where it is necessary or appropriate.

An individual may withdraw consent to the collection, use or disclosure of his or her personal information at any time upon reasonable notice in writing.

Accuracy and retention: Accuracy and integrity of the Society's members' records is of the utmost concern. The Society endeavours to ensure that personal information collected is accurate, complete and maintained for the purpose for which it was collected.

The Society keeps members' personal information indefinitely to ensure:

- members' certification records are maintained
- inactive members can become reinstated
- the Society can generate accurate reports

What we disclose: The Society does not exchange or disclose personal information with other organizations except where the Society is required to disclose information without consent. In situations where the Society is obligated to disclose information without consent, no more information than is required in the applicable circumstances will be disclosed.

Personal information provided may be shared among paid personnel and volunteer officers only as required to perform their duties with the Society.

The Society discloses an individual's awards earned and the date the award was earned to Affiliate Members, employers and the government in order to confirm eligibility for employment and prerequisites for Society awards.

The Society publishes photos and corresponding names of individuals in Society publications and on the website.

How we protect personal information: The Society takes measures to ensure the privacy, accuracy, security and confidentiality of individual information. The Society strives to maintain adequate physical, procedural and technical security with respect to the headquarters and other information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of personal information.

The Society limits personal information access to paid personnel and volunteer officers who require the information to conduct Society activities and to provide services and programs. Under this policy, any misuse of personal information is treated as a serious offence for which disciplinary action may be taken.

Transparency: The Society makes its policy relating to the protection of personal information available on request and on the Society's website.

The Society permits access to, and review of personal information about an individual by the individual concerned. The Society requires sufficient information to confirm the identity of the person making the request before granting access and will strive to provide information within a reasonable time.

The Society may decline access where the required information:

- is not readily retrievable and the burden or cost of providing it would be disproportionate to the nature or value of the information
- does not exist, is not held, or cannot be found
- is required not to be disclosed on any legal ground
- is permitted by law not to be disclosed

Where information is not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

Challenging compliance: In the event that an individual wishes to voice a complaint regarding the Society's protection of personal information policy or procedures, the Lifesaving Society shall:

- acknowledge the complaint promptly
- investigate the complaint and contact the individual to clarify if necessary
- notify the individual of the outcome of the investigation clearly and promptly
- inform the individual of his or her avenues of recourse
- take appropriate measures to correct information-handling practices and policies

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 New Brunswick 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 New Brunswick 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 New Brunswick Executive Director or, failing the Executive Director, the President. The Executive Director (or 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.

Order return policy

The Lifesaving Society provides a customer satisfaction guarantee with all your purchases. If for any reason you are not satisfied, simply return your purchase for refund, exchange or credit within 90 days of the purchase date.

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.

Exceptions and exclusions:

- Shipping fees are non-refundable.
- Once processed, custom orders cannot be cancelled and may not be returned unless deemed defective.
- Dolphin Surf Craft may not be returned after you have “received” the goods.
- When these items are shipped, you must sign to “Receive” them in good condition. Inspect the product and packaging before signing. If you are not satisfied with the condition, do not sign for the product. Have the shipper return it immediately.
- You may return literature that is the current edition, “New” not used, not damaged, marked, bent or partially read. Retired or out dated editions may be returned within the specified time frame announced on launch of the newest edition.
- Return defective literature (missing pages, printing errors, etc.) as soon as you become aware of the problem.
- CDs and DVDs may be returned for exchange only. Due to copying technology we cannot accept returns for refund or credit.

Return items to the Lifesaving Society, 70 Melissa Street, Fredericton, New Brunswick, 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 along with a completed Return/Exchange Form 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.

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. Contact us for details.

- ❑ In the community-based system, Affiliates:
 - determine when and where courses are offered
 - 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 12 in Training Program Policies, Section 3, *Policies*.

ORDER MATERIALS**You're supporting drowning prevention**

The Lifesaving Society is a registered charity working to prevent drowning. When you purchase merchandise from us you support Water Smart® drowning prevention education, which is funded by merchandise sales and donations.

- ❑ 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 27 for instructions on setting up an account.

Call: 506-455-5762. Talk to real people 9 to 5, Monday to Friday. After hours, our answering machine takes your call.

Email: info@lifesavingnb.ca *or* orders@lifesavingnb.ca.

Fax: 506-450-7946.

Order form: Use one of several downloadable order forms at lifesavingnb.ca as references for the information we need to fill your order.

We deliver: We ship merchandise orders “best way” via courier or Canada Post, unless you tell us otherwise. Where applicable, taxes will be added to your bill. All items are shipped pre-paid.

Please note: Literature orders are filled within days. Delivery of merchandise orders require a minimum of one week from the order date.

Paying us: Affiliate Members can order on their account or by purchase order. Others pay at time of purchase by cash, cheque, money order, Visa, Mastercard, Visa Debit, or debit card. Lifeguard Depot orders can be paid online.

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.

Returns: The Lifesaving Society provides a customer satisfaction guarantee with every purchase. If for any reason you are not satisfied, simply return your purchase for refund, exchange or credit within 90 days of the purchase date.

