



Lifesaving Society Manitoba Program Guide

The Lifesaving Society of Canada

Canada's Lifesaving and Lifeguarding Experts: The Lifesaving Society of Canada works to prevent drowning and water related injury through: its training programs, Water Smart® public education, aquatic safety management services, research, consultation, and international activity. Since 1896, the Society has taught millions of Canadians to save lives in aquatic environments.

The Lifesaving Society of Canada is a national volunteer organization and registered charity composed of tens of thousands of individual members and thousands of affiliated swimming pools, waterfronts and schools. Established in England (1891) as The Swimmers' Life Saving Society, we became The Royal Life Saving Society in 1904. Today, we're known to Canadians simply as the Lifesaving Society.

Teaching Canadians to save themselves and others: Through our swimming, first aid, lifesaving, lifeguarding and leadership training programs, Canadians develop personal swimming and survival skills together with water rescue and first aid/CPR knowledge.

Swim for Life, Junior Lifeguard Club, Canadian Swim Patrol, Bronze Medal Awards and First Aid and CPR programs offer Canadians a challenging progression in swimming, lifesaving and first aid/CPR training.

The National Lifeguard Service Award is the standard for professional lifeguards in Canada. It is the only nationally recognized lifeguard-training program in Canada.

Public Education: Recognizing many people never enroll in swimming or lifesaving programs, the Society developed its Water Smart® campaign to deliver water safety information and lifesaving education to millions of Canadians annually. Messages are targeted to individuals involved in unsupervised activities in, on, or near water. Water Smart® Canadians understand the value of water safety and are better equipped to avoid specific water-related hazards, resulting in fewer water-related incidents and deaths.

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. This information is used to analyze the drowning problem in detail to better understand what needs to be done to reduce the number of drownings in Canada.

Setting Aquatic Safety Standards: The Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic industry, education, recreation, health and government agencies that oversee aquatic recreation in Canada. Society representatives act as expert witnesses at coroners' inquest and in court cases.

International Activity: The Lifesaving Society is a leader and partner in the delivery of water safety education in Canada and around the world. The Society represents Canada in the International Life Saving Federation and the Royal Life Saving Society. We are a key member of the Americas Region of the International Life Saving Federation (ILS) and are one of five national branch members of the Royal Life Saving Society (RLSS) Commonwealth. The Lifesaving Society representatives provide leadership on the Board of Directors and in committee meetings and conferences with these organizations. Our international connections mean the Lifesaving Society brings Canadians the best the world has to offer.

Foreword

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

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 intended to be a long-term 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:

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The Branch 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 Branch who was Manitoba's 1st Honourary Life Member of the Royal Lifesaving Society

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Lifesaving Society – Manitoba Branch

Mission

To prevent drowning and water-related incidents for all Manitobans by providing: lifesaving, lifeguarding and leadership education and public education.

2007 Board of Directors

Kevin Tordiffe – Chair
Andre Berard – Treasurer
Mikey (Karla) Guzej – Director
Michael Limerick - Director
Christopher Love – Director
Gordon Caswell – Director
Lloyd Plueschow - Director

Staff

Carl Shier – Chief Executive Officer
Cara Steeden – Office Administrator
Kathy Plett – Program Coordinator
Laurelle Guest – WaterSmart Coordinator

Annual General Meeting

The Lifesaving Society – Manitoba Branch traditionally hosts their Annual General Meeting in March. All members of the Branch are urged 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 and examiners in good standing and affiliate members, over the age of 18 are eligible to vote.

Lifesaving Society – Manitoba Branch 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 Branch 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 Branch 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 Manitoba issued 166 awards, the third highest total in the history of the Branch, which was especially gratifying because it was achieved despite the Winnipeg spring flood disaster.
- ◆ 1956 The Branch received the prestigious William Henry Memorial Cup with an outstanding 140% increase in the number of awards issued.
- ◆ 1970s The Manitoba Branch witnessed the opening of many new aquatic facilities, with three in major northern communities.
- ◆ 1976 The first Branch office opened in Winnipeg.
- ◆ 1977 The Manitoba Branch hosted the RLSS of Canada National Annual Conference featuring the Alcohol & Aquatics Symposium and the inaugural National Lifeguard Championship in Winnipeg in May 1977.
- ◆ 1986 The Branch celebrated its 75th Anniversary with a new and revised Constitution, incorporation, and a new lifesaving program to carry them into the 1990s.

- ◆ 1990s The Branch 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 the Native 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 Manitoba Branch 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 RLSS.
- ◆ 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 Manitoba Branch launches the Swim-for-Life™ programs and renews its' involvement with a Northern Communities WaterSmart® Program featuring Swim to Survive, BOAT & EFA/CPR Training.
- ◆ 2006 First Manitoba agency instructing CPR 30-2, based on the 2005 ILCOR CPR changes
- ◆ 2007 Branch releases First Aid Instructor's Resource CD, everything needed to teach in Power Point.

Activities

The Lifesaving Society is Canada's Lifeguarding Expert. The Society is federally incorporated as the Royal Life Saving Society of Canada. It is a national, charitable, not-for-profit, volunteer-based organization with provincial and territorial Branch offices throughout Canada. During a review of the Society's visual identity the common name was abbreviated from Royal Life Saving Society of Canada to Lifesaving Society.

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 Service (NLS) award 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. This program focuses on the professional responsibility required to prevent drowning and water-related incidents, and to rescue others. The NLS award is the only nationally recognized lifeguard-training program in Canada.

Leadership Training

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

Public Education

Recognizing that many people never enroll in swimming or lifesaving programs, the Society created its Water Smart® campaign to deliver personal water safety information and lifesaving education to Manitobans. The Northern and Remote Water Smart® Project brings personal swimming & survival skills, boat operator training and first aid training 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 in detail and to better understand what needs to be done to reduce the number of drownings in Manitoba.

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.

Lifeguard Competitions

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 Branch, 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.

Lifeguard and Instructor of the Year Award

Lifeguard of the year

Is there someone you work with who goes above and beyond the call of duty. Do they always strive to be the best? These people show excellent public relations and education skills, and finely hone their first aid and water rescue skills. This person must be a certified lifeguard in Manitoba to be eligible.

Instructor of the Year

We are looking for a Lifesaving Instructor who pulls out all stops when delivering programs to their students. We want the Instructor who keeps their students motivated, teaches highly realistic programming and in short, produces the best lifesaving or lifeguarding candidates possible. This person must be an Instructor for the Lifesaving Society – Manitoba Branch (i.e. LS, NLS, AEC, IT, BOAT). Nominations can be sent to the office or placed on our website no later than February 1st. Nominations require your name and contact number/e-mail as well as the nominee's name and contact number and the reasons for which you are nominating them. We appreciate your time in nominating these people.

Rescue Awards

Each year the Branch recognizes individuals who exemplify the spirit of the Lifesaving Society in saving lives. It takes considerable courage to help others in distress. The Branch acknowledges significant acts of bravery with its rescue awards. Any individual who has performed an aquatic rescue, with the exception of a lifeguard who is on duty, is eligible for a rescue award. The Branch encourages you to nominate your hero(s)!

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 fellow citizen 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 centre 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 Lifeguard

Lifeguards in the province of Manitoba require the following certifications:

- ◆ Current National Lifeguard Service Award,
- ◆ Current Standard First Aid certification (Lifesaving Society Standard First Aid, Lifesaving Society Aquatic Emergency Care, Red Cross Standard First Aid, St. John's Ambulance Standard First Aid or Criti Care Standard First Aid) and
- ◆ Current CPR C certification.

Individuals wishing to become certified lifeguards are required to complete the following levels. Please note that facilities may also require lifeguards to hold additional certifications (such as Lifesaving Instructor) or meet further requirements in order 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)
CPR Level C	None
Standard First Aid	None
National Lifeguard Service	16 years old (by exam date) Bronze Cross by first day of course (does not need to be current) Standard First Aid by first day of course (needs to be current)

Contact your local pool or visit our website at <http://www.lifesaving.mb.ca/courses.asp> for course dates and times.



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 also 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

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

High Risk Activities

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

Water Smart® Experience

The Water Smart® experience is a hands-on, experiential approach to teaching Water Smart® choices and behaviours. Target groups include: families, schools, youth clubs, etc. There is no evaluation criteria to pass or fail participants. All that is required is participation. The session can be delivered:

- ◆ in conjunction with any Lifesaving Society Programs or
- ◆ as a stand alone Water Smart® event that can be delivered as a public education activity or as a program without requiring participation in swimming or other aquatic skill instruction.

Sessions are water-based, active, fun, and designed for any swimming ability, not a lecture format.

Sessions can be seasonal: e.g. waterfront safety before summer, ice safety before winter.

Session topics can include:

- ◆ Boating: trip planning, safety equipment, entering and exiting a boat, HELP, capsized and swamped boat skills, Boat Operator Accredited Training (B.O.A.T.™)
- ◆ Protect your neck: check for before diving, entries from a height, feet first-first time
- ◆ Within Arms' Reach™: the 12 second drill, backyard and hotel pool safety, roles for caregivers, local water hazards
- ◆ Waterfront safety: currents, undertows, waves, avoiding boat conflicts, the sinkable inflatable
- ◆ Pool equipment safety: diving boards, ropes swings, slides
- ◆ Ice safety: testing the ice, self rescue, safety equipment, rescues from a safe location
- ◆ Getting help: calling EMS, assessment skills
- ◆ Low risk rescues: throwing rescue, reaching rescue
- ◆ PFDs: usage, care of
- ◆ Community specific concerns or events

The Water Smart® Activities Guide contains many ideas for topics and teaching/presentation sessions. It is available through the Branch office.

