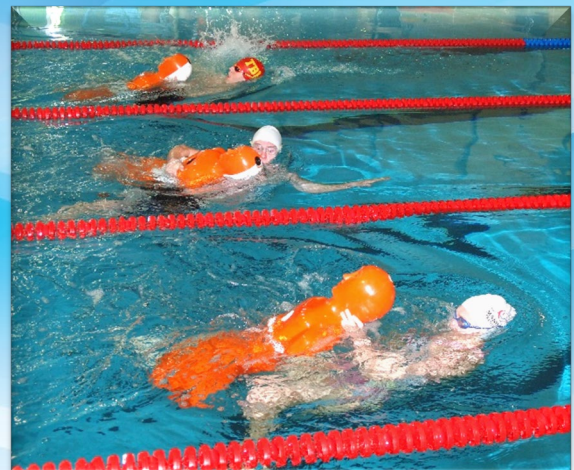




Manitoba Program Guide



Revision Date: June 2022

This revision includes new program information for Instructor Options.

The Royal Life Saving Society Canada

The Lifesaving Society is Canada's lifeguarding expert. The Society works to prevent drowning and water-related injury through its training programs, Water Smart[®] public education, water-incident research, aquatic safety management services, and lifesaving sport.

Annually, over 1,200,000 Canadians participate in the Society's swimming, lifesaving, lifeguard, and leadership training programs. The Society sets the standard for aquatic safety in Canada and certifies Canada's National Lifeguards.

The Society is an independent, charitable organization educating Canadian lifesavers since the first Lifesaving Society Bronze Medallion Award was earned in 1896.

The Society represents Canada internationally as an active member of the Royal Life Saving Society and the International Life Saving Federation. The Society is the Canadian governing body for lifesaving sport - a sport recognized by the International Olympic Committee and the Commonwealth Games Federation.

Foreword

The purpose of this guide is to provide aquatic facilities, instructors, examiners, and trainers with information regarding the policies and procedures for all programs available through the Lifesaving Society Manitoba.

Affiliates, as members of the Society who deliver lifesaving and lifeguarding training to their communities, are encouraged to recommend improvements in administrative practices to ensure the Society is serving the needs of the Manitoba public. The Program Guide is a resource for facilities that deliver Lifesaving Society training programs. Please ensure this manual is kept where it will be available to staff.

For more information, please contact us at:

Lifesaving Society Manitoba

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Website: <http://www.lifesaving.mb.ca>

Facebook: <http://www.facebook.com/lifesavingsociety.mb>

Instagram: [LifesavingMB](https://www.instagram.com/LifesavingMB)

Twitter: [@LifesavingMB](https://twitter.com/LifesavingMB)

Office hours are Monday to Thursday 8:30am – 4:30pm and Friday 8:30am to 12:30pm.

Dedicated to the late Mr. Jim McDiarmid

A lifelong volunteer of the Society who was Manitoba's First Honourary Life Member of the Royal Life Saving Society Commonwealth.

Published by: Lifesaving Society Manitoba

Edited by: Kathy Plett

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Lifesaving Society Manitoba

Mission

To prevent drowning and water-related injury for all Manitobans

2022-2023 Board of Directors

Ashley Walus – Chair
Kurt Panth– Treasurer
Phil Dobson - Director
Sarah Dyck – Director
Kayla Saarinen – Director
Zaphira Neuschwander - Director
Jon Sorokowski – Director
Dr. Kelvin Williamson- Director

Staff

Stacey Grocholski – Executive Director
Kathy Plett – Program Coordinator
Christopher Love – Water Smart Coordinator
Lorne Edwards – Media Coordinator
Nikki Tamayo – Member Services Representative

Annual General Meeting

The Lifesaving Society Manitoba traditionally hosts its Annual General Meeting in March/April. All members of the Society are invited to attend and become involved in determining the future direction of lifesaving education and policy in the province. Elections for the Board of Directors also occur at this time. All active members (including directors, committee members, examiners in good standing, and affiliate members, over the age of 18) are eligible to vote.

Lifesaving Society Manitoba History

- ◆ On April 19, 1911, over forty participants attended a meeting in Winnipeg with the objective of forming a Manitoba Branch of the Royal Life Saving Society (RLSS). Many of them held lifesaving awards from other countries and had been teaching classes in Winnipeg for some years. Five months later, the Branch was officially inaugurated on September 6th, 1911, with a full slate of officers elected under the leadership of President J. A. Aikens, Esq., M.P.
- ◆ 1911 Despite the fact that there was only one “swimming bath” in the City of Winnipeg, the Society was very active in its early years.
- ◆ 1929 Exhibitions were given to various rural areas to spread interest in the Society outside its Winnipeg base.
- ◆ Early 1930s a great deal of progress was enjoyed as the number of awards issued increased until the effects of the depression were heavily felt.
- ◆ Late 1930s the number of awards issued was erratic because of the depression.
- ◆ 1943 Awards were at an all-time low of 3 because of the effects of the war.
- ◆ 1947 The Society was back on track with the authorization of the newly formed Canadian Council of Branches, as a number of clubs became affiliated with the lifesaving program.
- ◆ 1950 The Lifesaving Society Manitoba issued 166 awards, the third highest total in the history of the Society, which was especially gratifying because it was achieved despite the Winnipeg spring flood disaster.
- ◆ 1956 The Society received the prestigious William Henry Memorial Cup with an outstanding 140% increase in the number of awards issued.
- ◆ 1970s The Lifesaving Society Manitoba witnessed the opening of many new aquatic facilities, with 3 in major northern communities.
- ◆ 1976 The first Branch office opened in Winnipeg.
- ◆ 1977 The Lifesaving Society Manitoba hosted the RLSS of Canada National Annual Conference featuring the Alcohol & Aquatics Symposium and the inaugural National Lifeguard Championship in Winnipeg in May 1977.

Have a say in the growth and direction of the Lifesaving Society Manitoba.

Become a member of the Board of Directors. New Directors are elected at our Annual General Meeting

Contact the Executive Director for more information

- ◆ 1986 The Lifesaving Society Manitoba celebrated its 75th Anniversary with a new and revised Constitution, incorporation, and a new lifesaving program to carry them into the 1990s.
- ◆ 1990s The Society was certifying close to 7000 award holders per year in the province of Manitoba. The WATER SMART® initiatives mark a large step in the challenge of making all residents and visitors to Manitoba water smart through various public education projects including a Northern Water Smart® initiative designed for and with Indigenous people.
- ◆ 1991 The 100th Anniversary of the Commonwealth RLSS.
- ◆ 1992 The Canadian Life Saving Program is revised.
- ◆ 1994 The Society hosted the national conference, Exposure'94 and the Canadian Lifesaving Championships.
- ◆ 1995 The Jim McDiarmid award, a special The Lifesaving Society Manitoba recognition award, was developed in the memory of Jim McDiarmid a long-time dedicated member of the Society who (among his many citations for recognition of service to the Society) was made a Honourary Life Member of the Royal Life Saving Society.
- ◆ 1996 The Centennial of the Bronze Medallion award in Canada.
- ◆ 1999 The New Canadian Swim Patrol and Bronze Star awards are launched.
- ◆ 2001 The Society participated as an expert witness in a provincial inquest.
- ◆ 2003 New Lifesaving First Aid and Cardiopulmonary Resuscitation awards are introduced. Revisions year for Bronze Medallion and Bronze Cross. The Society participated as an expert witness in a provincial Inquest.
- ◆ 2004 Revised National Lifeguard Service (NLS) award released. The 40th anniversary of NLS.
- ◆ 2005 The Lifesaving Society Manitoba launches the Swim for Life program and renews its' involvement with a Northern Communities Water Smart® Program featuring Swim to Survive, BOAT & Emergency First Aid Training.
- ◆ 2006 First Manitoba agency instructing CPR 30:2, based on the 2005 ILCOR CPR changes
- ◆ 2007 The Lifesaving Society Manitoba releases First Aid Instructor's Resource CD, everything needed to teach in Power Point.
- ◆ 2008 Churchill Manitoba becomes an affiliate and chooses to run the Swim for Life Program.
- ◆ 2011 The Lifesaving Society Manitoba celebrates its 100th year in Manitoba
- ◆ 2012 The Lifesaving Society Manitoba host the National Annual Meetings and the Canadian Lifeguard Emergency Response Championships
- ◆ 2014 The Lifesaving Society Manitoba moved to its new offices on Provencher Blvd.
- ◆ 2015 The launch of the revisions to the Leadership Training Programs and enhanced online resources for Instructors/Examiners, Trainers, and National (Branch) Trainers.
- ◆ 2016 The 125th anniversary of the Royal Lifesaving Society.
- ◆ 2017 The World Conference for Drowning Prevention is held in Canada for the first time and is hosted by the Lifesaving Society Canada B.C. Branch. Manitoba presents our Northern and Remote Swim Program to the Conference.
- ◆ 2020 The revised Bronze Awards were released. The COVID-19 pandemic caused widespread shutdown of aquatic facilities across the province as public health orders were issued to control the spread of the virus. Despite this 3,103 Lifesaving Society certifications were issued for courses/exams that occurred. The disruptions of the global pandemic also saw the Lifesaving Society of Canada for the first time in its 125 years grant extensions to Lifesaving Society certifications required by aquatic staff across the country for employment.
- ◆ 2021 The pandemic continued to present challenges for aquatic facilities to open and run program. The National Lifeguard updates were approved for implementation in 2022.
- ◆ 2022 After 75 years of offering swimming lessons, the Canadian Red Cross announced they were no longer offering aquatic programs and partnered with the Lifesaving Society Canada to transition their aquatic training partners to the Lifesaving Society Swim for Life program.

Activities

The Lifesaving Society is Canada's Lifeguarding Expert. It is a national, charitable, not-for-profit, volunteer-based organization with provincial and territorial Branch offices throughout Canada. In Manitoba, the Society works to prevent drowning and water-related incidents in many various ways:

Lifesaving Education

Through Swim for Life®, Canadian Lifesaving Program and First Aid and CPR Programs Manitobans develop personal swimming and survival skills together with water rescue and first aid knowledge.

Lifeguard Education and Training

The National Lifeguard Certification sets the standard for lifeguard training in Canada. It is listed in the Manitoba Public Health Act as one of the legal requirements to be a lifeguard in Manitoba. The curriculum for this course focuses on the professional responsibility required to prevent drowning and water-related incidents, and to rescue others. The National Lifeguard Certification is the only nationally recognized standard for lifeguard training across Canada.

Leadership Training

Instructors, examiners, and trainers provide leadership for the Society's swimming, lifesaving, lifeguarding, first aid and CPR programs in communities throughout the province.

Public Education

The Society's Water Smart® campaign delivers personal water safety information and lifesaving education to Manitobans. The Northern and Remote Water Smart & Winter Smart Projects brings personal swimming & survival skills, boat operator training, first aid training and winter/ice safety education to northern and remote communities in Manitoba.

Research

The Society conducts research in areas that support and lead to improvements in its program education and public education initiatives. Since 1992, the Society has researched and reported on drownings and unintentional water-related deaths nationally. The Society uses this information to analyze the drowning problem to better understand what needs to be done to reduce the number of drownings in Manitoba.

Safety Standards

The Society sets guidelines and recommendations for safety standards in the Aquatic Community. The Society offers programs to organizations and companies for water safety preparedness in the workplace and for aquatic facility manager to allow them to audit their operations.

Consultation

The Society provides advice to education, recreation, health, and government agencies that oversee aquatic recreation and first aid certification and training in Manitoba. In addition, Society representatives may act as expert witnesses at coroners' inquest and in court cases.

Lifesaving Sport

Lifeguard competitions are one of the best forms of professional development for lifeguards and are a fun way to practice skills. Competitions include a wide variety of activities such as first aid, water rescue, victim assessment, relays, and emergency situations.

Volunteering

Once you become an active member of the Society, you are invited to participate in its activities. You do not, however, have to own a bathing suit to help save lives through drowning prevention. You can help volunteer in your community or throughout the province by contacting the Branch.

Rescue Awards and Branch Recognition

Lifeguard and Instructor of the Year Award, Jim McDiarmid Award

Lifeguard of the year

"The Lifeguard of the Year award was created in 2004 to recognize a National Lifeguard award holder in Manitoba. It is intended to honour an individual who has demonstrated an outstanding dedication to the ideals of the National Lifeguard program, and who has gone above and beyond the call of duty when it comes to ensuring the safety and well-being of patrons in their facility.

Nominations must be submitted to the office no later than January 30th each year. For further details, visit our website at: <http://lifesaving.mb.ca/lifesaving-society/awards/>

Instructor of the Year

"The Instructor of the Year award was created in 2004 to recognize a Lifesaving Society Instructor, Examiner or Trainer in Manitoba. It is intended to honour an individual who has demonstrated an outstanding dedication to the ideals and mission of the Lifesaving Society – Canada, and who has demonstrated excellence in the teaching of lifesaving courses or has otherwise made a significant impact in the spread of lifesaving and water safety knowledge in Manitoba.

Nominations must be submitted to the office no later than January 30th of each year. For further details, visit our website at: <http://lifesaving.mb.ca/lifesaving-society/awards/>

Jim McDiarmid Memorial Award

James (Jim) McDiarmid was a lifelong dedicated volunteer of the Lifesaving Society Manitoba from the post war years to his passing in 1993

“The Jim McDiarmid Memorial Award was created in 1995 in memory of Mr. McDiarmid. He served both Lifesaving Society Manitoba and the National Office of the Society in many capacities, with his final contributions being as the Archives Chair of Lifesaving Society Manitoba, and the on-site liaison and keeper of the Society’s artifacts in the Canadian Aquatic Hall of Fame and Museum at the Pan Am Pool. He was also the first member of the Lifesaving Society Manitoba ever named a Royal Life Saving Society Commonwealth Honouary Life Member (in 1984). Because of his love for the Society and his desire to ensure its history of dedicated volunteers was maintained, the Lifesaving Society Manitoba recognizes annually an individual who has made a significant contribution to the advancement of Lifesaving education in Manitoba, or who has shown a long-term commitment to the maintenance of the history of the Lifesaving Society Manitoba.

Nominations must be submitted to the office no later than January 30th of each year. For further details, visit our website at: <http://lifesaving.mb.ca/lifesaving-society/awards/>

Nominate Your Heroes!

- ◆ Do you know someone who performed a rescue?
- ◆ Do you have a staff person who has gone above and beyond the call of duty, or who has inspired other staff?

Contact the Program Coordinator with the information.

Rescue Awards

Any Manitoban who attempts or rescues another person(s) from a water related incident may be nominated for a Rescue Commendation Award.

◆ Rescue Commendation Award

- Any individual who does not hold a Lifesaving Society certification, and who has not otherwise received any formal lifesaving training, can be nominated for the Rescue Commendation Award.

◆ M.G. Griffiths Award

- Any individual who *is a Lifesaving Society Award holder* (has received formal lifesaving training through one of our courses) can be nominated for the M.G. Griffiths Award.

◆ ALERT

- Certified National Lifeguards who were on duty when performing a rescue can be recognized by the Lifesaving Society Manitoba with an ALERT Award.

◆ Rescue Recognition Award

- Other Rescue Personnel who are Lifesaving Society Award Holders or who may be rescue professionals (fire, police, paramedics, etc.) who are on duty may qualify for a Rescue Recognition Award.

Eligibility Requirements

- ◆ Rescue was *performed in Manitoba* by a Manitoban.
- ◆ Rescue was *performed in another province or country*. Rescuer currently resides in Manitoba.
- ◆ Any water-related rescue (in, on or near water) is eligible to be nominated.
This includes:
 - A rescue where the rescued person is in distress in a body of water, a rescue where the rescued person is around a body of water i.e., on the shore of an island or lakefront.

Program Overview

Lifesaving Society Skills are for Life

The skills learned in lifesaving, lifeguarding and leadership courses can last a lifetime. There have been many instances where an individual has successfully rescued a person years after taking lifesaving training.

Even though many of our programs are aquatic-based, skills learned in first aid and rescues can be applied to all types of incidents such as car crashes, incidents in the home, or during group outings. By using their first aid skills learned through the Lifesaving Society, lifesavers and lifeguards have often either helped victims or assisted with emergency personnel at accident scenes and other life-threatening emergency situations.

By offering a variety of programs, affiliates of the Lifesaving Society can reach out to the entire community ensuring that the local aquatic center continues to be a focus for activity, learning and fun. By encouraging more citizens to get involved, you are helping to keep your community safe and water smart.

Become a National Lifeguard or a Lifesaving & First Aid and Swim for Life® Instructor

Individuals wishing to become certified as National Lifeguards or Lifesaving & First Aid Instructors and Swim for Life® are required to complete the following levels. Please note that facilities may also require lifeguards to hold additional certifications or meet further requirements to be considered for employment.

The Lifesaving Society recommends that individuals contact potential employers for complete details and certifications required.

Course	Prerequisites
Bronze Medallion	Bronze Star by first day of course (does not need to be current) or 13 years old (by exam date)
Bronze Cross	Bronze Medallion by first day of course (does not need to be current)
Standard First Aid	None
National Lifeguard Certification	<ul style="list-style-type: none">• 15 years old• Bronze Cross by first day of course (does not need to be current)• Standard First Aid by first day of course (does not need to be current). Must be a first aid course listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c)
Swim for Life Instructor	<ul style="list-style-type: none">• 15 years old• Bronze Cross by first day of course (does not need to be current)
Lifesaving Instructor	<ul style="list-style-type: none">• 15 years old• Bronze Cross by first day of course (does not need to be current)• Recommended Swim for Life Instructor (does not need to be current)
First Aid Instructor	<ul style="list-style-type: none">• 16 years old (by last day of course)• Standard First Aid by first day of course (does not need to be current). <i>*Note: The required Standard First Aid must be listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c)</i>

Contact your local pool or visit our website at <http://lifesaving.mb.ca/member-services/find-a-course/> for course dates and times.



Public Education Programs



Public Education

Water Smart® Program

Water Smart® is the Lifesaving Society's public education initiative with the objective of making all Manitobans water smart. Water Smart® delivers personal lifesaving education messages designed to modify high risk behaviour and increase awareness of the responsibility individuals assume for themselves and others when in, on, or near the water. The Water Smart® campaign targets individuals involved in unsupervised recreational activities in, on, or near water. There is an opportunity for Water Smart® to shape both the attitudes of young people towards water safety, and to address the established behaviour of older Manitobans. The focus of Water Smart® is educating these high-risk groups who engage in unsafe behaviour near water.

Water Smart® Target Groups

- ◆ New Canadians
- ◆ Active male adults aged 18 – 34
- ◆ Middle-age male adults
- ◆ Male teenagers
- ◆ Parents of young children aged 5 & under
- ◆ Children aged 6 – 13
- ◆ Older adults aged 65 & over

High Risk Activities

- ◆ Recreational boating in small craft
- ◆ Fishing, both professional and recreational
- ◆ Unsupervised waterfront recreation
- ◆ Snowmobiling
- ◆ Backyard pool recreation



Water Smart® Program for English as an Additional Language Students

New Canadians participate in recreational activities such as swimming, boating and fishing, but they may not have the water safety knowledge necessary for staying safe in, on or around water. With help from Manitoba Department of Sustainable Development, the Lifesaving Society Manitoba created a Water Smart® Program for EAL classes and communities. This program includes information on:

- ◆ Drowning risk factors
- ◆ Water safety education
- ◆ The role of lifeguards and Beach Safety Officers
- ◆ Tips on supervising children in, on and around water
- ◆ Tips on taking groups to the beach
- ◆ Basic water rescue techniques

The presentation includes interactive elements as well as posters and pamphlets for the classroom. Copies of the presentation will be available to the EAL instructors so they can prepare their classes for course content and vocabulary.

