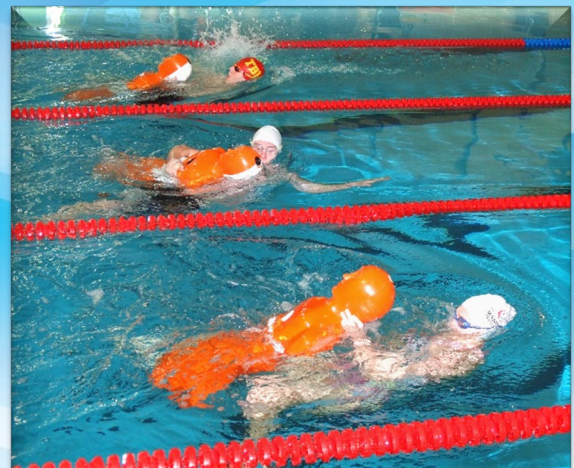




Manitoba Program Guide

Revision Date: February 2026



Revision Date: February 2026

This revision includes:

- *Changes to First Aid Pre-requisites certifications*
- *Current programs and services offered by the Lifesaving Society Manitoba.*
- *New Workplace Safety Programs*
- *Current pre-requisites for training programs.*
- *Current pre-requisites for leadership programs.*
- *Current requirements for certification/appointment processes for leadership programs.*
- *Program administration reminders.*
- *Current Society policies.*

The Royal Life Saving Society Canada

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

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

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

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

Foreword

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

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

For more information, please contact us at:

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

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

X : [@LifesavingMB](https://www.x.com/LifesavingMB)

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

Dedicated to the late Mr. Jim McDiarmid

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

Published by: Lifesaving Society Manitoba

Edited by: Kathy Plett – Program Manager Lifesaving Society Manitoba

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Program Overview

Lifesaving Society Skills are for Life.

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

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

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

Become a National Lifeguard, or a Swim for Life®, Lifesaving, or First Aid Instructor.

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

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

Award Currency.

Lifesaving Awards, stand-alone CPR certifications, and Leadership Awards: Certifications/appointments are current for 2 years from date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.

First Aid Awards: are current for 3 years from date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2026.

*** Note:** Industry standards may require more frequent certification.

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

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



Public Education Programs



Public Education

Water Smart® Program

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

Water Smart Target Groups

- ◆ Newcomers to Canada
- ◆ Older adults aged 65 & over
- ◆ Adult males aged 18 – 35 who engage in high risk aquatic activities
- ◆ Male teenagers
- ◆ Parents and caregivers of young children aged 5 & under

High Risk Activities

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



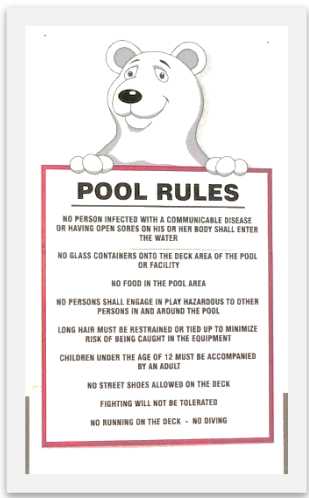
Water Smart® Program for Newcomers to Canada

Newcomers to Canada participate in recreational activities such as swimming, boating and fishing, but they may not have the water safety knowledge necessary for staying safe in, on or around water. With help from Manitoba Department of Environment and Climate Change, the Lifesaving Society Manitoba created a Water Smart program for English as an Additional Language (EAL) classes and communities. This program includes information on:

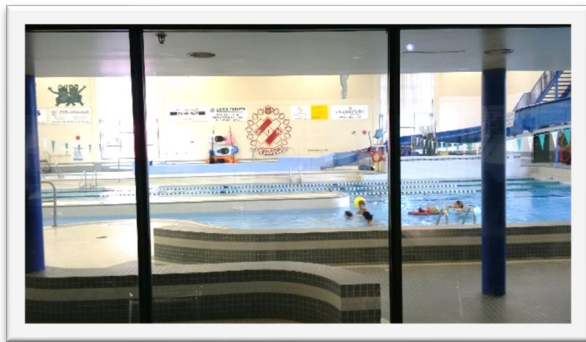
- ◆ Drowning risk factors
- ◆ Water safety education
- ◆ The role of lifeguards and Beach Safety Officers
- ◆ Tips on supervising children in, on and around water
- ◆ Tips on taking groups to the beach
- ◆ Basic water rescue techniques

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

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



Safety Management



Safety Management Programs

For Courses: please contact the Branch office or visit www.lifeguardshop.ca

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

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

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

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

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

Pre-requisites:

Unless otherwise stated, prerequisite certifications do not need to be current.

Unless otherwise stated, all age prerequisites must be met by the last day of the course, or the test date for the course.

Course Formats:

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

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

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

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

SEE Auditor

Award	Supervision Evaluation & Enhancement (SEE) Auditor
Prerequisites	Candidates must have <u>one of the following</u> by the first day of the course: <ul style="list-style-type: none"> ◆ National Lifeguard certification with 100 hours of lifeguarding experience, or ◆ National Lifeguard Examiner appointment, or ◆ Aquatic Supervisor certification, or ◆ Aquatic Manager certification
Instructed & Evaluated By	Current SEE Auditor Instructor; Aquatic Safety Programs Trainer; or Branch Trainer
Course Length Including Exam	3.5 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ SEE Auditor Award Guide ◆ SEE Auditor Workbook & Forms ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations
Candidate Material Required	<ul style="list-style-type: none"> ◆ SEE Auditor Workbook & Forms (provided at course) ◆ Note taking materials
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course to be certified.
Re-certification	Candidates successfully repeat the full course.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Aquatic Supervisor

Award	Aquatic Supervisor
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard (need not be current) and <u>one</u> of the following by the first day of the course: <ul style="list-style-type: none"> ○ Lifesaving Society Swim for Life Instructor <u>or</u> ○ Lifesaving Instructor certification
Instructed & Evaluated By	Current Aquatic Supervisor Training Instructor; Aquatic Safety Programs Trainer; or Branch Trainer
Course Length Including Exam	14 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Aquatic Management Award Guide ◆ Aquatic Supervisor Workbook ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations
Candidate Material Required	<ul style="list-style-type: none"> ◆ Aquatic Supervisor Workbook ◆ Note taking materials
Certification	This certification does not expire. Periodic retraining is encouraged.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course to be certified.
Re-certification	Not applicable
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Aquatic Manager

Award	Aquatic Manager
Prerequisites	None (recommended that candidates be familiar with the operating procedures of at least one aquatic facility)
Instructed & Evaluated By	Current Aquatic Management Training Instructor; Aquatic Safety Programs Trainer; or Branch Trainer
Course Length Including Exam	16 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Aquatic Management r Award Guide ◆ Aquatic Manager Workbook ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations
Candidate Material Required	<ul style="list-style-type: none"> ◆ Aquatic Manager Workbook ◆ Note taking materials
Certification	This certification does not expire. Periodic retraining is encouraged.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course to be certified.
Re-certification	Not applicable
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Aquatic Safety Inspector

Award	Aquatic Safety Inspector
Prerequisites	None
Instructed & Evaluated By	Current Aquatic Safety Inspector Instructor; Aquatic Safety Programs Trainer; or Branch Trainer
Course Length Including Exam	14 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	20:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Aquatic Safety Inspector Award Guide ◆ Aquatic Safety Inspector Workbook & Forms ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations ◆ Waterfront Safety Guidelines
Candidate Material Required	<ul style="list-style-type: none"> ◆ Aquatic Safety Inspector Workbook & Forms (provided at course) ◆ Lifesaving Society Safety Standards ◆ Manitoba Public Health Act Swimming Pool Regulations ◆ Waterfront Safety Guidelines ◆ Note taking materials
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Not applicable
Failure and Re-evaluation	Unsuccessful candidates must retake the entire course to be certified.
Re-certification	Candidates successfully repeat the full course.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Workplace Safety Training



Work Place Safety Training

Workplace Water Safety Training **Workplace Ice Safety Training**

The Lifesaving Society Manitoba offers Workplace Water Safety Training and Workplace Ice Safety Training for organizations and companies who require their workers to work on or near open water or ice. Please contact the [Lifesaving Society Manitoba Office](#) for more information or to arrange for training for your employees.



Skills Programs



Skills Programs

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

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

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

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

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

To help ensure easier processing of test sheets, please include a photocopy of all pre-requisite certifications that have not been issued by the Manitoba Branch. Do not include photocopies of proof of age. Test Sheets may be submitted electronically as long as we can read them. If an affiliate chooses to send the test sheets in electronically then they must keep the original test sheets for seven years as per our national test sheet policy. All test sheets submitted to the office become the property of the Lifesaving Society.

Pre-requisites:

Unless otherwise stated, prerequisite certifications do not need to be current.

Unless otherwise stated, all age prerequisites must be met by the last day of the course, or the test date for the course.

Course Formats:

Except for all first aid and CPR courses, these courses may be taught in the following formats: blended learning (combination of virtual and in person), in person. All skills must be evaluated in person.

All first aid and CPR courses must be taught in person as per the requirements of Manitoba Workplace Safety and Health.

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

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

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

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

NOTE: Only certified instructors and examiners can apply for a toolkit account. Instructor candidates are provided with a web link for online course resources by their trainers.

Swim To Survive®

Award	Swim to Survive®	Swim to Survive® +
Prerequisites	Target ages: children 6+, youth and adults	Target ages: youth and adults
Instructed & Evaluated By	Current Swim to Survive Instructor, or Swim for Life Instructor, or Lifesaving Instructor	Current Swim to Survive Instructor, or Swim for Life Instructor or Lifesaving Instructor
Course Length Including Exam	Can be run as a regular class (4 - 6 hours, 30 – 45 min per class) or as a challenge event	Can be run as a regular class (4 - 6 hours, 30 - 45 min per class) or as a challenge event
Course Format	In person	In person
Candidate Instructor Ratio	10:1	10:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Timing device 	<ul style="list-style-type: none"> ◆ PFDs ◆ Timing device ◆ Reaching/throwing aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ Swim to Survive Award Guide ◆ Canadian Lifesaving Manual ◆ Swimming and Lifesaving Instructor Manual ◆ Instructor Manual ◆ Swim to Survive Program Guide 	<ul style="list-style-type: none"> ◆ Swim to Survive Award Guide ◆ Canadian Lifesaving Manual ◆ Swimming and Lifesaving Instructor Manual ◆ Instructor Manual ◆ Swim to Survive Program Guide
Candidate Material Required	None	Clothes – long sleeve shirt, pants & shoes
Certification	Not applicable	
Challenge	Not applicable	
Failure and Re-evaluation	Not applicable	
Re-certification	Not applicable	
Administration	Send completed participant list and course evaluation forms to Branch no later than 2 weeks after the course date.	
Award Recognition	Accomplishment Certificate	
Issuing Awards	Facilities receive a template to create and distribute certificates	