Public Education Programs

Award	Within Arms Reach™	Sled Smart™	Swim to Survive™
Prerequisites	None		Target ages: preschool, children, 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
Course Length Including Exam	2 hours (recommended minimum)		Can be run as a regular class (6 hours, 30 min per class) or as a challenge event
Candidate Instructor Ratio	25:1		10:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Power Point Projector and Laptop Computer or Overhead Projector ◆ VCR player and TV monitor 		PFDs
Instructor Material Required	<ul style="list-style-type: none"> ◆ Within Arms' Reach™ booklet ◆ Within Arms' Reach™ overheads ◆ Manitoba Drowning Report ◆ Video: Within Arms' Reach, Angelic Faces or other videos available on loan from the Branch 	<ul style="list-style-type: none"> ◆ Sled Smart™ manual, ◆ Sled Smart™ PowerPoint, ◆ Manitoba drowning report, ◆ Videos: The Cold Facts; Safe Riders 	<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	<ul style="list-style-type: none"> ◆ Within Arms' Reach booklet ◆ Fox 40 whistle ◆ Manitoba Drowning Report 	<ul style="list-style-type: none"> ◆ Fox 40 whistle, ◆ Manitoba Drowning Report 	Not applicable
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 two weeks after the course date.		
Award Recognition	Participant Certificate		Accomplishment Certificate
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed participant list.		

Public Education Programs

Award	Boat Operator Accredited Training™ (B.O.A.T.™)
Prerequisites	None
Instructed & Evaluated By	Current B.O.A.T.™ Instructor by means of course participation and a written exam with an obtained mark of 75%.
Course Length Including Exam	6 hours, including exam (recommended)
Candidate Instructor Ratio	25:1 (recommended)
Course Equipment Required	Boat safety equipment (recommended)
Instructor Material Required	<ul style="list-style-type: none"> ◆ B.O.A.T.™ Study Guide ◆ B.O.A.T.™ Instructor Manual ◆ B.O.A.T.™ Instructor Resource CD
Candidate Material Required	B.O.A.T.™ Study Guide
Certification	Pleasure Craft Operator (PCO) card has no expiry date.
Challenge	Candidates may write a B.O.A.T.™ Test if they have purchased a Lifesaving Society B.O.A.T.™ Study Guide and self studied. Candidates make arrangements with a B.O.A.T.™ Instructor to write the test.
Failure and Re-evaluation	A candidate with a mark lower than 75% on the written exam constitutes a fail. Candidates that fail must complete another accredited course and test and receive a mark of 75% or higher.
Re-certification	Not applicable
Administration	Send completed participant list and course evaluation forms to Branch no later than two weeks after the course date.
Award Recognition	<ul style="list-style-type: none"> ◆ Temporary card issued by the B.O.A.T.™ Instructor ◆ Pleasure Craft Operator card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed participant answer forms.



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.

The National Lifeguard Service Award is the standard for professional lifeguards in Manitoba. It is the only nationally recognized lifeguard-training program in Canada.

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

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.

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	4 – 5 hours (recommend 30 min per class)		6 – 7.5 hours (recommend 45 min per class)		
Candidate Instructor Ratio	10:1	5:1	10:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFD's ◆ Small sinking objects 		<ul style="list-style-type: none"> ◆ PFD's ◆ Small sinking objects ◆ Timing devices 		Timing devices
Instructor Material Required	<ul style="list-style-type: none"> ◆ Swim for Life™ Award Guide ◆ Canadian Lifesaving Manual ◆ Swim for Life™ Instructor Manual ◆ Instructor Notes ◆ 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		
Course Length Including Exam	10 hours (recommended minimum)		
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFD ◆ CPR manikins 	<ul style="list-style-type: none"> ◆ Height from which to jump ◆ Buoyant aids ◆ 2.3 kg (5lbs) object ◆ PFD ◆ CPR manikin 	<ul style="list-style-type: none"> ◆ 4.5 kg (10lbs) object ◆ PFD's ◆ Buoyant aids ◆ CPR manikins
Instructor Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Whistle 		
Candidate Material Required	Shirt & shorts or long pants	Not applicable	<ul style="list-style-type: none"> ◆ Whistle ◆ long sleeved shirt and long pants
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 two 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.		

Bronze Levels

Award	Bronze Star & CPR A	Bronze Medallion & CPR A	Bronze Cross & CPR C
Prerequisites	Canadian Swim Patrol (recommended)	<ul style="list-style-type: none"> ◆ Bronze Star by first day of course (does not need to be current) 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 Instructor	Current Lifesaving Society Lifesaving Instructor with Lifesaving Examiner – Bronze Level appointment <i>* Note:</i> If the instructor is also a Lifesaving Examiner – Bronze Level, the affiliate may choose to have the Instructor evaluate their candidates or request another Lifesaving Examiner – Bronze Level.	
Course Length Including Exam	15 hours, including exam (recommended minimum)	25 hours, including exam (recommended minimum)	
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Shoulder loop and line or rescue tube ◆ 4 kg (9lbs) weight ◆ Timing device ◆ Small sinking object 	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Buoyant aids for throwing assists ◆ Shoulder loop and line or rescue tube ◆ Timing device ◆ Bandages 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle 		
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual (recommended) ◆ Long shirt and pants ◆ Whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Long shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Barrier devices and whistle
Certification	Certification current for two years from date of exam <i>* Note:</i> Industry standard may require more frequent certification		
Challenge	Not Applicable	Candidates are recommended to attend a four-hour refresher prior to completing an entire exam.	
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.	One failure of any item constitutes a fail. Candidates that fail are recommended to attend a four-hour refresher prior to reattempting an exam. Candidates that fail must be evaluated on all items.	
Re-certification	Candidates must complete an entire recertification exam.	Candidates are recommended to attend a four-hour refresher prior to completing an entire recertification exam.	
Administration	Send completed test sheet to Branch no later than two 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 three weeks of receipt of completed test sheet		

Bronze Levels & First Aid

Award	Bronze Medallion & Emergency First Aid (FA 1)	Bronze Cross & Standard First Aid (FA 2)
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 Instructor with Lifesaving Examiner – Bronze Level appointment who has a Lifesaving First Aid Instructor certification and a written first aid exam with an obtained mark of 70%. <i>*Note:</i> If the instructor is also a Lifesaving Examiner – Bronze Level, the affiliate may choose to have the instructor evaluate their candidates or request another Lifesaving Examiner – Bronze Level.	
Course Length Including Exam	30 hours, including exam (recommended minimum)	
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 ◆ Timing device ◆ First aid equipment 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Lifesaving First Aid CD ◆ Canadian First Aid Manual ◆ Barrier devices and whistle ◆ Lifesaving First Aid Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ Long shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ Barrier devices and whistle
Certification	Certification current for two years from date of exam <i>*Note:</i> Industry standard may require more frequent certification.	
Challenge	Candidates are recommended to attend a four-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 four-hour refresher prior to reattempting an exam. Candidates that fail must be evaluated on all items.	
Re-certification	Candidates are recommended to attend a four-hour refresher prior to completing an entire recertification exam.	
Administration	Send completed test sheet to Branch no later than two 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 three weeks of receipt of completed test sheet	

Excellence Awards

Award	Distinction	Diploma
Prerequisites	Bronze Cross by first day of course (does not need to be current)	One of Distinction, NLS or Lifesaving Instructor by first day of course
Instructed & Evaluated By	Current Lifesaving Society Lifesaving Instructor with Distinction Examiner appointment.	Current Lifesaving Society Diploma Examiner appointment by means of the Diploma exam with a minimum of 66% on each part. A mark of 80% or higher is a pass with honors.
Course Length Including Exam	25 hours, including exam (recommended minimum)	<ul style="list-style-type: none"> ◆ Course - 25 hours (minimum) ◆ Exam - 5 hour written exam and 5 hour minimum practical exam ◆ Research Project timelines are arranged with the Branch ◆ Candidate must write the exam and do either the practical exam or the research project.
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 ◆ Rescue equipment ◆ Bandages ◆ Timing device 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Distinction Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Diploma Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle
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 ◆ Any other texts or resources required for the written test(e.g. Alert, Lifeguarding in Action, Manitoba Program Guide) ◆ Shirt, pants, shoes ◆ Skin diving equipment (mask, snorkel, fins) ◆ Diploma Award Guide ◆ Barrier devices and whistle
Certification	Certification current for two years from date of exam	Diploma certification has no expiry date
Challenge	Candidates are recommended to attend a four-hour refresher prior to completing an entire exam.	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.	A mark of less than 50% on any one item in any part of the Diploma exam or a minimum total mark of less than 66% constitutes a fail. Candidates that fail must re-attempt the entire Diploma exam.
Re-certification	Candidates must successfully complete an entire recertification exam	Not Applicable
Administration	Send completed test sheets to the Branch no later than two weeks after the exam date.	
Award Recognition	Distinction Crest and Card	Diploma and Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed test sheets.	