Email watersmart@lifesaving.mb.ca of phone 204-956-2124 ext. 3 to arrange for a presentation in your community.

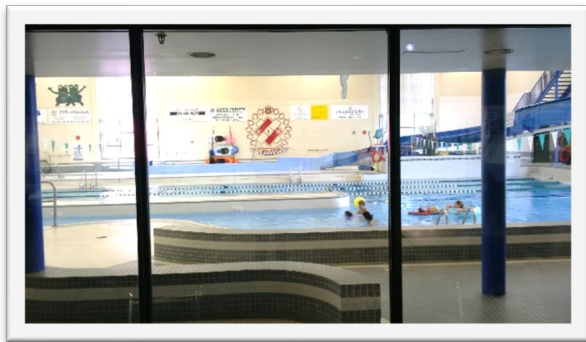
Course Formats: Unless otherwise stated these courses may be taught in the following formats: virtually, blended learning (combination of virtual and in person), in person. Courses that have a mandatory pool component must be taught either by blended learning or in person only.

Public Education

Award	Within Arms' Reach	Winter Smart Ice Safety	Swim to Survive®	Swim to Survive® Plus
Prerequisites	None		Target ages: children 6+, youth and adults	Target ages: youth and adults
Instructed & Evaluated By	Lifesaving Instructor (does not need to be current) <i>*Note:</i> If the Lifesaving Instructor is not current, they must successfully complete a co-teach with a current Lifesaving Instructor.		Current Swim for Life® Instructor or Lifesaving Instructor	Current Swim for Life® Instructor or Lifesaving Instructor
Course Length Including Exam	2 hours instruction time (recommended minimum)		Can be run as a regular class (4 - 6 hours, 30 – 45 min per class) or as a challenge event	Can be run as a regular class (4 - 6 hours, 30 - 45 min per class) or as a challenge event
Course Format	Virtually, blended learning, or in person		In person	In person
Candidate Instructor Ratio	25:1		10:1	10:1
Course Equipment Required	♦ Computer & Power Point Projector		PFDs	♦ PFDs ♦ Timing device ♦ Reaching/throwing aids
Instructor Material Required	<ul style="list-style-type: none"> ♦ Within Arms' Reach brochure ♦ Within Arms' Reach PowerPoint ♦ Manitoba Drowning Report ♦ Video: additional video resources are available from the Branch 	<ul style="list-style-type: none"> ♦ Being Ice Smart brochure ♦ Winter Smart Ice Safety PowerPoint ♦ Manitoba Drowning Report, ♦ Videos: additional video resources are available from the Branch 	<ul style="list-style-type: none"> ♦ Swim for Life® Award Guide ♦ Canadian Lifesaving Manual ♦ Swim for Life® Instructor Manual ♦ Instructor Notes ♦ Swim for Life® Program Guide 	<ul style="list-style-type: none"> ♦ Swim for Life® Award Guide ♦ Canadian Lifesaving Manual ♦ Swim for Life® Instructor Manual ♦ Instructor Notes ♦ Swim for Life® Program Guide
Candidate Material Required	♦ Within Arms' Reach brochure	♦ Being Ice Smart brochure	None	Clothes – long sleeve shirt, pants & shoes
Certification	Not applicable			
Challenge	Not applicable			
Failure and Re-evaluation	Not applicable			
Re-certification	Not applicable			
Administration	Send completed participant list and course evaluation forms to Branch no later than 2 weeks after the course date.			
Award Recognition	Participant Certificate		Accomplishment Certificate	
Issuing Awards	Not applicable		Facilities receive a template to create and distribute certificates	



Safety Management



Safety Management Programs

The Aquatic Management Training (AMT) Course: trains recreation professionals in how to manage an aquatic facility. Aquatic Management Training provides the essential skills and knowledge that facility managers or others in similar positions of authority and accountability require in order to oversee the safe operation of an aquatic facility under their jurisdiction.

The Aquatic Supervisor Training (AST) Course: trains experienced lifeguards or instructors how to act as a front-line staff supervisor within an aquatic facility. Aquatic Supervisor Training is the first step in a candidate's development into a leader in the field of recreational aquatics.

The Aquatic Safety Inspector Course: trains individuals to inspect an aquatic facility, using a standardized checklist, and provide findings to a facility owner or operator.

The Aquatic Safety Auditor Course: trains experienced Safety Inspectors to be able to undertake comprehensive safety audits of aquatic facilities.

The Supervision Evaluation & Enhancement (SEE) Auditor Course: trains an experienced lifeguard or supervisor to conduct SEE Audits of aquatic facilities and staff. The SEE Auditor is an important member of the Society's community-based safety management team, dedicated to improving the safety of all aquatic facilities in Manitoba.

Course Formats: Unless otherwise stated these courses may be taught in the following formats: virtually, blended learning (combination of virtual and in person), in person. Courses that have a mandatory pool component must be taught either by blended learning or in person only.

The minimum number of hours listed is for instruction and/or examination time. When programming extra time must be factored in to allow for breaks, etc.

When programming courses remember to allow at least one 15 minute break for each four hour teaching block (e.g. if you program classes to run from 6:00pm to 10:00pm each Wednesday, add an extra 15 min to allow for a break). See the appropriate program page for course times.

Aquatic Management

Award	Aquatic Management Training
Prerequisites	None (recommended that candidates be familiar with the operating procedures of at least one aquatic facility)
Instructed & Evaluated By	Current Aquatic Management Training Instructor; Aquatic Safety Programs Instructor-Trainer; Branch Trainer
Course Length Including Exam	7.5 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Aquatic Management Training Award Guide ◆ Aquatic Management Training Workbook ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations
Candidate Material Required	<ul style="list-style-type: none"> ◆ Aquatic Management Training Workbook (provided at course) ◆ Note taking materials
Certification	This certification does not expire. Periodic retraining is encouraged.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course in order to be certified.
Re-certification	Not applicable
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Aquatic Supervisor

Award	Aquatic Supervisor Training
Prerequisites	National Lifeguard or Lifesaving Instructor certification (does not need to be current) and at least 100 hours of experience working as a lifeguard or aquatic instructor
Instructed & Evaluated By	Current Aquatic Supervisor Training Instructor; Aquatic Safety Programs Instructor-Trainer; Branch Trainer
Course Length Including Exam	10 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Aquatic Supervisor Training Award Guide ◆ Aquatic Supervisor Training Workbook ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations
Candidate Material Required	<ul style="list-style-type: none"> ◆ Aquatic Supervisor Training Workbook (provided at course) ◆ Note taking materials
Certification	This certification does not expire. Periodic retraining is encouraged.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course in order to be certified.
Re-certification	Not applicable
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

SEE Auditor

Award	Supervision Evaluation & Enhancement (SEE) Auditor
Prerequisites	Current National Lifeguard certification with at least 100 hours of experience working as a lifeguard or current National Lifeguard Examiner/National Lifeguard Trainer appointment.
Instructed & Evaluated By	Current SEE Auditor Instructor; Aquatic Safety Programs Instructor-Trainer; Branch Trainer
Course Length Including Exam	3.5 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ SEE Auditor Award Guide ◆ SEE Auditor Workbook & Forms ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations
Candidate Material Required	<ul style="list-style-type: none"> ◆ SEE Auditor Workbook & Forms (provided at course) ◆ Note taking materials
Certification	Certification is current for 2 years from the date of the course.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course in order to be certified.
Re-certification	Candidates successfully complete an entire recertification clinic.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Aquatic Safety Inspector

Award	Aquatic Safety Inspector
Prerequisites	None
Instructed & Evaluated By	Current Aquatic Safety Inspector Instructor; Aquatic Safety Programs Instructor-Trainer; Branch Trainer
Course Length Including Exam	12 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Aquatic Safety Inspector Award Guide ◆ Aquatic Safety Inspector Workbook & Forms ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations ◆ Waterfront Safety Guidelines
Candidate Material Required	<ul style="list-style-type: none"> ◆ Aquatic Safety Inspector Workbook & Forms (provided at course) ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations ◆ Waterfront Safety Guidelines ◆ Note taking materials
Certification	Certification is current for 2 years from the date of the course.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course in order to be certified.
Re-certification	Candidates successfully complete an entire recertification clinic.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Aquatic Safety Auditor

Award	Aquatic Safety Auditor Clinic
Prerequisites	Current Aquatic Safety Inspector, Current SEE Auditor, has completed a minimum of two (2) SEE Audits.
Instructed & Evaluated By	Current Aquatic Safety Auditor Instructor; Aquatic Safety Programs Instructor-Trainer; Branch Trainer
Course Length Including Exam	4 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Aquatic Safety Auditor Award Guide ◆ Aquatic Safety Auditor Workbook & Forms ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations ◆ Waterfront Safety Guidelines
Candidate Material Required	<ul style="list-style-type: none"> ◆ Aquatic Safety Auditor Workbook & Forms (provided at course) ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations ◆ Waterfront Safety Guidelines ◆ Note taking materials
Certification	Certification is current for 2 years from the date of the course.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course in order to be certified.
Re-certification	Candidates successfully complete an entire recertification clinic.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.



Skills Programs



Skills Programs

Manitobans develop lifelong swimming, survival, rescue and first aid skill through our swimming, first aid, lifesaving, lifeguarding and leadership training programs.

Swim for Life®, Canadian Swim Patrol, Bronze Medal Awards, Distinction Award and First Aid and CPR programs offer a challenging progression in swimming, lifesaving and first aid/CPR training.

Junior Lifeguard Club is not swimming lessons in disguise. The kids are members and that means they have input into what happens. Kids learn skills without worrying about “passing an exam” This is a unique alternative for kids who love the water and want more than lessons. JLC keeps youth 8 – 15 years of age interested and active in aquatics. Programming suggestion – have a free try-it-out-first session at your pool. Who can resist something for free?

The National Lifeguard Certification is the nationally recognized standard for professional lifeguard training in Canada.

Affiliates select from our “menu of programs” the ones that best meet the need of their customers. The following information sheets for these programs provide a quick reference for the policies and procedures surrounding each course.

To help ensure easier processing of test sheets, please include a photocopy of all pre-requisite certification that have not been issued by the Manitoba Branch. Do not include photocopies of proof of age.

We will accept test sheets that have been submitted electronically as long as we can read them. If an affiliate chooses to send the test sheets in electronically then they must keep the original test sheets for seven years as per our national test sheet policy.

All test sheets submitted to the office become the property of the Lifesaving Society.

NOTE* A candidate is not certified until the office has received and processed a correctly filled out test sheet.

Course Formats: Except for all first aid and CPR, these courses may be taught in the following formats: blended learning (combination of virtual and in person), in person. All skills must be evaluated in person. All first aid and CPR courses must be taught in person as per the requirements of Manitoba Workplace Safety and Health.

The minimum number of hours listed is for instruction and/or examination time. When programming extra time must be factored in to allow for breaks, etc.

When programming courses remember to allow at least one 15 minute break for each four hour teaching block (e.g. if you program classes to run from 6:00pm to 10:00pm each Wednesday, add an extra 15 min to allow for a break). See the appropriate program page for course times.

Remember to ensure that your staff have registered for a Toolkit account to ensure they have the most up-to-date resources for teaching and examining. Instructors, Examiners, and Instructor Trainers can register at <http://lifesaving.mb.ca/toolkit/> to access the Toolkit.

Swim for Life Program

Award	Parent & Tot	Pre-School	Swimmer	Adult Swimmer	Fitness Swimmer
Prerequisites	<ul style="list-style-type: none"> ♦ Minimum age 6 months to 3 years of age ♦ Caregiver is required to go into the water 	Minimum age 3 years to 5 years of age	Minimum age 6 years	Recommended age groups – Youth & Adults	School age and up
Instructed & Evaluated By	Current Swim for Life® Instructor				
Course Length Including Exam	5 hours instruction time (recommend 30 min per class)		5 – 7.5 hours instruction time (Swimmer 1 & 2 recommend 30 min per class, Swimmer 3 – 6, Adult & fitness Swimmer recommended 45 min per class)		
Course Format	In person		In person		
Candidate Instructor Ratio	10:1	5:1	10:1		
Course Equipment Required	<ul style="list-style-type: none"> ♦ PFDs ♦ Small sinking objects 		<ul style="list-style-type: none"> ♦ PFDs ♦ Small sinking objects ♦ Timing devices 		Timing devices
Instructor Material Required	<ul style="list-style-type: none"> ♦ Registered for Toolkit ♦ Swim for Life Award Guide ♦ Canadian Lifesaving Manual ♦ Swim and Lifesaving Instructor Manual ♦ Leadership Reference Manual ♦ Program Guide 				
Candidate Material Required	Not applicable				
Certification	Not applicable				
Challenge	Not applicable				
Failure and Re-evaluation	Not applicable				
Re-certification	Not applicable				
Administration	Send Program Stats sheets and test sheets once a year to the Branch for statistical purposes				
Award Recognition	<ul style="list-style-type: none"> ♦ Accomplishment Record ♦ Participation Sticker (if applicable) 				
Issuing Awards	Affiliates issue accomplishment record and participation sticker or ribbon (if applicable)				

Canadian Swim Patrol Program

Award	Rookie	Ranger	Star
Prerequisites	<ul style="list-style-type: none"> ◆ Ability to swim ◆ Target age group: 8 – 12 years old (recommended) 		
Instructed & Evaluated By	Current Lifesaving Society Lifesaving Instructor or a Current Swim for Life Instructor with a Swim Patrol Instructor Module)		
Course Length Including Exam	10 hours instruction time minimum		
Course Format	Blended learning, or in person		
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Buoyant aids ◆ 2.3 kg (5 lbs.) object ◆ Timing device 	<ul style="list-style-type: none"> ◆ Buoyant aids ◆ 2.3 kg (5 lbs.) object ◆ PFDs ◆ Timing device 	<ul style="list-style-type: none"> ◆ 4.5 kg (10 lbs.) object ◆ Small sinking objects ◆ PFDs ◆ Buoyant aids ◆ Timing device
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Swim and Lifesaving Instructor Manual ◆ Leadership Reference Manual ◆ Lifesaving Society Manitoba Drowning Reports ◆ Manitoba Program Guide ◆ Whistle 		
Candidate Material Required	Long sleeved shirt and long pants	Not applicable	Whistle
Certification	Not applicable		
Challenge	Not applicable		
Failure and Re-evaluation	Not applicable		
Re-certification	Not applicable		
Administration	Send completed test sheet to Branch for statistical purposes no later than 2 weeks after the course date.		
Award Recognition	Wall chart, seals (for modules), crest (for level), and progress report		
Issuing Awards	Affiliates issue seals and crest as candidates proceed through the training.		

Junior Lifeguard Club

Award	Junior Lifeguard Club
Prerequisites	<ul style="list-style-type: none"> ◆ Ability to meet the Swim to Survive Standard® ◆ Target age group: 8 – 15 years old
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Current Lifesaving Society Lifesaving Instructor with National Lifeguard experience ◆ Preferred current National Lifeguard certification and certified Coach Level 1 with Lifesaving Sport experience
Course Length Including Exam	Not Applicable
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Buoyant aids ◆ 2.3 kg (5 lbs.) object ◆ 4.5 kg (10 lbs.) object ◆ Small sinking objects ◆ Timing device ◆ First Aid supplies ◆ CPR Manikins ◆ Lifesaving Sport equipment <ul style="list-style-type: none"> ○ Throw rope ○ Manikin
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ JLC Coaching Manual ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Swim and Lifesaving Instructor Manual ◆ Leadership Reference Manual ◆ Instructor Notes ◆ Lifesaving Society Manitoba Drowning Reports ◆ Manitoba Program Guide ◆ Whistle
Candidate Material Required	None
Certification	Not applicable
Challenge	Not applicable
Failure and Re-evaluation	Not applicable
Re-certification	Not applicable
Administration	Send club member numbers Branch for statistical purposes no later than December 31 st each calendar year.
Award Recognition	Junior Lifeguard Club Waterlog, Achievement Seals (for modules)
Issuing Awards	Affiliates issue Waterlog and seals as candidates proceed through the training.

Bronze Levels

Award	Bronze Star	Bronze Medallion	Bronze Cross
Prerequisites	Canadian Swim Patrol (recommended)	<ul style="list-style-type: none"> ◆ Bronze Star by first day of course (does not need to be current) <p style="text-align: center;"><u>Or</u></p> <ul style="list-style-type: none"> ◆ At least 13 years old by last day of course 	Bronze Medallion by first day of course (does not need to be current)
Instructed & Evaluated By	Current Lifesaving Society Lifesaving Instructor	Current Lifesaving Society Lifesaving Instructor * <i>Note</i> : If the instructor has obtained their instructor certification in another province, check with the Program Coordinator to ensure that they are authorized to examine.	
Course Length Including Exam	10 hours instruction time minimum, including exam	15 hours instruction time minimum, including exam	20 hours instruction time minimum, including exam
Course Format	Blended learning, or in person	Blended learning, or in person	Blended learning, or in person
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Shoulder loop and line or rescue tube ◆ Rescue aids ◆ 4.5 kg (10 lbs.) weight ◆ Timing device ◆ Small sinking objects ◆ AED trainer 	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Buoyant aids for throwing assists ◆ Shoulder loop and line or rescue tube ◆ Rescue aids ◆ Timing device ◆ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Swim and Lifesaving Instructor Manual ◆ Leadership Reference Manual ◆ Bronze Medals Instructor Guide 		
		<ul style="list-style-type: none"> ◆ Bronze Medallion Candidate workbook ◆ Bronze Cross Candidate workbook ◆ Lifesaving Society Manitoba Drowning Reports ◆ Manitoba Program Guide ◆ Barrier devices and whistle 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual (recommended) ◆ Shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Bronze Medallion Candidate Workbook ◆ Shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Bronze Cross Candidate Workbook ◆ Barrier devices and whistle
Certification	Certification current for 2 years from date of exam * <i>Note</i> : Industry standard may require more frequent certification		
Challenge	It is recommended that candidates attend a 4 hour refresher prior to completing an entire exam.		
Failure and Re-evaluation	<p>One failure of any item constitutes a fail. Candidates that fail may reattempt the exam but must be evaluated on all items.</p> <p>Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.</p>	<p>One failure of any item constitutes a fail. Candidates that fail are recommended to attend a 4-hour refresher prior to reattempting an exam. Candidates that fail must be evaluated on all items.</p> <p>Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.</p>	
Re-certification	Candidates must successfully complete an entire recertification exam.		
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.		
Award Recognition	Bronze Star medal and card	Bronze Medallion medal and card	Bronze Cross medal and card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.		