For instructions on how to return materials please see the complete Return Policy (see Order Return Policy in Section 3, *Policies*) – or in *Find a Form* at lifesavingnb.ca.

Lifeguard Depot.com[®]

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 www.lifesavingsociety.com and click Login. Click 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.

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, he or she first registers as an individual (as above) at www.lifesavingsociety.com making sure to associate this registration with his or her Lifesaving Society Member ID and Access Code.
- If your Administrator has already registered as an individual, he or she simply selects “Administrator” to log in on behalf of the organization.

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 you are not a Lifesaving Society Member, contact us so we can add the User to our system.
- To remove a User, click on “Remove” beside their name.
- **Important:** Before Users can purchase, they have to register as individuals (as above) at www.lifesavingsociety.com and make sure to associate with 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 he or she is 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.

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 his or her records

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 signing the test sheet
- retaining a copy of the signed test sheet for the Examiner's records

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.

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 lifesavingnb.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, Basic First Aid, Anaphylaxis Rescuer, and CPR-A, -B, and -C.

Affiliates issue certification cards directly to the candidates for Basic First Aid, Anaphylaxis Rescuer, and 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 *Splash* 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@lifesavingnb.ca**; however, the Society also accepts test sheets submitted in person, by mail and by fax. 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@lifesavingnb.ca**; however, the Society also accepts master sheets submitted in person, by mail and by fax.

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.

LIFESAVING SOCIETY
The Lifeguarding Experts

Bronze Medallion (Revised 2003)

Side 1: Please print each candidate name and contact information legibly.

1 Name: John Smith
2,7 Address: 123 Any Street
3 City: Cityville E3B 5YB Postal Code
4 E-mail: jsmith@email.com 111-123-4567 Phone

Date of birth: 00 Year, 01 Month, 02 Day

Prerequisites checked	Rowing accuracy	Self-rescue	Rescue drill	Defences & releases	Fitness challenge	Endurance challenge	One-rescuer CPR: adult & child	Obstructed airway: conscious	Obstructed airway: unconscious	Emerg: shock	Emerg: heart attack or angina	Circ. Emerg: external bleeding	Circ. Emerg: stroke & TIA	Walk, spot & demonstrate	Spinal injury management	Search	Rescue 1: non-contact	Rescue 2: non-breathing victim	Rescue 3: open water	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Prerequisites: Original: 13 years old OR **Bronze Star** Date earned: Mar 19/12 Location: Swimcity
 Recert: Bronze Medallion Date earned: Location:

Total Pass for Exam: **1** Total Fail for Exam: **0**

- Name:** Print clearly. Spell correctly.
 - Contact info:** Need full address to mail the permanent certification card.
 - Birth date:** Need birth date to confirm age prerequisite and to differentiate among candidates with same name.
 - Prerequisites checked and test items:** Instructor ensures that proof of birth dates and prerequisite awards are available to the examiner.
 - Examiner:** Checks the "prerequisites checked" column after verifying that the candidate holds the required prerequisites.
 - Examiner:** Indicates with a ✓ or X (or F) the result of each item and whether candidate passed or failed the exam.
 - Examiner:** Draws a line through blank candidate spaces so that no names can be added after the examiner signs the test sheet.
 - Examiner:** Checks the box marked "there are more candidates on the reverse ..." to ensure the records of all candidates are received (especially important when test sheets are faxed).
 - Total pass/fail:** Examiner indicates total number of candidates on the exam that passed and failed.
 - Instructor info*:** Make sure instructor info and signature is on the test sheets. Instructor must be current or the Society will not issue certification cards.
 - Original/Recert:** Check appropriate box. Do NOT mix original and recertifying candidates on same test sheet.
 - Exam date:** Make sure the exam date is on all pages. The Society cannot issue certification cards without it.
 - Examiner info*:** The Society will not issue certification cards for exams conducted by a person other than a currently qualified examiner. Make sure the examiner signs all pages.
 - Affiliate / Host info:** The Affiliate is the organization that advertised the course, registered the candidates and is responsible for sending the test sheet and exam fees to the Lifesaving Society office.
- Note (*):** For instructor-evaluated awards (e.g., Bronze Star), the instructor must complete and sign both the instructor and examiner sections at the bottom of the test sheet.

Check box if there are more candidates on the reverse side of this page. - Satisfactory Performance - Fail

This test sheet is Page **1** of **1** Pages. Total Pass for Exam: **1** Total Fail for Exam: **0**

8 **Instructor information**
 Instructor's name: John Smith RIL T46 ID#
 E-mail address: jsmith@email.com
 Telephone: (111) 123-4567
 Signature: [Signature]

10 **Exam information**
 Exam date: 13 03 21 YY MM DD
 Exam is: Original OR Recert
 Facility name (e.g., name of pool): Swimcity Telephone: (111) 123-4567

11 **Awards information**
 Awards issued by affiliate Awards not issued

12 **Payment information**
 Exam fees attached Exam fees not attached
 Send invoice or receipt to:
 Swimcity Telephone: (111) 123-4567
 Host name (Affiliate): Cityville NB E3B 5YB Postal code
 Street address: Cityville NB E3B 5YB Postal code