First Aid

Award	Emergency First Aid (EFA or FA 1)	Standard First Aid (SFA or FA 2)	Aquatic Emergency Care (AEC or FA 2)
Prerequisites	None		
Instructed & Evaluated By	Current Lifesaving First Aid Instructor by means of course participation and a written first aid exam with an obtained mark of 70%.		Current AEC Instructor by means of skill based exam and written first aid exam with an obtained mark of 70%.
Course Length Including Exam	8 hours, including exam (minimum)	16 hours, including exam (minimum)	24 hours, including exam (minimum)
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ First aid equipment ◆ CPR manikins 		<ul style="list-style-type: none"> ◆ All equipment required for an EFA or SFA Course ◆ Spine board ◆ Reaching and throwing assists
Instructor Material Required	<ul style="list-style-type: none"> ◆ Canadian First Aid Manual ◆ Lifesaving First Aid and CPR Instructor Resource CD ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices 		<ul style="list-style-type: none"> ◆ All books and Materials required by a First Aid Instructor for EFA & SFA ◆ Canadian Lifesaving Manual ◆ Instructor Notes ◆ 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 two 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 an entire EFA course	Candidates must successfully complete an entire 8-hour recertification exam	
Administration	Send completed test sheet to Branch no later than two weeks after the course date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed test sheet		

Cardio Pulmonary Resuscitation (CPR)

Award	CPR A	CPR B	CPR C
Prerequisites	None		
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Current Lifesaving CPR Instructor <li style="text-align: center;">Or ◆ Current Lifesaving First Aid Instructor 		
Course Length Including Exam	4 hours, including exam (recommended minimum)	8 hours, including exam (recommended minimum)	
Candidate Instructor Ratio	12:1		
Course Equipment Required	CPR manikins		
Instructor Material Required	<ul style="list-style-type: none"> ◆ Lifesaving CPR Student Manual ◆ Lifesaving CPR Award Guide or Lifesaving First Aid Award Guide ◆ Lifesaving First Aid and CPR Instructor Resource CD ◆ Manitoba Program Guide ◆ Barrier devices 		
Candidate Material Required	<ul style="list-style-type: none"> ◆ Lifesaving CPR Student Manual ◆ Barrier devices 		
Certification	Certification current for two years from date of exam <i>*Note: Industry standard may require more frequent certification.</i>		
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 four-hour (recommended minimum) recertification within two years of the course date. After such time, a candidate must successfully complete an entire course.	
Administration	Send completed test sheet to Branch no later than two weeks after the course date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed test sheet		

Specialty First Aid Programs

Award	Oxygen Administration	AED (Automatic External Defibrillator)	CPR HCP (Health Care Provider CPR C)
Prerequisites	None	CPR A, B, or C	Health Care Provider (Doctors, Nurses, EMTs, etc)
Instructed & Evaluated By	Current AEC or Oxygen Administration Instructor	Current AED or AEC Instructor	Current HCP CPR C Instructor
Course Length Including Exam	3 hours		8 hours
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"> ◆ Oxygen Administration Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Lifesaving First Aid and CPR Instructor Resource CD ◆ Manitoba Program Guide ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ AED Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Lifesaving First Aid and CPR Instructor Resource CD ◆ Manitoba Program Guide ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ HCP CPR C Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Lifesaving First Aid and CPR Instructor Resource CD ◆ 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 two years from date of exam <i>*Note:</i> Periodic practice is recommended. Industry standard may require more frequent certification.	Certification current for two 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 4-hour recertification course.	
Administration	Send completed test sheet to Branch no later than two weeks after the exam date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed test sheet.		

National Lifeguard Service (NLS)

Award	NLS Core & Pool	NLS Tri-Cert (NLS Core & Pool, Aquatic Emergency Care, CPR C)
Prerequisites	<ul style="list-style-type: none"> ◆ At least 16 years old by date of exam ◆ Bronze Cross (does not need to be current) by first day of course ◆ Current Standard First Aid by first day of course <p><i>*Note:</i> The required Standard First Aid must be recognized by Manitoba Workplace Safety and Health. Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>	
Instructed & Evaluated By	Current National Lifeguard Service Core and Pool Instructor with NLS Core and Pool Examiner Appointment (AEC Candidates must pass a written test with a minimum mark of 70%)	
Course Length Including Exam	44 hours, including exam (minimum)	68 hours, including exam (minimum)
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine Board ◆ First Aid equipment ◆ Flotation aid (i.e. flutter board) ◆ 9.1 kg (20lbs.) object (i.e. yellow brick) ◆ Classroom audio visual equipment ◆ CPR manikins 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ Lifesaving First Aid CD ◆ National Lifeguard Award Guide ◆ NLS Instructor Resource CD ◆ NLS Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices 	<ul style="list-style-type: none"> ◆ All books and materials required by an NLS Core & Pool ◆ Canadian First Aid Manual ◆ Lifesaving First Aid Award Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Whistle, barrier devices 	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Canadian First Aid Manual ◆ Whistle, barrier devices
Certification	Certification current for two years from date of exam	
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 eight-hour recertification, including exam. If it has been longer than 5 years from last exam date, the candidate must take a 20 hour recert clinic for NLS Awards that have lapsed for 5 or more years. If a candidate fails two attempts at an NLS recert, it is recommended that the entire course be retaken	Candidates must successfully complete a 16 hour (minimum) recertification clinic. If certification has expired for five or more years, candidates must take a 28 hour (minimum) recertification clinic. If a candidate fails two attempts at an NLS Tri- recertification, it is recommended that the entire course be retaken. Candidates may also recertify awards separately by following specific policies as listed in the Manitoba Program Guide.
Administration	Send completed test sheet to Branch no later than two 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 three weeks of receipt of completed test sheet.	

Specialized NLS Certifications

Award	NLS Waterfront	NLS Waterpark	NLS Surf
Prerequisites	Current NLS Core and Pool by first day of course <i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites		
Instructed & Evaluated By	Current National Lifeguard Service Waterfront Instructor with NLS Waterfront Examiner Appointment	Current National Lifeguard Service Waterpark Instructor with NLS Waterpark Examiner Appointment	Current National Lifeguard Surf Instructor with NLS Surf Examiner Appointment
Course Length Including Exam	20 hours, including exam (minimum)		
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine board ◆ Rescue craft (i.e. kayak, paddle board, inflatable rescue boat) ◆ First aid equipment ◆ Rescue equipment ◆ Classroom audio visual equipment 		
Instructor Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ NLS Instructor Resource CD ◆ NLS 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 two years from date of exam		
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 eight-hour (minimum) recertification, including exam. If it has been longer than 5 years from last exam date, it is recommended that the entire course be retaken. If a candidate fails two attempts at an NLS recert, it is recommended that the entire course be retaken.		
Administration	Send completed test sheet to Branch no later than two weeks after the exam date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three 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 	
Instructed & Evaluated By	Current Boat Rescue Instructor	Current Boat Rescue for First Responders Instructor
Course Length Including Exam	16 hours, including exam (minimum)	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Water Craft (canoes, kayaks, sail boats, personal water craft, etc) ◆ PFDs ◆ Rescue equipment 	<ul style="list-style-type: none"> ◆ Spineboard ◆ 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"> ◆ Boat Rescue for First Responders 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"> ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual (recommended) ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on environment
Certification	Certification current for two 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 two weeks after the exam date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three 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 (recommended minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ 9.1kg (20lbs) object ◆ 4.5kg (10lbs) 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"> ◆ Canadian Lifesaving Manual ◆ Instructor Notes ◆ Manitoba Program Guide
Candidate Material Required	Canadian Lifesaving Manual
Certification	The award is divided into three achievement levels – Bronze, Silver and Gold. To achieve any one of these levels, candidates must perform all of 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 two 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 three weeks of receipt of completed test sheet.



**Personal Trainer
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We offer many of our Instructor Certifications, Examiner Appointments and Instructor Trainer in packages to ensure that affiliates have staff that are able to offer the widest range of high quality programs to the community.

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.

Instructor Certifications

Award	Lifesaving & First Aid Instructor /Examiner (Mega Course)
Prerequisites	<ul style="list-style-type: none"> ◆ At least 16 years old by last day of course ◆ Current Standard First Aid by first day of course ◆ Bronze Cross by first day of course (does not need to be current) <p><i>*Note:</i> The required Standard First Aid must be recognized by Manitoba Workplace Safety and Health. Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	Current Lifesaving Instructor /First Aid Instructor Trainer
Course Length Including Exam	40 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Barrier devices (pocket masks and gloves) ◆ CPR manikins ◆ Rescue equipment ◆ First aid equipment ◆ Classroom audio-visual equipment ◆ 5 lb and 10 lb brick ◆ Timing device
Instructor Material Required	<ul style="list-style-type: none"> ◆ All books and materials required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Bronze Medals Award Guide ◆ Distinction Award Guide ◆ Lifesaving First Aid Award Guide ◆ First Aid and CPR Instructor Resource CD ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle
Certification	Certification is current for two years from the date of certification.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course.
Re-certification	<p>Candidates must successfully complete a Lifesaving Instructor recertification or have a current Lifesaving Instructor Trainer appointment within five years from the expiry date. Candidates must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to retake the entire Lifesaving & First Aid Instructor Course</p> <p><i>*Note:</i> If a candidate fails one recertification clinic, they may attempt a second recertification clinic. If they fail the second recertification clinic, they may have to redo the entire certification process.</p>
Administration	Send completed test sheet, Instructor Candidate Evaluation forms, Peer Teaching Evaluation forms and Course Evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster

Instructor Certifications

Award	Advanced Instructor
Prerequisites	Current Lifesaving Instructor
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor Trainer ◆ Successfully complete Advanced Instructor assignment or a Lifesaving Instructor Course (Mega Course)
Course Length Including Exam	Not applicable
Candidate Instructor Ratio	Not applicable
Course Equipment Required	Not applicable
Instructor Material Required	<ul style="list-style-type: none"> ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Instructor Trainer Notes
Candidate Material Required	<ul style="list-style-type: none"> ◆ Instructor Notes ◆ Manitoba Program Guide
Certification	This award does not have an expiry date.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course
Re-certification	Not applicable
Administration	Send completed test sheet to the Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Instructor Certifications

Award	First Aid Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ At least 16 years old by last day of course ◆ Current Lifesaving Society Standard First Aid Or ◆ Current Lifesaving Instructor Or ◆ Current Work Place Safety and Health Approved Agency First Aid Instructor (e.g. Canadian Red Cross, St. John's Ambulance, Ski Patrol, Criti Care, etc). <p><i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ A current Lifesaving/First Aid Instructor Trainer, or a current Lifesaving First Aid or AEC Instructor Trainer evaluates all candidates through the course. Or ◆ Successfully complete a Lifesaving Instructor Mega course Or ◆ If a current First Aid Instructor from another agency – Successfully complete First Aid Instructor Crossover Assignment and co-teach of a Lifesaving Standard First Aid Course within 6 months of receipt of assignment.
Course Length Including Exam	16 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ First aid equipment ◆ CPR manikins ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ All books and material required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ First Aid and CPR Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices
Certification	Certification is current for two years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course.
Re-certification	Candidates must successfully complete a Lifesaving First Aid Instructor recertification or have a Lifesaving First Aid Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to retake the entire First Aid Instructor Course. Maintaining one of the following will also maintain a Lifesaving First Aid Instructor: Lifesaving Instructor, AEC Instructor, NLS Instructor, Lifesaving Instructor Trainer, AEC Instructor Trainer, NLS Instructor Trainer
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Instructor Certifications