Swim for Life®

Award	Parent & Tot	Pre-School	Swimmer	Adult Swimmer	Fitness Swimmer
Prerequisites	<ul style="list-style-type: none"> ◆ For parents and children up to 3 years of age ◆ Caregiver is required to go into the water 	For children 4 to 5 years of age	For children 5 years and older	For people over 16 years of age	For swimmers of any age who want to improve their overall fitness
Instructed & Evaluated By	Current Swim for Life Instructor				
Course Length Including Exam	5 hours instruction time per level (recommend 30 min per class)		5 – 7.5 hours instruction time per level (Swimmer 1 & 2 recommend 30 min per class, Swimmer 3 – 6, Adult & Fitness Swimmer recommended 45 min per class)		
Course Format	In person		In person		
Candidate Instructor Ratio	10:1	5:1	10:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Small sinking objects 		<ul style="list-style-type: none"> ◆ PFDs ◆ Small sinking objects ◆ Timing devices 		Timing devices
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Swim for Life Award Guide ◆ Canadian Lifesaving Manual ◆ Swim and Lifesaving Instructor Manual ◆ Instructor Manual ◆ Program Guide 				
Candidate Material Required	Not applicable				
Certification	Not applicable				
Challenge	Not applicable				
Failure and Re-evaluation	Not applicable				
Re-certification	Not applicable				
Administration	Send Program Stats sheets once a year to the Branch for statistical purposes.				
Award Recognition	<ul style="list-style-type: none"> ◆ Accomplishment Record ◆ Sticker or badge 				
Issuing Awards	Affiliates issue accomplishment record and sticker or badge				

Canadian Swim Patrol

Award	Rookie	Ranger	Star
Prerequisites	<ul style="list-style-type: none"> ◆ Ability to swim (suggest Swimmer 6) ◆ 8 to 12 years of age 		
Instructed & Evaluated By	Current Lifesaving Society Lifesaving Instructor or a Current Swim for Life Instructor		
Course Length Including Exam	10 hours instruction time minimum		
Course Format	In person		
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Buoyant aids ◆ 2.3 kg (5 lbs.) object ◆ Timing device 	<ul style="list-style-type: none"> ◆ Buoyant aids ◆ 2.3 kg (5 lbs.) object ◆ PFDs ◆ Timing device 	<ul style="list-style-type: none"> ◆ 4.5 kg (10 lbs.) object ◆ Small sinking objects ◆ PFDs ◆ Buoyant aids ◆ Timing device
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Swim and Lifesaving Instructor Manual ◆ Instructor Manual ◆ Lifesaving Society Manitoba Drowning Reports ◆ Manitoba Program Guide ◆ Whistle 		
Candidate Material Required	Long sleeved shirt and long pants	Not applicable	Whistle
Certification	Not applicable		
Challenge	Not applicable		
Failure and Re-evaluation	Not applicable		
Re-certification	Not applicable		
Administration	Send Program Stats sheets once a year to the Branch for statistical purposes.		
Award Recognition	Wall chart, seals (for modules), crest (for level), and progress report		
Issuing Awards	Affiliates issue wall charts, seals, crests and progress reports as candidates progress through the training.		

Junior Lifeguard Club

Award	Junior Lifeguard Club
Prerequisites	<ul style="list-style-type: none"> ◆ Ability to meet the Swim to Survive Standard ◆ Members can be any age between 8 and 15 years.
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Current Lifesaving Society Lifesaving Instructor with National Lifeguard experience ◆ Preferred current National Lifeguard certification and certified Coach Level 1 with Lifesaving Sport experience
Course Length Including Exam	Not Applicable
Course Format	In person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Buoyant aids ◆ 2.3 kg (5 lbs.) object ◆ 4.5 kg (10 lbs.) object ◆ Small sinking objects ◆ Timing device ◆ First Aid supplies ◆ CPR Manikins ◆ Lifesaving Sport equipment <ul style="list-style-type: none"> ○ Throw rope ○ Manikin
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ JLC Coaching Manual ◆ Canadian Lifesaving Manual ◆ Swim Patrol Award Guide ◆ Swim and Lifesaving Instructor Manual ◆ Instructor Manual ◆ Lifesaving Society Manitoba Drowning Reports ◆ Manitoba Program Guide ◆ Whistle
Candidate Material Required	None
Certification	Not applicable
Challenge	Not applicable
Failure and Re-evaluation	Not applicable
Re-certification	Not applicable
Administration	Send club member numbers once a year to the Branch for statistical purposes.
Award Recognition	Junior Lifeguard Club Waterlog, Achievement Seals (for modules)
Issuing Awards	Affiliates issue Waterlog and seals as candidates proceed through the training.

Bronze Levels

Award	Bronze Star	Bronze Medallion	Bronze Cross
Prerequisites	None (Canadian Swim Patrol recommended)	<ul style="list-style-type: none"> ◆ Bronze Star by the first day of the course <i>or</i> ◆ At least 13 years by the last day of the course 	Bronze Medallion by the first day of the course
Instructed & Evaluated By	Current Lifesaving Society Lifesaving Instructor	<ul style="list-style-type: none"> ◆ Current Lifesaving Society Lifesaving Instructor ◆ * Note: <i>If the instructor has obtained their instructor certification in another province, they must check with the Program Manager to ensure that they are authorized to examine Bronze Medallion and Bronze Cross in Manitoba.</i> 	
Course Length Including Exam	10 hours instruction time minimum, including exam	15 hours instruction time minimum, including exam	20 hours instruction time minimum, including exam
Course Format	Blended learning, or in person	Blended learning, or in person	Blended learning, or in person
Candidate Instructor Ratio	12:1		
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Shoulder loop and line or rescue tube ◆ Rescue aids ◆ 4.5 kg (10 lbs.) weight ◆ Timing device ◆ Small sinking objects ◆ AED trainer 	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Buoyant aids for throwing assists ◆ Shoulder loop and line or rescue tube ◆ Rescue aids ◆ Spine board or another suitable device ◆ Timing device ◆ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Swim and Lifesaving Instructor Manual ◆ Instructor Manual ◆ Bronze Medals Instructor Guide 	<ul style="list-style-type: none"> ◆ Bronze Medallion Candidate workbook ◆ Bronze Cross Candidate workbook ◆ Lifesaving Society Manitoba Drowning Reports ◆ Manitoba Program Guide ◆ Barrier devices and whistle 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual (recommended) ◆ Shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Bronze Medallion Candidate Workbook ◆ Shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Bronze Cross Candidate Workbook ◆ Barrier devices and whistle
Certification	<ul style="list-style-type: none"> ◆ Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025. ◆ * Note: <i>Industry standard may require more frequent certification.</i> 		
Challenge	It is recommended that candidates attend a 4 hour refresher prior to completing an entire exam.		
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail are recommended to attend a 4-hour refresher prior to reattempting an exam. Candidates that fail must be evaluated on all items. ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit. 		
Re-certification	Candidates must successfully complete an entire recertification exam (minimum 3 hours).		
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.		
Award Recognition	Bronze Star medal and card	Bronze Medallion medal and card	Bronze Cross medal and card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.		

Bronze Levels & First Aid

Award	Bronze Medallion & Emergency First Aid (Basic)	Bronze Cross & Standard First Aid (Intermediate)
Prerequisites	<ul style="list-style-type: none"> ◆ Bronze Star by the first day of the course <i>or</i> ◆ At least 13 years by the last day of the course 	Bronze Medallion by the first day of the course
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Current Lifesaving Society Lifesaving Instructor & Lifesaving Society First Aid Instructor. ◆ *Note: <i>If the instructor has obtained their instructor certifications in another province, they must check with the Program Manager to ensure that they are authorized to teach first aid and to examine Bronze Medallion and Bronze Cross in Manitoba.</i> 	
Course Length Including Exam	22 hours instruction time minimum, including exam (15 hours. for Bronze Medallion and 7 hours. for Emergency First Aid)	34 hours instruction time minimum, including exam (20 hours. for Bronze Cross and 14 hours. for Standard First Aid)
Course Format	Blended learning, or in person. *Note: <i>First Aid portion must all be in person</i>	
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 	<ul style="list-style-type: none"> ◆ Rescue aids including a spine board or other suitable device ◆ Timing device ◆ First aid equipment ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Lifesaving Society Manitoba Drowning Reports ◆ Canadian First Aid Manual ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Award Guide Swim and Lifesaving Instructor Manual ◆ Instructor Manual ◆ Bronze Medals Instructor Guide ◆ Bronze Medallion Candidate Workbook ◆ Bronze Cross Candidate Workbook ◆ Manitoba Program Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ Bronze Medallion Candidate Workbook ◆ T-shirt and pants ◆ Barrier devices and whistle 	<ul style="list-style-type: none"> ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ Bronze Cross Candidate Workbook ◆ Barrier devices and whistle
Certification	<ul style="list-style-type: none"> ◆ Lifesaving Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025. First Aid Certification is current for 3 years from the date of exam. ◆ *Note: <i>Industry standard may require more frequent certification.</i> 	
Challenge	It is recommended that candidates attend a 4 hour refresher prior to completing an entire exam. *Note: <i>First Aid cannot be challenged.</i>	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail are recommended to attend a 4-hour refresher prior to reattempting an exam. Candidates that fail must be evaluated on all items. ◆ *Note: <i>First Aid cannot be challenged. First Aid testing must meet Workplace Safety & Health Guidelines for time and in-person training.</i> ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit. 	
Re-certification	Candidates successfully complete an entire recertification exam (Minimum 3 hours), and the recertification process for Emergency First Aid (page xxx.)	Candidates successfully complete an entire recertification exam (Minimum 3 hours), and the recertification process for Standard First Aid (page xxx.)
Administration	Send 2 completed test sheets (one for first aid and one for the bronze level) to Branch no later than 2 weeks after the exam date.	
Award Recognition	Bronze Medallion medal and cards	Bronze Cross medal and cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet. *Note: <i>2 test sheets must be submitted to the office. 1 for the Bronze Level Award and 1 for the first aid level award</i>	

First Aid

Award	Emergency First Aid & CPR C (Basic & CPR C)
Prerequisites	None
Instructed & Evaluated By	Current Lifesaving First Aid Instructor.
Course Length Including Exam	7 hours instruction time minimum
Course Format	In person only
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ First aid equipment ◆ CPR manikins ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian First Aid Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian First Aid Manual ◆ Barrier devices
Certification	<ul style="list-style-type: none"> ◆ Certification is current for 3 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2026. ◆ *Note: <i>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	Candidate must successfully complete a full EFA and CPR C recertification that is a minimum of 4 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Candidates with First Aid or CPR from another training agency:

Candidates who have obtained a first aid or CPR certification from The Canadian Red Cross or St. John Ambulance may recertify through the Lifesaving Society. A photocopy of the certification obtained through the other training agency must be attached to the test sheet. Candidates from any other outside training agency must take a full course.