13 **This section to be completed by the Lifesaving Examiner who examined the candidates.**
 Examiner's name: Jill Lasnam RIL T46 ID#
 E-mail address: jlasnam@email.com
 Telephone: (111) 123-4567
 Signature: [Signature]

CANDIDATE AWARDS

Affiliates order the following awards from the Society ahead of time for presentation to successful candidates at the evaluation:

- Swim for Life
- Canadian Swim Patrol
- Lifesaving Sport Fundamentals
- Basic First Aid
- Anaphylaxis Rescuer
- CPR-A, -B, -C
- Lifesaving Fitness

Test sheets need not be submitted to the Society's office for these 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, Basic First Aid, Anaphylaxis Rescuer, 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 addresses including 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:
 - **Camp swims:** offer Swim to Survive evaluations during all camp swims.
 - **Host a Swim to Survive day:** challenge the public to attempt the standard.
 - **After-school programs:** offer Swim to Survive evaluations to the participants of your after-school programs.

- **Birthday parties:** offer Swim to Survive evaluations with every birthday party booking.
- **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.

SWIM TO SURVIVE PROGRAM

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, Girl Guides and Boy Scouts 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: Swimming instructors (any agency) or National Lifeguards teach and evaluate candidates.

Candidate recognition: Certificate.

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

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: Swim to Survive is 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.



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 (see Flow Chart, page 39). 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. All Swim for Life levels are taught by a Lifesaving Society Swim Instructor.

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
- ❑ Swim for Life licensed Affiliates have the choice of providing the Society with verifiable statistics each year (registration reports) or purchasing the award seals or badges. Swim for Life licensed Affiliates may purchase cloth 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

- ❑ **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 87,)
 - transition time-lining
 - support materials for instructors, administrators and parents
 - best practices: examples of how other Affiliates successfully made the transition

SWIM FOR LIFE MODULES

- ❑ 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 39).

All Swim for Life levels are taught by a Lifesaving Society Swim Instructor (See Section 10, *Leadership Training Programs*, page 73).

- ❑ 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 lifesavingnb.ca.

- ❑ Lifejackets are required. Other learn-to-swim accessories and toys are recommended: e.g., sinking objects, kickboards, pull buoys, noodles, floating toys. Visit lifeguarddepot.com to purchase.
- ❑ **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.

The Swimmer module flows seamlessly into the Society's basic lifesaving awards: Rookie, Ranger and Star Patrol.
- ❑ **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.

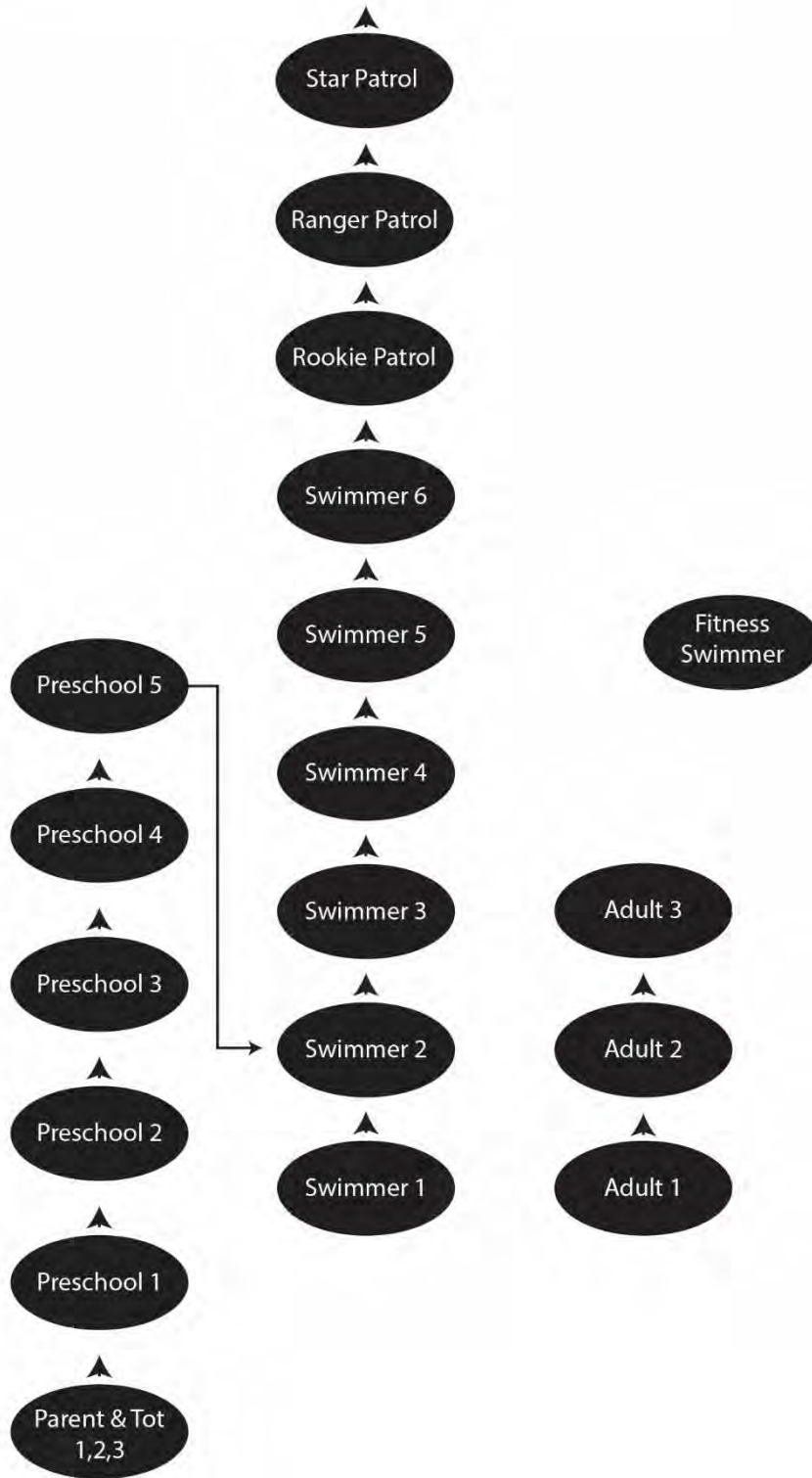
- ❑ **Fitness Swimmer:** for swimmers of any age who want to improve their overall physical fitness in the water. Fitness Swimmer provides a structured approach based on accepted training principles and practices including interval training, sprints and distance swims. Candidates set their own goals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