Award	AED Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Current AEC Instructor or Lifesaving First Aid Instructor ◆ Current Lifesaving AED or current AED from a recognized agency <p><i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	A current AEC Instructor Trainer or Branch Trainer evaluates all candidates throughout the course.
Course Length Including Exam	4 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ AED Trainers, towels, safe razors ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ All books and material required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ AED Candidate Manual ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ Lifesaving First Aid Award Guide ◆ First Aid and CPR Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Certification	Certification is current for two years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course.
Re-certification	Candidates must successfully complete an AED or AEC Instructor recertification or have a current AEC Instructor Trainer or Lifesaving Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to retake the entire AED Instructor Course. Maintaining an NLS Instructor or NLS Instructor Trainer or Lifesaving Instructor Trainer will also maintain an AED Instructor Certification
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Instructor Certifications

Award	CPR HCP Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Current AEC Instructor or AED Instructor <p><i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	A current AEC Instructor Trainer or Branch Trainer evaluates all candidates throughout the course.
Course Length Including Exam	4 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ 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"> ◆ All books and material required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ AED Candidate Manual ◆ HCP CPR C Candidate Manual ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ Lifesaving First Aid Award Guide ◆ First Aid and CPR Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Certification	Certification is current for two years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course.
Re-certification	Candidates must successfully complete an AEC Instructor recertification or have a current AEC Instructor Trainer or Lifesaving Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to retake the entire HCP CPR C Instructor Course. Maintaining an NLS Instructor or NLS Instructor Trainer or Lifesaving Instructor Trainer will also maintain an HCP CPR C Instructor Certification
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Oxygen Administration Instructor

The Oxygen Administration Instructor course is part of the AEC Instructor Course. All AEC Instructors and Branch Trainers are certified to teach Oxygen Administration.

Instructor Certifications

Award	CPR Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving Society CPR Level C Certification ◆ At least 16 years old by last day of course <li style="padding-left: 20px;">Or ◆ Successfully complete a Lifesaving Instructor Mega course <li style="padding-left: 20px;">Or ◆ Current CPR Instructor from a Work Place Safety and Health Approved Agency (e.g. Canadian Red Cross, St. John's Ambulance, Ski Patrol, Criti Care, etc). <p><i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ A current Lifesaving CRP or AEC or First Aid Instructor Trainer evaluates all candidates throughout the course. <li style="padding-left: 20px;">Or ◆ If a current CPR Instructor from another agency – Successfully complete CPR Instructor Crossover Assignment and co-teach of a Lifesaving CPR C Course within 6 months of receipt of assignment.
Course Length Including Exam	12 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ All books and materials required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide or Lifesaving CPR Award Guide ◆ Lifesaving CPR Student Manual ◆ First Aid and CPR Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices
Certification	Certification is current for two years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course.
Re-certification	Candidates must successfully complete a Lifesaving Instructor recertification or have a current Lifesaving CPR Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to retake the entire CPR Instructor Course. Maintaining one of the following will also maintain a Lifesaving CPR Instructor certification: Lifesaving Instructor, Lifesaving First Aid Instructor, AEC Instructor, NLS Instructor Lifesaving Instructor Trainer, Lifesaving First Aid Instructor Trainer, AEC Instructor Trainer or NLS Instructor Trainer
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Instructor Certifications

Award	Swim for Life™ Instructor Cross-Over Clinic
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor <li style="text-align: center;">Or ◆ Current Instructor from another agency <p><i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	Current Lifesaving Instructor Trainer that has successfully completed a Swim for Life™ Instructor Trainer crossover course or a current Swim for Life™/Lifesaving Instructor Trainer.
Course Length Including Exam	8 - 12 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFD's ◆ 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"> ◆ All books and material required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Swim for Life™ Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Swim for Life™ Lesson Plans ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Whistle
Certification	Certification is current for two years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	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™/Lifesaving Instructor Mega Course.
Re-certification	Candidates must successfully complete a Lifesaving Instructor recertification or have a current Lifesaving Instructor Trainer appointment within five years from the expiry date. Candidates must attend revisions or update clinics as required.
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Instructor Certifications

Award	Swim for Life™ & Lifesaving Instructor/Examiner Course (Mega Course + Swim for Life™ Instructor)
Prerequisites	<ul style="list-style-type: none"> ◆ 16 years old ◆ Bronze Cross by first day of course (does not need to be current) ◆ Current Standard First Aid by first day of course <p><i>*Note:</i> The required Standard First Aid must be recognized by Manitoba Workplace Safety and Health. Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	Current Lifesaving Instructor Trainer that has successfully completed a Swim for Life™ crossover clinic or a current Swim for Life™/Lifesaving Instructor Trainer.
Course Length Including Exam	48 hours (minimum)
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. ◆ CPR manikins ◆ Rescue equipment ◆ First aid equipment ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ All books & materials required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Swim for Life™ Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Swim for Life™ Lesson Plans ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Bronze Medals Award Guide ◆ Distinction Award Guide ◆ Lifesaving First Aid Award Guide ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Whistle and barrier devices
Certification	Certification is current for two years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course.
Re-certification	Candidates must successfully complete a Lifesaving Instructor recertification or have a current Lifesaving Instructor Trainer appointment within five years from the expiry date. Candidates must attend revisions or update clinics as required.
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Instructor Certifications

Award	National Lifeguard Service Core & Pool /Aquatic Emergency Care Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Current AEC ◆ Current NLS Core and Pool by first day of course ◆ Current Lifesaving First Aid Instructor by first day of course ◆ Current Lifesaving Instructor by first day of course ◆ Advanced Instructor by first day of course ◆ Successfully completed an Examination Standards Clinic or current Lifesaving Examiner Appointment by first day of course <p><i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>
Instructed & Evaluated By	A current NLS Core and Pool and AEC Instructor Trainer evaluates all candidates throughout the course
Course Length Including Exam	24 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ The equipment required for an NLS Core & Pool and 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"> ◆ All books & material required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Oxygen Administration Candidate Manual ◆ AED Candidate Manual ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ Lifesaving First Aid Award Guide ◆ First Aid and CPR Instructor Resource CD ◆ Alert, Lifeguarding in Action ◆ National Lifeguard Service Award Guide ◆ NLS Instructor Notes ◆ NLS Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Certification	Certification is current for two years from the date of certification.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must re-do an entire course.
Re-certification	<p>Successfully complete an NLS/AEC Instructor recertification or have a current NLS Core and Pool/AEC Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to retake the entire NLS Instructor Course.</p> <p><i>*Note:</i> If a candidate fails one recertification clinic, they may attempt a second recertification clinic. If they fail the second recertification clinic, they may have to redo the entire certification process.</p>
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date
Award Recognition	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Instructor Certifications

Award	NLS Waterfront Instructor	NLS Waterpark Instructor	NLS Surf Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Current NLS Waterfront by first day of course ◆ Current NLS Core and Pool Instructor by first day of course ◆ Current NLS Core and Pool Examiner by first day of course 	<ul style="list-style-type: none"> ◆ Current NLS Waterpark by first day of course ◆ Current NLS Core and Pool Instructor by first day of course ◆ Current NLS Core and Pool Examiner by first day of course 	<ul style="list-style-type: none"> ◆ Current NLS Surf by first day of course ◆ Current NLS Core and Pool Instructor by first day of course ◆ Current NLS Core and Pool Examiner by first day of course
	<p><i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet in order to confirm prerequisites</p>		
Instructed & Evaluated By	Apprentice on a minimum of one complete course receive a positive recommendation by the current Instructor Trainer.(NLS Waterfront for Waterfront Instructor, Waterpark for Waterpark Instructor, Surf for Surf Instructor) The Branch 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-instructors, there must be a minimum of five candidates per additional co-instructor		
Course Equipment Required	<ul style="list-style-type: none"> ◆ The equipment required for an NLS Waterfront Course 	<ul style="list-style-type: none"> ◆ The equipment required for an NLS Waterpark Course 	<ul style="list-style-type: none"> ◆ The equipment required for an NLS Surf Course
Instructor Material Required	<ul style="list-style-type: none"> ◆ All of the books & materials required by candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD 		
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Service Award Guide ◆ NLS Instructor Notes ◆ NLS Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistles ◆ Mask and snorkel 		
Certification	Certification is current for two 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.		
Re-certification	Successfully complete an NLS/AEC instructor recertification or have a current Instructor Trainer certification for Specialized NLS Instructor Level within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to re-do the entire Specialized NLS Instructor Course.		
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three 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 	<ul style="list-style-type: none"> ◆ 16 years of age by last day of course ◆ Boat Rescue for First Responders by first day of course
Instructed & Evaluated By	Apprentice on a minimum of one complete course receive a positive recommendation by the current Instructor Trainer.(Boat Rescue for Boat Rescue Instructor, Boat Rescue for First Responders for Boat Rescue for First Responders Instructor) The Branch 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-instructors, there must be a minimum of five 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"> ◆ All books & materials required by candidates ◆ Instructor Trainer Notes 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Boat Rescue Award Guide ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Instructor Notes 	<ul style="list-style-type: none"> ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Instructor Notes
Certification	Certification is current for two years from the date of certification	
Challenge	Instructor Certifications are not challengeable	
Failure and Re-evaluation	Candidates that fail must complete an entire course.	
Re-certification	Successfully complete a Boat Rescue Instructor recertification or have a current Boat Rescue Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to re-do the entire Boat Rescue Instructor Course.	Successfully complete a Boat Rescue for First Responders Instructor recertification or have a current Boat Rescue for First Responders Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to re-do the entire Boat Rescue for First Responders Instructor Course.
Administration	Send completed test sheet, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.	