First Aid

Award	Standard First Aid & CPR C (Intermediate)
Prerequisites	None
Instructed & Evaluated By	Current Lifesaving First Aid Instructor
Course Length Including Exam	14 hours instruction time minimum
Course Format	In person only
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ First aid equipment ◆ CPR manikins ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian First Aid Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Canadian First Aid Manual ◆ Barrier devices
Certification	<ul style="list-style-type: none"> ◆ Certification is current for 3 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2026. ◆ *Note: <i>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	Candidate must successfully complete a full SFA & CPR C recertification that is a minimum of 7 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Candidates with First Aid or CPR from another training agency:

Candidates who have obtained a first aid or CPR certification from The Canadian Red Cross or St. John Ambulance may recertify through the Lifesaving Society. A photocopy of the certification obtained through the other training agency must be attached to the test sheet. Candidates from any other outside training agency must take a full course.

Cardio-Pulmonary Resuscitation

Award	CPR A	CPR C
Prerequisites	None	
Instructed & Evaluated By	♦ Current Lifesaving First Aid Instructor	
Course Length Including Exam	4 hours instruction time minimum	6 hours instruction time minimum
Course Format	In person only	In person only
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ♦ CPR manikins ♦ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ♦ Registered for Toolkit ♦ Lifesaving CPR Student Manual ♦ Lifesaving First Aid Award Guide ♦ Manitoba Program Guide ♦ Barrier devices 	
Candidate Material Required	<ul style="list-style-type: none"> ♦ Lifesaving CPR Student Manual ♦ Barrier devices 	
Certification	<ul style="list-style-type: none"> ♦ Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025. ♦ *Note: <i>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 full CPR C recertification that is a minimum of 3 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the course date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	

Specialty First Aid Programs

Award	Oxygen Administration	HCP CPR C (Health Care Provider CPR C)
Prerequisites	None	Health Care Provider (Doctors, Nurses, EMTs, etc.)
Instructed & Evaluated By	Current Lifesaving Oxygen Administration Instructor	Current Lifesaving HCP CPR C Instructor
Course Length Including Exam	3 hours instruction time minimum	8 hours instruction time minimum
Course Format	In person only	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ CPR manikins ◆ Oxygen equipment ◆ AED Trainers, towels, safe razors 	<ul style="list-style-type: none"> ◆ CPR manikins ◆ BVMs (Bag Valve Masks) ◆ AED Trainers, towels, safe razors
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Oxygen Administration Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ HCP CPR C Candidate Manual ◆ Lifesaving First Aid Award Guide ◆ Manitoba Program Guide ◆ Barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Oxygen Administration Candidate Manual ◆ Barrier devices 	<ul style="list-style-type: none"> ◆ HCP CPR C Candidate Manual ◆ Barrier devices
Certification	<ul style="list-style-type: none"> ◆ Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025. ◆ * Note: <i>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 full HCP C recertification that is a minimum of 4 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	

National Lifeguard Certification

Award	National Lifeguard Pool
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years old by the day of the exam ◆ Bronze Cross by the first day of the course ◆ Standard First Aid and CPR C by the first day of the course ◆ *Note: <i>The required Standard First Aid must be one listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c).</i> ◆ *Note: <i>Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.</i>
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Instructed by a current National Lifeguard Pool Instructor. ◆ Examined by a current National Lifeguard Pool Examiner.
Course Length Including Exam	44 hours instruction time minimum, including exam.
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine Board ◆ Rescue aids ◆ Rescue equipment ◆ First aid equipment ◆ 9.1 kg (20 lbs.) object ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Whistle, barrier devices
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Not applicable – unsuccessful candidates must retake an entire course.
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.
Re-certification	Candidates must successfully complete a NL Pool recertification that is a minimum of 4 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	National Lifeguard Pool certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.

NOTE: *If you have questions about the pool specifications for running a National Lifeguard Pool Course or Recertification please contact the Program Manager.*

National Lifeguard Certification

Award	National Lifeguard Pool & SFA	
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years old by the day of the exam ◆ Bronze Cross by the first day of the course ◆ * Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites. 	
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Instructed by a current National Lifeguard Pool Instructor with a current Lifesaving First Aid Instructor certification. ◆ Examined by a current National Lifeguard Pool Examiner. 	
Course Length Including Exam	58 hours instruction time minimum, including exam	
Course Format	Blended learning, or in person. *Note: First aid must be done in person.	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine Board ◆ Rescue aids ◆ Rescue equipment ◆ First aid equipment ◆ 9.1 kg (20 lbs.) object ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer 	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Canadian First Aid Manual 	<ul style="list-style-type: none"> ◆ Instructor Manual ◆ Lifesaving First Aid Award Guide ◆ National Lifeguard Instructor Notes ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ Canadian First Aid Manual ◆ National Lifeguard Award Guide ◆ Whistle, barrier devices 	
Certification	National Lifeguard is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025. Standard First Aid Certification is current for 3 years from the date of the exam.	
Challenge	Not applicable – unsuccessful candidates must retake an entire course.	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit. 	
Re-certification	Candidates must successfully complete a NL Pool & SFA recertification that is a minimum of 11 hours in length.	
Administration	<ul style="list-style-type: none"> ◆ Send completed test sheets to Branch no later than 2 weeks after the exam date. ◆ *Note: 2 test sheets must be turned in for both these options. 	
Award Recognition	National Lifeguard Pool and Standard First Aid certification cards	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.	

Aquatic Emergency Care:

Aquatic Emergency Care will no longer be available effective January 1, 2025. If you need to recertify Aquatic Emergency Care, it is recommended that you recertify Standard First Aid. If you have any questions, please contact the Program Manager.

National Lifeguard Certification

Award	National Lifeguard Waterfront	
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years old by the day of the exam ◆ Bronze Cross by the first day of the course ◆ Standard First Aid and CPR C by the first day of the course. ◆ *Note: <i>The required Standard First Aid must be listed in The Public Health Act – Swimming Pools and other Water Recreational facilities: Section 12(c).</i> ◆ *Note: <i>Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.</i> 	
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Instructed by a current National Lifeguard Waterfront Instructor ◆ Examined by a current National Lifeguard Waterfront Examiner 	
Course Length Including Exam	44 hours instruction time minimum, including exam	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Rescue aids ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer 	<ul style="list-style-type: none"> ◆ Spine board ◆ Rescue craft (i.e., kayak, paddle board, inflatable rescue boat) ◆ First aid equipment ◆ Rescue equipment ◆ Flotation aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual 	<ul style="list-style-type: none"> ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide 	<ul style="list-style-type: none"> ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.	
Challenge	Not applicable – unsuccessful candidates must retake an entire course.	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit. 	
Re-certification	Candidates must successfully complete a NL Waterfront recertification that is a minimum of 4 hours in length.	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	
Award Recognition	National Lifeguard Waterfront certification card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.	

For general policies on running National Lifeguard Waterfront with First Aid courses refer to page 23: for the policies for National Lifeguard Pool and SFA. For further guidance, contact the Program Manager.

NOTE: *If you have questions about the waterfront specifications for running a National Lifeguard Waterfront Course or Recertification please contact the Program Manager.*

National Lifeguard Certification

Award	National Lifeguard Waterfront – Cross Over Option	
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard Pool by the first day of the course. ◆ *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites. 	
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Instructed by a current National Lifeguard Waterfront Instructor ◆ Examined by a current National Lifeguard Waterfront Examiner 	
Course Length Including Exam	24 hours instruction time minimum, including exam	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Rescue aids ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer 	<ul style="list-style-type: none"> ◆ Spine board ◆ Rescue craft (i.e. kayak, paddle board, inflatable rescue boat) ◆ First aid equipment ◆ Rescue equipment ◆ Flotation aids
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual 	<ul style="list-style-type: none"> ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide 	<ul style="list-style-type: none"> ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on the environment
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.	
Challenge	Not applicable – unsuccessful candidates must retake an entire course.	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit. 	
Re-certification	Candidates must successfully complete a NL Waterfront recertification that is a minimum of 4 hours in length.	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	
Award Recognition	National Lifeguard Waterfront certification card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.	

For general policies on running National Lifeguard Waterfront with First Aid courses refer to page 23: for the policies for National Lifeguard Pool and SFA. For further guidance, contact the Program Manager.

National Lifeguard Certification

Award	National Lifeguard Pool – Cross Over Option
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard Waterfront by the first day of the course. ◆ *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Instructed by a current National Lifeguard Pool Instructor ◆ Examined by a current National Lifeguard Pool Examiner
Course Length Including Exam	24 hours instruction time minimum, including exam
Course Format	Blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine Board ◆ Rescue aids ◆ Rescue equipment ◆ First aid equipment ◆ 9.1 kg (20 lbs.) object ◆ Recommend training/competition manikin if available ◆ Classroom audio visual equipment ◆ CPR manikins ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices
Candidate Material Required	<ul style="list-style-type: none"> ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ Whistle, barrier devices
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Not applicable – unsuccessful candidates must retake an entire course.
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit.
Re-certification	Candidates must successfully complete a NL Pool recertification that is a minimum of 4 hours in length.
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	National Lifeguard Pool certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheets.

Specialized National Lifeguard Certification

Award	NL Waterpark	NL Surf
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard Pool by the first day of the course. ◆ <i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites. 	<ul style="list-style-type: none"> ◆ National Lifeguard Waterfront by the first day of the course. ◆ <i>*Note:</i> Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Current National Lifeguard Waterpark Instructor. ◆ Current National Lifeguard Waterpark Examiner. 	<ul style="list-style-type: none"> ◆ Current National Lifeguard Surf Instructor. ◆ Current National Lifeguard Surf Examiner.
Course Length Including Exam	20 hours instruction time minimum, including exam	
Course Format	Blended learning, or in person	
Candidate Instructor Ratio	12:1	9:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Rescue aids ◆ Recommend training/competition manikin if available ◆ CPR manikins ◆ Spine board ◆ Rescue craft (i.e. kayak, paddle board, inflatable rescue boat) 	<ul style="list-style-type: none"> ◆ First aid equipment ◆ Rescue equipment ◆ Flotation aids ◆ Classroom audio visual equipment ◆ AED trainer
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes 	<ul style="list-style-type: none"> ◆ Instructor Manual ◆ 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 is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.	
Challenge	Not applicable	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ One failure of any item constitutes a fail. Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. Sample forms are available on the Toolkit. 	
Re-certification	Candidates must successfully complete a NL recertification for the appropriate option that is a minimum of 4 hours in length.	
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.	