CLASS LENGTH AND SIZE

- ❑ 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. 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

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. Minimum age requirements must be attained by the last day of the course or the day of the exam. When two or more awards are offered together (e.g., Workplace Standard First Aid with Bronze Cross or with National Lifeguard), the Society deems the prerequisite awards to have been earned in the correct order.

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

Weekly formats are common. Breaks require additional time. Based on 12–16 candidates:

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

Weekly formats are common. Breaks require additional time.

Based on 12–16 candidates:

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

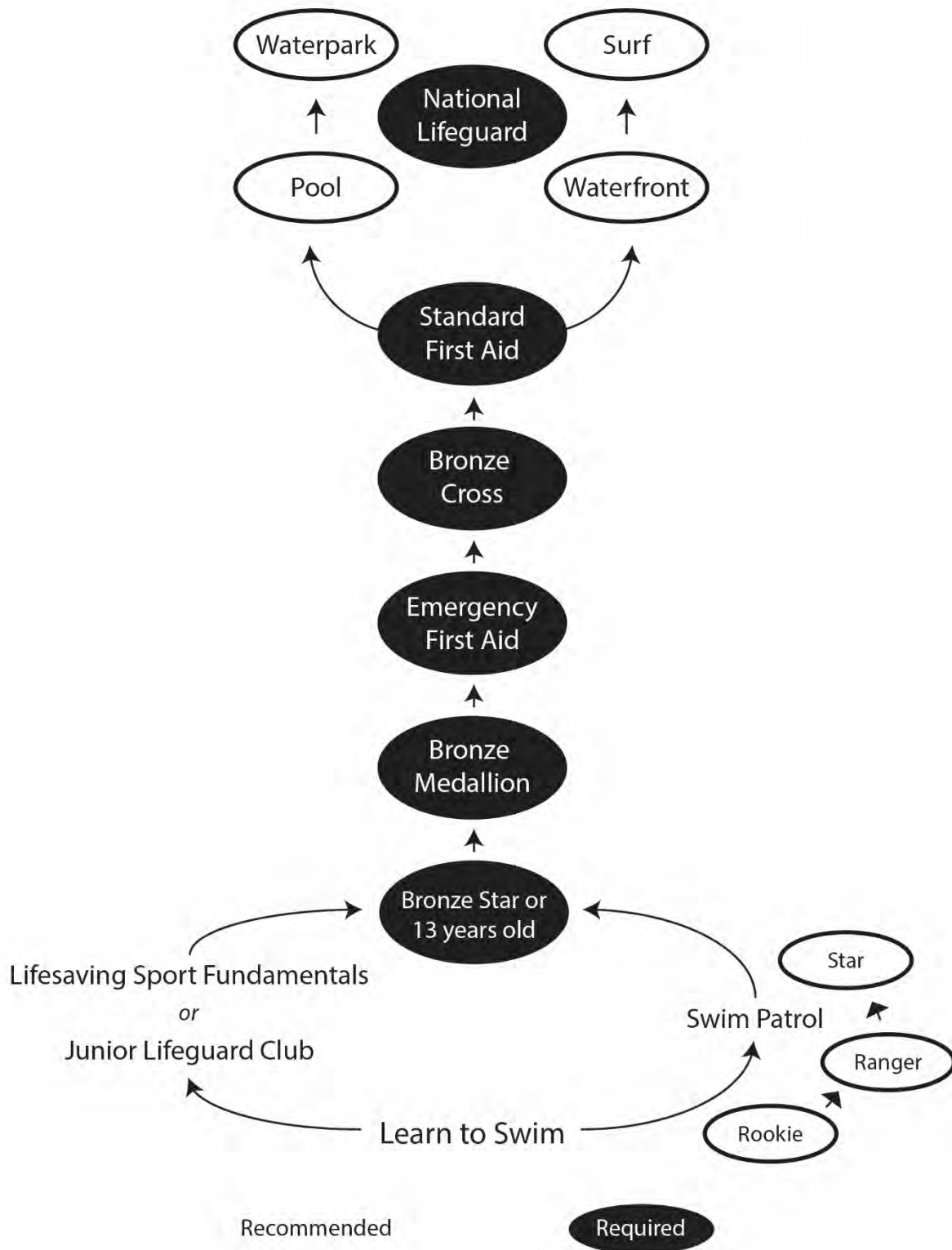
Star Patrol	Classroom	Water
Total Time (8–10 hr.)	0 hr.	8–10 hr.