Instructor Certifications

Award	Boat Operator Accredited Training™ (B.O.A.T.™) Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor by first day of course or exemption approved by the Lifesaving Society ◆ If not a Lifesaving Instructor, candidate must be 16 years of age by last day of course ◆ Pleasure Craft Operator Card by first day of course
Instructed & Evaluated By	A current B.O.A.T.™ Instructor Trainer evaluates all candidates throughout the course.
Course Length Including Exam	8 hours (recommended minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ The equipment required for a B.O.A.T.™ Course ◆ Audio Visual Aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ All books and materials required by candidates ◆ Instructor Trainer Notes
Candidate Material Required	<ul style="list-style-type: none"> ◆ B.O.A.T.™ Study Guide ◆ B.O.A.T.™ Instructor Manual ◆ B.O.A.T.™ Instructor Resource CD
Certification	Certification is current for two years from the date of certification
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	Candidates that fail must complete an entire course.
Re-certification	Successfully complete a B.O.A.T.™ Instructor recertification or have a current B.O.A.T.™ Instructor Trainer appointment within five years from the expiry date. The candidate must attend revisions or update clinics as required. If candidates fail to do either of these items, they will be required to re-do the entire B.O.A.T.™ Instructor Course.
Administration	Send completed course roster, instructor candidate evaluation forms, peer teaching evaluation forms and course evaluation forms to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of the completed course roster.

Examiner Appointments

Award	Examiners Standards Clinic
Prerequisites	Current Lifesaving Instructor Certification
Instructed & Evaluated By	A current Lifesaving Instructor Trainer evaluates all candidates throughout the course. No final exam is required.
Course Length Including Exam	8 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Rescue equipment ◆ Classroom with audio-visual aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Bronze Medals Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Instructor Trainer Notes
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Bronze Medals Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide
Appointment	See appropriate Program page
Challenge	Not applicable
Failure and Re-evaluation	Candidates that fail must complete an entire course
Re-appointment	Not applicable
Administration	Send completed test sheet and course evaluation forms to Branch no later than two weeks after the course date.
Award Recognition	Not applicable
Issuing Awards	Not applicable

Examiner Appointments

Award	Bronze Family Examiner	Distinction Award Examiner
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor ◆ Successfully completed an Examination Standards Clinic 	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor ◆ Current Bronze Level Examiner Appointment
Instructed & Evaluated By	After January 1, 2007 - successfully complete a Lifesaving Instructor Mega Course or Successfully complete a 2007 – 2008 Lifesaving Instructor Recertification Clinic or 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 Branch will review and appoint candidates who have met the criteria and who will be positive representatives of the Society. <u>*Note:</u> Once the candidate is appointed as a Lifesaving Examiner they can examine their own class for the levels they are appointed for.	
Course Length Including Exam	Not applicable	
Candidate Instructor Ratio	1:1 <u>*Note:</u> If additional co-examiners, there must be a minimum of five 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	All of the books and materials required by the candidate	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Distinction Award Guide ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle
Appointment	Appointment is current for two 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	
Re-appointment	Examiners must have a current Lifesaving Instructor certification or have a current Lifesaving Instructor Trainer appointment within their two-year appointment period. Examiners must attend revisions and update clinics as required. Examiners must be reappointed by the Branch. After the two-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process.	
Administration	Send completed co-examiner evaluation forms and copies of the test sheets to Branch office no later than two weeks after co-exam is completed.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of appointment	

Examiner Appointments

Award	Diploma EXaminer
Prerequisites	<ul style="list-style-type: none"> ♦ Current Lifesaving Instructor Trainer <li style="text-align: center;">Or ♦ Current Lifesaving Examiner – Distinction Level
Instructed & Evaluated By	Successfully co-examine with a current Diploma Examiner and receive a positive recommendation a minimum of one Diploma exam. The Branch 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-examiners, there must be a minimum of five candidates per co-examiner.
Course Equipment Required	The equipment required for a Diploma exam
Instructor Material Required	All of the books and materials required by the candidate
Candidate Material Required	<ul style="list-style-type: none"> ♦ Canadian Lifesaving Manual ♦ Distinction Award Guide ♦ Instructor Notes ♦ Manitoba Program Guide ♦ Barrier devices and whistle
Appointment	Appointment is current for two 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
Re-appointment	The Diploma Examiner must attend revisions and update clinics as required. The Diploma Examiner must be re-appointed by the Branch. After the two-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process.
Administration	Send completed co-examiner evaluation forms and copies of the test sheets to Branch office no later than two weeks after co-exam is completed.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of appointment

Examiner Appointments

Award	National Lifeguard Service Core & Pool Examiner
Prerequisites	Current NLS Core and Pool Instructor by first day of course
Instructed & Evaluated By	Successfully co-examine with a current NLS Core and Pool Examiner and receive a positive recommendation a minimum of one NLS Core and Pool exam. The co-exam may be done with your own class. The Branch will review and appoint candidates who have met the criteria and who will be positive representatives of the Society. <i>*Note:</i> Once the candidate is appointed as an NLS Core and Pool Examiner, they can examine their own class
Course Length Including Exam	Not applicable
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-examiners, there must be a minimum of five candidates per co-examiner.
Course Equipment Required	The equipment required for an NLS Core and Pool exam
Instructor Material Required	All of the books and materials required by the candidates
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Service Award Guide ◆ NLS Instructor Notes ◆ NLS Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle
Appointment	Appointment is current for two 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
Re-appointment	The NLS Core and Pool Examiner must have a current NLS Core and Pool Instructor certification or have a current NLS Core and Pool Instructor Trainer appointment within their two-year appointment period. The NLS Core and Pool Examiner must attend revisions and update clinics as required. The NLS Core and Pool Examiner must be reappointed by the Branch. After the two-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process.
Administration	Send completed co-examiner evaluation forms and copies of the test sheets to Branch no later than two weeks after co-exams are completed.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of appointment.

Examiner Appointments

Award	NLS Waterfront Examiner	NLS Waterpark Examiner	NLS Surf Examiner
Prerequisites	Current NLS Waterfront Instructor by first day of course	Current NLS Waterpark Instructor by first day of course	Current NLS Surf Instructor by first day of course
Instructed & Evaluated By	Successfully co-examine with a current NLS Examiner and receive a positive recommendation for the NLS Specialty Course, a minimum of one exam (Waterfront for Waterfront Examiners, Waterpark for Waterpark Examiners, and Surf for Surf Examiners). This may be the same course they do their co-teaching for. The Branch will review and appoint candidates who have met the criteria and who will be positive representatives of the Society. Note: Once the candidate is appointed as an NLS Specialty Examiner, they can examine their own class for the level they have appointment for		
Course Length Including Exam	Not applicable		
Candidate Instructor Ratio	1:1 <i>*Note:</i> If additional co-examiners, there must be a minimum of five candidates per co-examiner.		
Course Equipment Required	The equipment required for an NLS Waterfront exam	The equipment required for an NLS Waterpark exam	The equipment required for an NLS Surf exam
Instructor Material Required	All of the books and materials required by the candidates		
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Service Award Guide ◆ NLS Instructor Notes ◆ NLS Instructor Resource CD ◆ Instructor Notes ◆ Manitoba Program Guide ◆ Barrier devices and whistle 		
Appointment	Appointment is current for two 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.		
Re-appointment	The NLS Specialty Examiner must have a current NLS Instructor certification or have a current NLS Instructor Trainer appointment for the level they are appointed to examine within their two-year appointment period. NLS Examiners must attend revisions and update clinics as required. NLS Examiners must be re-appointed by the Branch. After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process.		
Administration	Send completed co-examiner evaluation form and a copy of the test sheet to Branch no later than two weeks after co-exams are completed		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of appointment.		

Instructor Trainer Appointments

Instructor Trainer appointments are for experienced Instructors/Examiners who wish to train others to become Instructors and Examiners. The process to become an Instructor 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 an Instructor Trainer for
- ◆ Have an Advanced Instructor certification
- ◆ Have required teaching experience – see appropriate Instructor Trainer appointment for amount
- ◆ Successfully complete an Instructor Trainer Clinic
- ◆ Apprentice on 1 full Instructor course and receive a positive recommendation from the current Instructor 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 two years. To maintain appointment Instructor Trainers must:

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

If the Instructor Trainer is unable to do this within the two year time period they must successfully complete the entire appointment process or other criteria as set out by the Branch.