Bronze Levels & First Aid

Award	Bronze Medallion & Emergency First Aid (Basic)	Bronze Cross & Standard First Aid (Intermediate)
Prerequisites	<ul style="list-style-type: none"> ◆ Bronze Star by first day of course (does not need to be current) <li style="text-align: center;">Or ◆ At least 13 years old by last day of course 	Bronze Medallion by first day of course (does not need to be current)
Instructed & Evaluated By	Current Lifesaving Society Lifesaving & First Aid Instructor. * <i>Note</i> : If the instructor has obtained their instructor certification in another province, check with the Program Coordinator to ensure that they are authorized to teach first aid and to examine.	
Course Length Including Exam	24 hours instruction time minimum, including exam	30 hours instruction time minimum, including exam
Course Format	Blended learning, or in person. * <i>Note</i> : First aid portion must all be in person	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Buoyant aids for throwing assists and rescues ◆ Shoulder loop and line or rescue tube ◆ Rescue aids ◆ Timing device ◆ First aid equipment ◆ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Lifesaving Society Manitoba Drowning Reports ◆ Canadian First Aid Manual ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide Swim and Lifesaving Instructor Manual ◆ Leadership Reference Manual ◆ Bronze Medals Instructor Guide ◆ Bronze Medallion Candidate Workbook ◆ Bronze Cross Candidate Workbook ◆ Manitoba Program Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ Bronze Medallion Candidate Workbook ◆ T-shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ Bronze Cross Candidate Workbook ◆ Barrier devices and whistle
Certification	Lifesaving Certification current for 2 years from date of exam. First Aid Certification current for 3 years from date of exam. * <i>Note</i> : Industry standard may require more frequent certification.	
Challenge	It is recommended that candidates attend a 4 hour refresher prior to completing an entire exam.	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail are recommended to attend a 4-hour refresher prior to reattempting an exam. Candidates that fail must be evaluated on all items. First aid testing must meet Workplace Safety & Health Guidelines. Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.	
Re-certification	Candidates successfully complete an entire recertification exam and the recertification process for first aid as outlined on page 30 - 31 .	
Administration	Send completed test sheets (one for first aid and one for the bronze level) to Branch no later than 2 weeks after the exam date.	
Award Recognition	Bronze Medallion medal and cards	Bronze Cross medal and cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet. * NOTE: 2 test sheets must be turned into the office. 1 for the Bronze Level Award and 1 for the first aid level award	

Advanced Lifesaving

Award	Distinction	Distinction & Standard First Aid (Intermediate)
Prerequisites	Bronze Cross by first day of course (does not need to be current)	Bronze Cross by first day of course (does not need to be current)
Instructed & Evaluated By	Current Lifesaving Society Instructor with Distinction Examiner appointment <i>* Note:</i> If the instructor has obtained their instructor certification in another province, check with the Program Coordinator to ensure that they are authorized to examine.	Current Lifesaving Society Lifesaving & First Aid Instructor with Distinction Examiner appointment. <i>* Note:</i> If the instructor has obtained their instructor certification in another province, check with the Program Coordinator to ensure that they are authorized to teach first aid and to examine.
Course Length Including Exam	25 hours instruction time minimum, including exam	30 hours instruction time minimum, including exam
Course Format	Blended learning, or in person	Blended learning, or in person. <i>*Note:</i> First aid portion must all be in person
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Shoulder loop and line or rescue tube ◆ Spine board or other suitable device ◆ Rescue equipment 	<ul style="list-style-type: none"> ◆ Bandages, first aid equipment ◆ Timing device ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Distinction Award Guide ◆ Lifesaving Society Manitoba Drowning Reports ◆ Lifesaving First Aid Award Guide Swim and Lifesaving Instructor Manual ◆ Leadership Reference Manual ◆ Manitoba Program Guide ◆ Barrier devices and whistle 	<p style="text-align: center;"><i><u>All required for Distinction plus:</u></i></p> <ul style="list-style-type: none"> ◆ Canadian First Aid Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Clothing (shirt, pants, and shoes) ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ Clothing (shirt, pants, and shoes) ◆ Barrier devices and whistle
Certification	Distinction is current for 2 years from date of exam. SFA for 3 years from date of exam.	
Challenge	It is recommended that candidates attend a 4 hour refresher prior to completing an entire exam.	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail are recommended to attend a 4-hour refresher prior to reattempting an exam. Candidates that fail must be evaluated on all items. First aid testing must meet Workplace Safety & Health Guidelines Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.	
Re-certification	Candidates must successfully complete an entire recertification exam	Candidates must successfully complete an entire recertification exam and the recertification process for first aid as outlined on page 30 - 31 .
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	Send completed test sheets (one for first aid and one for the Distinction level) to Branch no later than 2 weeks after the exam date.
Award Recognition	Card	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet. <i>*NOTE: 2 test sheets must be turned into the office. 1 for the Distinction Award and 1 for the Standard First Aid Award.</i>

First Aid

Award	Emergency First Aid & CPR C (Basic & CPR C)
Prerequisites	None
Instructed & Evaluated By	Current Lifesaving First Aid Instructor or current AEC Instructor.
Course Length Including Exam	7.5 hours instruction time minimum
Course Format	In person only
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ First aid equipment ◆ CPR manikins ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian First Aid Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian First Aid Manual ◆ Barrier devices
Certification	Certification current for 3 years from date of exam. <i>*Note:</i> Industry standard may require more frequent certification.
Challenge	Not applicable
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course.
Re-certification	Candidate must successfully complete a full EFA and CPR C recertification that is a minimum of 4 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Candidates with First Aid or CPR from another training agency:

Candidates who have obtained a first aid or CPR certification from another training agency may recertify through the Lifesaving Society. A photocopy of the certification obtained through the other training agency must be attached to the test sheet.

First Aid

Award	Standard First Aid & CPR C (Intermediate)	Aquatic Emergency Care & CPR C (Intermediate)
Prerequisites	None	
Instructed & Evaluated By	Current Lifesaving First Aid Instructor or current AEC Instructor.	Current AEC Instructor.
Course Length Including Exam	14 hours instruction time minimum	18 hours instruction time minimum
Course Format	In person only	In person only
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ First aid equipment ◆ CPR manikins ◆ AED trainer 	<ul style="list-style-type: none"> ◆ All equipment required for an EFA or SFA Course ◆ Spine board or other suitable device ◆ Reaching and throwing assists
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian First Aid Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and Materials required by a First Aid Instructor for EFA & SFA ◆ Canadian Lifesaving Manual ◆ Swim and Lifesaving Instructor Manual ◆ Manitoba Program Guide ◆ Whistle
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian First Aid Manual ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ Canadian First Aid Manual ◆ Barrier devices and whistle ◆ Swimsuit & Towel
Certification	Certification current for 3 years from date of exam. <i>*Note:</i> Industry standard may require more frequent certification.	Certification current for 2 years from date of exam <i>*Note:</i> Industry standard may require more frequent certification.
Challenge	Not applicable	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course.	
Re-certification	Candidate must successfully complete a full SFA & CPR C recertification that is a minimum of 7 hours in length.	Candidates must successfully complete a full AEC Recertification that is a minimum of 8.5 hours in length
Administration	Send completed test sheet to Branch no later than 2 weeks after the course date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	

Candidates with First Aid or CPR from another training agency:

Candidates who have obtained a first aid or CPR certification from another training agency may recertify through the Lifesaving Society. A photocopy of the certification obtained through the other training agency must be attached to the test sheet.

Cardio-Pulmonary Resuscitation

Award	CPR A	CPR C
Prerequisites	None	
Instructed & Evaluated By	♦ Current Lifesaving CPR Instructor, current Lifesaving First Aid Instructor, or current AEC Instructor	
Course Length Including Exam	4 hours instruction time minimum	6 hours instruction time minimum
Course Format	In person only	In person only
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ♦ CPR manikins ♦ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ♦ Registered for Toolkit ♦ Lifesaving CPR Student Manual ♦ Lifesaving First Aid Award Guide ♦ Manitoba Program Guide ♦ Barrier devices 	
Candidate Material Required	<ul style="list-style-type: none"> ♦ Lifesaving CPR Student Manual ♦ Barrier devices 	
Certification	Certification current for 2 years from date of exam <i>*Note:</i> Industry standard may require more frequent certification.	
Challenge	Not applicable	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course.	
Re-certification	Candidates must successfully complete an entire course.	Candidates must successfully complete a full CPR C recertification that is a minimum of 3 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the course date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	

Specialty First Aid Programs

Award	Oxygen Administration	AED (Automated External Defibrillator)	HCP CPR C (Health Care Provider CPR C)
Prerequisites	None	CPR A or C	Health Care Provider (Doctors, Nurses, EMTs, etc.)
Instructed & Evaluated By	Current AEC or Oxygen Administration Instructor	Current First Aid or AEC Instructor	Current AEC or HCP CPR C Instructor
Course Length Including Exam	3 hours instruction time minimum		8 hours instruction time minimum
Course Format	In person only		
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Oxygen equipment 	<ul style="list-style-type: none"> ◆ CPR manikins ◆ AED Trainers, towels, safe razors 	<ul style="list-style-type: none"> ◆ CPR manikins ◆ BVMs (Bag Valve Masks) ◆ AED Trainers, towels, safe razors
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Oxygen Administration Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ AED Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ HCP CPR C Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Oxygen Administration Candidate Manual ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ AED Candidate Manual ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ HCP CPR C Candidate Manual ◆ Barrier devices
Certification	Certification current for 2 years from date of exam <i>*Note:</i> Periodic practice is recommended. Industry standard may require more frequent certification.	Certification current for 2 years from date of exam <i>*Note:</i> Periodic practice is recommended. Industry standard may require more frequent certification. Current Manitoba AED Guidelines are to be followed	
Challenge	Not applicable		
Failure and Re- evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course.		
Re-certification	Candidates must successfully complete an entire course.		Candidates must successfully complete a full HCP C recertification that is a minimum of 4 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.		

National Lifeguard Certification (NL)

Award	National Lifeguard Pool
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years old ◆ Bronze Cross (does not need to be current) by first day of course ◆ Standard First Aid and CPR C (does not need to be current) by first day of course <p><i>*Note: The required Standard First Aid must be listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c)</i> <i>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</i></p>
Instructed & Evaluated By	Current National Lifeguard Pool Instructor with National Lifeguard Pool Examiner Appointment
Course Length Including Exam	44 hours instruction time minimum, including exam.
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine Board ◆ Rescue aids ◆ Rescue equipment ◆ First aid equipment ◆ 9.1 kg (20 lbs.) object ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Whistle, barrier devices
Certification	Certification current for 2 years from date of exam
Challenge	Not applicable – unsuccessful candidates must retake an entire course.
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course. Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.
Re-certification	Candidates must successfully complete a NL Pool recertification that is a minimum of 4 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	National Lifeguard Pool certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.

National Lifeguard Certification (NL)

Award	National Lifeguard Pool & SFA	National Lifeguard Pool & Aquatic Emergency Care
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years old ◆ Bronze Cross (does not need to be current) by first day of course <p><i>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</i></p>	
Instructed & Evaluated By	Current National Lifeguard Pool Instructor with National Lifeguard Pool Examiner Appointment	
Course Length Including Exam	60 hours instruction time minimum, including exam	62 hours instruction time minimum, including exam
Course Format	Blended learning, or in person. <i>*Note:</i> First aid must be done in person	Blended learning, or in person. <i>*Note:</i> First aid must be done in person
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine Board ◆ Rescue aids ◆ Rescue equipment ◆ First aid equipment ◆ 9.1 kg (20 lbs.) object ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Canadian First Aid Manual 	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide ◆ National Lifeguard Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ National Lifeguard Award Guide ◆ Whistle, barrier devices 	
Certification	Certification current for 2 years from date of exam	
Challenge	Not applicable – unsuccessful candidates must retake an entire course.	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course. Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.	
Re-certification	Candidates must successfully complete a NL Pool & SFA recertification that is a minimum of 11 hours in length.	Candidates must successfully complete a NL Pool & AEC recertification that is a minimum of 12.5 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date. <i>*NOTE: 2 test sheets must be turned in for both these options.</i>	
Award Recognition	National Lifeguard Pool and Standard First Aid certification cards	National Lifeguard Pool and Aquatic Emergency Care certification cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.	

National Lifeguard Certification (NL)

Award	National Lifeguard Waterfront	
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years old ◆ Bronze Cross (does not need to be current) by first day of course Standard First Aid and CPR C (does not need to be current) by first day of course. <i>*Note: The required Standard First Aid must be listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c)</i> ◆ <i>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</i> 	
Instructed & Evaluated By	Current National Lifeguard Waterfront Instructor with National Lifeguard Waterfront Examiner Appointment	
Course Length Including Exam	44 hours instruction time minimum, including exam	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Rescue aids ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer 	<ul style="list-style-type: none"> ◆ Spine board ◆ Rescue craft (i.e. kayak, paddle board, inflatable rescue boat) ◆ First aid equipment ◆ Rescue equipment ◆ Flotation aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes 	<ul style="list-style-type: none"> ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide 	<ul style="list-style-type: none"> ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Certification	Certification current for 2 years from date of exam	
Challenge	Not applicable – unsuccessful candidates must retake an entire course.	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course. Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.	
Re-certification	Candidates must successfully complete a NL Waterfront recertification that is a minimum of 4 hours in length.	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date. <i>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</i>	
Award Recognition	National Lifeguard Waterfront certification card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.	

****NOTE*** For general policies on running National Lifeguard Waterfront with First Aid courses refer to page 36: for the policies for National Lifeguard Pool and SFA or AEC. For further guidance, contact the Program Coordinator.

National Lifeguard Certification (NL)

Award	National Lifeguard Waterfront – Cross Over Option	
Prerequisites	National Lifeguard Pool	
Instructed & Evaluated By	Current National Lifeguard Waterfront Instructor with National Lifeguard Waterfront Examiner Appointment	
Course Length Including Exam	20 hours instruction time minimum, including exam	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Rescue aids ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer 	<ul style="list-style-type: none"> ◆ Spine board ◆ Rescue craft (i.e. kayak, paddle board, inflatable rescue boat) ◆ First aid equipment ◆ Rescue equipment ◆ Flotation aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes 	<ul style="list-style-type: none"> ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide 	<ul style="list-style-type: none"> ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Certification	Certification current for 2 years from date of exam	
Challenge	Not applicable – unsuccessful candidates must retake an entire course.	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail must complete an entire course. Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.	
Re-certification	Candidates must successfully complete a NL Waterfront recertification that is a minimum of 4 hours in length.	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date. *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites	
Award Recognition	National Lifeguard Waterfront certification card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.	

For general policies on running National Lifeguard Waterfront with First Aid courses refer to page 36: for the policies for National Lifeguard Pool and SFA or AEC. For further guidance, contact the Program Coordinator.

Specialized National Lifeguard Certification (NL)

Award	NL Waterpark	NL Surf
Prerequisites	Current National Lifeguard Pool by first day of course *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites	Current National Lifeguard Waterfront by first day of course *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites
Instructed & Evaluated By	Current National Lifeguard Waterpark Instructor with National Lifeguard Waterpark Examiner Appointment	Current National Lifeguard Surf Instructor with National Lifeguard Surf Examiner Appointment
Course Length Including Exam	20 hours instruction time minimum, including exam	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	12:1	9:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Rescue aids ◆ Recommend training/competition manikin if available ◆ CPR manikins ◆ Spine board ◆ Rescue craft (i.e. kayak, paddle board, inflatable rescue boat) ◆ First aid equipment ◆ Rescue equipment ◆ Flotation aids ◆ Classroom audio visual equipment ◆ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment 	
Certification	Certification current for 2 years from date of exam	
Challenge	Not applicable	
Failure and Re-evaluation	<p>One failure of any item constitutes a fail. Candidates that fail must complete an entire course.</p> <p>Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.</p>	
Re-certification	Candidates must successfully complete a NL recertification for the appropriate option that is a minimum of 4 hours in length.	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	

Target Based Programs

Award	Boat Rescue	Boat Rescue for First Responders
Prerequisites	<ul style="list-style-type: none"> ◆ Basic swimming skills ◆ Ability to handle small craft ◆ PCO Card if powered watercraft 	<ul style="list-style-type: none"> ◆ Basic swimming skills ◆ Ability to handle small craft ◆ PCO Card
Instructed & Evaluated By	Current Boat Rescue Instructor	Current Boat Rescue for First Responders Instructor
Course Length Including Exam	16 hours instruction time minimum, including exam	40 hours instruction time minimum, including exam
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	10:1	6:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Watercraft (canoes, kayaks, sailboats, personal watercraft, etc.) ◆ PFDs ◆ Rescue equipment 	<ul style="list-style-type: none"> ◆ Spine board ◆ Motorboat ◆ Rescue craft (i.e. kayak, paddle board, inflatable rescue boat, personal watercraft) ◆ First aid equipment ◆ Rescue equipment ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Boat Rescue Award Guide ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Wetsuit, footwear, and other gear may be necessary based on environment 	<ul style="list-style-type: none"> ◆ PCO Card ◆ Boat Rescue for First Responders Instructor Manual/Award Guide ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on environment
Candidate Material Required	<ul style="list-style-type: none"> ◆ Boat Rescue Award Guide ◆ Canadian Lifesaving Manual (recommended) ◆ Whistle, barrier devices ◆ Clothing to be worn in water (long sleeve shirt, long pants, shorts, wind breaker, shoes) ◆ Wetsuit, footwear, and other gear may be necessary based on environment 	<ul style="list-style-type: none"> ◆ PCO Card ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual (recommended) ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Clothing to be worn in water (long sleeve shirt, long pants, shorts, wind breaker, shoes) ◆ Wetsuit, footwear, and other gear may be necessary based on environment
Certification	Certification current for 2 years from the date of exam	
Challenge	Not applicable	
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail may reattempt the exam but must be evaluated on all items.	
Re-certification	Candidates must successfully complete a recertification exam	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	

Target Based Programs

Award	Lifesaving Fitness
Prerequisites	<ul style="list-style-type: none"> ◆ 30 years of age and under <li style="text-align: center;">Or ◆ Medical approval by their physician
Instructed & Evaluated By	Current Lifesaving Society Lifesaving Instructor
Course Length Including Exam	10 hours instruction time minimum
Course Format	In person only
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ 4.5 kg (10 lbs.) object ◆ 9.1 kg (20 lbs.) object ◆ Buoyant aid for towing (rescue can, rescue tube, ring buoy, flutter-board, etc.) ◆ Timing device ◆ CPR manikin or suitable device
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Leadership Reference Manual ◆ Swimming and Lifesaving Instructor Manual ◆ Manitoba Program Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual
Certification	The award is divided into 3 achievement levels – Bronze, Silver, and Gold. To achieve any one of these levels, candidates must perform all the items to the standard for that level.
Challenge	Candidates may challenge the award at any time
Failure and Re-evaluation	Candidates must perform a minimum of bronze level standard for all items
Re-certification	Candidates may challenge the award at any time
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Crest and card for level achieved
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Target Based Programs

Award	Wading Pool Attendant
Prerequisites	<ul style="list-style-type: none"> ◆ Emergency First Aid ◆ 14 years of age
Instructed & Evaluated By	Current Wading Pool Attendant Instructor
Course Length Including Exam	4 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Attendant Programs Manual ◆ Attendant Programs Award Guide ◆ Manitoba Program Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Attendant Programs Manual
Certification	Certification is current for 2 years from date of exam
Challenge	Not applicable.
Failure and Re-evaluation	Unsuccessful candidates must re-take the entire course
Re-certification	Successfully complete the Wading Pool Attendant Course
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Occupational Aquatic Safety Training

Award	OAST Training Basic	OAST Training Advanced
Prerequisites	None	OAST Basic
Instructed & Evaluated By	Current OAST Instructor; Aquatic Safety Programs Trainer; National Trainer	
Course Length Including Exam	8 hours instruction time minimum	
Course Format	Virtual, blended learning, or in person	
Candidate Instructor Ratio	20:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.) 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ OAST handbook ◆ CLSM ◆ Leadership Reference Manual ◆ Swimming and Lifesaving Instructor Manual 	<ul style="list-style-type: none"> ◆ OAST Handbook ◆ CLSM ◆ Leadership Reference Manual ◆ Swimming and Lifesaving Instructor Manual
Candidate Material Required	<ul style="list-style-type: none"> ◆ Note taking materials ◆ OAST Handbook 	<ul style="list-style-type: none"> ◆ Note taking materials ◆ OAST Handbook
Certification	Not applicable	
Challenge	Not applicable	
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course in order to be certified.	
Re-certification	Periodic retraining, every 2 years, is recommended and successful completion of a full course will result in a new certification being issued.	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	
Award Recognition	Certification card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	



Leadership Programs

Lifesaving Society Trainer



Experts in:
Swimming, First Aid, 
Lifesaving & Lifeguarding

Leadership Programs

Our Leadership programs are designed to ensure that Instructors, Examiners and Trainers are able to offer the highest quality of instruction and evaluation to potential candidates.