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



- ❑ **Bronze Star** (10–12 hr.): Excellent preparation for success in Bronze Medallion. Participants develop problem-solving and decision-making skills individually and in partners. Candidates learn CPR and develop the lifesaving skills needed to save yourself and others.

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

Weekly formats are common. Breaks require additional time. Based on 12–16 candidates:

Bronze Star course	Classroom	Water
Total Time (10–12 hr.)	0 hr.	10–12 hr.

Required equipment

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

Required equipment: 4.5 kg (10 lb.) object or manikin, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult CPR training manikin, AED Trainer, 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** (18–20 hr.): Teaches an understanding of the lifesaving principles embodied in the four components of water-rescue education – judgment, knowledge, skill and fitness. Rescuers learn tows and carries, and defence methods and releases in preparation for challenging rescues of increased risk involving conscious and unconscious victims of various types. Lifesavers develop stroke efficiency and endurance.

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 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:

Bronze Medallion course	Classroom	Water
Total Time (18–20 hr.)	0 hr.	18–20 hr.

Examination time (12–16 candidates):

Original exam Examiner-evaluated items	Recertification exam All items evaluated by Examiner
2–2.5 hr.	4–5 hr.

Required equipment: 4.5 kg (10 lb.) object or manikin, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult and child CPR training manikins, AED Trainer, first aid supplies including barrier devices, shirt and long pants, and buoyant throwing 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.

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



- **Bronze Cross (18–20 hr.):** As the Lifesaving Society’s Assistant Lifeguard certification, Bronze Cross prepares lifesavers for the safety supervision role and responsibilities of assistant lifeguards in aquatic facilities. Bronze Cross is a prerequisite for all advanced training programs including National Lifeguard and Instructor certification.

Prerequisite: Bronze Medallion and Emergency *or* Workplace Standard First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol.

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.

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 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:

Bronze Cross course	Classroom	Water
Total Time (18–20 hr.)	0 hr.	18–20 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

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

Required equipment: 4.5 kg (10 lb.) object or manikin, rescue can, rescue tube or homemade shoulder loop and line with buoyant object, adult, child, and infant CPR training manikins, AED Trainer, first aid supplies including barrier devices, shirt and long pants, and buoyant throwing 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.

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 Distinction Examiners or Bronze Examiners who hold Distinction may certify candidates*.

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

Required references: *Canadian Lifesaving Manual*.

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.

*Revised leadership program alert

As part of the revised leadership program, *Distinction Examiner* will be retired as of January 1, 2019. Thereafter, Bronze Examiners who hold Distinction will certify Distinction candidates.

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

Weekly formats are common. Breaks require additional time. 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 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.

LIFEGUARDING



- **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.

Prerequisite: Minimum 16 years of age, Bronze Cross, and Workplace Standard First Aid from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol (see Other Agency SFA sidebar).

Other Agency SFA

Workplace 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.** Affiliates should notify candidates of prerequisites in their promotional materials and at registration locations.

Revised leadership program alert

As part of the revised leadership program, *National Lifeguard Instructors* teach the National Lifeguard option they hold.

National Lifeguard Pool certification is a prerequisite to National Lifeguard Waterpark. National Lifeguard Waterfront certification is a prerequisite to National Lifeguard Surf.

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:

- 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 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.

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. 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

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

The National Lifeguard program defines the mandatory items which must be evaluated on a National Lifeguard Recertification (see National Lifeguard Recertification Notes for Instructors).

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

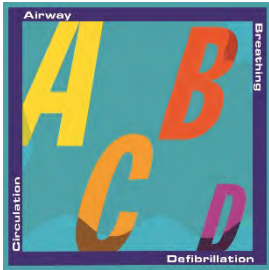
supplies including barrier devices, spineboard with head immobilizer and straps, communication devices). In addition, for Pool option: CPR manikin and 9 kg (20 lb.) brick or equivalent. For Waterfront and Surf options: skin diving mask, snorkel, fins and rescue craft or paddleboard.

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.