Target Based Programs

Award	Boat Rescue for First Responders
Prerequisites	<ul style="list-style-type: none"> ◆ Basic swimming skills ◆ Ability to handle small craft ◆ PCO Card by the first day of the course
Instructed & Evaluated By	Current Boat Rescue for First Responders Instructor
Course Length Including Exam	40 hours instruction time minimum, including exam
Course Format	Blended learning, or in person
Candidate Instructor Ratio	6:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ Spine board ◆ Motorboat ◆ Rescue craft (i.e., kayak, paddle board, inflatable rescue boat, personal watercraft) ◆ First aid equipment ◆ Rescue equipment ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ PCO Card ◆ Boat Rescue for First Responders Instructor Manual/Award Guide ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Wetsuit, footwear, and other gear may be necessary based on environment
Candidate Material Required	<ul style="list-style-type: none"> ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual (recommended) ◆ Whistle, barrier devices ◆ Mask, fins, snorkel ◆ Clothing to be worn in water (long sleeve shirt, long pants, shorts, wind breaker, shoes) ◆ Wetsuit, footwear, and other gear may be necessary based on environment
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Not applicable
Failure and Re-evaluation	One failure of any item constitutes a fail. Candidates that fail may reattempt the exam but must be evaluated on all items.
Re-certification	Candidates must successfully complete a recertification exam
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.

Target Based Programs

Award	Wading Pool Attendant
Prerequisites	<ul style="list-style-type: none"> ◆ Emergency First Aid by the first day of the course ◆ 14 years of age by the last day of the course ◆ *Note: <i>The required Emergency First Aid must be from one of the following: Lifesaving Society; Canadian Red Cross, St. John Ambulance.</i>
Instructed & Evaluated By	Current Wading Pool Attendant Instructor
Course Length Including Exam	4 hours instruction time minimum
Course Format	Virtual, blended learning, or in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PowerPoint projector & laptop computer ◆ Flipchart paper & markers ◆ Classroom supplies (table, chairs, etc.)
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Attendant Programs Manual ◆ Attendant Programs Award Guide ◆ Manitoba Program Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Attendant Programs Manual
Certification	Certification is current for 2 years from the date of exam. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Not applicable.
Failure and Re-evaluation	One failure of any item constitutes a fail. Unsuccessful candidates must re-take the entire course
Re-certification	Successfully complete the Wading Pool Attendant Course
Administration	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Award Recognition	Certification card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed test sheet.



Leadership Programs

Lifesaving Society Trainer

A cartoon illustration of a lifeguard in a blue shirt and green shorts kneeling on the edge of a pool, pointing towards a group of children. One child is on a rescue tube, another is in the water, and others are watching. The lifeguard is holding a yellow rescue tube.

Experts in:
Swimming, First Aid, 
Lifesaving & Lifeguarding

Leadership Programs

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

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

We offer our Instructor Certifications, Examiner and Trainer Appointments both as 'a-la-carte and as packages to ensure that affiliates have staff that are able to offer the widest range of high-quality programs to the community. We can help programmers determine what leadership programming options best meet their needs.

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

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

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

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

Pre-requisites:

Unless otherwise stated, prerequisite certifications do not need to be current.

Unless otherwise stated, all age prerequisites must be met by the last day of the course, or the test date for the course.

Course Formats:

Except for all first aid and CPR courses, these courses may be taught in the following formats: blended learning (combination of virtual and in person), in person. All skills must be evaluated in person.

All first aid and CPR courses must be taught in person as per the requirements of Manitoba Workplace Safety and Health.

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

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

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

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

NOTE: Only certified instructors and examiners can apply for a toolkit account. Instructor candidates are provided with a web link for online course resources by their trainers.

Instructor Certifications

Award	Swim for Life Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years of age by the last day of the course ◆ Bronze Cross or higher by the first day of the course ◆ *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.
Instructed & Evaluated By	Current Swim for Life Trainer.
Course Length Including Exam	24 hours instruction time minimum
Course Format	Blended learning, or in person. All skills and teaching must be evaluated in person.
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guide
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (<i>supplied by Trainer</i>) ◆ Canadian Lifesaving Manual ◆ Swim for Life® Award Guide ◆ Swim Patrol Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Instructor Manual ◆ Manitoba Program Guide ◆ Barrier devises and whistle ◆ Note taking material
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation.
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete Swim for Life Instructor recertification (4.5 hours minimum in length) or have a current Swim for Life Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to retake the entire Swim for Life Instructor Course.
Administration	Send completed test sheet, instructor candidate evaluation forms, and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	Lifesaving Instructor	
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years of age by the last day of the course ◆ Bronze Cross or higher by the first day of the course ◆ *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites. 	
Instructed & Evaluated By	Current Lifesaving Trainer	
Course Length Including Exam	24-hours instruction time minimum	
Course Format	Blended learning, or in person. All skills and teaching must be evaluated in person.	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Barrier devices (pocket masks and gloves) ◆ CPR manikins ◆ AED trainer ◆ Rescue equipment ◆ Classroom audio-visual equipment 	<ul style="list-style-type: none"> ◆ 5 lb. and 10 lb. brick ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Timing device
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by candidates ◆ Instructor Award Guides 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (<i>supplied by Trainer</i>) ◆ Canadian Lifesaving Manual ◆ Swim for Life® Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Swim Patrol Award Guide 	<ul style="list-style-type: none"> ◆ Bronze Medallion & Bronze Cross Candidate Workbooks Bronze Medals Award Guide ◆ Instructor Manual ◆ Bronze Medals Instructor Guide ◆ Manitoba Program Guide ◆ Barrier devices and whistle ◆ Note taking material
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.	
Challenge	Instructor Certifications are not challengeable	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. 	
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete a Lifesaving Instructor Recertification (4.5 hours minimum in length) or have a current Lifesaving Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to retake the entire Lifesaving Instructor Course. 	
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.	
Award Recognition	Instructor cards	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.	

Instructor Certifications

Award	Lifesaving & Swim for Life® Instructor	
Prerequisites	<ul style="list-style-type: none"> ◆ 15 years of age by the last day of the course ◆ Bronze Cross or higher by the first day of the course ◆ *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites. 	
Instructed & Evaluated By	Current Lifesaving & Swim for Life® Trainer	
Course Length Including Exam	44-hours instruction time minimum	
Course Format	Blended learning, or in person. All skills and teaching must be evaluated in person.	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ Barrier devices (pocket masks and gloves) ◆ CPR manikins ◆ AED trainer ◆ Rescue equipment ◆ First aid equipment ◆ Classroom audio-visual equipment 	<ul style="list-style-type: none"> ◆ 5 lb. and 10 lb. brick ◆ PFDs ◆ Small sinking objects ◆ Aids for teaching swimming – flutter boards, floatation aids, pool noodles, etc. ◆ Timing device
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by candidates ◆ Instructor Award Guides 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Web Link for access to online resources for course (<i>supplied by Trainer</i>) ◆ Canadian Lifesaving Manual ◆ Swim for Life® Award Guide ◆ Swimming and Lifesaving Instructor Handbook ◆ Swim Patrol Award Guide 	<ul style="list-style-type: none"> ◆ Bronze Medallion & Bronze Cross Candidate Workbooks Bronze Medals Award Guide ◆ Instructor Manual ◆ Bronze Medals Instructor Guide ◆ Manitoba Program Guide ◆ Barrier devices and whistle ◆ Note taking material
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.	
Challenge	Instructor Certifications are not challengeable	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation. 	
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete a Swim for Life & Lifesaving Instructor Recertification (8 hours minimum in length) or have a current Swim for Life & Lifesaving Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to retake the entire Lifesaving & First Aid Instructor Course. 	
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.	
Award Recognition	Instructor cards	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.	

Instructor Certifications

Award	First Aid Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ 16 years old by the first day of course ◆ Current Standard First Aid and CPR-C by the first day of course ◆ *Note: <i>The required Standard First Aid must be from one of the following: Lifesaving Society; Canadian Red Cross, St. John Ambulance.</i> ◆ *Note: <i>Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.</i>
Instructed & Evaluated By	A current First Aid Trainer evaluates all candidates through the course.
Course Length Including Exam	24 hours instruction time minimum (combined between course and online learning)
Course Format	Blended learning, or in person. All skills and teaching must be evaluated in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ First aid equipment <li style="width: 50%;">◆ AED trainer <li style="width: 50%;">◆ CPR manikins <li style="width: 50%;">◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ Web Link for access to online resources for course (<i>supplied by Trainer</i>) <li style="width: 50%;">◆ Lifesaving CPR Student Manual <li style="width: 50%;">◆ Lifesaving First Aid Award Guide <li style="width: 50%;">◆ Instructor Manual <li style="width: 50%;">◆ Canadian First Aid Manual <li style="width: 50%;">◆ Manitoba Program Guide <li style="width: 50%;">◆ Barrier devices <li style="width: 50%;">◆ Note taking material
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation.
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete a Lifesaving First Aid Instructor recertification (8 hours minimum in length) or have a Lifesaving First Aid Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to retake the entire First Aid Instructor Course.
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Award	CPR HCP Instructor
CPR HCP Instructor course is part of the National Lifeguard Instructor course. National Lifeguard Instructors who have completed the advanced airway management portion of the National Lifeguard course and Branch Trainers are certified to teach HCP CPR. Consideration may be given to other first Aid Instructors dependent upon training. Contact the Program Manager for more information.	

Award	Oxygen Administration Instructor
The Oxygen Instructor course is part of the National Lifeguard Instructor course. National Lifeguard Instructors who have completed the advanced airway management portion of the National Lifeguard course and Branch Trainers are certified to teach Oxygen Administration. Consideration may be given to other first Aid Instructors dependent upon training. Contact the Program Manager for more information.	

Instructor Certifications

Award	First Aid Instructor upgrade for Lifesaving Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ Lifesaving Instructor (does not need to be current) ◆ 16 years old by the first day of course ◆ Current Standard First Aid and CPR-C by the first day of course ◆ *Note: <i>The required Standard First Aid must be from one of the following: Lifesaving Society; Canadian Red Cross, St. John Ambulance.</i> ◆ Note: <i>Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.</i>
Instructed & Evaluated By	A current First Aid Trainer evaluates all candidates through the course.
Course Length Including Exam	8 hours instruction time (combined between course and online learning) or A successful apprentice of a Standard First Aid Course with a First Aid Trainer.
Course Format	Blended learning, or in person. All skills and teaching must be evaluated in person
Candidate Instructor Ratio	12:1
Course Equipment Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ First aid equipment <li style="width: 50%;">◆ AED trainer <li style="width: 50%;">◆ CPR manikins <li style="width: 50%;">◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ Web Link for access to online resources for course (<i>supplied by Trainer</i>) <li style="width: 50%;">◆ Lifesaving CPR Student Manual <li style="width: 50%;">◆ Lifesaving First Aid Award Guide <li style="width: 50%;">◆ Instructor Manual <li style="width: 50%;">◆ Canadian First Aid Manual <li style="width: 50%;">◆ Manitoba Program Guide <li style="width: 50%;">◆ Barrier devices <li style="width: 50%;">◆ Note taking material
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation.
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete a Lifesaving First Aid Instructor recertification (8 hours minimum in length) or have a Lifesaving First Aid Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to retake the entire First Aid Instructor Course.
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	First Aid Instructor cross-over from another agency
Prerequisites	<ul style="list-style-type: none"> ◆ Current First Aid Instructor from one of the agencies recognized by Manitoba Workplace Safety & Health by the first day of course. ◆ Current Standard First Aid and CPR-C by the first day of course. ◆ *Note: <i>The required Standard First Aid must be from one of the following: Lifesaving Society; Canadian Red Cross, St. John Ambulance.</i> ◆ *Note: <i>Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites.</i>
Instructed & Evaluated By	A current First Aid Trainer. Note a candidate must first apply to the Program Manager for approval to transfer.
Course Length Including Exam	8 hours instruction time minimum or A successful apprentice of a Standard First Aid Course with a First Aid Trainer.
Course Format	AS determined by process
Candidate Instructor Ratio	N/A
Course Equipment Required	N/A
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and material required by candidates ◆ Instructor Award Guides
Candidate Material Required	<ul style="list-style-type: none"> <li style="width: 50%;">◆ Web Link for access to online resources for course (<i>supplied by Trainer</i>) <li style="width: 50%;">◆ Lifesaving CPR Student Manual <li style="width: 50%;">◆ Lifesaving First Aid Award Guide <li style="width: 50%;">◆ Manitoba Program Guide <li style="width: 50%;">◆ Canadian First Aid Manual <li style="width: 50%;">◆ Barrier devices <li style="width: 50%;">◆ Note taking material
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation.
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete a Lifesaving First Aid Instructor recertification (8hours minimum in length) or have a Lifesaving First Aid Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to retake the entire First Aid Instructor Course.
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Instructor Certifications