Instructor, Examiner and Trainer candidates receive a strong foundation in teaching, evaluation, and program delivery.

We offer many of our Instructor Certifications, Examiner and Trainer Appointments in packages to ensure that affiliates have staff that are able to offer the widest range of high-quality programs to the community. If required, we can also help programmers offer 'a-la carte' leadership programming

**Note: If an instructor fails one recertification course, they may attempt a second recertification course. If an instructor fails the second recertification course, they must contact the Program Coordinator to determine what will be required for them to recertify.*

To help ensure easier processing of test sheets, please include a photocopy of all pre-requisite certification that have not been issued by the Manitoba Branch. Do not include photocopies of proof of age.

We will accept test sheets submitted electronically as long as we can read them. If an affiliate chooses to send the test sheets in electronically then they must keep the original test sheets for seven years as per our national test sheet policy.

All test sheets submitted to the office become the property of the Lifesaving Society.

NOTE* A candidate is not certified until the office has received and processed a correctly filled out test.

Course Formats: These courses may be taught in the following formats: blended learning (combination of virtual and in person), in person. All skills, peer teaches, and exam standards practice must be evaluated in person.

The minimum number of hours listed is for instruction and/or examination time. When programming extra time must be factored in to allow for breaks, etc.

When programming courses remember to allow at least one 15 minute break for each four hour teaching block (e.g. if you program classes to run from 6:00pm to 10:00pm each Wednesday, add an extra 15 min to allow for a break). See the appropriate program page for course times.

Remember to ensure that your staff have registered for a Toolkit account to ensure they have the most up-to-date resources for teaching and examining. Instructors, Examiners, and Instructor Trainers can register at: <http://lifesaving.mb.ca/toolkit/> to access the Toolkit.

Instructor Certifications

Award	Swim for Life Instructor Course (Includes Swim Patrol Instructor Module)
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years of age. ◆ Bronze Cross by first day of course (does not need to be current). <p>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</p>
Instructed & Evaluated By	Current Swim for Life Trainer.
Course Length Including Exam	24 hours instruction time minimum
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (supplied by Trainer) ◆ Canadian Lifesaving Manual ◆ Swim for Life® Award Guide ◆ Swim Patrol Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Instructor Manual ◆ Manitoba Program Guide ◆ Whistle
Certification	Certification is current for 2 years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<p>Candidates that fail must complete an entire course.</p> <p>Unsuccessful candidates receive a written evaluation.</p>
Re-certification	<p>Instructors must successfully complete Swim for Life Instructor recertification that is a minimum of 4-hours in length or have a current Swim for Life Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to retake the entire Swim for Life Instructor Course.</p>
Administration	Send completed test sheet, instructor candidate evaluation forms, and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	Lifesaving Instructor	
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years of age ◆ Bronze Cross or higher (does not need to be current) ◆ Recommended Swim for Life Instructor (does not need to be current) <p><i>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</i></p>	
Instructed & Evaluated By	Current Lifesaving Trainer	
Course Length Including Exam	24-hours instruction time minimum	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Barrier devices (pocket masks and gloves) ◆ CPR manikins ◆ AED trainer ◆ Rescue equipment ◆ Classroom audio-visual equipment 	<ul style="list-style-type: none"> ◆ 5 lb. and 10 lb. brick ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Timing device
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by candidates ◆ Instructor Award Guides 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (supplied by Trainer) ◆ Canadian Lifesaving Manual ◆ Swim for Life® Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Swim Patrol Award Guide ◆ Bronze Medallion & Cross Candidate Workbooks 	<ul style="list-style-type: none"> ◆ Bronze Medals Award Guide ◆ Instructor Manual ◆ Bronze Medals Instructor Guide ◆ Manitoba Program Guide ◆ Barrier devices and whistle
Certification	Certification is current for 2 years from the date of certification.	
Challenge	Instructor Certifications are not challengeable	
Failure and Re-evaluation	Candidates that fail must complete an entire course. Unsuccessful candidates receive a written evaluation.	
Re-certification	<p>Instructors must successfully complete a Lifesaving Instructor Recertification that is a minimum of 8 hours in length or have a current Lifesaving Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to retake the entire Lifesaving Instructor Course.</p>	
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.	
Award Recognition	Instructor cards	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.	

Instructor Certifications

Award	Lifesaving & Swim for Life® Instructor Course		
Prerequisites	<ul style="list-style-type: none"> ◆ At least 15 years old by first day of course ◆ Bronze Cross by first day of course (does not need to be current) <p><i>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</i></p>		
Instructed & Evaluated By	Current Lifesaving & Swim for Life® Trainer		
Course Length Including Exam	44-hours instruction time minimum		
Course Format	Blended learning, or in person		
Candidate Instructor Ratio	12:1		
Course Equipment Required	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ◆ Barrier devices (pocket masks and gloves) ◆ CPR manikins ◆ AED trainer ◆ Rescue equipment ◆ First aid equipment ◆ Classroom audio-visual equipment </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ◆ 5 lb. and 10 lb. brick ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Timing device </td> </tr> </table>	<ul style="list-style-type: none"> ◆ Barrier devices (pocket masks and gloves) ◆ CPR manikins ◆ AED trainer ◆ Rescue equipment ◆ First aid equipment ◆ Classroom audio-visual equipment 	<ul style="list-style-type: none"> ◆ 5 lb. and 10 lb. brick ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Timing device
<ul style="list-style-type: none"> ◆ Barrier devices (pocket masks and gloves) ◆ CPR manikins ◆ AED trainer ◆ Rescue equipment ◆ First aid equipment ◆ Classroom audio-visual equipment 	<ul style="list-style-type: none"> ◆ 5 lb. and 10 lb. brick ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Timing device 		
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by candidates ◆ Instructor Award Guides 		
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (supplied by Trainer) ◆ Canadian Lifesaving Manual ◆ Swim for Life® Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Swim Patrol Award Guide ◆ Bronze Medallion & Cross Candidate Workbooks <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ◆ Bronze Medals Award Guide ◆ Instructor Manual ◆ Bronze Medals Instructor Guide ◆ Manitoba Program Guide ◆ Barrier devices and whistle </td> </tr> </table>	<ul style="list-style-type: none"> ◆ Bronze Medals Award Guide ◆ Instructor Manual ◆ Bronze Medals Instructor Guide ◆ Manitoba Program Guide ◆ Barrier devices and whistle 	
<ul style="list-style-type: none"> ◆ Bronze Medals Award Guide ◆ Instructor Manual ◆ Bronze Medals Instructor Guide ◆ Manitoba Program Guide ◆ Barrier devices and whistle 			
Certification	Certification is current for 2 years from the date of certification.		
Challenge	Instructor Certifications are not challengeable		
Failure and Re-evaluation	Candidates that fail must complete an entire course.		
	Unsuccessful candidates receive a written evaluation.		
Re-certification	Instructors must successfully complete a Swim for Life & Lifesaving Instructor Recertification that is a minimum of 8 hours in length or have a current Swim for Life & Lifesaving Trainer appointment within five years from the expiry date.		
	Instructors must attend revisions or update clinics as required.		
	If instructors fail to do either of these items, they will be required to retake the entire Lifesaving & First Aid Instructor Course.		
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.		
Award Recognition	Instructor cards		
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.		

Instructor Certifications

Swim for Life, Lifesaving & First Aid Instructor - Tri Cert Instructor Course

This course includes the following certifications: Swim for Life Instructor, Lifesaving Instructor/Examiner, and First Aid Instructor. This has been the traditional Lifesaving Instructor course format in Manitoba. The current length for this course is 48 hours. The remainder policies are the same as listed in previous editions of the Program Guide. If you want to continue to offer the Tri Instructor course at your facility, please contact the Program Coordinator for the policies for this course.

Instructor Certifications

Award	First Aid Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ 16 years old ◆ Standard First Aid by first day of course (does not need to be current) <p><i>*Note: The required Standard First Aid must be listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c)</i> <i>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</i></p>
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ A current First Aid Trainer evaluates all candidates through the course. Or ◆ Successfully complete a Lifesaving & First Aid and Swim for Life® Instructor/Examiner course.
Course Length Including Exam	24 hours instruction time minimum (combined between course and online learning)
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ First aid equipment <li style="width: 50%;">◆ AED trainer <li style="width: 50%;">◆ CPR manikins <li style="width: 50%;">◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ Web Link for access to online resources for course (supplied by Trainer) <li style="width: 50%;">◆ Lifesaving CPR Student Manual <li style="width: 50%;">◆ Lifesaving First Aid Award Guide <li style="width: 50%;">◆ Instructor Manual <li style="width: 50%;">◆ Canadian First Aid Manual <li style="width: 50%;">◆ Manitoba Program Guide <li style="width: 50%;">◆ Barrier devices
Certification	Certification is current for 2 years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<p>Candidates that fail must complete an entire course.</p> <p>Unsuccessful candidates receive a written evaluation.</p>
Re-certification	<p>Instructors must successfully complete a Lifesaving First Aid Instructor recertification that is a minimum of 4-hours in length or have a Lifesaving First Aid Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to retake the entire First Aid Instructor Course.</p>
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	First Aid Instructor upgrade for Lifesaving Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Lifesaving Instructor (does not need to be current) ◆ 16 years old ◆ Standard First Aid by first day of course (does not need to be current) <p><i>*Note: The required Standard First Aid must be listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c)</i> <i>Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</i></p>
Instructed & Evaluated By	◆ A current First Aid Trainer evaluates all candidates through the course.
Course Length Including Exam	6 hours instruction time minimum (combined between course and online learning)
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ First aid equipment <li style="width: 50%;">◆ AED trainer <li style="width: 50%;">◆ CPR manikins <li style="width: 50%;">◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ Web Link for access to online resources for course (supplied by Trainer) <li style="width: 50%;">◆ Lifesaving CPR Student Manual <li style="width: 50%;">◆ Lifesaving First Aid Award Guide <li style="width: 50%;">◆ Instructor Manual <li style="width: 50%;">◆ Canadian First Aid Manual <li style="width: 50%;">◆ Manitoba Program Guide <li style="width: 50%;">◆ Barrier devices
Certification	Certification is current for 2 years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<p>Candidates that fail must complete an entire course.</p> <p>Unsuccessful candidates receive a written evaluation.</p>
Re-certification	<p>Instructors must successfully complete a Lifesaving First Aid Instructor recertification that is a minimum of 4-hours in length or have a Lifesaving First Aid Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to retake the entire First Aid Instructor Course.</p>
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	First Aid Instructor cross-over from another agency
Prerequisites	<ul style="list-style-type: none"> ◆ Current First Aid Instructor from one of the agencies recognized by Manitoba Workplace Safety & Health ◆ Standard First Aid by first day of course (does not need to be current) <p>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</p>
Instructed & Evaluated By	◆ Successfully complete a branch administered First Aid Instructor crossover update and assignment. Or as determined by the Program Coordinator
Course Length Including Exam	4 hours instruction time minimum
Course Format	AS determined by process
Candidate Instructor Ratio	N/A
Course Equipment Required	N/A
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (supplied by Trainer) ◆ Lifesaving First Aid Award Guide ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ Manitoba Program Guide ◆ Barrier devices
Certification	Certification is current for 2 years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<p>Candidates that fail must complete an entire course.</p> <p>Unsuccessful candidates receive a written evaluation.</p>
Re-certification	<p>Instructors must successfully complete a Lifesaving First Aid Instructor recertification that is a minimum of 4-hours in length or have a Lifesaving First Aid Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to retake the entire First Aid Instructor Course.</p>
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	CPR HCP Instructor
CPR HCP Instructor course is part of the AEC Instructor Course (taught with the NL Instructor course). All AEC Instructors and Branch Trainers are certified to teach HCP CPR	

Award	Oxygen Administration Instructor
The Oxygen Administration Instructor course is part of the AEC Instructor Course (taught with the NL Instructor course). All AEC Instructors and Branch Trainers are certified to teach Oxygen Administration.	

Instructor Certifications

Award	Swim for Life® Instructor Cross-Over Clinic
Prerequisites	<ul style="list-style-type: none"> ◆ Instructor certification from an aquatic training agency (does not need to be current) <p>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</p>
Instructed & Evaluated By	Current Swim for Life® Trainer
Course Length Including Exam	5 hours instruction time minimum
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (supplied by Trainer) ◆ Canadian Lifesaving Manual ◆ Swim for Life® Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Leadership Reference Manual ◆ Manitoba Program Guide ◆ Whistle
Certification	Certification is current for 2 years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<p>Candidates that fail may attempt one other Swim for Life® Crossover Clinic. If they fail a second clinic, then they must successfully complete a Swim for Life® Instructor course.</p> <p>Unsuccessful candidates receive a written evaluation.</p>
Re-certification	<p>Instructors must successfully complete Swim for Life® Instructor recertification that is a minimum of 4-hours in length or have a current Lifesaving & First Aid and Swim for Life® Instructor/Examiner or a current Swim for Life®/Lifesaving & First Aid Trainer appointment within five years from the expiry date</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to retake the entire Swim for Life® Instructor Course.</p>
Administration	Send completed test sheet, instructor candidate evaluation forms, and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	National Lifeguard Pool & Aquatic Emergency Care Instructor		
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard any stream by first day of course ◆ Lifesaving Instructor by first day of course ◆ Lifesaving First Aid Instructor by first day of course ◆ Recommended Have taught a minimum of 2 Bronze Level courses and examined one Bronze Medallion or higher by first day of course ◆ AEC certification preferred ◆ If from another province may need to have successfully completed an Examination Standards Clinic or have current Lifesaving Examiner Appointment by first day of course <p>*Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites</p>		
Instructed & Evaluated By	A current National Lifeguard & Aquatic Emergency Care Trainer evaluates all candidates throughout the course		
Course Length Including Exam	36 hours instruction time minimum (combined between course and online learning)		
Course Format	Blended learning, or in person		
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ The equipment required for a National Lifeguard & Aquatic Emergency Care Course ◆ BVMs (Bag Valve Masks) ◆ Oxygen Administration equipment ◆ AED Trainers, towels, safe razors ◆ Classroom audio-visual equipment 		
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Instructor Tool Kit ◆ All books & material required by candidates ◆ Instructor Award Guide 		
Candidate Material Required	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Web Link for access to online resources for course (supplied by Office) ◆ Canadian Lifesaving Manual ◆ Oxygen Administration Candidate Manual ◆ AED Candidate Manual ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide ◆ CPR-HCP Manual ◆ Alert, Lifeguarding in Action ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual ◆ Leadership Competencies Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices </td> </tr> </table>	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Web Link for access to online resources for course (supplied by Office) ◆ Canadian Lifesaving Manual ◆ Oxygen Administration Candidate Manual ◆ AED Candidate Manual ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual 	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide ◆ CPR-HCP Manual ◆ Alert, Lifeguarding in Action ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual ◆ Leadership Competencies Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices
<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Web Link for access to online resources for course (supplied by Office) ◆ Canadian Lifesaving Manual ◆ Oxygen Administration Candidate Manual ◆ AED Candidate Manual ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual 	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide ◆ CPR-HCP Manual ◆ Alert, Lifeguarding in Action ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual ◆ Leadership Competencies Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices 		
Certification	Certification is current for 2 years from the date of certification.		
Challenge	Instructor Certifications are not challengeable		
Failure and Re-evaluation	<p>Candidates that fail must re-do an entire course.</p> <p>Unsuccessful candidates receive a written evaluation.</p>		
Re-certification	<p>Instructors must successfully complete an NL & AEC Instructor recertification or have a current NL Pool & AEC Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to retake the entire NL & AEC Instructor Course.</p>		
Administration	Send completed test sheet, instructor candidate evaluation forms, and course evaluation forms to Branch no later than 2 weeks after course date.		
Award Recognition	Cards		
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.		

Instructor Certifications

Award	NL Waterfront Instructor	NL Waterpark Instructor	NL Surf Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Current NL Waterfront ◆ Current NL Instructor 	<ul style="list-style-type: none"> ◆ Current NL Waterpark ◆ Current NL Pool Instructor 	<ul style="list-style-type: none"> ◆ Current NL Surf ◆ Current NL Waterfront Instructor
	A National Lifeguard Instructor is certified to teach any National Lifeguard option that they hold.		
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Instructor Tool Kit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual ◆ Manitoba Program Guide ◆ Barrier devices and whistles ◆ Mask and snorkel (if required) 		
Certification	Certification is current for 2 years from the date of certification.		
Challenge	Instructor Certifications are not challengeable		
Failure and Re-evaluation	Candidates that do not receive certification must redo the entire process. Unsuccessful candidates receive a written evaluation.		
Re-certification	<p>Instructors must successfully complete an NL & AEC instructor recertification or have a current Trainer certification for Specialized NL Instructor Level within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to re-do the entire Specialized NL Instructor Course.</p>		
Administration	Send completed test sheet, instructor candidate evaluation forms, and course evaluation forms to Branch no later than 2 weeks after course date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.		