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

Section 8

FIRST AID PROGRAMS



Lifesaving Society First Aid awards are offered by thousands of Affiliate Members across the country, and often used as a First Aid employment standard. In New Brunswick, the Society's Workplace Standard First Aid certification is recognized under the Occupational Health and Safety Act 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, Workplace 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	Additional instruction hours
Basic First Aid + Bronze Star	Add 2 hr. to Bronze Star
Emergency First Aid + Bronze Medallion	Add 4 hr. to Bronze Medallion
Emergency First Aid + Bronze Cross	Add 4 hr. to Bronze Cross
Workplace Standard First Aid + Bronze Cross	Add 8 hr. to Bronze Cross
Workplace Standard First Aid + National Lifeguard	Add 8 hr. 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. Affiliates should notify candidates of prerequisites in their promotional materials and at registration locations.

- **Basic First Aid** (3–4 hr.): features the first aid content distributed across the Rookie, Ranger, and Star awards in the Canadian Swim Patrol program. Basic First Aid covers the basics including how to contact emergency medical services, rescue breathing, how to treat choking and minor injuries.

Prerequisite: None.

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

Candidate recognition: Certification card.

Required references: None.

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:

Basic First Aid course	Classroom	Water
Total Time (3–4 hr.)	3–4 hr.	0 hr.

Required equipment

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

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

Recertification: Basic First Aid course.

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

- **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.

Emergency First Aid certification is a prerequisite to Bronze Cross.

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

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.

- ❑ **Workplace Standard First Aid (16 hr.):** Includes CPR-C certification. Standard First Aid provides comprehensive training covering all aspects of first aid. Workplace 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.

Workplace Standard First Aid certification is a prerequisite to National Lifeguard.

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.

Prerequisite: None.

Instruction and certification: Current First Aid Instructors teach Workplace 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 time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. One-weekend formats are common. Breaks require additional time. Based on 12–16 candidates:

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

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 Workplace 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 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:

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.

Required equipment

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

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 Health Care Provider Instructors or current First Aid Instructors who hold CPR-HCP teach CPR-HCP. Current Health Care Provider Examiners or current First Aid Examiners who hold CPR-HCP certify candidates.

Candidate recognition: Certification card.

Required references: *Canadian CPR-HCP Manual*.

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

Revised leadership program alert

As part of the revised leadership program, *Health Care Provider Instructor* and *Health Care Provider Examiner* will be retired as of January 1, 2019. Thereafter, First Aid Instructors who hold CPR-HCP will teach HCP candidates and First Aid Examiners who hold CPR-HCP will certify CPR-HCP candidates.

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 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:

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: Workplace Standard First Aid from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol.

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

Candidate recognition: Certification card.

Required references: *Canadian First Aid Manual*.

Revised leadership program alert

As part of the revised leadership program, *Airway Management Instructor* and *Airway Management Examiner* will be retired as of January 1, 2019. Thereafter, First Aid Instructors who hold Airway Management will teach Airway Management candidates, and First Aid Examiners who hold Airway Management will certify Airway Management candidates.

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:

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

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 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 40 years.
- ❑ Opportunities are available for athletes to compete locally, regionally, provincially, nationally and internationally. Visit lifesavingnb.ca for information about upcoming competitions.
- ❑ 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:** The Lifesaving Sport Fundamentals 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). The Pool module is now available; the Waterfront module is in development.

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	• Practice plans
• Worksheets	• Session (core) plans
• Certificates	• Support materials
• Progress reports	

Lifesaving Sport Fundamentals Levels (complete at-a-glance descriptions are posted on lifesavingnb.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 Lifesaving Sport Coach Level 1 teach and certify all levels of the Lifesaving Sport Fundamentals program.

Candidate recognition: Certificate.

Required references: None.

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. Download instructions for building your own obstacles from lifesavingsociety.com.

Recertification: None.

Fees: Nominal annual license fee. The license fee is part of the loyalty rewards program. 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 at lifesavingnb.ca).

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 at lifesavingnb.ca).

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 69).

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 at lifesavingnb.ca).

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 69).

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 at lifesavingnb.ca).

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 69).

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 at lifesavingnb.ca).

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 69).

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



Revised leadership program

The Society has revised its leadership training program resulting in changes to some certifications, prerequisites and what candidates can do.

This edition of the *Program Guide* presents the revised prerequisites and certifications.

Implementing the revised leadership program

Affiliates may begin offering the revised leadership program anytime after January 1, 2018, but must use the new program by January 1, 2019.

Affiliates should refer to *Leadership Training – What's New for Affiliates* on the Society's website for information about implementing the new leadership program.

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
 - Examiners evaluate and certify candidates
 - Trainers teach and certify Instructors and Coaches
 - Coaches coach Lifesaving Sport
- ❑ “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.
- ❑ The revised leadership structure introduces an Examiner Mentor designation. These are senior Examiners appointed by the Society to mentor examiner candidates through their apprenticeship. As of 2019, all examiner candidates must apprentice under the supervision of an Examiner Mentor.
- ❑ 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 *Recertifying* in the *Teaching* section at lifesavingnb.ca.

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.
- ❑ **Format and schedule:** 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

Each format has advantages and limitations. 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:** Through classroom learning and in-water practice, 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: 14 years of age by the end of the course, Bronze Cross.
Instruction and certification: Current Swim Instructor Trainers or Lifesaving Instructor Trainers teach and certify candidates.