Instructor Trainer Clinic

Award	Instructor Trainer Clinic
Prerequisites	<ul style="list-style-type: none"> ◆ Have a current Instructor Certification and (if applicable) Examiner Appointment in the program stream the candidate wishes to become an Instructor Trainer for ◆ Advanced Instructor by first day of course ◆ Examiner Standard Clinic or exemption approval by the Branch ◆ Have required teaching experience – see appropriate Instructor Trainer appointment for amount or exemption approval by the Branch
Instructed & Evaluated By	A current Branch Trainer evaluates all candidates throughout the course. No final exam is required.
Course Length Including Exam	20 hours (minimum)
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Rescue equipment, ◆ Spineboard ◆ 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"> ◆ All text books 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 ◆ Branch Trainer Notes ◆ Branch Trainer Resource CD
Candidate Material Required	<ul style="list-style-type: none"> ◆ Manitoba Program Guide ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD ◆ All text books 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. ◆ All LSI and NLS/AEC Instructor Trainer candidates will need AED and O2 administration resource material
Appointment	See appropriate Instructor Trainer program page.
Challenge	Not applicable
Failure and Re-evaluation	Candidates that fail must complete an entire course
Re-appointment	See appropriate Instructor Trainer program page
Administration	Send completed test sheets and course evaluation forms to Branch no later than two weeks after the course date
Award Recognition	See appropriate Instructor Trainer program page
Issuing Awards	See appropriate Instructor Trainer program page

Instructor Trainer Appointments

Award	Lifesaving/First Aid Instructor Trainer	National Lifeguard Service Core & Pool/Aquatic Emergency Care Instructor Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving Instructor/Examiner by first day of course ◆ Teaching experience – 6 lifesaving courses 	<ul style="list-style-type: none"> ◆ Current NLS Core & Pool/AEC Instructor/Examiner by first day of course ◆ Teaching experience - 4 courses
	<ul style="list-style-type: none"> ◆ Have successfully completed an Instructor Trainer Clinic. If date of clinic is older than one year, must have attended all LSI Instructor Trainer update clinics that have been held during elapsed time Or ◆ Have a current Instructor Trainer appointment in another Lifesaving Program by first day of course 	
Instructed & Evaluated By	Apprentice on a minimum of one complete Instructor course for the appropriate appointment (Lifesaving Instructor Mega Course for Lifesaving Instructor Trainer Candidates or NLS Core & Pool/AEC Instructor Course for NLS/AEC Instructor Trainer Candidates), including initial planning and evaluation of candidates and receive a positive recommendation by the current Instructor Trainer for that course. The Branch 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-instructor trainers, there must be a minimum of five candidates per additional co-instructor trainer	
Course Equipment Required	The equipment required for an LSI Mega Course	The equipment required for an NLS Core and Pool/AEC Instructor Course
Instructor Material Required	All books and materials required by candidate.	
Candidate Material Required	<ul style="list-style-type: none"> ◆ All books and materials required by Instructor Candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD 	
Appointment	Appointment is current for two years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.	
Challenge	Instructor Trainer Appointments are not challengeable	
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process.	
Re-appointment	Instruct or co-instruct a minimum of one Instructor course, two Instructor Recertification Clinics or two courses (lifesaving courses for Lifesaving Instructor Trainers and NLS Core & Pool/AEC courses for NLS Core & Pool /AEC Instructor Trainers) within their two-year appointment period. Instructor Trainers must attend revisions and update clinics as required. Instructor Trainers must be re-appointed by the Branch. After the two-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 Branch.	
Administration	Send completed co-instructor trainer evaluation form and a copy of the course roster to Branch no later than two weeks after course date.	
Award Recognition	Cards	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed appointment.	

Instructor Trainer Appointments

Award	First Aid Instructor Trainer	CPR Instructor Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Lifesaving First Aid Instructor by first day of course ◆ Teaching experience - 4 courses 	<ul style="list-style-type: none"> ◆ Current Lifesaving CPR Instructor by first day of course ◆ Teaching experience – 4 courses
	<ul style="list-style-type: none"> ◆ Have successfully completed an Instructor Trainer Clinic. If date of clinic is older than one year, must have attended all LSI Instructor Trainer update clinics that have been held during elapsed time <li style="text-align: center;">Or ◆ Have a current Instructor Trainer appointment in another Lifesaving Program by first day of course 	
Instructed & Evaluated By	Apprentice on a minimum of one complete course by training and evaluating the Co-instructor(s) (Standard First Aid for First Aid Instructor Trainer and CPR level C for CPR Instructor Trainer) and receive a positive recommendation by the Instructor Trainer. The Branch 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-instructor trainers, there must be a minimum of five candidates per additional co-instructor trainer	
Course Equipment Required	The equipment required for First Aid Programs	The equipment required for CPR Programs
Instructor Material Required	All of the books and materials required by the Instructor Trainer Candidate	
Candidate Material Required	<ul style="list-style-type: none"> ◆ All of the books and materials required by the instructor candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD 	
Appointment	Appointment is current for two years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.	
Challenge	Instructor Trainer Appointments are not challengeable	
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process.	
Re-appointment	<p>The First Aid or CPR Instructor Trainer must instruct or co-instruct a minimum of two courses or conduct an Instructor course or have a current Lifesaving Instructor Trainer appointment within the two-year appointment period. Instructor Trainers must attend revisions and update clinics as required. Instructor Trainers must be reappointed by the Branch.</p> <p>Maintaining one of the following will also maintain a First Aid or CPR Instructor Trainer appointment: Lifesaving Instructor Trainer, NLS Core & Pool/AEC Instructor Trainer. After the two-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 Branch.</p>	
Administration	Send completed co-instructor trainer evaluation form and a copy of the test sheet to Branch no later than two weeks after course date	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed appointment	

Instructor Trainer Appointments

Award	NLS Waterfront Instructor Trainer	NLS Waterpark Instructor Trainer	NLS Surf Instructor Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current NLS Waterfront Instructor/Examiner by first day of course ◆ Teaching experience – 4 courses 	<ul style="list-style-type: none"> ◆ Current NLS Waterpark Instructor/Examiner by first day of course ◆ Teaching - 4 courses 	<ul style="list-style-type: none"> ◆ Current NLS Surf Instructor/Examiner by first day of course ◆ Teaching experience - 4 courses
	<ul style="list-style-type: none"> ◆ Have successfully completed an Instructor Trainer Clinic. If date of clinic is older than one year, must have attended all LSI Instructor Trainer update clinics that have been held during elapsed time <li style="text-align: center;">Or ◆ Have a current Instructor Trainer appointment in another Lifesaving Program by first day of course 		
Instructed & Evaluated By	Apprentice on a minimum of one complete course by training and evaluating the Co-instructor(s) and receive a positive recommendation by the current Instructor Trainer.(NLS Waterfront for Waterfront Instructor Trainer Candidates, Waterpark for Waterpark Instructor Trainer Candidates, Surf for Surf Instructor Trainer candidates) The Branch 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-instructor trainers, there must be a minimum of five candidates per additional co-instructor trainer.		
Course Equipment Required	The equipment required for an NLS Waterfront Instructor Course	The equipment required for an NLS Waterpark Instructor Course	The equipment required for an NLS Surf Instructor Course
Instructor Material Required	All of the books and materials required by the Instructor Trainer Candidate		
Candidate Material Required	<ul style="list-style-type: none"> ◆ All of the books and materials required by the instructor candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD 		
Appointment	Appointment is current for two years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.		
Challenge	Instructor Trainer Appointments are not challengeable		
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process.		
Re-appointment	The Instructor Trainer must instruct or co-instruct a minimum of two courses or train an Instructor Trainer over the two-year appointment period. (Waterfront courses for Waterfront Instructor Trainers, Waterpark courses for Waterpark Instructor trainers and Surf courses for Surf Instructor trainers) Instructor Trainers must attend revisions and update clinics as required. Instructor Trainers must be reappointed by the Branch. After the two-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 Branch.		
Administration	Send completed co-instructor trainer evaluation form and a copy of the test sheet to Branch no later than two weeks after course date.		
Award Recognition	Card		
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed appointment.		

Instructor Trainer Appointments

Award	Boat Rescue Instructor Trainer	Boat Rescue for First Responders Instructor Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Boat Rescue Instructor by first day of course ◆ Teaching experience – 4 courses. 	<ul style="list-style-type: none"> ◆ Current Boat Rescue for First Responders Instructor by first day of course ◆ Teaching experience – 4 courses
	<ul style="list-style-type: none"> ◆ Have successfully completed an Instructor Trainer Clinic. If date of clinic is older than one year, must have attended all LSI Instructor Trainer update clinics that have been held during elapsed time Or ◆ Have a current Instructor 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 one complete course by training and evaluating the Co-instructor(s) and receive a positive recommendation by the current Instructor Trainer.(Boat Rescue for Boat Rescue Instructor Trainer Candidates, Boat Rescue for First Responders for Boat Rescue for First Responders Instructor Trainer Candidates) The Branch 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-instructor trainers, there must be a minimum of five candidates per additional co-instructor 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	All of the books and materials required by the Instructor Trainer Candidate	
Candidate Material Required	<ul style="list-style-type: none"> ◆ All of the books and materials required by the instructor candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD 	
Appointment	Appointment is current for two years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.	
Challenge	Instructor Trainer Appointments are not challengeable	
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process	
Re-appointment	The Instructor Trainer must instruct or co-instruct a minimum of two courses or train an Instructor Trainer over the two-year appointment period. (Boat Rescue courses for Boat Rescue Instructor Trainers, Boat Rescue for First Responders courses for Boat Rescue for First Responders Instructor trainers and Boat Rescue for First Responders) Instructor Trainers must attend revisions and update clinics as required. Instructor Trainers must be reappointed by the Branch. After the two-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 Branch.	
Administration	Send completed co-instructor trainer evaluation form and a copy of the test sheet to Branch no later than two weeks after course date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed appointment.	

Instructor Trainer Appointments

Award	Boat Operator Accredited Training™ (B.O.A.T.™) Instructor Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current B.O.A.T.™ Instructor by first day of course ◆ Teaching experience - 4 courses ◆ Have successfully completed an Instructor Trainer Clinic. If date of clinic is older than one year, must have attended all LSI Instructor Trainer update clinics that have been held during elapsed time <li style="text-align: center;">Or ◆ Have a current Instructor Trainer appointment in another Lifesaving Program by first day of course <li style="text-align: center;">Or ◆ Exemption approval by the Branch by first day of course
Instructed & Evaluated By	Apprentice on a minimum of one complete B.O.A.T.™ Instructor course, including initial planning and evaluation of candidates and receive a positive recommendation by the current B.O.A.T.™ Instructor Trainer. The Branch 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-instructor trainers, there must be a minimum of five candidates per additional co-instructor trainer.
Course Equipment Required	The equipment required for a B.O.A.T.™ Instructor Course
Instructor Material Required	All of the books and materials required by the Instructor Trainer Candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ All of the books and materials required by the instructor candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Appointment	Appointment is current for two years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.
Challenge	Instructor Trainer Appointments are not challengeable
Failure and Re-evaluation	Candidates who do not receive appointment must re-do the appointment process
Re-appointment	The B.O.A.T.™ Instructor Trainer must instruct or co-instruct a minimum of one B.O.A.T.™ Instructor course or two B.O.A.T.™ courses within their two-year appointment period. The B.O.A.T.™ Instructor Trainer must attend revisions and update clinics as required. The B.O.A.T.™ Instructor Trainer must be re-appointed by the Branch. After the two-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 Branch.
Administration	Send completed co-instructor trainer evaluation form and a copy of the test sheet to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed appointment.