Instructor Certifications

Award	Boat Rescue Instructor	Boat Rescue for First Responders Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ 16 years of age by last day of course ◆ Boat Rescue by first day of course ◆ PCO Card 	<ul style="list-style-type: none"> ◆ 18 years of age by last day of course ◆ Boat Rescue for First Responders by first day of course ◆ PCO Card ◆ 5 years' experience in boating ◆ AEC Instructor or equivalent
Instructed & Evaluated By	Apprentice on a minimum of 1 complete course receive a positive recommendation by the current Trainer (Boat Rescue for Boat Rescue Instructor, Boat Rescue for First Responders for Boat Rescue for First Responders Instructor). The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society	
Course Length Including Exam	Not applicable	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-instructors, there must be a minimum of 5 candidates per additional co-instructor.	
Course Equipment Required	<ul style="list-style-type: none"> ◆ The equipment required for a Boat Rescue Course 	<ul style="list-style-type: none"> ◆ The equipment required for a Boat Rescue for First Responders course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books & materials required by candidates ◆ Trainer Notes 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Boat Rescue Award Guide ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Leadership Reference Manual 	<ul style="list-style-type: none"> ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Leadership Reference Manual
Certification	Certification is current for 2 years from the date of certification	
Challenge	Instructor Certifications are not challengeable	
Failure and Re-evaluation	Candidates that fail must complete an entire course. Unsuccessful candidates receive a written evaluation.	
Re-certification	<p>Instructors must successfully complete a Boat Rescue Instructor recertification or have a current Boat Rescue Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to re-do the entire Boat Rescue Instructor Course.</p>	<p>Instructors must successfully complete a Boat Rescue for First Responders Instructor recertification or have a current Boat Rescue for First Responders Trainer appointment within five years from the expiry date.</p> <p>Instructors must attend revisions or update clinics as required.</p> <p>If instructors fail to do either of these items, they will be required to re-do the entire Boat Rescue for First Responders Instructor Course.</p>
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.	

Safety Management and other Specialized Instructors

Aquatic Management Training Instructor

Aquatic Supervisor Training Instructor

Supervision Evaluation & Enhancement (SEE) Auditor Instructor

Aquatic Safety Inspector Instructor

Aquatic Safety Auditor Instructor

Occupational Aquatic Safety Training (OAST) Instructor

Wading Pool Attendant Instructor

For information on the instructor certification process for these programs, contact the Program Coordinator at the Branch Office

Examiner Appointments

Award	Bronze Family Examiner	Distinction Award Examiner
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor 	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor ◆ Current Bronze Level Examiner Appointment
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Successfully complete a Lifesaving Instructor Course <u>Or if moving from another province you may have to:</u> ◆ Successfully co-examine with a current Lifesaving Examiner and receive a positive recommendation for the examiner appointment level desired. The candidate may co-examine a course they have instructed. The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society. <p><i>*Note:</i> Once the candidate is appointed as a Lifesaving Examiner, they can examine their own class for the levels they are appointed for.</p>	
Course Length Including Exam	Not applicable	
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-examiners, there must be a minimum of 5 candidates per co-examiner.	
Course Equipment Required	The equipment required for a Bronze Medallion and Bronze Cross exam	The equipment required for a Distinction exam
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the candidate 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle ◆ Swimming and Lifesaving Instructor Handbook ◆ Bronze Medallion & Cross Candidate Workbooks ◆ Instructor Manual ◆ Bronze Medals Instructor Guide 	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Distinction Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Instructor Manual ◆ Manitoba Program Guide ◆ Barrier devices and whistle
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.	
Challenge	Examiner Appointments are not challengeable	
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process. Unsuccessful candidates receive a written evaluation.	
Re-appointment	Examiners must have a current Lifesaving & First Aid Instructor certification or have a current Lifesaving & First Aid Trainer appointment within their 2-year appointment period. Examiners must attend revisions and update clinics as required. Examiners are reappointed by the Branch.	
Administration	Send completed co-examiner evaluation forms and copies of the test sheets to Branch office no later than 2 weeks after co-exam is completed.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of appointment.	

Examiner Appointments

Award	National Lifeguard Examiner	
Prerequisites	Current National Lifeguard Pool and/or Waterfront Instructor and: <u>Option A</u> - Teach or co-teach 2 full National Lifeguard courses (co-teaches must be approved by the branch and at least one co-teach needs to be in the program stream that the candidate is pursuing for examiner appointment (e.g. If the instructor is both a pool and a waterfront instructor and they want appointment as an examiner in both streams, one teach/co-teach must be pool and the other must be waterfront.) OR <u>Option B</u> - hold a current certification as a National Lifeguard Instructor for greater than 2 years and have attended at least 1 National Lifeguard Instructor recertification course	
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Successfully complete 2 National Lifeguard co-examinations in the stream the instructor is applying for, of which 1 must be a National Lifeguard recertification. <ul style="list-style-type: none"> ○ Co-exams must be approved by the Branch prior to the course starting. ◆ Submit all documents together with a cover letter seeking approval for appointment as a National Lifeguard Examiner (including National Lifeguard stream examiner appointment is desired) to the Program Coordinator. Documents to be submitted are: <ul style="list-style-type: none"> ○ Copies of email correspondence from the Branch of the co-teach/co-examines approvals. ○ The documents required for option followed (<u>see above – Prerequisites</u>) <ul style="list-style-type: none"> ▪ <u>Option A:</u> <ul style="list-style-type: none"> • A copy of the test sheet for each course taught or co-taught • 1 completed co-teach form for each co-teach and • 1 completed co-exam form for each successful co-exam (2 co-exam forms in total) along with a copy of the test sheet for each course taught, co-taught and co-examined. ▪ <u>Option B:</u> <ul style="list-style-type: none"> • 1 completed co-exam form for each successful co exam (2 co-exam forms in total) along with a copy of the test sheet for each course co-examined. <p>The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society.</p> <p><u>*Note:</u> Once an instructor is appointed as a National Lifeguard Examiner, they may examine their own class in any National Lifeguard stream for which they have been appointed an examiner.</p>	
Course Length Including Exam	Not applicable	
Candidate Instructor Ratio	1:1 <u>*Note:</u> If additional co-examiners, there must be a minimum of 5 candidates per co-examiner.	
Course Equipment Required	The equipment required for a National Lifeguard exam	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the candidates 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide 	<ul style="list-style-type: none"> ◆ National Lifeguard Instructor Notes ◆ Leadership Reference Manual ◆ Manitoba Program Guide ◆ Barrier devices and whistle
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.	
Challenge	Examiner Appointments are not challengeable	
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process. Unsuccessful candidates receive a written evaluation.	
Re-appointment	The NL Pool Examiner must have a current NL Pool Instructor certification or have a current NL Pool Trainer appointment within their 2-year appointment period. The NL Pool Examiner must attend revisions and update clinics as required. Examiners are reappointed by the Program Coordinator.	
Administration	Send completed forms, etc. as listed above to the Branch.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of appointment.	

Examiner Appointments

Any NL Stream earned after original NL Examiner Appointment

Award	NL Pool Examiner	NL Waterfront Examiner	NL Waterpark Examiner	NL Surf Examiner
Prerequisites	Current NL Pool Instructor and NL Waterfront Examiner	Current NL Waterfront Instructor and NL Pool Examiner	Current NL Waterpark Instructor and NL Pool Examiner	Current NL Surf Instructor and NL Waterfront Examiner
Instructed & Evaluated By	Successfully co-examine with a current National Lifeguard Examiner and receive a positive recommendation for the NL Specialty Course, a minimum of 1 exam (Waterfront for Waterfront Examiners, Waterpark for Waterpark Examiners, and Surf for Surf Examiners). The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society. <i>*Note:</i> Once an instructor is appointed as a National Lifeguard Examiner, they may examine their own class in any National Lifeguard stream for which they have been appointed an examiner.			
Course Length Including Exam	Not applicable			
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-examiners, there must be a minimum of 5 candidates per co-examiner.			
Course Equipment Required	The equipment required for an NL Pool exam	The equipment required for an NL Waterfront exam	The equipment required for an NL Waterpark exam	The equipment required for an NL Surf exam
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the candidates 			
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Leadership Reference Manual ◆ Manitoba Program Guide ◆ Barrier devices and whistle 			
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment			
Challenge	Examiner Appointments are not challengeable			
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process. Unsuccessful candidates receive a written evaluation.			
Re-appointment	The NL Specialty Examiner must have a current NL Instructor certification or have a current NL Trainer appointment for the level they are appointed to examine within their 2-year appointment period. NL Examiners must attend revisions and update clinics as required. Examiners are re-appointed by the Program Coordinator.			
Administration	Send completed co-examiner evaluation form and a copy of the test sheet to Branch no later than 2 weeks after co-exams are completed			
Award Recognition	Card			
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of appointment.			

Trainer Appointments

Trainer appointments are for experienced Instructors/Examiners who wish to train others to become Instructors and Examiners. The process to become a Trainer in any stream of the Lifesaving Society's programs is basically the same:

- ◆ Have a current Instructor/Examiner Certification in the program stream the candidate wishes to become a Trainer for.
- ◆ Have required teaching/examination experience – see appropriate Trainer appointment for amount,
- ◆ Successfully complete a Trainer Clinic.
- ◆ Apprentice on 1 full Instructor course and receive a positive recommendation from the current Trainer running the course. The Branch will review and appoint candidates who have met the criteria and who will be a positive representative of the Society.

Appointment is current for 2 years. To maintain appointment Trainers must:

- ◆ Perform the minimum amount of teaching specified for their specific appointment.
- ◆ Attend all revisions, update and recert clinics as required.

If the Trainer is unable to do this within the 2-year time period, they must successfully complete the entire appointment process or other criteria as set out by the Program Coordinator.

- ◆ *Are you ready to take the next step and become a senior leadership trainer?*
- ◆ *Do you have a staff person who is ready to become a senior trainer at your facility?*

Contact the Program Coordinator or check our web site at:
<http://lifesaving.mb.ca/member-services/find-a-course/> to find out more information and when we are offering the next National Lifeguard Instructor or Trainer Courses

Course Formats: These courses may be taught in the following formats: blended learning (combination of virtual and in person), in person. All skills, peer teaches, and exam standards practice must be evaluated in person.

Trainer Course

Award	Trainer Course
Prerequisites	<ul style="list-style-type: none"> ◆ Instructor Certification and (if applicable) Examiner Appointment in the program stream the candidate wishes to become a Trainer for ◆ Have taught a minimum of 2 Bronze Level courses and examined one Bronze Medallion or higher by first day of course, or as stipulated by the Program Coordinator. ◆ Examiner Appointment or exemption approval by the Program Coordinator ◆ Preferred all required teaching/examination experience completed before IT Course – see appropriate Trainer appointment for amount required, or exemption approval by the Program Coordinator
Instructed & Evaluated By	A current National Trainer evaluates all candidates throughout the course.
Course Length Including Exam	24 hours minimum (combined between course and on-line learning)
Course Format	Blended learning, in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Rescue equipment, ◆ Spine board ◆ First aid equipment ◆ AED Trainers, towels & safety razors ◆ Oxygen administration equipment ◆ Classroom with audio-visual aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All textbooks and resource materials required for the stream leadership streams for candidates attending the course. Refer to the Instructor/Examiner requirements for each stream and contact the office for the specific details ◆ Trainer Award Guides
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Web Link for access to online resources for course (supplied by Office) ◆ Manitoba Program Guide ◆ Trainer Award Guides ◆ All textbooks and resource materials required for the stream leadership streams candidates are specializing in. Refer to the Instructor/Examiner requirements for each stream and contact the office for the specific details.
Appointment	See appropriate Trainer program page.
Challenge	Not applicable
Failure and Re-evaluation	<p>Candidates that fail must complete an entire course.</p> <p>Unsuccessful candidates receive a written evaluation.</p>
Re-appointment	See appropriate Trainer program page
Administration	Send completed test sheets and course evaluation forms to Branch no later than 2 weeks after the course date.
Award Recognition	See appropriate Trainer program page
Issuing Awards	See appropriate Trainer program page

Trainer Appointments

Award	Swim for Life® Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving Trainer Appointment OR Swim for Life® Instructor by the first day of course. ◆ Teaching experience: a minimum of 6 Swim for Life courses. Preferred at least one from each stream (Parent & tot, Preschool, Swimmer, Adult). ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time OR ◆ Have a current Trainer appointment in another Lifesaving Program by first day of course and have a Current Swim for Life Instructor® certification.
Instructed & Evaluated By	Apprentice on a minimum of 1 complete Swim for Life® Instructor course (stand-a-lone or combined with other Instructor courses), or 1 complete Swim for Life® Instructor Cross-over Course including initial planning and evaluation of candidates and receive a positive recommendation by the current SFL Trainer for that course. The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society.
Course Length Including Exam	<ul style="list-style-type: none"> ◆ That which is required for a Swim for Life® Instructor course or Crossover Clinic ◆ Swim for Life® Trainer Cross-Over Clinic 6 – 8 hours
Candidate Instructor Ratio	<ul style="list-style-type: none"> ◆ 6:1 – for Swim for Life® Instructor Course/Crossover Clinic <p><i>*Note:</i> If additional co-Trainers, there must be a minimum of 5 candidates per additional co-Trainer</p>
Course Equipment Required	The equipment required for the Swim for Life® Instructor course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the Trainer Candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the instructor candidates ◆ Trainer Notes
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	<p>Candidates who do not receive appointment must meet the established criteria outlined by the Branch.</p> <p>Unsuccessful candidates receive a written evaluation.</p>
Re-appointment	<p>Instruct, or co-instruct a minimum of 1 Instructor course, 2 Instructor Recertification Clinics, or 2 Swim for Life® courses over their 2-year appointment period.</p> <p>Trainers must attend revisions and update clinics as required. Trainers are re-appointed by the Program Coordinator.</p> <p>After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Coordinator.</p>
Administration	Send completed co-Trainer evaluation form and a copy of the test sheet to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	Lifesaving Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Lifesaving Instructor/Examiner by first day of course Teaching/examining experience - minimum 4 courses (a minimum of 2 Bronze Level courses and examined 1 Bronze Medallion or higher by first day of course.
	<ul style="list-style-type: none"> ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time Or ◆ Have a current Trainer appointment in another Lifesaving Program by first day of course
Instructed & Evaluated By	Apprentice on a minimum of 1 complete Lifesaving Instructor course (stand-a-lone or combined with other Instructor courses). This must include initial planning and evaluation of candidates and receive a positive recommendation by the current Lifesaving Trainer for that course. The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society.
Course Length Including Exam	Not applicable
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-trainers, there must be a minimum of 5 candidates per additional co-trainer
Course Equipment Required	The equipment required for a Lifesaving Instructor Course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by candidate.
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by Instructor Candidates ◆ Trainer Award Guides
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process. Unsuccessful candidates receive a written evaluation.
Re-appointment	Instruct, or co-instruct a minimum of 1 Instructor course, 2 Instructor Recertification Clinics or 2 courses (lifesaving courses for Lifesaving Trainers and National Lifeguard Pool/AEC courses for NL Pool /AEC Trainers) within their 2-year appointment period. Trainers must attend revisions and update clinics as required. Trainers are re-appointed by the Program Coordinator. After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Coordinator.
Administration	Send completed Co-Trainer evaluation form and a copy of the course roster to Branch no later than 2 weeks after course date.
Award Recognition	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	National Lifeguard Any/All Streams & Aquatic Emergency Care Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard Pool & AEC Instructor/ Examiner by first day of course ◆ Teaching/examining experience - minimum 4 National Lifeguard courses and examined at least 1 National Lifeguard Recert by first day of course.
	<ul style="list-style-type: none"> ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time Or ◆ Have a current Trainer appointment in another Lifesaving Program by first day of course
Instructed & Evaluated By	Apprentice on a minimum of 1 complete National Lifeguard & Aquatic Emergency Care Instructor course. This must include initial planning and evaluation of candidates and receive a positive recommendation by the Trainer(s) for that course. The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society.
Course Length Including Exam	Not applicable
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-trainers, there must be a minimum of 5 candidates per additional co-trainer
Course Equipment Required	The equipment required for a National Lifeguard & AEC Instructor Course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by candidate.
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by Instructor Candidates ◆ Trainer Award Guides
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process. Unsuccessful candidates receive a written evaluation.
Re-appointment	Instruct, or co-instruct a minimum of 1 Instructor course, 2 Instructor Recertification Clinics or 2 courses (lifesaving courses for Lifesaving Trainers and National Lifeguard Pool/AEC courses for NL Pool /AEC Trainers) within their 2-year appointment period. Trainers must attend revisions and update clinics as required. Trainers are re-appointed by the Program Coordinator. After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Coordinator.
Administration	Send completed Co-Trainer evaluation form and a copy of the course roster to Branch no later than 2 weeks after course date.
Award Recognition	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	First Aid Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Instructor by first day of course ◆ Teaching experience – minimum 4 Lifesaving Society first aid courses, at least 1 must be Standard First Aid. ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time Or ◆ Have a current Trainer appointment in another Lifesaving Program by first day of course
Instructed & Evaluated By	Apprentice on a minimum of 1 complete course by training and evaluating the Co-instructor(s) (Standard First Aid for First Aid Trainer and CPR level C for CPR Trainer) and receive a positive recommendation by the Trainer. The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society.
Course Length Including Exam	Not applicable
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-Trainers, there must be a minimum of 5 candidates per additional co-Trainer
Course Equipment Required	The equipment required for First Aid Programs
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the Trainer Candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the instructor candidates ◆ Trainer Award Guides
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process. Unsuccessful candidates receive a written evaluation.
Re-appointment	<p>Instruct, or co-instruct a minimum of 1 Instructor course, 2 Instructor Recertification Clinics or 2 courses course; or have a current Lifesaving Trainer appointment within the 2-year appointment period.</p> <p>Maintaining one of the following will also maintain a First Aid Trainer appointment: Lifesaving Trainer, NL Pool/AEC Trainer.</p> <p>Trainers must attend revisions and update clinics as required. Trainers are re-appointed by the Program Coordinator.</p> <p>After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Coordinator.</p>
Administration	Send completed co-Trainer evaluation form and a copy of the test sheet to Branch no later than 2 weeks after course date
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	Boat Rescue Trainer	Boat Rescue for First Responders Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Boat Rescue Instructor by first day of course ◆ Teaching experience – minimum 4 Boat Rescue courses. 	<ul style="list-style-type: none"> ◆ Current Boat Rescue for First Responders Instructor by first day of course ◆ Teaching experience – minimum 4 Boat Rescue for First Responders courses
	<ul style="list-style-type: none"> ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time Or ◆ Have a current Trainer appointment in another Lifesaving Program by first day of course Or ◆ Exemption approval by the Branch by first day of course 	
Instructed & Evaluated By	Apprentice on a minimum of 1 complete course by training and evaluating the Co-instructor(s) and receive a positive recommendation by the current Trainer (Boat Rescue for Boat Rescue Trainer Candidates, Boat Rescue for First Responders for Boat Rescue for First Responders Trainer Candidates). The Program Coordinator will review and appoint candidates who have met the criteria and who will be positive representatives of the Society.	
Course Length Including Exam	Not applicable	
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-trainers, there must be a minimum of 5 candidates per additional co-Trainer.	
Course Equipment Required	The equipment required for a Boat Rescue Instructor Course	The equipment required for a Boat Rescue for First Responders Instructor Course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the Trainer Candidate 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the instructor candidates ◆ Trainer Notes 	
Appointment	Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.	
Challenge	Trainer Appointments are not challengeable	
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process. Unsuccessful candidates receive a written evaluation.	
Re-appointment	<p>Instruct, or co-instruct a minimum of 2 courses; or mentor an instructor or Trainer over the 2-year appointment period. (Boat Rescue courses for Boat Rescue Trainers, Boat Rescue for First Responders courses for Boat Rescue for First Responders Trainers and Boat Rescue for First Responders)</p> <p>Trainers must attend revisions and update clinics as required. Trainers are reappointed by the Program Coordinator.</p> <p>After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Coordinator.</p>	
Administration	Send completed co-Trainer evaluation form and a copy of the test sheet to Branch no later than 2 weeks after course date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.	