Retired leadership awards

As of January 1, 2019 the following leadership awards will be retired and do not appear in this edition of the *Program Guide*:

- *Advanced Instructor*
- *Distinction Examiner*
- *Examination Standards Clinic*
- *Instructor Trainer Clinic*

For more information about the revised leadership program, visit lifesavingnb.ca

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 time: Actual time needed may vary depending on course format, number of candidates and the learning activities selected. A one-weekend format or weekly formats are common. 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 16 years of age by the end of the course, 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 time: Affiliates may choose to deliver this in a variety of formats (e.g., course, tutorial, self-study). Frequently, Swim Instructor is 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 (if available).

Recertification: Swim Instructors remain current for 24 months from the date of certification. Only *current* Swim Instructors may teach and certify Swim for Life and Canadian Swim Patrol candidates. Swim Instructors recertify through the Society’s professional development credit system (see page 69).

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

- ❑ **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
 - Basic and Emergency First Aid, and CPR -A, -B, -C
 - Automated External Defibrillation (AED)

Revised leadership program alert

Distinction Examiner will be retired as of January 2019.

- ❑ 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 16 years of age by the end of the course, 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 *Bronze Medallion and Emergency First Aid Instructor CD* and the *Bronze Cross and Standard First Aid Instructor CD* are optional but recommended resources 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 time: Affiliates may choose to deliver this in a variety of formats (e.g., course, tutorial, self-study). Frequently, Lifesaving Instructor is offered as a stand-alone course or combined with the Swim 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:

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 69).

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

- ❑ **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.

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 time: Affiliates may choose to deliver this in a variety of formats (e.g., course, tutorial, self-study). A one-weekend format is common for a stand-alone National Lifeguard 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:

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 69).

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 Workplace Standard First Aid and CPR -A, -B, -C.

- ❑ Current First Aid Instructors **teach and certify**:
 - Basic First Aid
 - Emergency First Aid
 - CPR -A, -B, -C
 - Automated External Defibrillation (AED)
- ❑ Current First Aid Instructors **teach** Workplace 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 by the end of the course, Workplace Standard First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol.

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 time: Affiliates may choose to deliver this in a variety of formats (e.g., course, tutorial, self-study). 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 Workplace Standard First Aid. First Aid Instructors recertify through the Society’s professional development credit system (see page 69).

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 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 69).

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:

- Lifesaving Sport Officials Instructors who hold Community Official teach Community Officials.
- Lifesaving Sport Officials Instructors who hold Pool Official teach Pool Officials.
- Lifesaving Sport Officials Instructors who hold Open Water Official teach Open Water Officials.
- Lifesaving Sport Officials Instructors who hold Emergency Response Official teach Emergency Response Officials.
- Lifesaving Sport Officials Instructors who hold Meet Manager & Referee teach 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 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: Lifesaving Sport 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. Lifesaving Sport Officials Instructors recertify through the Society’s professional development credit system (see page 69).

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.
- ❑ The revised leadership structure introduces an Examiner Mentor designation. These are senior Examiners appointed by the Society to mentor examiner candidates through their apprenticeship. As of 2019, all examiner candidates must apprentice under the supervision of an Examiner Mentor.

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 experienced Examiner (as of 2019, 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 Society, and it prepares candidates to successfully apprentice as an Examiner on the exam of their choice. The Examiner course 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: *Canadian Lifesaving Manual, Alert: Lifeguarding in Action (optional)*, *Canadian First Aid Manual (optional)*, *Instructor Manual*.

Instructional time: The Examiner course can be offered stand-alone or in combination with an instructor course. The typical format for a stand-alone Examiner course is a one-day course. Actual time needed may vary depending on course format, number and qualifications of candidates, and the learning activities selected. Breaks require additional time.

Revised leadership program alert

The Examination Standards Clinic has been retired. In the new leadership system, Examiner candidates must pass the Examiner course.

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, 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.

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

STEP 2: APPRENTICESHIP

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

Process: Successfully apprentice on one exam with an experienced Examiner or 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 experienced Examiner or 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 experienced Examiner or Examiner Mentor on one Workplace Standard First Aid exam.

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

Revised leadership program alert

Effective January 1, 2019, Examiner candidates must apprentice with an *Examiner Mentor*. Contact the Lifesaving Society for a list of Examiner Mentors in your area.

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.

Who certifies: Lifesaving Society Program Manager.

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 69).

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

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.

STEP 1: TRAINER COURSE

The **Trainer course** is the first step in the three-step process to be appointed as a Trainer for the 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 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 Program Manager.

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 69).

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.

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 16 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 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 1-4 years of age, and the second leading cause of preventable death for children under 10 years. With some 500 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.

For details, consult lifesavingnb.ca.

- ❑ 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 New Brunswickers, 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
- male adults 18–49 years of age
- new 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 18-49 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. Current information is found at lifeguarddepot.com – select Public Education.

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 lifesavingnb.ca.

For more event ideas, see Section 12, *Fundraising Events*.

Section 12

FUNDRAISING EVENTS

Donations help us develop and deliver effective drowning prevention education to millions of Canadians every year. Our Water Smart® public education activities are supported almost entirely by donations, corporate giving and fundraising events.