Award	National Lifeguard Instructor	
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard certification - any stream by the first day of course ◆ Lifesaving Instructor certification by the first day of course ◆ Lifesaving Examiner appointment by the first day of course ◆ *Note: Copies of all pre-requisite certifications must be submitted with the test sheet to confirm prerequisites. 	
Instructed & Evaluated By	A current National Lifeguard Trainer evaluates all candidates throughout the course	
Course Length Including Exam	36 hours instruction time minimum (combined between course and online learning)	
Course Format	Blended learning, or in person. All skills and teaching must be evaluated in person	
Candidate Instructor Ratio	12:1	
Course Equipment Required	<ul style="list-style-type: none"> ◆ The equipment required for a National Lifeguard Course ◆ BVMs (Bag Valve Masks) 	<ul style="list-style-type: none"> ◆ Oxygen Administration equipment ◆ AED Trainers, towels, safe razors ◆ Classroom audio-visual equipment
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Instructor Tool Kit ◆ All books & material required by candidates ◆ Instructor Award Guide 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Web Link for access to online resources for course (<i>supplied by Trainer</i>) ◆ Canadian Lifesaving Manual ◆ Oxygen Administration Candidate Manual ◆ Canadian First Aid Manual ◆ Lifesaving CPR Student Manual ◆ Lifesaving First Aid Award Guide 	<ul style="list-style-type: none"> ◆ CPR-HCP Manual ◆ Alert, Lifeguarding in Action ◆ National Lifeguard Award Guide ◆ National Lifeguard Instructor Notes ◆ Instructor Manual ◆ Manitoba Program Guide ◆ Whistle, barrier devices ◆ Note taking material
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.	
Challenge	Instructor Certifications are not challengeable	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must re-do an entire course. ◆ Unsuccessful candidates receive a written evaluation. 	
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete an NL Instructor recertification (4hours minimum in length) or have a current NL Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to retake the entire NL Instructor Course. 	
Administration	Send completed test sheet, instructor candidate evaluation forms, and course evaluation forms to Branch no later than 2 weeks after course date.	
Award Recognition	Cards	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.	

National Lifeguard Streams				
Award	NL Pool Instructor	NL Waterpark Instructor	NL Waterfront Instructor	NL Surf Instructor
Requirements	<ul style="list-style-type: none"> ◆ NL Pool ◆ NL Instructor 	<ul style="list-style-type: none"> ◆ NL Waterpark ◆ NL Pool Instructor 	<ul style="list-style-type: none"> ◆ NL Waterfront ◆ NL Instructor 	<ul style="list-style-type: none"> ◆ NL Surf ◆ NL Waterfront Instructor

Instructor Certifications

Award	Boat Rescue for First Responders Instructor
Prerequisites	<ul style="list-style-type: none"> ◆ 18 years of age by the last day of the course ◆ Boat Rescue for First Responders by the first day of the course ◆ PCO Card by the first day of the course ◆ 5 years' experience in boating by the first day of the course ◆ Lifesaving First Aid Instructor or equivalent by the first day of the course
Instructed & Evaluated By	Current Boat Rescue for First Responders Trainer
Process for certification	Apprentices on a minimum of 1 complete course receive a positive recommendation by the Trainer. The Program Manager will review and appoint candidates who have met the criteria and who will be positive representatives of the Society
Course Length Including Exam	Not applicable
Course Format	Blended learning, or in person. All skills and teaching must be evaluated in person
Candidate Instructor Ratio	1:1 <i>*Note: If additional apprentice instructors, there must be a minimum of 5 candidates per additional apprentice instructor.</i>
Course Equipment Required	◆ The equipment required for a Boat Rescue for First Responders course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books & materials required by candidates ◆ Trainer Notes
Candidate Material Required	<ul style="list-style-type: none"> ◆ Boat Rescue for First Responders Manual ◆ Canadian Lifesaving Manual ◆ Manitoba Program Guide ◆ Leadership Reference Manual
Certification	Certification is current for 2 years from the date of certification. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Instructor Certifications are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates that fail must complete an entire course. ◆ Unsuccessful candidates receive a written evaluation.
Re-certification	<ul style="list-style-type: none"> ◆ Instructors must successfully complete a Boat Rescue for First Responders Instructor recertification or have a current Boat Rescue for First Responders Trainer appointment within five years from the expiry date. ◆ Instructors must attend revisions or update clinics as required. ◆ If instructors fail to do either of these items, they will be required to re-do the entire Boat Rescue for First Responders Instructor Course.
Administration	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of the completed course roster.

Safety Management and other Specialized Instructors

Supervision Evaluation & Enhancement (SEE) Auditor Instructor
Aquatic Supervisor Training Instructor
Aquatic Management Training Instructor
Aquatic Safety Inspector Instructor
Aquatic Safety Auditor Instructor
Wading Pool Attendant Instructor
Workplace Aquatic Safety Instructor

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

Instructor Certification Combinations

If you want a specific combination of instructor courses for your staff (e.g., Lifesaving and First Aid Instructor) Please contact the Program Manager for the policies for the instructor course combinations you are interested in providing.

Examiner Appointments

Award	Bronze Family Examiner
Prerequisites	<ul style="list-style-type: none"> ◆ Lifesaving Instructor
Instructed & Evaluated By	<ul style="list-style-type: none"> ◆ Successfully complete a Lifesaving Instructor Course <i>or</i> <i>If moving from another province you may have to:</i> ◆ Successfully apprentice with a current Lifesaving Examiner on 1 Bronze Medallion exam and 1 Bronze Cross exam and receive a positive recommendation for examiner appointment for both apprentice exams. The candidate may apprentice on the exam for a course they have instructed. The Program Manager 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 a Lifesaving Examiner, they can examine their own class for the levels they are appointed for.
Course Length Including Exam	Not applicable
Candidate Examiner Ratio	1:1 *Note: If additional apprentice examiners, there must be a minimum of 5 candidates per apprentice examiner.
Course Equipment Required	The equipment required for a Bronze Medallion and Bronze Cross exam
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Canadian Lifesaving Manual ◆ Bronze Medals Award Guide ◆ Manitoba Program Guide ◆ Barrier devices and whistle ◆ Swimming and Lifesaving Instructor Manual ◆ Bronze Medallion & Cross Candidate Workbooks ◆ Instructor Manual ◆ Bronze Medals Instructor Guide
Appointment	Appointment is current for 2 years from the date of appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Examiner Appointments are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must re-do the appointment process. ◆ Unsuccessful candidates receive a written evaluation.
Re-appointment	<ul style="list-style-type: none"> ◆ Examiners must have a current Lifesaving Instructor certification or have a current Lifesaving Trainer appointment within their 2-year appointment period. ◆ Examiners must attend mandatory recert courses and revision clinics to maintain appointment. ◆ Examiners are reappointed by the Branch.
Administration	Send completed apprentice examiner evaluation forms and copies of the test sheets to Branch office no later than 2 weeks after co-exam is completed.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of appointment.

Examiner Appointments

Award	National Lifeguard Examiner	
Prerequisites	<ul style="list-style-type: none"> ◆ Current National Lifeguard Instructor ◆ National Lifeguard certification in stream they are seeking appointment 	
Appointment process	<ul style="list-style-type: none"> ◆ Teach or co-teach 1 full National Lifeguard course in the program stream that the candidate is pursuing for examiner appointment. ◆ Successfully apprentice with a current National Lifeguard Examiner on 2 National Lifeguard exams in the program stream that the candidate is pursuing for examiner appointment. <ul style="list-style-type: none"> ○ Apprentice exams must be approved by the Program Manager prior to the co-exam occurring. ◆ Submit all documents together with the National Lifeguard Examiner Application form to the Program Manager. Documents to be submitted are: <ul style="list-style-type: none"> ○ 1 completed apprentice exam form for each successful apprentice exam (2 apprentice exam forms in total). ◆ The Program Manager will review and appoint candidates who have met the criteria and who will be positive representatives of the Society. <hr/> <ul style="list-style-type: none"> ◆ After obtaining their original National Lifeguard Examiner appointment, to obtain examiner appointment in any other National Lifeguard program stream, the National Lifeguard Examiner must do the following: <ul style="list-style-type: none"> ○ Hold a National Lifeguard Award in the program stream they want to become an examiner for. ○ Be a current National Lifeguard Instructor and Examiner. ○ Successfully complete 1 National Lifeguard apprentice exam in that program stream. ○ Submit to the Program Manager the following: <ul style="list-style-type: none"> ▪ 1 completed apprentice exam form. ◆ The Program Manager will review and appoint candidates who have met the criteria. ◆ <i>*Note:</i> <i>Once an instructor is appointed as a National Lifeguard Examiner, they may examine their own class in any National Lifeguard stream for which they have certification for and have appropriate completed the co-exam process for.</i> 	
Course Length Including Exam	Not applicable	
Candidate Examiner Ratio	1:1 <i>*Note:</i> If additional apprentice examiners, there must be a minimum of 5 candidates per apprentice examiner.	
Course Equipment Required	The equipment required for a National Lifeguard exam	
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the candidates 	
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ Alert, Lifeguarding in Action ◆ Canadian Lifesaving Manual ◆ National Lifeguard Award Guide 	<ul style="list-style-type: none"> ◆ National Lifeguard Instructor Notes ◆ Leadership Reference Manual ◆ Manitoba Program Guide ◆ Barrier devices and whistle
Appointment	Appointment is current for 2 years from the date of appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.	
Challenge	Examiner Appointments are not challengeable	
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must re-do the appointment process. ◆ Unsuccessful candidates receive a written evaluation. 	
Re-appointment	<ul style="list-style-type: none"> ◆ NL Examiners must have a current NL Instructor certification or have a current NL Trainer appointment within their 2-year appointment period. ◆ NL Examiners must attend mandatory recert courses and revision clinics to maintain appointment. ◆ Examiners are reappointed by the Branch. 	
Administration	Send completed forms, etc. as listed above to the Branch.	
Award Recognition	Card	
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of appointment.	