Safety Management and other Specialized Trainers

Aquatic Management Training Trainer

Supervision Evaluation & Enhancement (SEE) Auditor Trainer

Aquatic Safety Inspector Trainer

Occupational Aquatic Safety Training (OAST) Trainer

Wading Pool Attendant Trainer

For information on the Trainer appointment process for these programs, contact the Program Coordinator at the Branch Office

National Trainer

Award	National Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving & First Aid and Swim for Life Trainer ◆ Current National Lifeguard Trainer preferred ◆ Teaching experience as approved by the Branch.
Instructed & Evaluated By	<p>The National Trainer appointment process is tailored to meet the needs of the candidate. At minimum candidates must apprentice on 1 complete Trainer Course, including initial planning and evaluation of candidates and receive a positive recommendation by a current National Trainer. The Program Coordinator will review and appoint candidates whom they believe are qualified and who will be positive representatives of the Society.</p>
Course Length Including Exam	<ul style="list-style-type: none"> ◆ Not applicable
Candidate Instructor Ratio	<p>1:1 <u>*Note:</u> If additional co-national trainers, there must be a minimum of 5 candidates per additional co-national trainer.</p>
Course Equipment Required	<p>The equipment required for a Trainer Course</p>
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the National Trainer Candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the Trainer candidates
Appointment	<p>Appointment is current for 2 years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.</p>
Challenge	<p>National Trainer Appointments are not challengeable</p>
Failure and Re-evaluation	<p>Candidates who do not receive appointment must meet the established criteria outlined by the Branch. Unsuccessful candidates receive a written evaluation.</p>
Re-appointment	<p>Instruct, or co-instruct a minimum of 1 Trainer clinic or 2 instructor courses or be actively involved with the National Trainer Committee within their 2-year appointment period. The National Trainer must attend or deliver revisions and update clinics as required. National Trainers are re-appointed by the Program Coordinator.</p> <p>After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete criteria as set out by the Program Coordinator.</p> <p>Maintaining National Trainer Appointment maintains all Lifesaving Society Trainer, Instructor and Examiner Appointments/Certifications held or obtained by the National Trainer.</p>
Administration	<p>Send completed co-National Trainer evaluation form and a copy of the test sheet to Branch no later than 2 weeks after course date.</p>
Award Recognition	<p>Card</p>
Issuing Awards	<p>Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of completed appointment.</p>



General Program Information

Program Information

Becoming an Affiliate Member

Any individual, facility, club, or organization interested in the work of the Society is invited to become a member of the Lifesaving Society. Affiliate members pay an annual fee for access to the services provided by the Lifesaving Society Manitoba.

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

Affiliate Categories

Affiliate members are divided into 2 categories:

1. Corporate – may be any one of the following: association, corporation, organization, or other responsible agency recognized by the Lifesaving Society and that are in good standing* with the Society.
2. Independent – are individuals who do not own or lease a facility, or those who contract their services to an employer or organization, and who are in good standing* with the Society. A maximum of two individuals may work together as an Independent Affiliate. All individuals who are part of the Independent Affiliate Member are required to hold a current Lifesaving Society Leadership Certification. The individuals are under agreement, not their employer or organization, and they are the signing authorities.

Member Benefits

- ◆ Offer Lifesaving Society Programs.
- ◆ The processing and issuing of Lifesaving Society Program awards.
- ◆ The processing and shipping of all orders for program materials
- ◆ A copy of the Manitoba Program Guide and support documents.
- ◆ Technical assistance and program support from Lifesaving Society representatives for instructors, lifeguards, and programmers as available through the Lifesaving Society Manitoba.
- ◆ Advertising of courses and job opportunities
- ◆ Provide expert program and aquatic safety consultative services. As Canada's lifeguarding experts the Lifesaving Society readily shares its expertise with members.
- ◆ Promotional and educational literature, including test sheets, manuals and reference books, Swim for Life recognition materials, posters, brochures, and program marketing material as available through the Lifesaving Society Manitoba.
- ◆ A resource library and network of professionals that specializes in aquatics.
- ◆ Promotion and advertising of courses and job postings as available through the Lifesaving Society Manitoba.
- ◆ Various Branch communications including the newsletter, affiliate mail-outs and drowning reports.
- ◆ Notification of upcoming Lifesaving Society Manitoba events.
- ◆ Cast one vote at the Annual General Meeting of the Lifesaving Society Manitoba.

Member Responsibilities

General

- ◆ Members agree with the drowning prevention mission of the Lifesaving Society and actively participate in the shaping of future Lifesaving Society programs and services.
- ◆ Members will be responsible for all transgressions against this agreement including, but not limited to, candidate re-evaluations, financial costs and reimbursements, legal repercussions, and required operational corrections.
- ◆ Members must disclose any commitment, relationship or interest that could conflict or may be perceived to conflict with their responsibilities.

Risk Management

- ◆ Maintain a safe environment suitable for delivering Lifesaving Society programs and services.
- ◆ Maintain current certifications in all applicable Lifesaving Society awards or use current Society instructors and trainers to instruct and deliver Society programs and services.
- ◆ Strictly adhere to the Code of Conduct for instructors and trainers.
- ◆ Respect that the content of Lifesaving Society resources and manuals are valuable intellectual property of the Society. Reproduction of content, by any means, is prohibited unless authorized by the publisher.
- ◆ Abide by all applicable privacy legislation.
- ◆ Maintain adequate liability insurance.

Quality Assurance

- ◆ Abide by the Society's current policies and procedures as set out in the Manitoba Program Guide, or in any interim updates released by the Society, in respect to delivery of programs and services.
- ◆ Abide by the Society's current policies and procedures, rules, and standards in respect to lifesaving sport sanctioned competitions and affiliate lifesaving club programs.
- ◆ Provide all required and current Society materials and resources for all Society programs and services offered.
- ◆ Ensure that instructors and trainers utilize all required and current materials and resources when delivering all Society programs and services.
- ◆ Ensure that instructors and trainers utilize applicable Lifesaving Society program standards in course delivery.
- ◆ Maintain and manage an effective client registration system.

Program Administration

- ◆ Order all required program materials a minimum of seven (7) business days in advance of any course start date.
- ◆ Submit properly completed test sheets, rosters, and/or candidate records (depending on the program in question) to the Society for processing no later than fourteen (14) days after the completion of the course.
- ◆ Maintain copies of all completed test sheets, rosters, and/or candidate records (depending on the program in question) in a secure manner for a minimum of seven (7) years from the completion of the course.
- ◆ Provide statistics for non-certification programs (Swim to Survive, Swim for Life, Canadian Swim Patrol, Junior Lifeguard Club, and Water Smart Public Education events) when requested by the Society.
- ◆ Utilize Interim Certification cards as per the Society's policies and procedures, if appropriate for programs offered by the Member.
- ◆ Distribute appropriate candidate recognition materials (interim certification cards, progress reports, seals, stickers, etc.) as per the Society's policies and procedures immediately following completion of courses.

Communication and Marketing

- ◆ Use the correct program name and branding when advertising Society programs, for example: "Lifesaving Society Bronze Cross" or "Lifesaving Society Standard First Aid."
- ◆ Strictly follow the visual identity guidelines for Society programs and services.
- ◆ Act as a representative for your organization and/or within your community and advocate for the Society's programs and services. Refer all inquiries to the Society.
- ◆ Members must maintain subscriptions to the Society's electronic communications (i.e., Lifelines newsletter) in order to receive important information with respect to the Society's policies & procedures, programs, services, and standards.
- ◆ Must designate and maintain current Member contact information with the Society.
- ◆ Must designate a key contact person for the Society.

Financial Accountability Responsibilities

- ◆ Members must pay an annual membership fee to the Society.
- ◆ Members are required to pay invoices within thirty (30) days of receipt. Invoices unpaid after thirty (30) days will be subject to 1.5% interest every thirty (30) days. The Society does not accept personal cheques.

Program Promotion

The Lifesaving Society Manitoba's programs are divided into 4 categories: Water Smart® programs, safety management programs, skill awards, and leadership awards. Any affiliate member can offer Lifesaving Society programs provided they meet trainer, facility, and equipment requirements.

The Lifesaving Society Manitoba depends on its affiliate members to promote the awards of the Lifesaving Society's training programs. The Society encourages aquatic programmers to use promotional aids offered by the Society to help increase awareness and understanding of lifesaving courses in the community. Promotional items and the use of the Society's logo may be requested from the office.

Most candidates who register for aquatic-related courses fall into the 8 to 18-year-old market. Parents are often very involved in the planning of their child's recreational activities and future plans. Teenagers in this group are also beginning to think about part-time work and future careers. When preparing to promote a program, keep the following in mind:

- ◆ Many parents like to be guided as to what would best suit their child at a particular age.
- ◆ Youth like to have an opportunity to learn in both a structured and non-structured format.
- ◆ Parents and youth appreciate a challenge and expect good quality instruction.
- ◆ Parents and teens are eager for information on future job opportunities and career choices

Tips to promote Lifesaving Society programing at your facility

- ◆ Programs can be offered in a variety of formats tailored to meet the needs of potential clients and facilities
- ◆ Choose to schedule courses over a few weeks or in a weekend format, combine some levels to meet programming needs or other suitable formats, depending on the operating season, community needs, and facility usage.
- ◆ Start a Junior Lifeguard Club. Affiliates with active Junior Lifeguard Clubs have significant less difficulty in acquiring aquatic staff. Contact Kathy Plett, Program Coordinator, at kathy.plett@lifesaving.mb.ca for more details.
- ◆ Think about non-traditional times to offer programs – e.g., offer adult programing during early morning swim times.
- ◆ For Leadership or National Lifeguard programs consider pooling your candidate lists with other facilities in your area – each taking a turn programming and hosting a course. This will help to ensure that you have enough candidates to make the course reasonably priced.

Promote Levels in "Groups"

- ◆ Promote Rookie, Ranger, and Star Patrol as "The Canadian Swim Patrol" and encourage candidates to complete all 3 levels to become a "Canadian Swim Patterler".
- ◆ Promote Bronze Star, Bronze Medallion and Bronze Cross as the "Bronze Family" or "Bronze Levels" and encourage candidates to complete all 3 levels to become a "Bronze Graduate".
- ◆ Run Distinction Award courses for candidates who are not 16 to encourage them to continue their training while waiting to be able to take the National Lifeguard Certification or Lifesaving & First Aid and Swim for Life® Instructor Certification. This will:
 - Encourage candidates to complete all parts of the program by continuing to the next level.
 - Help give parents a plan for their child's future.

Promote Future Job Opportunities

- ◆ Promote future job opportunities: By pursuing the Bronze awards, National Lifeguard, and Lifesaving & Swim for Life Instructor, individuals can train to work in the field of aquatics either in a part-time or full-time position. Many high school and university students pay their way through school by lifeguarding or instructing over the summer months or during school terms. This also prepares them with valuable and practical job experiences, which can improve their chances of securing other employment later. Another employee source are adults looking for a part time job after they "retire" or Stay-at-Home parents who want some extra income. Programming adult only courses at non-conventional times will help to remove barriers to inviting these potential employees back into the pool.
- ◆ Develop a partnership with your local high school that allows students to receive credits for taking Lifesaving Society courses or for working at your facility as a Lifesaving Instructor or a National Lifeguard.
- ◆ Promote the advantages of working in aquatics:
 - Meeting fun people
 - The opportunity for working outside during the summer (beaches, lakes)

- Working in recreational setting
- Learning a variety of life skills that can help secure other job opportunities
- Access to other programs offered by recreational facilities
- The chance to participate in aquatic competitions

Reaching Out to New Markets

- ◆ The Lifesaving Society has many programs to help affiliates to reach new individuals who may not traditionally spend time at aquatic centers, but who may benefit from our training. Traditionally, most courses have been structured to fit the core group of participants who take swimming and lifesaving lessons or who wish to become trained as lifeguards or instructors. By offering new programs in your facility, you may attract a new group of steady customers who begin discovering the many other courses and opportunities available at the centre.
- ◆ Reach out to those individuals who may not have traditionally been interested in registering for aquatic courses or training. Consider programming for new Canadians. The adult community is a group that is often looking for challenges that are designed specifically for them. Try offering some of the skill awards and you may pique the interest of someone who eventually becomes a regular use of your facility (e.g., Swim for Life Adult Swim levels, Swim to Survive®, Swim to Survive® Plus, youth and adult only Swim Patrol or Bronze Level Courses).
- ◆ Some examples of “non-traditional” programs include First Aid, CPR, and Within Arms’ Reach™ which do not require any pool space. First Aid and CPR can be targeted to a variety of groups or just the public. Within Arms’ Reach™ is ideal for families with children or caregivers. Consider Swim to Survive® or Swim to Survive® Plus for youth and adults who want to become comfortable in the water, but do not want “swimming lessons”.

A Family Affair

- ◆ Make Swimming Lessons “A Family Affair”. Program Within Arm’s Reach™, CPR or first aid courses at the same time as children’s swimming or lifesaving classes. This way the family can participate at the same time but learn different skills in separate groups. They can then motivate each other by sharing this information together as a family after the class.
- ◆ Have a Swim to Survive®/ Swim to Survive® Plus Evaluation Day: have one day a month at your pool where you offer free Swim to Survive®/ Swim to Survive® Plus standard testing. You can give participants who pass a Swim to Survive® or Swim to Survive® Plus Certificate (the PDF originals are available from the office upon request). Make the Swim to Survive® Standard the standard to swim in the deep water in your facility.
- ◆ Have Water Smart® Experience events on a regular basis at your pool. Perhaps the first Sunday of every month. The Water Smart® Activities Guide is available to download from on the web site at <http://lifesaving.mb.ca/water-smart/>. An example of a Water Smart® Experience event might be a PFD fitting event.

Scheduling Time

Time guidelines are based on a candidate/instructor ratio. Affiliates may choose to schedule their courses over a few weeks or in a weekend format, combine some levels to meet programming needs or other suitable formats, depending on their operating season, community needs, and facility usage. When programming courses remember to allow at least one 15-minute break for each 4-hour teaching block (e.g., if you program classes to run from 6:00pm to 10:00pm each Wednesday, add an extra 15 min to allow for a break). See the appropriate program page for course times. Below are some scheduling options:

- ◆ Suggestions for scheduling Swim for Life® Swimmer 1 - 6 levels include:
 - Register by specific award level in separate classes: e.g., Swimmer 1 or Swimmer 2
 - Offer combined classes: e.g., Swimmer 1 & 2; Swimmer 2 & 3; Swimmer 4 & 5.
 - Block booking: for a class at 4:00 - 4:45pm, schedule 4 instructors and accept 40 registrations for any Swimmer 1 to 6 levels - sort the learners according to skills and assign them to instructors. This works well for school groups, day camps, and large families.
- ◆ The same scheduling could be used for the Parent & Tot, Preschool, Canadian Swim Patrol, Adult Swimmer, or the Fitness Swimmer.
- ◆ Combine Rookie and Ranger levels
- ◆ To ensure that candidates have the pre-requisites for National Lifeguard and Lifesaving Instructor, run the Bronze Cross and Standard First Aid combined course
- ◆ Run Distinction Award courses for candidates that are too young for National Lifeguard or Lifesaving Instructor

See the program conversion charts at the end of this section for guidance in registering candidates from other programs.

Course Materials and Literature

There are manuals that must be used for teaching and evaluating the Lifesaving Society training programs. For a comprehensive list of literature and equipment required by candidates and instructors/examiners, see the appropriate program chart.

Ensure your Lifesaving Society Instructors and examiners register for the web access Toolkit so that they have access to the most up-to-date instructor resources and teaching tools (<http://lifesaving.mb.ca/toolkit/>).

Lifesaving and lifeguarding education requires knowledge of water rescue equipment. Likewise, first aid and CPR training require specific training equipment. Some award items specify particular equipment, but in most cases there is only a general reference to reaching, throwing and towing assists, buoyant or otherwise. In most cases a variety of standard commercial and/or homemade water rescue devices are all that is required. It is required that first aid equipment, barrier devices, manikins or other suitable devices and AED trainers be available as teaching and evaluation aids for first aid and CPR skills.

Timing devices must be available for all awards that have timed fitness activities or require candidates to take and evaluate the victim's pulse. A watch or clock would satisfy this requirement, although it is sometimes preferable to have a stopwatch or large pace clock. The timed swim distances must be clearly marked for waterfront locations.

The Lifesaving Society Manitoba has additional program resources available through the office, such as videos and brochures and CPR manikins that can be used to enhance the candidates' learning experience and better prepare them as lifesavers or lifeguards. Contact the office for additional resources.

Toolkit

The Instructor and Affiliate resources are found on our web access Toolkit. The Toolkit can be accessed from the Member Services menu on our web site or by going directly to <http://lifesaving.mb.ca/toolkit/>. The Forms & Test Sheets section and the Affiliate Tools section of the toolkit are available without logging in. To access the Instructor Tools, instructors and examiners will need to create a profile and login for access. The Toolkit will always have the most up-to-date resources available for affiliates, instructors, and examiners. If you would like us to place information in the Toolkit, email the [Program Coordinator](#) with your request.

Course Registration

When affiliates run courses, they should register the course with the Branch. This ensures the Branch is aware of lifesaving courses being run and allows the office to refer candidates who are looking to take a course to the affiliate. Fax or e-mail your course schedules to the office at: 204-944-8546 or info@lifesaving.mb.ca. Courses registered by affiliates with the Branch are advertised free of charge on the Lifesaving Society Manitoba Web Site at: <http://lifesaving.mb.ca/member-services/find-a-course/>.

Responsibility and Liability

Programmers and affiliates should ensure that adequate space, time, and equipment are provided for the proper administration of Lifesaving programs. While the Society sets policies and guidelines for the administration of its programs, Affiliates are responsible to schedule the programs to meet their needs and those of the candidates.

When offering Lifesaving Society programs, candidate safety must be of primary concern to the host affiliate. If concern for candidate safety through clear direction and proper supervision is not demonstrated and an injury occurs, the law could find the facility, the affiliate, and the instructor liable due to negligence.

Affiliates and facilities should verify that they have adequate liability insurance prior to offering programs to the public.

The affiliate is ultimately responsible for the quality of the programs being offered at their facility. Examination performance standards will not be relaxed to accommodate those who did not receive proper instruction. The emphasis of these programs should be to encourage as many people as possible to seek training in lifesaving or lifeguarding, with the ultimate goal of reducing drowning and aquatic incidents.