WAYS TO SUPPORT OUR CHARITY

Donate online at lifesavingnb.ca. Click the *Donate Now* button.

- ❑ There are many ways to donate to the Lifesaving Society including fundraising events, personal and planned giving, corporate donations or sponsorships. Funds may also be dedicated to specific initiatives such as:

- Water Smart® drowning prevention education
- Swim to Survive®

For more information, visit lifesavingnb.ca.

FUNDRAISING EVENTS

- ❑ Events are a great way to raise money to support drowning prevention education while increasing public awareness about the importance of safety around the water. Fundraising events are also a lot of fun, great team building exercises and can increase aquatic staff morale while providing service to a humanitarian cause.

The Society needs and welcomes your help. No experience in event planning or fundraising is necessary.

Community events

- ❑ There are many options for your own local fundraising event. Consider what activities or themes would draw your target group. Find an event that you and your staff would like to do and let us know so that we can assist. Here are some examples:

- Swim-a-thon, Tread-a-thon, Slide-a-thon, Swim-to-Survive-a-thon
- Host a Water Smart Barbecue, Bake sale, Dinner
- Create a “Lifesaving Society Donation Wall” or “Week to End Drowning Donation Wall” at your facility where staff and patrons can add their name on a paper rescue tube or buoy

Contact us for more information about running a community fundraising event.

PREREQUISITES AT-A-GLANCE

Swim for Life	Prerequisite
Parent & Tot 1	None, children 4–12 months
Parent & Tot 2	None, children 12–24 months
Parent & Tot 3	None, children 2–3 years
Preschool 1, 2, 3, 4, 5	None, children 3–5 years
Swimmer 1, 2, 3, 4, 5, 6	None, children 5 years and up
Adult 1, 2, 3	None, adults 16 years and up
Fitness Swimmer	None, all ages
Lifesaving	Prerequisite
Rookie, Ranger, or Star Patrol	None
Junior Lifeguard Club	Canadian Swim to Survive Standard
Bronze Star	None. Swim Patrol recommended
Bronze Medallion	Min. 13 years of age or Bronze Star
Bronze Cross	Bronze Medallion, EFA* or SFA*
Distinction	Bronze Cross
Lifesaving Fitness	30 years of age or under, or medical approval
Safeguard	None. Min. 12 years of age recommended
Lifeguarding	Prerequisite
National Lifeguard Pool	Min. 16 years of age, Bronze Cross, SFA*
National Lifeguard Waterfront	Min. 16 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 and HCP)	None
Automated External Defibrillation (AED)	CPR
Airway Management	SFA*
Anaphylaxis Rescuer	None

Lifesaving Sport	Prerequisite
Sport Fundamentals (Levels 1-5)	Swimmer 3 or equivalent skill level
Community Official	Min.13 years of age
Pool Official	Min.16 years of age; experienced Community Official
Emergency Response Official	Min.16 years of age; experienced Community Official
Open Water Official	Min.16 years of age; experienced Community Official
Meet Manager & Referee	Pool, Open Water, and/or Emergency Response Official, officiating experience
Management Training	Prerequisite
Aquatic Supervisor	National Lifeguard or Lifesaving Instructor or Swim Instructor certification; and min. 100 hr. experience as a lifeguard and/or instructor
Aquatic Management Training	None
Aquatic Safety Inspector	None
Pool Operator Level 1	None
Pool Operator Level 2	Pool Operator Level 1 or equivalent
SEE Auditor	National Lifeguard and min. 100 hr. lifeguarding experience, or National Lifeguard Examiner, or Aquatic Supervisor or Aquatic Management Training
Safety Auditor	Pool Operator Level 1, experienced Safety Inspector
Aquatic Safety Chief Auditor	Safety Auditor
Leadership	Prerequisite
Assistant Instructor	Min.14 years of age, Bronze Cross
Swim Instructor	Min.16 years of age, Bronze Cross
Lifesaving Instructor	Min.16 years of age, Bronze Cross
National Lifeguard Instructor	National Lifeguard, Lifesaving Instructor
First Aid Instructor	Min. 16 years of age, SFA*
Lifesaving Sport Coach Level 1	Lifesaving Instructor
Lifesaving Sport Officials Instructor	Lifesaving Instructor, experienced Pool or Open Water or Emergency Response Official
Aquatic Supervisor Instructor	Aquatic Supervisor, Lifesaving Instructor
Aquatic Safety Inspector Instructor	Aquatic Safety Inspector, Lifesaving Instructor
SEE Auditor Instructor	SEE Auditor and National Lifeguard Examiner or Aquatic Supervisor Instructor
Aquatic Safety Auditor Instructor	Aquatic Safety Auditor, Lifesaving Instructor
Pool Operator Instructor	Pool Operator Level 2, Lifesaving Instructor
Examiner	Experienced Instructor
Trainer	Experienced Examiner or Swim Instructor and 100 hr. teaching Swim for Life, or experienced Lifesaving Sport Coach

Please Note

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.

*Standard or Emergency First Aid certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross Society, Canadian Ski Patrol.

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Teach.
Lead.
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