Trainer Appointments

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

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

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

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

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

NOTE*

Unless otherwise stated, prerequisite certifications do not need to be current.

Unless otherwise stated, all age prerequisites must be met by the last day of the course, or the test date for the course.

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

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

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

Trainer Course

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

Trainer Appointments

Award	Swim for Life® Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Swim for Life® Instructor by the first day of the course. Teaching experience: a minimum of 60 hours of learn-to-swim teaching experience from a nationally recognized learn-to-swim program (i.e., Lifesaving Society Canada, Canadian Red Cross, YMCA Canada, I Can Swim). <i>*NOTE: written proof of experience must be provided to the Branch (e.g., from the employer, affiliate, National Trainer).</i> ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time.
Instructed & Evaluated By	Apprentice on a minimum of 1 complete Swim for Life® Instructor course (stand-a-lone or combined with other Instructor courses including initial planning and evaluation of candidates and receive a positive recommendation by the current Swim for Life® Trainer for that course. The Program Manager will review and appoint candidates who have met the criteria and who will be positive representatives of the Society.
Course Length Including Exam	That which is required for a Swim for Life® Instructor course
Candidate Instructor Ratio	6:1 <i>*Note: If additional apprentice trainers, there must be a minimum of 5 candidates per additional apprentice trainer.</i>
Course Equipment Required	The equipment required for the Swim for Life® Instructor course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the trainer candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the instructor candidates ◆ Trainer Notes
Appointment	Appointment is current for 2 years from the date of appointment. Trainers must attend mandatory recert courses and revision clinics to maintain their appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must meet the established criteria outlined by the Branch. ◆ Unsuccessful candidates receive a written evaluation.
Re-appointment	<ul style="list-style-type: none"> ◆ Instruct, or co-instruct a minimum of 1 Swim for Life® Instructor course, 2 Swim for Life® Instructor Recertification Clinics, or 2 Swim for Life® courses over their 2-year appointment period. ◆ Trainers must attend recert courses (4.5 hours minimum in length), revisions and update clinics as required. Trainers are re-appointed by the Program Manager. ◆ After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Manager.
Administration	Send the completed apprentice trainer evaluation form and a copy of the test sheet to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	Lifesaving Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Lifesaving Instructor/Examiner certification by the first day of the course ◆ Teaching/examining experience: teach/co-teach and evaluate/co-evaluate one Bronze Medallion original course; and teach/co-teach and evaluate/co-evaluate one Bronze Cross original course. ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time
Instructed & Evaluated By	Apprentice on a minimum of 1 complete Lifesaving Instructor course (stand-a-lone or combined with other Instructor courses). This must include initial planning and evaluation of candidates and receive a positive recommendation by the current Lifesaving Trainer for that course. The Program Manager 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	6:1 <i>*Note: If additional apprentice trainers, there must be a minimum of 5 candidates per additional apprentice trainer.</i>
Course Equipment Required	The equipment required for a Lifesaving Instructor Course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by trainer candidate.
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by instructor candidates ◆ Trainer Award Guides
Appointment	Appointment is current for 2 years from the date of appointment. Trainers must attend mandatory recert courses and revision clinics to maintain their appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must meet the established criteria outlined by the Branch. ◆ Unsuccessful candidates receive a written evaluation.
Re-appointment	<ul style="list-style-type: none"> ◆ Instruct, or co-instruct a minimum of 1 Lifesaving Instructor course, 2 Lifesaving Instructor Recertification Clinics or 2 Bronze Level or higher courses within their 2-year appointment period. ◆ Trainers must attend recert courses (4.5 hours minimum in length), revisions and update clinics as required. Trainers are re-appointed by the Program Manager. ◆ After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Manager.
Administration	Send the completed apprentice trainer evaluation form and a copy of the course roster to Branch no later than 2 weeks after course date.
Award Recognition	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	National Lifeguard Any/All Streams Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ National Lifeguard Instructor/ Examiner certification by the first day of the course Teaching/examining experience: teach/co-teach 1 NL original course and evaluate/co-evaluate one NL original exam. ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time
Instructed & Evaluated By	Apprentice on a minimum of 1 complete National Lifeguard Instructor course. This must include initial planning and evaluation of candidates and receive a positive recommendation by the Trainer(s) for that course. The Program Manager 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: If additional apprentice trainers, there must be a minimum of 5 candidates per additional apprentice trainer.</i>
Course Equipment Required	The equipment required for a National Lifeguard & AEC Instructor Course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by trainer candidate.
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All books and materials required by instructor candidates ◆ Trainer Award Guides
Appointment	Appointment is current for 2 years from the date of appointment. Trainers must attend mandatory recert courses and revision clinics to maintain their appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must meet the established criteria outlined by the Branch. ◆ Unsuccessful candidates receive a written evaluation.
Re-appointment	<ul style="list-style-type: none"> ◆ Instruct, or co-instruct a minimum of 1 NL Instructor course, 2 NL Instructor Recertification Clinics, or 2 NL courses or NL Recerts within their 2-year appointment period. ◆ Trainers must attend recert courses (4.5 hours minimum in length), revisions and update clinics as required. Trainers are re-appointed by the Program Manager. ◆ After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Manager.
Administration	Send the completed apprentice trainer evaluation form and a copy of the course roster to Branch no later than 2 weeks after course date.
Award Recognition	Cards
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	First Aid Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Lifesaving First Aid Instructor by the first day of the course Teaching experience – minimum 4 Lifesaving Society first aid courses, at least 2 must be Standard First Aid. ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time
Instructed & Evaluated By	Apprentice on a minimum of 1 complete Lifesaving First Aid Instructor course (stand-a-lone or combined with other Instructor courses). This must include initial planning and evaluation of candidates and receive a positive recommendation by the current Lifesaving Trainer for that course. The Program Manager 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: If additional apprentice trainers, there must be a minimum of 5 candidates per additional apprentice trainer.</i>
Course Equipment Required	The equipment required for First Aid Programs
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the trainer candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the instructor candidates ◆ Trainer Award Guides
Appointment	Appointment is current for 2 years from the date of appointment. Trainers must attend mandatory recert courses and revision clinics to maintain their appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must meet the established criteria outlined by the Branch. ◆ Unsuccessful candidates receive a written evaluation.
Re-appointment	<ul style="list-style-type: none"> ◆ Instruct, or co-instruct a minimum of 1 Lifesaving First Aid Instructor course, 2 Lifesaving First Aid Instructor Recertification Clinics, or 2 first aid courses; or have a current Lifesaving Trainer appointment within the 2-year appointment period. ◆ Trainers must attend recert courses (4.5 hours minimum in length), revisions and update clinics as required. Trainers are re-appointed by the Program Manager. ◆ After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Manager.
Administration	Send the completed apprentice trainer evaluation form and a copy of the test sheet to Branch no later than 2 weeks after course date
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.

Trainer Appointments

Award	Boat Rescue for First Responders Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ Current Boat Rescue for First Responders Instructor by the first day of the course Teaching experience – minimum 2 Boat Rescue for First Responders courses. ◆ Have successfully completed a Trainer Course. If date of course is older than one year, must have attended all required Trainer update clinics that have been held during elapsed time
Instructed & Evaluated By	Apprentice on a minimum of 1 complete course and receive a positive recommendation by the current Trainer. The Program Manager 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: If additional apprentice trainers, there must be a minimum of 5 candidates per additional apprentice trainer.</i>
Course Equipment Required	The equipment required for a Boat Rescue for First Responders Instructor Course
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the trainer candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the instructor candidates ◆ Trainer Notes
Appointment	Appointment is current for 2 years from the date of appointment. Trainers must attend mandatory recert courses and revision clinics to maintain their appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	Trainer Appointments are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must meet the established criteria outlined by the Branch. ◆ Unsuccessful candidates receive a written evaluation.
Re-appointment	<ul style="list-style-type: none"> ◆ Instruct, or co-instruct a minimum of 2 courses or recerts, or mentor an instructor or trainer over the 2-year appointment period. ◆ Trainers must attend recert courses, revisions and update clinics as required. Trainers are reappointed by the Program Manager. ◆ After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete the entire appointment process or other criteria as set out by the Program Manager.
Administration	Send the completed apprentice trainer evaluation form and a copy of the test sheet to Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the facility or candidates within 3 weeks of receipt of completed appointment.

Safety Management and other Specialized Trainers

Aquatic Safety Programs Trainer
Wading Pool Attendant Trainer

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

National Trainer

Award	National Trainer
Prerequisites	<ul style="list-style-type: none"> ◆ An experienced and Active Lifesaving Society Trainer ◆ Must be a member in good standing with the Society. ◆ Is either invited by the Branch to become a National Trainer or sends a letter/email to the Program Manager requesting consideration to become a National Trainer. ◆ Conflict of interest: Individuals who are officers or senior representatives of organizations or agencies that offer programs that compete National Mandatory and Endorsed Programs of the Lifesaving Society Canada are not eligible for appointment as a National Trainer.
Instructed & Evaluated By	The National Trainer appointment process is tailored to meet the needs of the candidate. At minimum candidates must apprentice on 1 complete Trainer Course, including initial planning and evaluation of candidates and receive a positive recommendation by a current National Trainer. The Program Manager and the Executive Director will review and appoint candidates whom 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: If additional apprentice national trainers, there must be a minimum of 5 candidates per additional apprentice national trainer.</i>
Course Equipment Required	The equipment required for a Trainer Course.
Instructor Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the National Trainer Candidate
Candidate Material Required	<ul style="list-style-type: none"> ◆ Registered for Toolkit ◆ All the books and materials required by the Trainer candidates.
Appointment	Appointment is current for 2 years from the date of appointment. National Trainers must attend mandatory revision clinics to maintain appointment. E.g. if the appointment was earned January 1, 2023. It would be current until midnight January 1, 2025.
Challenge	National Trainer Appointments are not challengeable
Failure and Re-evaluation	<ul style="list-style-type: none"> ◆ Candidates who do not receive appointment must meet the criteria outlined by the Mentoring National Trainer(s) and the Program Manager. ◆ Unsuccessful candidates receive a written evaluation.
Re-appointment	<ul style="list-style-type: none"> ◆ Instruct, or co-instruct a minimum of 1 trainer course, 2 instructor courses, or 2 trainer recerts, or 2 NLI recerts and/or be actively involved with the National Trainer Committee within their 2-year appointment period. The National Trainer must attend or deliver recert courses, revisions and update clinics as required. National Trainers are re-appointed by the Program Manager and the Executive Director. ◆ After the 2-year appointment period, if the above criteria have not been met, the candidate must successfully complete criteria as set out by the Program Manager. ◆ Maintaining National Trainer Appointment maintains all Lifesaving Society Trainer, Instructor and Examiner Appointments/Certifications held or obtained by the National Trainer.
Administration	Send the completed apprentice national trainer evaluation form and a copy of the trainer course test sheet to the Branch no later than 2 weeks after course date.
Award Recognition	Card
Issuing Awards	Awards are issued by the Branch and mailed to the candidates within 3 weeks of receipt of completed appointment.