Ordering Program Materials/Supplies

Orders are placed on [Lifeguardshop.ca](http://lifeguardshop.ca). When placing an order, be sure to allow at least 2 weeks for delivery, in case the items are not currently in stock. Affiliates who require a purchase order to be referenced on the Lifesaving Society Manitoba invoice should input their purchase order in the box for "Special Instructions for the Seller" when they are checking out. Please contact the [Program Coordinator](#) if you cannot find the product you want at [Lifeguardshop.ca](http://lifeguardshop.ca).

Affiliates may only return merchandise that is a current issue and is in resalable condition for a credit. Merchandise must be returned within 60 days of purchase at the affiliate's expense. A restocking fee of a minimum of \$10.00 or 15% will be applied. No cash refunds.

Equipment Loans

Affiliates who have paid membership fees for the current calendar year are entitled to borrow equipment and educational materials from the Lifesaving Society Manitoba. A list of items is available from the office.

Requesting Equipment

- ◆ We do not ship equipment. It must be picked up from the office and returned to the office by the affiliate.
- ◆ There is a daily rental fee for renting equipment.
- ◆ Equipment is only rented out to affiliates to be used for teaching/evaluating Lifesaving Society courses.
- ◆ Equipment must be returned in the same condition. If there is any damage, the Lifesaving Society Manitoba reserves the right to charge a fee equal to the replacement value of the item. Such fees must be paid prior to any new requests for equipment being granted.
- ◆ Extensions may be granted unless there is a waiting list for the item.

Prerequisites

Many Lifesaving Society courses require that candidates hold prerequisite certifications, have related experience, or have reached a minimum age. Please refer to each program page for complete details. Unless otherwise stated, age pre-requisites must be met by either the last day of the course or the test day and certification pre-requisites must be met by the first day of the course.

No additional prerequisites can be added to those already listed in this guide regardless of what other training the candidate already holds.

Proof of Lifesaving Society pre-requisites are either verification from "Find a Member" from the Web Site (<http://lifesaving.mb.ca/member-services/find-a-member/>), or the certification card.

Test Sheets

The purpose of test sheets is to verify the candidates' performance for each evaluated item, and the final results as pass or fail. Unless filled in electronically, all test sheets must be filled out in pen. The examiner signs the test sheet to confirm that all information on the test sheet is complete and accurate. The signed test sheets are legal documents that can be used in legal cases when proof of training and certification is required. **Test sheets that are not legible or are not correctly and completely filled out will not be processed and may be returned to the affiliate to correct and resubmitted.** Affiliates will be charged for any certification cards returned to the office due to incorrect information on the test sheets.

Test sheets must be sent in for **ALL** Lifesaving Society Programs. Once test sheets have been submitted to the office they become the property of the Society.

Affiliate Responsibilities

The affiliate offering the Lifesaving Society program is responsible for submitting the appropriate test sheets (correctly and legibly filled out) and prerequisites to the Branch. Affiliates must keep a copy of the original test sheets for a minimum of 7 years.

NOTE* A candidate is not certified until the office has received and processed a correctly filled out test sheet.

Instructor Responsibilities

- ◆ The proper test sheet is being used for the award tested.
- ◆ The instructor is responsible for filling in all of the candidate information. Candidates do not fill in their information on the test sheets. If desired there are candidate pre-requisite forms available on the toolkit to use for collecting candidate information.
- ◆ The candidates' full first and last names are printed legibly and correctly.
- ◆ The candidates' complete **mailing** addresses - including postal codes and cities/towns; phone numbers and e-mail address (where required) are printed clearly.
- ◆ The candidates' date of birth is listed on the test sheet. This is especially important in the case of awards with age pre-requisites or in situation where we might have multiple individuals with the same name.
- ◆ The locations and latest certification of prerequisite awards are listed. Please indicate if it is from another Branch of the Society.
- ◆ The instructor-evaluated items (indicated by an asterisk on the test sheet) are clearly marked as pass or fail before the sheets are turned over to the examiner.
- ◆ Ensure that all instructors and co-instructors are listed on the test sheet. In the case of instructor-evaluated awards, the instructor and co-instructor must have signed the test sheet.

Examiner Responsibilities

- ◆ The examiner may choose to re-evaluate any or all instructor-evaluated items at their discretion.
- ◆ Should a candidate miss the exam, they must be marked as a "no show" and their line on the test sheet must be crossed out by the examiner.
- ◆ Empty lines on the test sheet must be crossed out to prevent further additions.
- ◆ Original prerequisite cards must be checked at the time of the exam. The examiner has the right to refuse to examine a candidate that cannot provide proof of prerequisites. Photocopies of pre-requisite certifications not issued by the Lifesaving Society Manitoba must be attached to the test sheets.
- ◆ The bottom section of both sides of the test sheet must be filled out completely. This includes:
 - The total number of passes and failures must be indicated on the front of the test sheet.
 - Ensure that examiners and co-examiners are listed on the original test sheet and their signatures are in ink.
 - Number of pages of test sheet and if there are names on the back of the sheet.
 - Checking off if the test is an original test or a recertification. Original and recertification must be on separate test sheets.
 - The examiner must sign both sides of the test sheet if there are names on both sides.
- ◆ Any changes made must be initialed by the examiner.

Current test sheets can be found in the Toolkit on our website.

Submitting Test Sheets

- ◆ Test sheets must be received by the office within 2 weeks after the last course date.
- ◆ If electronic copies for test sheets are submitted, the affiliate must keep the originals for seven years.
- ◆ The Branch requires test sheets for all levels.
- ◆ If the prerequisite certifications are not issued by the Lifesaving Society Manitoba, photocopies of the certifications must be attached to the test sheets.

Test Site Policy

Any Test Sheet that comes into the office with fewer than 4 names on it must have a letter attached explaining the reason and/or outlining the steps taken to ensure candidates were examined according to policy (e.g., names and contact information of volunteers recruited for instruction or evaluation). This letter must be signed by either the Examiner or the Affiliate.



LIFESAVING SOCIETY
The Lifeguarding Experts

Bronze Cross

(Revised 2020)

This test sheet for original exam candidates only.

Side 1: Please record each candidate's name, and contact information accurately.

Use the correct test sheet

Date of birth	Prerequisites checked	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*	13*	14*	15	16	17	Result
	The Lifesaving Society																		
	Non-fatal drowning																		
	Shallow water blackouts																		
	Assistant lifeguard responsibilities																		
	Communication																		
	Two-rescuer removal																		
	Surface dives and underwater swims																		
	Team search																		
	Two-rescuer drowning resuscitation																		
	Spinal injury management																		
	Object recovery and transport																		
	Rescue drill: recover submerged victim																		
	Endurance challenge – 400 m or yd.																		
	Safety supervision scanning																		
	Two-person rescue 1: multiple victims submerged, victim																		
	Two-person rescue 2: submerged, victim																		
	Assistant lifeguard situations																		

* Items are instructor evaluated

1
Name _____
Address _____
City _____ Postal Code _____
E-mail _____ Phone _____

Prerequisite: _____
Bronze Medallion _____ Date earned: _____ Location: _____

Fill in prerequisite information

2
Name _____
Address _____
City _____ Postal Code _____
E-mail _____ Phone _____

Prerequisite: _____
Bronze Medallion _____ Date earned: _____ Location: _____

Please print legibly!

3
Name _____
Address _____
City _____ Postal Code _____
E-mail _____ Phone _____

Prerequisite: _____
Bronze Medallion _____ Date earned: _____ Location: _____

Write ✓ or F in each box. Make sure every box is filled in.

4
Name _____
Address _____
City _____ Postal Code _____
E-mail _____ Phone _____

Prerequisite: _____
Bronze Medallion _____ Date earned: _____ Location: _____

Cross out empty lines

5
Name _____
Address _____
City _____ Postal Code _____
E-mail _____ Phone _____

Prerequisite: _____
Bronze Medallion _____ Date earned: _____ Location: _____

Total numbers for the EXAM – not per page

6
Name _____
Address _____
City _____ Postal Code _____
E-mail _____ Phone _____

Prerequisite: _____
Bronze Medallion _____ Date earned: _____ Location: _____

Check box if there are more candidates on the reverse side of this page. This test sheet is Page _____ of _____ Pages. - Satisfactory Performance - Fail Total Pass for Exam Total Fail for Exam

Invoicing Information
Host name (Affiliate or pool name, include phone numbers and fees) _____ telephone _____
Street address _____
City _____ Prov. _____ Postal code _____

Instructor Information
Instructor's name _____ ID# _____
E-mail address _____
Telephone _____ Signature _____
Individual who examined the candidates Same as Instructor or _____

Must be signed by the instructor if applicable

Exam Information
Exam date: _____
Facility name (e.g., name of pool) _____ Telephone _____

Examiner's name _____ ID# _____
E-mail address _____
Telephone _____ Signature _____
Individual who apprenticed on the exam Same as Instructor or _____
Apprentice's name _____ ID# _____

Must be signed by the examiner

Return completed test sheet to the Lifesaving Society Branch Office promptly after the exam. Retain one copy for your records. Do not send cash by mail.

Fillable test sheets are available on the Lifesaving Society website in the Toolkit. Fill them in on your computer, print, sign, and submit! <http://lifesaving.mb.ca>

NOTE* A candidate is not certified until the office has received and processed a correctly filled out test.

Examination Procedures

The Lifesaving Instructor plays an important role in evaluating candidates in the Lifesaving Society training programs. In all awards, the instructor evaluates candidates on items as outlined in the award guides and has the responsibility of final evaluation for several of the awards. For examiner-evaluated awards, the instructor is generally responsible for evaluating the skill items that make up the candidates' repertoire for use in rescues. The examiner, in the case of examiner-evaluated items, has the final say on candidates' completion of the award, and has the authority to reevaluate instructor-evaluated items at any time.

**Note:* Unsuccessful candidates for Bronze Star and higher receive a written report of why they were unsuccessful. Sample of these reports are available on the Toolkit.

**Note:* If the instructor is also a Lifesaving Examiner, the affiliate may choose to have the instructor evaluate their candidates or request another Lifesaving Examiner.

Every effort must be made to secure an examiner at the start of the course. If you are having difficulty confirming an examiner the Branch can assist you in locating one.

To ensure the exam runs smoothly, a meeting or telephone conference should be set up between the instructor (or programmer) and the examiner to discuss the following items:

- ◆ Level(s) to be examined
- ◆ Date and time of the exam (an alternate date in case of an emergency, inclement weather, etc.)
- ◆ Number of candidates
- ◆ Equipment required or available
- ◆ Time and space allotted for the exam
- ◆ Directions to the facility
- ◆ Confirmation that the candidates will bring proof of pre-requisites to the exam

Instant Awards

Affiliates are eligible to participate in the Instant Awards program. The Instant Awards program entitles the affiliate to maintain a stock of award cards and crests on hand to provide to candidates immediately upon successful completion of their course. The awards currently available through the Instant Awards program are the Canadian Swim Patrol awards (Rookie, Ranger, and Star), Swim to Survive®, and Swim for Life® programs. The office issues all other awards.

Swim Patrol:

The affiliate will establish a base stock of award supplies. The Branch will invoice the affiliate for the award supplies and send them to the program administrator. The program administrator should maintain records of how many awards are issued and keep copies of all test sheets for reference. Original test sheets must be forwarded to the Branch within 2 weeks of the course completion date for statistical use.

Swim for Life®

All the program support material (test sheets, accomplishment records, art for stickers, etc.) can be downloaded from the Toolkit (<http://lifesaving.mb.ca/toolkit/>). Affiliates print out the required amount of material as needed for their programs. Statistic forms are sent to the office annually.

Certification Cards

Date on Cards

First Aid certification cards have an expiry date. All other certification cards indicate a certification date rather than an expiry date.

Currency

Some certifications are required to be current to satisfy employment requirements or to show as prerequisites for higher level training. Please refer to each program page for details on the length of time that each award is deemed to be current. **Note: Extensions cannot be granted.**

Find a Member

Award holders can check their qualifications at any time on the [Find a Member](#) page on the web site. Award Holders will need their member code – found on the bottom right corner of the blue portion of Lifesaving society certifications.

Cards Issued by the Branch Office

Cards are sent within 3 weeks of the properly completed test sheets being received at the Branch.

Responsibility of the Cardholder

The cardholder is responsible for:

- ◆ Ensuring that their awards are current (if required for employment or as a prerequisite).
- ◆ Ensuring that their cards are kept in a secure location.
- ◆ Presenting their cards as proof of prerequisite at any appropriate Lifesaving Society course or recertification.

Lost or Stolen Cards

Cards that have been lost or stolen can be replaced for a fee. Replacement cards are ordered through the [Replace Your Certification](#) page in the web site.

Award Transfers

From Other Provinces or Territories in Canada

All Lifesaving Society certifications from other Branches in Canada are valid in Manitoba.

When transferring awards:

- ◆ Contact the Branch where the awards are currently held, and submit a request to have them transferred to the new Branch.
- ◆ Contact the new Branch after a week or so to be certain that they have received the information and can verify your certifications. There may be certain provincial requirements to meet prior to completing your award transfer.

Transfers from Countries Offering Royal Life Saving Society Certifications

Recognition may be given to candidates holding Royal Life Saving Society certifications from other Commonwealth countries. Individuals are asked to contact the Program Coordinator

Transfers from all Other Countries

Lifeguards and Instructors certified in all other countries must complete the following training to be certified in Canada: Contact the Program Coordinator for country/certification specific process.

- ◆ Successfully challenge the Bronze Medallion and Bronze Cross levels (by successfully completing the exam) or choose to complete the full courses at these levels.
- ◆ Complete a full NLS course for lifeguarding certification.
- ◆ Complete a full Lifesaving Instructor course for instructor certification.

Change in Name or Address

To ensure that our records are complete, please notify the office whenever a change in name or address occurs. This will facilitate processing of new awards and recertifications and ensure that you receive all mailings from the office. The Lifesaving Society Manitoba requires verification of a name change with a piece of government issued ID.

Remember you can get verification of Lifesaving Society Certification for yourself or your staff 24/7 from <http://lifesaving.mb.ca/member-services/find-a-member/>

All you need is the person's member number found on the bottom right-hand corner of the blue portion of their Lifesaving Society certification (remember to deselect "view current" if looking for a certification more than 2 years old).

Program Conversion Charts

These charts are for use by affiliates who offer other programs in addition to the Lifesaving Society training programs. It is a guide developed by the Lifesaving Society, Canadian Red Cross Society, and YMCA Canada so that programmers can incorporate the lifesaving levels into their existing learn-to-swim programs.

a) Cross – Over Chart from other Swim Programs

Canadian Red Cross, YMCA Canada, and Lifesaving Society

Swim for Life® & Canadian Lifesaving Program	YMCA Canada	Red Cross Swim Program	I Can Swim
Parent & Tot 1	Splashers	Starfish	Ducklings
Parent & Tot 2	Bubblers	Duck	Dinos
Parent & Tot 3	Bubblers	Duck/Sea Turtle	Dinos
Preschool 1	Bobbers/Floaters	Sea Turtle	Dolphin 1
Preschool 2	Gliders	Salamander	Dolphin 2
Preschool 3	Divers	Sunfish	Dolphin 3
Preschool 4	Surfers	Crocodile	Dolphin 3
Preschool 5	Dipper	Whale	Dolphin 3
Swimmer 1	Otter	Swim Kids 1	Stage 1 Beginner
Swimmer 2	Seal	Swim Kids 2	Stage 1 Intermediate
Swimmer 3	Dolphin	Swim Kids 3	Stage 1 Advanced
Swimmer 4	Swimmer 1	Swim Kids 4	Stage 2 Beginner
Swimmer 5	Swimmer 2	Swim Kids 5	Stage 2 Intermediate
Swimmer 6	Star 1	Swim Kids 6	Stage 2 Advanced
Swim Patrol – Rookie	Star 2/3	Swim Kids 7	Stage 3 Beginner
Swim Patrol – Ranger	Star 3/4	Swim Kids 8	Stage 3 Intermediate
Swim Patrol – Star	Star 5/6	Swim Kids 9	Stage 3 Advanced
Bronze Star	Star 7	Swim Kids 10	Stage 4

b) Assessment Guide

The following assessment guide will help affiliates determine which Swim for Life® or Lifesaving level is most appropriate for someone who has not had instruction in another swim program, or who has not had swimming lessons for a while.

Pre School and Parent & Tot – six months to five years of age

Pre School and Parent & Tot - Register in:	If:
Parent & Tot 1	4Preschool child 4 to 12 months 4Accompanied by caregiver
Parent & Tot 2	4Preschool child 12 to 24 months 4Accompanied by caregiver
Parent & Tot 2	4Preschool child 2 to 3 years 4 Accompanied by caregiver
Pre School 1	4Preschool child 3 - 5 years 4No caregiver present 4First swimming lessons 4Cannot put face in water
Pre School 2	4 Flutter kick on your back with a buoyant aid
Pre School 3	4Kick on your front and back
Pre School 4	4 Can kick 3 - 5+m on front and back. 4 Can jump into deep water with assistance
Pre School 5	4Comfortable on deeper water and swim front crawl 3 meters

Swimmers – school age children six years and over

Swimmer - Register in:	If:
Swimmer 1	4Don't know how to swim 4Or can just float on front or back
Swimmer 2	4Get face wet, float on front and back, 4Flutter kick?
Swimmer 3	4Swim front crawl and back crawl for 10 meters?
Swimmer 4	4Swim front crawl and back crawl for 15 meters 4Whip kick for 10 meters?
Swimmer 5	4Swim front and back crawl 25 meters?
Swimmer 6	4Swim breaststroke for 15 meters?

Canadian Swim Patrol - Register in:	If:
Rookie Patrol	4Swim 300 meters continuously?

Bronze Awards - Register in:	If:
Bronze Star	4Can swim 400 m without stopping (any stroke) 4Can tread water holding a 10 lb. weight for 1 – 2 minutes
Bronze Medallion	4Have completed Bronze Star or is age 13 or older 4Can swim 500 m without stopping (any stroke)

Adult Swimmer – youths and adults

Adult Swimmer - Register in:	If:
Swim to Survive®	4Want to be comfortable and safe in the water 4Don't know how to swim 4Or can just float on front or back
Adult 1	4Don't know how to swim 4Or can just float on front or back
Adult 2	4Comfortable in the water 4Can swim on front or back 10 meters?
Adult 3	4Interested in improving strokes and swim skills and want to swim farther?
Fitness Swimmer	4A good swimmer who wants to learn for fitness?

Use of Lifesaving Society Logos, Trademarks, etc.

The trademarked and copyrighted images of the Lifesaving Society are designed to provide a consistent and recognizable image for the Society and its programs. As part of the affiliate agreement, affiliates are licensed to use these images. A condition of the license is that the images are to be used as provided and not altered. Affiliates may use the graphics to promote the Lifesaving Society and its programs as they deem appropriate. The graphics cannot be associated with any other materials, sponsors, agencies or organizations. Please remember the following when using the graphics provided:

1. The images have been provided in the acceptable color versions including black and white. Do not change the colours.
2. The blue colour to be used when printing the graphics in colour is PMS 300C.
3. Do not reverse the colours on any of the graphics
4. Do not modify or alter the shades of grey/black in the graphics.

Pamphlets and Posters

The Branch has developed several pamphlets and posters for you to use to market Lifesaving Society programs at your facility. Contact the office for more information.