Instructor Trainer Appointments

Award	Swim for Life™ Instructor Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current LSI Instructor Trainer Appointment Or ◆ Current SFL/LSI by the first day of course ◆ Teaching experience – 6 courses – at least 3 from Swim for Life™ and 3 from the Canadian Lifesaving Programs ◆ Have successfully completed an Instructor Trainer clinic ◆ Have successfully completed an Instructor Trainer Clinic. If date of clinic is older than one year, must have attended all LSI Instructor Trainer update clinics that have been held during elapsed time Or ◆ Have a current Instructor Trainer appointment in another Lifesaving Program by first day of course
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Apprentice on a minimum of one complete Swim for Life™/Lifesaving Instructor Mega course, or one complete Swim for Life™ Instructor Cross-over Clinic including initial planning and evaluation of candidates and receive a positive recommendation by the current SFL/LSI Trainer. ◆ Or If already a Lifesaving Instructor Trainer, attend a 6 – 8 hour Swim for Life™ Instructor Trainer cross over clinic
Course Length Including Exam	<ul style="list-style-type: none"> ◆ That which is required for a Swim for Life™/Lifesaving Instructor Mega course ◆ Cross-Over Clinic 6 – 8 hours
Candidate Instructor Ratio	<ul style="list-style-type: none"> ◆ 12:1 – for cross-over clinic ◆ 1:1 – for Swim for Life™ Instructor Course <p><i>*Note:</i> If additional co-instructor trainers, there must be a minimum of five candidates per additional co-instructor trainer</p>
Course Equipment Required	The equipment required for the Swim for Life™/Lifesaving Instructor Mega course
Instructor Material Required	All of the books and materials required by the Instructor Trainer Candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ All of the books and materials required by the instructor candidates ◆ Instructor Trainer Notes ◆ Instructor Trainer Resource CD
Appointment	Appointment is current for two years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.
Challenge	Instructor Trainer Appointments are not challengeable
Failure and Re-evaluation	Candidates who do not receive appointment must meet the established criteria outlined by the Branch.
Re-appointment	The SFL/LSI Trainer must instruct or co-instruct a minimum of one LSI course or two lifesaving courses over their two-year appointment period. The SFL/LSI Trainer must attend revisions and update clinics as required. The SFL/LSI Trainer must be re-appointed by the Branch. After the two-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 Branch.
Administration	Send completed co-instructor trainer evaluation form and a copy of the test sheet to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed appointment.

Branch Trainer

Award	Branch Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Instructor Trainer ◆ Teaching experience as approved by the Branch.
Instructed & Evaluated By	Apprentice on a minimum of one complete Instructor Trainer Clinic, including initial planning and evaluation of candidates and receive a positive recommendation by a current Branch Trainer. The Branch will review and appoint candidates who they believe are qualified 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-branch trainers, there must be a minimum of five candidates per additional co-branch trainer.
Course Equipment Required	The equipment required for an Instructor Trainer Course
Instructor Material Required	All of the books and materials required by the Branch Trainer Candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ All of the books and materials required by the instructor trainer candidates ◆ Branch Trainer Notes ◆ Branch Trainer Resource CD
Appointment	Appointment is current for two years from the date of appointment. Candidates must attend mandatory revision clinics to maintain appointment.
Challenge	Branch Trainer Appointments are not challengeable
Failure and Re-evaluation	Candidates who do not receive appointment must meet the established criteria outlined by the Branch.
Re-appointment	The Branch Trainer must instruct or co-instruct a minimum of one Instructor Trainer clinic or two instructor courses or be actively involved with the Program committee within their two-year appointment period. The Branch Trainer must attend or deliver revisions and update clinics as required. The Branch Trainer must be re-appointed by the Branch. After the two-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 Branch.
Administration	Send completed co-branch trainer evaluation form and a copy of the test sheet to Branch no later than two weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within three weeks of receipt of completed appointment.



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 Branch.

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 4 categories:

1. Annual Affiliate – any facility that operates year round.
2. Summer Affiliate – any facility, waterfront, or portable pool that operates from May to September.
3. Private Affiliate – any independent Instructor/Examiner who wishes to offer lifesaving programs.
4. B.O.A.T.™ Affiliate – only runs B.O.A.T.™ courses

Annual, Summer, Private and B.O.A.T.™ Affiliate members of the Lifesaving Society – Manitoba Branch are entitled to:

- ◆ Offer Lifesaving Society Programs.
- ◆ The processing and issuing of Lifesaving Society Program awards.
- ◆ A copy of the Manitoba Program Guide.
- ◆ Technical assistance from Lifesaving Society representatives for instructors, lifeguards, and programmers as available through the Branch.
- ◆ Promotional and educational literature, including test sheets, posters, brochures and program marketing material as available through the Branch.
- ◆ A resource library that specializes in aquatics.
- ◆ Promotion and advertising of courses and job postings as available through the Branch.
- ◆ Various Branch communications including the newsletter, affiliate mail-outs and drowning reports.
- ◆ Notification of upcoming Branch events.
- ◆ Cast one vote at the Annual General Meeting of the Branch.

Program Promotion

The Branch's programs are divided into three categories: Water Smart® 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 Branch 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 Branch.

Most candidates who register for aquatic-related courses fall into the 8-18 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 courses 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.
- ◆ For Leadership 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 three levels to become a “Canadian Swim Patroller”.
- ◆ Promote Bronze Star, Bronze Medallion and Bronze Cross as the “Bronze Family” or “Bronze Levels” and encourage candidates to complete all three 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 Service Award or Lifesaving Instructor Certification.

This will:

- ◆ Encourage candidates to complete all parts of the program by continuing on 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, NLS and Lifesaving Instructor, individuals can become trained 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 on. 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.
- ◆ 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. 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, youth and adult only Swim Patrol or Bronze Level Courses).
- ◆ Some examples of “non traditional” programs include first aid, CPR, Within Arms’ Reach and BOAT™ which do not require any pool space. First Aid and CPR can be targeted to a variety of groups or just the general public. Within Arms’ Reach is ideal for families with children or care givers. The BOAT™ program will attract power-boaters in your community who, by 2009, will all be required to hold a Pleasure Craft Operator Card to legally operate powered watercrafts.

A Family Affair

- ◆ Make Swimming Lessons “A Family Affair”. Program Within Arms 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™ Evaluation Day: have one day a month at your pool where you offer free Swim to Survive™ standard testing. You can give participants who pass a Swim to Survive™ Certificate (the PDF original is available from the office upon request). Make the Swim to Survive™ Standard the new standard to swim in the deep water in your facility.
- ◆ Have Water Smart® Experience events on a regular basis at t your pool. Perhaps the first Sunday of every month. The Water Smart® Activities Guide is available from the office upon request.

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 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. Below are some scheduling options:

- ◆ Suggestions for scheduling Swim for Life™ Swimmer 1 - 5 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 3 & 4.
 - Block booking: for a class at 4:00 - 4:45pm, schedule 4 instructors and accept 40 registrations for any Swimmer 1 to 5 level - 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 L'il Swimmer, Canadian Swim Patrol, or the Adult Swimmer.
- ◆ Combine Rookie and Ranger levels
- ◆ To ensure that candidates have the pre-requisites for NLS and Lifesaving Instructor, run the Bronze Cross and Standard First Aid combined course
- ◆ Run Distinction Award courses for candidates that are too young for NLS 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 to be used for teaching and evaluating the Lifesaving Society training programs. For a comprehensive list of literature and equipment see the appropriate program chart.

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 and manikins or other suitable devices 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 Branch 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 Branch for additional resources.

Course Registration

When affiliates run courses, they must first register the course with the Branch. Registering these courses 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: 944-8546 or aquatics@lifesaving.mb.ca. Course registered with the Branch are posted on the Lifesaving Society Manitoba Web Site (<http://www.lifesaving.mb.ca/courses.asp>).

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 suggests 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, candidates' 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 general 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 may be placed by telephone, fax, mail, or in person. When placing an order, be sure to allow at least two weeks for delivery, in case the items are not currently in stock. If you are not an affiliate, payment for the order must be made prior to the branch processing and sending it out. Affiliates who require a purchase order to be referenced on the Branch invoice should either send a hard copy of your purchase order or quote the correct purchase order number when ordering by phone.

Please note that the branch will charge a late order fee of \$20.00 for all orders place less then two weeks from the date needed.

All orders to affiliate members will be net 30 days. For accounts that are over 60 days, interest will be charged at the rate of 2.5% and accounts over 90 days, interest will be charged at 5%. No further credit will be extended until the account is paid in full. Orders may be paid by cash, cheque, Visa, MasterCard or American Express.

Affiliates may return merchandise that is a current issue and is in new condition for a credit. A restocking fee equal to our shipping and handling fee will be applied. No cash refunds.

Equipment Loans

Annual, seasonal and private affiliates who have paid membership fees for the current calendar year are entitled to borrow equipment and educational materials from the Branch. A list of items is available from the Branch.

Requesting Equipment

- ◆ A deposit may be required at the time of request, prior to any equipment being loaned out to non-affiliates.
- ◆ Deposits will be refunded when the equipment is returned.
- ◆ Equipment must be returned in the same condition. If there is any damage, the Branch 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 will be granted unless there is a waiting list for the item.

Prerequisites

Many courses offered through the Lifesaving Society require that candidates hold certain 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.