General Program Information

Program Information

Affiliate Responsibilities

General

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

Risk Management

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

Quality Assurance

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

Program Administration

- ◆ Order all required program materials a minimum of 20 business days in advance of any course start date.
- ◆ Submit properly completed test sheets, rosters, and/or candidate records (depending on the program in question) to the Society for processing no later than 14 days after the completion of the course or the date of the exam.
- ◆ Maintain copies of all completed test sheets, rosters, and/or candidate records (depending on the program in question) in a secure manner for a minimum of seven (7) years from the completion of the course.
- ◆ Provide statistics for non-certification programs (Swim to Survive, Swim for Life, Canadian Swim Patrol, Junior Lifeguard Club, and Water Smart Public Education events) when requested by the Society.
- ◆ Distribute appropriate candidate recognition materials (interim certification cards, progress reports, seals, stickers, etc.) as per the Society's policies and procedures immediately following completion of courses.

Communication and Marketing

- ◆ Use the correct program name and branding when advertising Society programs, for example: "Lifesaving Society Bronze Cross" or "Lifesaving Society Standard First Aid."
- ◆ Strictly follow the visual identity guidelines for Society programs and services.
- ◆ Act as a representative for your organization and/or within your community and advocate for the Society's programs and services. Refer all inquiries to the Society.

- ◆ Members must maintain subscriptions to the Society's electronic communications (i.e., Lifelines newsletter) to receive important information with respect to the Society's policies & procedures, programs, services, and standards.
- ◆ Must designate and maintain current Member contact information with the Society.
- ◆ Must designate a key contact person for the Society.

Financial Accountability Responsibilities

- ◆ Members must pay an annual membership fee to the Society.
- ◆ Members are required to pay invoices within thirty (30) days of receipt. Invoices unpaid after thirty (30) days will be subject to 1.5% interest every thirty (30) days.

Course Materials and Literature

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

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

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

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

Toolkit

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

Course Advertising

When affiliates run courses, they should register their courses with the Branch for advertising. This ensures:

- ◆ Courses registered by affiliates with the Branch are advertised **free of charge** on the Lifesaving Society Manitoba Web Site at: <https://lifesaving.mb.ca/submit-a-course/>. The course list page is one of the most frequently visited pages on the web site.
- ◆ 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.
- ◆ E -mail your course schedules to the office at: info@lifesaving.mb.ca.

Responsibility and Liability

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

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

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

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

Ordering Program Materials/Supplies

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

Equipment Loans

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

Requesting Equipment

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

Prerequisites

Many Lifesaving Society courses require that candidates hold prerequisite certifications, have related experience, or have reached a minimum age. Please refer to each program page for complete details.

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

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

Test Sheets

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

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

Affiliate Responsibilities

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

Instructor Responsibilities

- ◆ The proper test sheet is being used for the award tested.
- ◆ The instructor is responsible for filling in all the candidate information. Candidates do not fill in their information on the test sheets. If desired there are candidate pre-requisite forms available on the toolkit to use for collecting candidate information.
- ◆ The candidates' full first and last names are printed legibly and correctly.

- ◆ The candidates' complete ***mailing*** addresses - including postal codes and cities/towns; phone numbers and e-mail address (where required) are printed clearly.
- ◆ The candidates' date of birth is listed on the test sheet. This is especially important in the case of awards with age pre-requisites or in situation where we might have multiple individuals with the same name.
- ◆ The locations and latest certification of prerequisite awards are listed. Please indicate if it is from another Branch of the Society.
- ◆ The instructor-evaluated items (indicated by an asterisk on the test sheet) are clearly marked as pass or fail before the sheets are turned over to the examiner.
- ◆ Ensure that all instructors and co-instructors are listed on the test sheet. In the case of instructor-evaluated awards, the instructor and co-instructor must have signed the test sheet.

Examiner Responsibilities

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

Submitting Test Sheets

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

Test Site Policy

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

Examination Procedures

The Lifesaving Instructor plays an important role in evaluating candidates in the Society's 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.

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

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

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

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

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

Instant Awards

Canadian Swim Patrol:

Affiliates are responsible for issuing candidate evaluations: wall charts, stickers (seals), badges (crests), and progress reports to all candidates who register in the Canadian Swim Patrol programs at their facility. The program administrator should maintain records of how many awards are issued and keep copies of all test sheets for reference. The affiliate will establish a base stock of award supplies. Statistics forms are sent to the office annually.

Swim for Life®

Affiliates are responsible for issuing candidate evaluations, stickers (seals) and badges (crests), as required to all candidates who register in the Swim for Life programs at their facility. All the program support material (test sheets, accomplishment records.) can be downloaded from the Toolkit (<http://lifesaving.mb.ca/toolkit/>). The program administrator should maintain records of how many awards are issued and keep copies of all test sheets for reference. The affiliate will establish a base stock of award supplies. Statistics forms are sent to the office annually.

Junior Lifeguard Club

Affiliates are responsible for issuing candidate evaluations: Waterlogs and stickers (seals) as required to all candidates who register in the Junior Lifeguard Club at their facility. The affiliate will establish a base stock of award supplies. Test sheets for any candidates who are being examined for Bronze Star, Bronze Medallion, or Bronze Cross while participating in the Junior Lifeguard Club are sent into the office for processing. 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. The affiliate will establish a base stock of award supplies. Statistics forms are sent to the office annually.

Certification Cards

Date on Cards

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

Currency

Some certifications are required to be current to satisfy employment requirements or to show as prerequisites for higher level training. Please refer to each program page for details on the length of time that each award is deemed to be current. ***Note: Extensions cannot be granted.** The 24-month currency is defined to midnight 24 month after the original day earned. E.g. if the certification was earned January 1, 2023. It would be current until midnight January 1, 2025.

Find a Member

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

Cards Issued by the Branch Office

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

Responsibility of the Cardholder

The cardholder is responsible for:

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

Lost or Stolen Cards

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

Award Transfers

From Other Provinces or Territories in Canada

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

When transferring awards:

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

Transfers from Countries Offering Royal Life Saving Society Certifications

Recognition may be given to candidates holding Royal Life Saving Society certifications from other Commonwealth countries. Individuals are asked to contact the [Program Manager](#)

Transfers from all Other Countries

Lifeguards and Instructors certified in all other countries must complete the following training to be certified in Canada: Contact the [Program Manager](#) for country/certification specific process.

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

Change in Name or Address

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

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

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

Program Conversion Charts

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

a) Cross – Over Chart from other Swim Programs

YMCA Canada, I Can Swim, and Lifesaving Society

Swim for Life® & Canadian Lifesaving Program	YMCA Canada	I Can Swim
Parent & Tot 1	Splashers	Ducklings
Parent & Tot 2	Bubblers	Dinos
Parent & Tot 3	Bubblers	Dinos
Preschool 1	Bobbers/Floaters	Dolphin 1
Preschool 2	Gliders	Dolphin 2
Preschool 3	Divers	Dolphin 3
Preschool 4	Surfers	Dolphin 3
Preschool 5	Dipper	Dolphin 3
Swimmer 1	Otter	Stage 1 Beginner
Swimmer 2	Seal	Stage 1 Intermediate
Swimmer 3	Dolphin	Stage 1 Advanced
Swimmer 4	Swimmer	Stage 2 Beginner
Swimmer 5	Swimmer	Stage 2 Intermediate
Swimmer 6	Star 1	Stage 2 Advanced
Swim Patrol – Rookie	Star 2/3	Stage 3 Beginner
Swim Patrol – Ranger	Star 3/4	Stage 3 Intermediate
Swim Patrol – Star	Star 5/6	Stage 3 Advanced
Bronze Star	Star 7	Stage 4

b) Assessment Guide

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

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

Pre School and Parent & Tot - Register in:	If:
Parent & Tot 1	<ul style="list-style-type: none"> ✓ Preschool child 4 to 12 months ✓ Accompanied by caregiver
Parent & Tot 2	<ul style="list-style-type: none"> ✓ Preschool child 12 to 24 months ✓ Accompanied by caregiver
Parent & Tot 2	<ul style="list-style-type: none"> ✓ Preschool child 2 to 3 years ✓ Accompanied by caregiver
Pre School 1	<ul style="list-style-type: none"> ✓ Preschool child 3 - 5 years ✓ No caregiver present ✓ First swimming lessons ✓ Cannot put face in water
Pre School 2	<ul style="list-style-type: none"> ✓ Flutter kick on your back with a buoyant aid
Pre School 3	<ul style="list-style-type: none"> ✓ Kick on your front and back
Pre School 4	<ul style="list-style-type: none"> ✓ Can kick 3 - 5+m on front and back. ✓ Can jump into deep water with assistance
Pre School 5	<ul style="list-style-type: none"> ✓ Comfortable on deeper water and swim front crawl 3 meters

Swimmers – school age children six years and over

Swimmer - Register in:	If:
Swimmer 1	<input checked="" type="checkbox"/> Don't know how to swim <input checked="" type="checkbox"/> Or can just float on front or back
Swimmer 2	<input checked="" type="checkbox"/> Get face wet, float on front and back, <input checked="" type="checkbox"/> Flutter kick?
Swimmer 3	<input checked="" type="checkbox"/> Swim front crawl and back crawl for 10 meters?
Swimmer 4	<input checked="" type="checkbox"/> Swim front crawl and back crawl for 15 meters <input checked="" type="checkbox"/> Whip kick for 10 meters?
Swimmer 5	<input checked="" type="checkbox"/> Swim front and back crawl 25 meters?
Swimmer 6	<input checked="" type="checkbox"/> Swim breaststroke for 15 meters?
Canadian Swim Patrol - Register in:	If:
Rookie Patrol	<input checked="" type="checkbox"/> Swim 300 meters continuously?
Bronze Awards - Register in:	If:
Bronze Star	<input checked="" type="checkbox"/> Can swim 400 m without stopping (any stroke) <input checked="" type="checkbox"/> Can tread water holding a 10 lb. weight for 1 – 2 minutes
Bronze Medallion	<input checked="" type="checkbox"/> Have completed Bronze Star or is age 13 or older <input checked="" type="checkbox"/> Can swim 500 m without stopping (any stroke)

Adult Swimmer – youths and adults

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

Use of Lifesaving Society Logos, Trademarks, etc.

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

1. The images have been provided in 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.

Appendices

Appendices

Harassment Policy

To whom does this policy apply?