Appendices

Appendices

Harassment Policy

To whom does this policy apply?

- ◆ All employees,
- ◆ Contract employees,
- ◆ Volunteers,
- ◆ Board members, and
- ◆ Other representatives of the Society.

The Society is committed to providing an environment free from discrimination, bullying and harassment and workplace violence for all of its employees and volunteers including, without limitation, all Members or representatives thereof, and employees of the Lifesaving Society when ostensibly acting in that capacity.

Discrimination: Discrimination includes any (negative) differential treatment, whether in recruiting, hiring, training, promotion, discipline, benefits and compensation, based on an individual's actual or perceived race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, family status, source of income or sexual orientation and any other ground protected by the applicable human rights legislation.

Examples of discrimination include insults, ethnic jokes, derogatory comments directed to disabled persons or preferential shift assignments based on race. Discrimination does not include reasonable or appropriate social interaction.

Bullying and Harassment: Harassment is any behavior that creates an intimidating, demeaning, humiliating, and threatening or hostile work environment. Bullying and harassment includes any inappropriate conduct or comment by a person towards another that the person knew or reasonably ought to have known would cause the other person to be humiliated or intimidated.

This includes any conduct, comment, gesture or contact of a sexual nature or unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, physical or mental ability, age, ancestry, marital status, source of income, family status or sexual orientation, such that an individual's performance is impaired, or they feel they are not being treated with dignity and respect. Harassment that will not be tolerated by the Society includes but is not limited to physical, psychological, written or verbal abuse; threats, bullying, intimidation, derogatory remarks, jokes, innuendo or taunts; unwelcome invitations, requests or demands with sexual overtones; and workplace violence, including the exercise or attempt to exercise physical force by a person against another person that causes, or could cause physical injury.

The Society will also not tolerate the display or pornographic, racist, or offensive signs or images, practical jokes that result in awkwardness or embarrassment, and unwelcome invitations or requests, whether indirect or explicit.

Sexual harassment is a form of harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favours or other unwelcome verbal or physical conduct of a sexual nature when:

- ◆ such conduct might reasonably be expected to cause insecurity, discomfort, offense or humiliation to another person or group.
- ◆ submission to such conduct is made either implicitly or explicitly a condition of employment or volunteering or used as a basis for any employment or volunteer decision including promotion, salary, job security or benefits; or
- ◆ such conduct has the purpose or might reasonably be expected to have the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Bullying and harassment does NOT include:

- ◆ expressing differences of opinions.
 - offering constructive feedback, guidance, or work-related advice about behavior; or
- ◆ reasonable action taken by the Society or a supervisor relating to management and direction of volunteers or employees (including counselling, managing performance, taking reasonable disciplinary actions, assigning work, or implementing disciplinary actions).

Reporting

Volunteers, employees, or contractors who believe they are being subjected to discrimination, bullying or harassment, or workplace violence at work should:

- ◆ If comfortable doing so, tell the person believed to responsible for the discrimination, bullying or harassment, or workplace violence that their action is unwelcome and ask them to stop.
- ◆ Make a note of the incident setting out the time of the incident, who was involved, who might have seen it and the date of the note. This note should be made as soon as possible after the incident; and
- ◆ Report the matter in writing to the Executive Director, except in cases where the person believed to be responsible for the discrimination, bullying or harassment, or workplace violence is the Executive Director, in which case it should be reported in writing to the President of the Society.

All complaints under this policy will be kept confidential except where disclosure is necessary to investigate the complaint or take corrective action or is otherwise required by law.

Dealing with a Reported Incident

1. All reports of ethical misconduct, discrimination, bullying or harassment, or workplace violence will be investigated in a fair and timely manner.
2. Reported incidents of discrimination, bullying or harassment, or workplace violence will be kept strictly confidential, except to the extent necessary to investigate the complaint and/or otherwise required by law.
3. Both the complainant and the alleged harasser will be interviewed, as well as any individuals who may be able to provide relevant information.
4. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include, as appropriate, coaching, counselling, suspension, termination for just cause, relieving the volunteer of its responsibilities as a volunteer, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint is upheld or not, except in the case of a fraudulent or malicious complaint.
5. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
6. Regardless of the outcome of a harassment complaint made in good faith, the individual lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers, other volunteers, or superiors. This includes - as appropriate - dismissal, demotion, unwanted transfer, denial of opportunities within the organization or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

Responsibility of Management

Leaders are responsible for fostering a harassment-free work environment and setting an example of appropriate workplace behaviour. It is the responsibility of a director, manager, commissioners, or any person within the Society who supervises employees or who leads volunteers to take immediate and appropriate action to report or deal with incidents of harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed, nor should the complainant be told to deal with it personally.

Fraudulent or Malicious Complaints

Any unfounded or frivolous allegations under this policy may cause significant damage to a wrongfully accused person and the Society. If the Society determines that anyone has knowingly made false statements regarding an allegation of discrimination, bullying, harassment, or violence, immediate disciplinary steps will be taken, including as appropriate, coaching, counselling, suspension and/or termination for just cause.

No Reprisals

To encourage Society volunteers and employees to bring forward complaints of discrimination, bullying, harassment, and workplace violence, you and others who are witnesses or are otherwise involved in advancing a complaint, in good faith, will not be subject to any discipline or any other form of retaliation because a complaint has been advanced and otherwise acted upon by the Society.

Anyone who subjects someone else to discipline or any other form of retaliation for advancing or furthering a complaint made and pursued in good faith will be subject to discipline up to and including termination for just cause.

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.

Members of the Society 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. Individuals and organizations that interact with the Society can expect a high level of integrity and respect from the Society.

This code of conduct outlines the ethical standards of conduct expected of individuals, employees, volunteers interacting with the Society, and details the Society's policy with respect to workplace discrimination, bullying and harassment and workplace violence.

Guidelines for Ethical Standards of Conduct

This code is to be a guide for staff, volunteers, and all others who work, volunteer, or represent the Society nationally. As such, this code is a general statement of the rules and regulations to be followed and referred to as needed. By conforming to these rules and regulations the members of the Society will maintain and promote the excellent reputation of the Lifesaving Society and be able to best fulfill their roles within the organization and support it in the various work that it does.

All staff, volunteers, and members of the Society are expected to:

- ◆ Uphold the Mission, Vision Statements and Values of the Lifesaving Society.
- ◆ Protect the interests of the Society and to avoid allowing themselves or the Society to be placed in a conflict of interest.
- ◆ Adhere to policy and procedural standards as outlined in the award guides, standard updates and policy and procedures manuals; and
- ◆ Maintain a professional attitude towards the Society's programs, volunteers, staff, affiliates, and public.

This is generally defined as:

- ◆ All persons acting for the Society should be supportive of the Society and all other organizations and persons working for or with the organization.
- ◆ Use appropriate and respectful language.
- ◆ Focusing comments or criticism appropriately and avoiding public criticism of volunteers and staff.
- ◆ Demonstrating safe and acceptable behaviour for the environment they are in.
- ◆ Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with events of the Society.
- ◆ Maintain a current level of awareness about the Society and its various programs and activities; and
- ◆ Treat all persons with respect.

Privacy Policy

The Personal Information Protection and Electronic Documents Act, otherwise known as PIPEDA, came into force on January 1, 2004.

The Lifesaving Society takes your privacy concerns very seriously and we seek to ensure in contract, policy, and practice that each member's personal information is valued and guarded. While our core programs and services are not subject to PIPEDA, from time to time we may engage in a commercial activity, which does require that we comply with the principles of the Act. As a result, we have prepared this policy to explain why we collect your personal information, when we may use such information, how it is used by our office, and what measures we take to keep the personal information you share with us secure and accurate.

We welcome any concerns, questions, or comments you may have regarding our policy.

What Is Personal Information?

Personal information is any information that identifies you, or by which your identity can be determined. This does not include your business information, such as your position or where you work.

Why Do We Collect Such Information?

We collect your personal information for the following reasons:

- ♦ to provide our newsletters, education materials and other Society related material to you.
- ♦ to identify the number of users visiting our Web sites.
- ♦ to respond to your inquiries via email or letters.
- ♦ to occasionally survey our membership regarding their experiences with the services and programs of the Lifesaving Society.
- ♦ to involve you in various fundraising activities sponsored by the Lifesaving Society.

Customer Inquiries and Concerns

At the Lifesaving Society, we seek to provide you with the best possible programs and services. If you have any questions, concerns, or complaints, we will use your personal information to respond to you, if you confirm that you wish us to do so.

Marketing and Surveys

We do not sell or share our members list with any individual, group, or business. However, there may be occasions when the Lifesaving Society will conduct market research. In that case, we may hire a company to conduct that research on our behalf. In such a situation we will include contractual safeguards to ensure your personal information is used only for that particular purpose. The third party will not retain any personal information provided by us or obtained while conducting research once the project has been completed.

Your Consent

You may choose whether to give us your personal information and, if you do, how we use it. If we request your personal information, we will tell you why we are asking for it and what we intend to do with the information you provide to us. Sometimes, you will be asked to give your consent expressly by checking off a box on a form or clicking on a box on our Web site.

There are certain exceptions within PIPEDA as to when we may collect, use, or disclose your personal information without your knowledge or consent. These include when the use or disclosure is for your benefit and there is insufficient time to obtain consent; when required by courts or contracts; or in an emergency involving a person's health, life, or security. Obviously, these are rare exceptions.

How Do We Protect Your Personal Information?

The security of your personal information is a high priority for us. We maintain administrative, technical, and physical security to protect against unauthorized disclosure, use, change or destruction of the personal information in our possession. Our staff are also trained to maintain confidentiality of all information that they encounter both during and after their employment with us.

Updating Your Information

We require accurate and up-to-date information about you and your preferences to maintain the high quality of service we seek to provide to our customers. You can update your information by calling, writing, or emailing the Lifesaving Society using the contact information below.

Certification Review Policy

The policy will generally apply to holders of Lifesaving Society leadership appointments: the instructors, examiners and instructor trainers who deliver the Society's programs to others. On occasion, however, the policy may apply to other award-holders who fail to maintain or reflect the Society's standards and image, e.g., lifeguards and instructors.

The Society recognizes that individuals work long and hard to earn their awards and/or appointments and that any decision which alters or revokes that status is a serious matter. The Society also knows that deviations from expected conduct or the lowering of standards could ultimately endanger lives.

Situations may arise from time to time where individuals certified or appointed by the Society fail to adhere to standards which the Lifesaving Society expects. The integrity of our program depends upon maintenance of its standards. The confidence of our public demands consistency. The primary objective of our training --- saving lives --- cannot tolerate sub-standard behaviour.

The Society will always support the actions or decisions of its volunteers and award holders where it determines that a complainant is unreasonable or, in its belief, has wrongly construed a situation.

Addressing the problem will likely involve two responses:

1. A plan of action to deal with the complaint from an affiliate, a government body, a member of the public or a candidate, in a professional manner with an eye to good public relations.
2. Internal measures for remediation and rehabilitation.

The Society can only act upon written complaints regarding concerns surrounding the conduct of any of its award holders. Upon receipt of a written complaint, the concern will be investigated and one or several steps may be taken. These include but are not limited to the following:

- ◆ **Dismissal** of the concern if the parties in question are found to have been acting properly and within the bounds of Lifesaving Society Policy.
- ◆ **Reprimand**: may be issued by a committee chairperson without calling the Review Committee and which should be written for insertion in the party's file.
- ◆ **Probation**: remedial action designed to correct a deficiency, upgrade behaviour, or allow for ongoing assessment of the party's conduct.
- ◆ **Suspension**: more serious, designed to remove the party from his/her role as a Lifesaving Society representative and to protect the public but anticipating reinstatement, likely upon compliance with specified conditions.
- ◆ **Revocation of Appointment or Decertification**: most serious, designed to protect the public, necessary to enable the Society to maintain its integrity.

These sanctions are not cumulative. The choice of a particular sanction will be governed by the severity of the complaint. In addition, where the party's behaviour may endanger public safety or compromise the Society, a suspension should be imposed immediately pending investigation.

These sanctions are not cumulative. The choice of action is governed by the severity of the complaint. Any party for whom the Society has received a written complaint will be notified of the complaint, the actions taken by the Society and any actions that may be required of the party (providing documentation in defense of their actions etc.).

Further Information:

The policies guidelines are made available to all representatives of the Society through the Branch office and on the Society website (<http://lifesaving.mb.ca/member-services/instructor-tools/>).

Canadian Swim to Survive® Position Statement

In pursuit of its mission to eliminate drowning and water-related injury in Canada, the Lifesaving Society articulates and promotes its official positions on issues to improve aquatic safety across the country.

On November 18, 2000, the Board of Directors adopted the following "*Canadian Swim-to-Survive Standard*" position statement -- A minimum national standard of swimming skill for all children.

- ◆ Acquisition of basic swimming ability is a fundamental requirement in any meaningful attempt to eliminate drowning in Canada.
- ◆ All Canadian children deserve the chance to learn basic swim survival skills.
- ◆ The acquisition of basic swim survival skills by Canadian children is worthy of public and government support.
- ◆ Affordable training should be available for all children to the level of the *Canadian Swim-to-Survive Standard*.

RATIONALE

High participation in swimming as a recreational activity:

- ◆ Among school-aged children between 5 and 12 years of age, swimming is the second most popular activity in Canada after bicycling.
 - Among those over 18 years of age, swimming is the third most popular activity (after walking and gardening/yard work). Source: *1998 Physical Activity Monitor*, Canadian Fitness and Lifestyle Research Institute.
- ◆ Drowning is a leading cause of death:
- ◆ Drowning is the second leading cause of accidental death (after motor vehicle accidents) in Canada for people 55 years of age and under.
- ◆ Year after year, the majority of people who drown have no intention of going into the water.
- ◆ Immersion is sudden and unexpected.

Need for instruction:

- ◆ Swim skills need to be taught. Swim skills are not innate: they are acquired. Swim skills are very difficult to self-teach.
- ◆ During the 1990s, boards of education withdrew from providing basic swim instruction to elementary school children. This instruction needs to be replaced at the community level.

DROWNING CHAIN OF SURVIVAL POSITION STATEMENT

JUNE 2016



1. Prevent Drowning

It has been estimated that most deaths by drowning are preventable. The ability to avoid a drowning contrasts with the high rates of poor outcomes following these type of incidents. Drowning requires multiple layers of protection. To be effective, drowning prevention must be used by individuals near, on or around the water, and those who supervise or care for others in aquatic settings.

Recommended Actions

- Stay within arm's reach of children when in or near the water.
- Swim where there are certified National Lifeguards.
- Fence pools, spas and other aquatic locations with 4-sided fencing.
- Always wear a lifejacket when using watercraft (e.g. boat, kayak etc.)
- Complete Swim to Survive skills.

2. Recognize Distress – call for help

The first challenge is to recognize a person in distress in the water and know how to act safely, and to activate the lifeguard, rescue and emergency medical services (EMS) if possible and available. A person struggling and about to drown cannot usually call for help.

Recognizable elements of a person at high risk of drowning include: Near vertical body position, ineffective downward arm movements, ineffective pedalling or kicking leg action, and little or no forward progress in water.

Sending someone to call for help upon recognizing a person in distress is a key element in the drowning chain of survival. Delays in activating EMS/rescue services increases the risk of fatal drowning.

Recommended Actions

- Recognise early drowning person in distress signs. Persons may not wave or call for help.
- Tell someone to call for help while staying on-scene to provide assistance.
- Watch where the person is in the water, or ask a bystander to keep constant watch.

DROWNING CHAIN OF SURVIVAL POSITION STATEMENT



JUNE 2016

3. Provide Flotation – to prevent submersion

After recognizing a person is in distress and asking someone to call for help, the next priority is to interrupt the drowning process by providing flotation to the person. Providing flotation is a strategy to buy valuable time for emergency services to arrive, or for those at the scene to plan rescue efforts. Most rescuers tend to focus on the goal of getting the person out of the water even if there is a high threat to life/rescuer safety. Devices such as lifebuoys (ring-buoys) are purpose-designed to provide flotation. However, they are not always available at the scene of a drowning incident. Therefore, improvised buoyancy aids such as empty plastic bottles/containers, body boards, surfboards, driftwood, icebox, or a football could be used. It is critical that rescuers take precautions not to become distressed themselves by engaging in inappropriate or dangerous behaviour. Given the number of bystanders who drown while attempting to rescue others, reaching out with, throwing, or dropping the buoyancy aid without entering the water is the safest course of action.

Recommended Actions

- While helping others:
 - Stay out of the water to reduce risk.
 - Throw something that floats to the person.
- To help yourself:
 - If you are in difficulty, don't panic; stay with any flotation you may have.
 - Signal for help as soon as and if possible, and float.

4. Remove from Water – only if safe to do so

Removing the person from the water is essential in order to provide a definitive end to the drowning process. Several strategies for removal can be used: Assist the person to get out of the water by giving directions, i.e. pointing out the closest and safest place to get out. Attempt to remove the person without fully entering the water by utilizing rescue techniques such as, reaching, throwing and wading out with equipment; If all else fails, the rescuer may then consider entering the water if it is safe to do so. The entry of an untrained person into the water to rescue someone is extremely dangerous and is not recommended. In order to mitigate the risk during a rescue, a rescuer must bring a source of flotation to assist the person.

Recommended Actions

- Assist the person on how to self-rescue by giving them directions for getting out of the water.
- Try to remove the person without entering the water.
- Only if safe to do so, rescue the person using any flotation available.

5. Provide Care as Needed – Seek medical attention

Basic life support for drowning persons is unique due to the dangerous environment which may pose some difficulties in providing care before, during or after the rescue process. The need for, and initiation of basic life support may occur while the person is still in water if the rescuer is trained and can provide in-water resuscitation safely. If not interrupted, the drowning process leads to apnea followed by cardiac arrest within minutes. Any attempt to immobilize the spine will impede rescue, and more importantly delay resuscitation. Therefore, attempts to immobilise the spine should only be made where there is strong evidence of cervical spine injury (transporting and positioning drowning persons may also require specialised adaptations).

Cardiopulmonary Resuscitation (CPR) is needed when the heart stops following a period of apnea. Initial ventilations may be ineffective in drowning due to the presence of water in the upper airway. Airway management is always challenging due to vomiting/ regurgitation and the fluid that is commonly present in the upper airway. Also unique to drowning is that the most common rhythm in cardiac arrest following drowning is asystole; which an AED will not shock.

As soon as the person is removed from the water, rescuers must recognise the drowning severity especially if there is a life-threatening situation so immediate care can be provided. As the majority of people with mild distress may not actually aspirate water it is important to educate rescuers when to call the ambulance or seek medical assistance/hospital care.

Recommended Actions

- If not breathing, initiate CPR starting with two respirations.
- Consider the use of oxygen and an automated external defibrillator (AED) as soon as possible if trained and available.
- If breathing, stay with person until help arrives.
- Seek medical aid if any symptoms are present, and for all persons who require resuscitation.

Reference International Lifesaving Federation Medical Position Statement - MPS 19 - Drowning Chain of Survival (September 2014)

How to reach us

For more information on the Society and its programs and services, contact your Branch or the National office.

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