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. 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 must be sent in for ALL Lifesaving Society Programs

Affiliate Responsibilities

The affiliate offering the Lifesaving Society program is responsible for submitting the appropriate test sheets and prerequisites to the Branch. It is recommended that all facilities keep a copy of the original test sheet for their records.

Instructor Responsibilities

- ◆ The proper test sheet is being used for the award tested.
- ◆ The candidates' full first and last names are printed legibly and correctly.
- ◆ The candidates' complete addresses, phone numbers, postal codes, cities/towns 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.
- ◆ 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 reevaluate 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 must be attached to the test sheets.
- ◆ All of 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.

Submitting Test Sheets

- ◆ The originals of the test sheets must be mailed to the Branch. Photo copies will not be accepted.
- ◆ Test sheets must be received by the Branch no later than two weeks after the last course date.
- ◆ The Branch requires test sheets for all levels (including Swim Patrol and Star and Swim for Life™).
- ◆ If the prerequisite certifications are not issued by the Manitoba Branch, 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. This letter must be signed by either the Examiner or the Affiliate.

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:* 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 should 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

All examiners are volunteers on behalf of the Branch. The affiliate can offer an honorarium to visiting examiners and/or reimburse them for expenses incurred as a result of travel, food, or accommodations.

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. Awards that are currently available through the Instant Awards program are the Canadian Swim Patrol awards (Rookie, Ranger, and Star) and Swim for Life®. The Branch issues all other awards.

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 two weeks of the course completion date for statistical use.

Certification Cards

Date on Cards

All cards indicate a certification date rather than an expiry date.

Currency

Some certifications are required to be current in order 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. Please note that the Branch does not grant extensions.

Cards Issued by the Branch Office

Cards are sent within three 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 are either lost or stolen can be replaced by contacting the Branch for a nominal fee.

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 will often be given to candidates holding Royal Life Saving Society certifications from other Commonwealth countries. Individuals are asked to fax a copy of their certifications to the Branch Office

Transfers from all Other Countries

Lifeguards and Instructors certified in all other countries must complete the following training to be certified in Canada:

- ◆ 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 Branch 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 Branch.

Program Conversion Charts

These charts are designed 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/YWCA 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-YWCA Canada, and Lifesaving Society

Red Cross Swim Program	Swim for Life™	Canadian Lifesaving Program	YMCA-YWCA Canada Youth Swim Instruction
-		-	Otter
-		-	Continuing Otter
Swim Kids 1	Swimmer 1	-	Seal
Swim Kids 2		-	Continuing Seal
Swim Kids 3	Swimmer 2	-	Dolphin
Swim Kids 4	Swimmer 3	-	Swimmer
Swim Kids 5		-	Star 1/Beginning Star 2
Swim Kids 6	Swimmer 4	-	Continuing Star 2
Swim Kids 7	Swimmer 5	-	Star 3
Swim Kids 8		Swim Patrol – Rookie	Star 4
Swim Kids 9		Swim Patrol – Ranger	Star 5
Swim Kids 10		Swim Patrol – Star	Star 6

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.

L'il Swimmers – six months to five years of age

L'il Swimmer - Register in:	If:
L'il Tots	- Preschool child 6 months to 3 years - Accompanied by caregiver
L'il Swimmer 1	- Preschool child 3 - 5 years - No caregiver present - First swimming lessons - Cannot put face in water
L'il Swimmer 2	- Can put face in water - Can float on front and back in a PFD or with help
L'il Swimmer 3	- Can float and glide on front and back and can kick On back
L'il Swimmer 4	- Can kick 5+m on front, back and side - Can jump into deep water without assistance

Swimmers – school age children six years and over

Swimmer - Register in:	If:
Swimmer 1	- Don't know how to swim - Or can just float on front or back
Swimmer 2	- Can kick 5 m on front, back and side
Swimmer 3	- Can swim front crawl across the pool width (10 m) - Can swim back crawl across the pool width (10 m) - Can tread water for 30 seconds
Swimmer 4	- Can swim 15 m of front crawl - Can swim 15 m of back crawl - Can do the whip kick
Swimmer 5	- Can swim 25 m of front crawl - Can swim 25 m of back crawl - Can do 10 m of whip kick and scissor kick

Canadian Swim Patrol - Register in:	If:
Rookie Patrol	- Can swim at least 50 - 75 m (2 - 3 lengths) of front crawl without stopping
Ranger Patrol	- Can swim 100 m without stopping (any stroke)
Star Patrol	- Can swim 200 m without stopping (any stroke) - Can tread water for 2 minutes

Bronze Awards - Register in:	If:
Bronze Star	- Can swim 300 m without stopping (any stroke) - Can tread water holding a 10 lb weight for 1 – 2 minutes
Bronze Medallion	- Have completed Bronze Star or is age 13 or older - Can swim 400 m without stopping (any stroke)
Bronze Cross	- Age 14 or older - Have completed Bronze Medallion

Adult Swimmer – youths and adults

Adult Swimmer - Register in:	If:
Swim to Survive™	- Want to be comfortable and safe in the water - Don't know how to swim - Or can just float on front or back
Adult Swimmer	- Want to learn swimming strokes such as front crawl or breaststroke or back crawl - Want to learn skills such as diving and treading water
Fitness Swimmer	- Want to learn how to use swimming for fitness - Comfortable in the water - Can swim 25 m (1 length) of 1 or more strokes
Distance Swimmer	- Want to set and accomplish a distance swimming goal such as 200 m, 500 m, 1 km - Comfortable in the water - Can swim 25 m (1 length) of 1 or more strokes

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

The Branch has developed several pamphlets for you to use to market the Water Smart® and Swim for Life™ programs at your facility.

Promotional Video

The Branch has a Swim for Life™ promotional video for you to borrow to show to parents, staff, etc. The video outlines the philosophy behind the Swim for Life™ Program and gives an overview of the Swim for Life™ Levels.

Appendices

Appendices

Cross Contamination Policy

The Lifesaving Society acknowledges its responsibility to inform participants of possible cross contamination resulting from rescue breathing practice.

Medical evidence suggests that cross contamination may result from mouth to mouth, hand to mouth, hand to eye or hand to nose contact. Diseases that may be transmitted in this manner include infectious mononucleosis, hepatitis A (infectious hepatitis), hepatitis B (serum hepatitis), herpes simplex, the common cold (rhinovirus) and tuberculosis.

There is no evidence that acquired immune deficiency syndrome (AIDS) can be transmitted by mouth-to-mouth contact.

The Society does not require direct contact with another person in rescue breathing to achieve a Society award. Instructors and examiners should respect candidates' preference to demonstrate rescue breathing with a partner of their choice (with or without direct contact) or manikin or suitable device.

When a partner is selected, candidates demonstrate all steps in rescue breathing (including airway management) to the point of contact. The evaluator should question the candidate to ensure that he or she understands the reasons for and methods of effectively sealing the mouth and nose and inflating the victim's lungs.

When manikins are used, candidates demonstrate all the procedures for rescue breathing including an effective seal of the mouth or nose and ability to inflate the victim's lungs. To minimize the risk of transferring an infection between participants, minimize the number of individuals using the same manikin. After each candidate uses it, the manikin should be effectively cleaned according to acceptable medical procedures. (For detailed cleaning instructions, see the Canadian Lifesaving Manual – Section 7- page 16).

When a device is selected, it should allow the candidate to demonstrate correct seal and inflation.

To minimize the risk of transferring an infection, individuals with known transmittable diseases or with obvious infections (e.g. Colds, cold sores, coughs or respiratory infections) should not participate in rescue breathing practice.

Harassment Policy

Policy:

The Lifesaving Society – Manitoba Branch seeks to provide an environment, which encourages mutual respect, cooperation and understanding and is free of abuse.

Reason for policy:

The Society is committed to providing opportunities for every individual within the lifesaving community to reach his or her potential in skill and excellence. In keeping with the spirit of this statement, the Society is committed to providing a work and recreational environment in which all individuals are treated with respect and dignity and one that promotes equal opportunities and prohibits discriminating practices.

To whom does this policy apply?

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

Further Information:

The guidelines are made available to all representatives of the Society through the Branch office and on the Society website, www.lifesaving.mb.ca.

Code of Conduct

This code is a guide to be used by all staff, volunteers and members who work with the Lifesaving Society – Manitoba Branch. As such, this code is a general statement of rules and regulations to be followed and to be referred to as needed. By conforming to these rules and regulations, the members of the corporation will maintain and promote the excellent reputation of the Royal Life Saving Society of Canada.

The Rules and Regulations are as Follows:

- ◆ To manifest loyalty, implies devotion, allegiance to the mission and values of the organization, defense of the corporation's interest and also pride of belonging to the Lifesaving Society.
- ◆ To manifest honesty, means to respect the rules and regulations of the corporation, to avoid power struggles and to proscribe dishonest appropriations of goods belonging to the organization and also avoiding forgery to obtain any advantages.
- ◆ To manifest respect, requires listening skills, empathy, diplomacy, discretion, constructive criticism and recognition for individual efforts.
- ◆ To manifest impartiality, means to avoid any preferential treatment, which could not be justified; objectively, equality and justice.
- ◆ Participation means availability, presence and punctuality at meetings, events and activities and also an open-minded attitude, involvement and commitment.
- ◆ To manifest credibility, by your day to day activities to contribute to the positive image of the Lifesaving Society.
- ◆ To manifest openness in managing and organizing of diverse activities.
- ◆ Avoid conflict of interest means to avoid any situations where a private interest would influence a decision to obtain an advantage.
- ◆ To go beyond the call of duty implies excellence in the members and allows the Lifesaving Society to show leadership in the field of the human life saving.
- ◆ Team spirit means sound collaboration, sharing and solidarity in a spirit of fraternity.

Certification Review Policy

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.

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
- ◆ Probation – remedial action is designed to correct a deficiency, upgrade behaviour or allow for ongoing assessment of the party's conduct
- ◆ Suspension
- ◆ Revocation of Appointment or Decertification

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).

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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