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

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

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

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

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

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

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

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

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

Bullying and harassment does NOT include:

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

Reporting

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

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

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

Dealing with a Reported Incident

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

Responsibility of Management

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

Fraudulent or Malicious Complaints

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

No Reprisals

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

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

Inclusion Policy

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

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

While the Society welcomes the participation of all in its vocational training awards, certification (and their pre-requisite certifications) is based solely on the individual's ability to meet the performance criteria (Must Sees) without modification. Vocational and pre-requisite awards include: Bronze Medallion, Distinction, Bronze Cross, National Lifeguard, Aquatic Emergency Care, Emergency and Standard First Aid, BOAT, Boat Rescue, and all Instructor and Trainer awards.

Code of Conduct

The Lifesaving Society Manitoba (the “Society”) has a strong reputation for aquatic safety and as a charity. This Code of Conduct helps members, employees, and volunteers understand the high standards of professional and ethical behaviour expected of them.

The trust people place in the Society is essential to its success. The way members, employees, and volunteers handle this trust helps build the Society’s reputation in the aquatic community and beyond. Everyone who interacts with the Society should expect to be treated with integrity and respect.

The Society’s members include individuals who hold a current National Lifeguard, Instructor, Examiner, or Trainer award; individuals, groups, or organizations who are current Society affiliates; and other individuals or entities as defined in the Society’s by-laws.

Guidelines for Ethical Standards of Conduct

This Code serves as a guide for how members, employees, and volunteers should behave while representing the Society. Following these guidelines helps protect the Society’s reputation and ensures members, employees, and volunteers can effectively support its mission.

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

- Follow the Society’s rules and governance structure.
- Uphold the Society’s mission, vision, and values.
- Avoid situations where personal interests could conflict with the Society’s interests and disclose any real or perceived conflicts.
- Follow the rules and procedures outlined in Award Guides, standard updates, manuals, the *Manitoba Program Guide*, and policy documents.
- Show professionalism in dealing with the Society’s programs, employees, volunteers, and the public.

This means:

- *Support others.* Be positive and supportive of the Society and anyone working or partnering with it.
- *Use respectful language.* Speak kindly and appropriately.
- *Provide feedback thoughtfully.* Share criticism in the right setting, not publicly.
- *Demonstrate good behaviour.* Act safely and appropriate for your environment.
- *Wear appropriate attire.* Choose Society-branded clothing when able and appropriate.
- *Be responsible with alcohol.* If drinking at Society events, do so responsibly.
- *Stay informed.* Keep up with the Society’s activities, programs, and updates.
- *Treat everyone with respect.* Be kind and respectful to all individuals.

Training

The Society will review the Code with new volunteers and employees during the orientation process. The Code will also be published in the *Manitoba Program Guide*.

REVIEW SCHEDULE

Board Approval Date: December 4, 2024

Review Frequency: Every Five Years

Next Review: 2029

Privacy Statement

Lifesaving Society Manitoba is committed to protecting the privacy and security of the personal information of those who participate in our services and programs. Our Privacy Policy [linked] describes how the Society collects and uses personal information about you during and after your participation in our services and programs.

Privacy Policy

Approved by the Board of Directors on March 28, 2023

Scope and Overview

The Royal Life Saving Society Canada – Manitoba Branch Inc. (the “Society”) is committed to protecting the privacy and security of the Personal Information, as defined herein, of those who participate in its services and programs. This Privacy Policy describes how the Society (also referred to as “we” or “us”) collects and uses Personal Information about you during and after your participation in those services and programs.

This Privacy Policy describes the categories of Personal Information that we collect, how we use your Personal Information, how we secure your Personal Information, when we may disclose your Personal Information to third parties if required for Society business. This Privacy Policy also describes your rights regarding the Personal Information that we hold about you and how you can access, correct, and request erasure of your Personal Information.

We will only use your Personal Information in accordance with this Privacy Policy unless otherwise required or permitted by applicable law. We take steps to ensure that the Personal Information that we collect about you is adequate, relevant, not excessive, and used for limited purposes.

Definitions

“**Personal Information**” has the meaning given to that term in *The Freedom of Information and Protection of Privacy Act* of Manitoba (“FIPPA”) and includes:

1. personal information about an identifiable individual which is recorded in any manner, form or medium; and
2. personal health information about an identifiable individual as defined in *The Personal Health Information Act* of Manitoba.

“**Representative**” means the directors, officers, employees, volunteers, agents and subcontractors of the Society.

Collection of Personal Information

To carry out our activities and obligations as a service and program provider, we may collect, store, and use the following categories of Personal Information, in order to administer the services/programs, such as, but not limited to:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Sex.
- Emergency contact information.
- Government identification numbers such as social insurance or other national insurance number, driver's license number, or other identification card number as required.
- Insurance enrollment information.
- Proof of pre-requisite certifications from other training agencies as required.

The Society shall only collect that Personal Information which is reasonably necessary for its purposes of administering the services/programs.

Personal Information Use

We only use your Personal Information where applicable law permits or where reasonably necessary for the administration of our services/programs. For example, we may also use your Personal Information for the following legitimate business purposes:

- Mailing awards
- Administration of any funding agreement or service purchase agreement entered into with the Province of Manitoba.
- Compliance with applicable laws.
- Education, training and development requirements.

- Complying with health and safety obligations.

We will only use your Personal Information for the purposes that we collected it for or as otherwise permitted by FIPPA or other legislation. If we need to use your Personal Information for an unpermitted purpose, we will notify you and, if required by law, seek your consent. We may use your Personal Information without your knowledge or consent where required by applicable law or regulation.

Access to your Personal Information will be limited to those Representatives of the Society who need to know the information to carry out the purpose for which it was collected and who shall use the Personal Information as minimally necessary for that purpose.

Every Representative of the Society who is permitted to access Personal Information shall enter into a confidentiality pledge with the Society acknowledging their obligations hereunder.

The Society shall not copy, reproduce, modify, alter or link Personal Information without authorization, except where necessary to carry out the purpose for which the Personal Information was collected.

Disclosure of Personal Information

The Society, or its Representatives, shall not disclose, reveal or give access to Personal Information, except in accordance with FIPPA, or the following:

- In order to administer any funding agreement or service purchase agreement entered into with the Province of Manitoba.
- To you, upon satisfactory proof of identity.
- to any person, corporation, business, organization or entity with informed consent.
- where the Personal Information is about is a child under the age of 18 years, to the custodial parent or parents or to the legal guardian of the child, upon satisfactory proof of identity and authority, provided that the Society is of the opinion that the disclosure would not constitute an unreasonable invasion of the child's privacy;
- where disclosure is required or authorized by legislation;
- where disclosure is required by an order of a court, person or body with jurisdiction to compel production of the Personal Information or disclosure is required to comply with a rule of court that relates to the production of the Personal Information; or
- where disclosure is necessary to prevent or lessen a serious and immediate threat to the health or safety of the individual to whom the Personal Information is about or of any other individual or individuals.

Data Sharing

We will only disclose your Personal Information to third parties where required by law or to our employees, contractors, designated agents, or third-party service providers who require it to assist us with administering the service/programs, including third-party service providers who provide services to us or on our behalf.

The Society will not sell or disclose your Personal Information in exchange for any money, goods, services or benefits, or give your Personal Information to any individual, corporation, business, agency, organization or entity for any purpose, including (but not limited to) solicitation for charitable or other purposes.

We require all our third-party service providers, by written contract, to implement appropriate security measures to protect your Personal Information consistent with our policies and any data security obligations applicable to us. We do not permit our third-party service providers to use your Personal Information for their own purposes. We only permit them to use your Personal Information for specified purposes in accordance with our instructions.

Data Security

We have implemented appropriate physical, technical, and organizational security measures designed to secure your Personal Information against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit Personal Information access to those Representatives that have a legitimate business need for such access.

Where paper records of Personal Information are kept, they are accessible only to those Representatives who need to know the Personal Information and placed in physically secure areas.

Where digital records of Personal Information are kept, they are accessible only to those Representatives who need to know the Personal Information and are protected by a series of passwords only available to those Representatives who need to access the Personal Information.

Data Retention

Except as otherwise permitted or required by applicable law or regulation, we will only retain your Personal Information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Under some circumstances we may anonymize your Personal Information so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent. Once your Personal Information is no longer required, we will securely destroy your Personal Information in accordance with the principals of this Policy, applicable laws and regulations.

Rights of Access, Correction, Erasure, and Objection

It is important that the Personal Information we hold about you is accurate and current. Please keep us informed if your Personal Information changes. You may request access to and to correct the Personal Information that we hold about you or withdraw your consent to the use of your Personal Information under certain circumstances. If you want to review, verify, correct, or withdraw consent to the use of your Personal Information, please contact us at The Royal Lifesaving Society Canada – Manitoba Branch Inc, 100-383 Provencher Blvd., Winnipeg, Manitoba, R2H 0G9 Attn: Data Privacy Officer. Any such communication must be in writing. We may charge you a fee to access your Personal Information, however, we will notify you of any fee in advance.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the Personal Information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the Personal Information that we hold about you, or we may have destroyed, erased, or made your Personal Information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your Personal Information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Right to Withdraw Consent

Where you have provided your consent to the collection, use, and transfer of your Personal Information, you may have the legal right to withdraw your consent under certain circumstances. To withdraw your consent, if applicable, contact us at: **The Royal Lifesaving Society Canada – Manitoba Branch Inc., 100-383 Provencher Blvd., Winnipeg, Manitoba, R2H 0G9, Attn: Data Privacy Officer.**

Violation of Policy

The Society shall provide training for its Representatives regarding the requirements of this Policy. Any violation of this Policy may result in corrective action, up to, and including, termination of employment for cause.

Data Privacy Officer

We have appointed a Data Privacy Officer to oversee compliance with this Privacy Policy. If you have any questions about this Privacy Policy or how we handle your Personal Information or would like to request access to your Personal Information, please contact the Data Privacy Officer at: **The Royal Lifesaving Society Canada – Manitoba Branch Inc., 100-383 Provencher Blvd., Winnipeg, Manitoba, R2H 0G9, Attn: Data Privacy Officer.**

Changes to This Privacy Policy

We reserve the right to update this Privacy Policy at any time. If we would like to use your previously collected Personal Information for different purposes than those that we have notified you about at the time of collection, we will provide you with notice and, where required by law, seek your consent, before using your Personal Information for a new or unrelated purpose. We may use your Personal Information without your knowledge or consent where required or permitted by applicable law or regulation.

Contact Us

Lifesaving Society Manitoba
100-383 Provencher Blvd
Winnipeg, MB R2H 0G9
Ph: (204) 956-2124
Email: info@lifesaving.mb.ca
Website: www.lifesaving.mb.ca
Effective Date: March 28, 2023

Certification Review Policy

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

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

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

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

Addressing the problem will likely involve two responses:

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

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

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

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

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

Further Information:

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

How to reach us

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

British Columbia & Yukon
112–3989 Henning Drive
Burnaby, BC V5C 6N5
Tel: 604-299-5450
Fax: 604-299-5795
Email: info@lifesaving.bc.ca
Website: www.lifesaving.bc.ca

Alberta & Northwest Territories
13123 – 156th Street
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Tel: 780-415-1755
Fax: 780-427-9334
Email: experts@lifesaving.org
Website: www.lifesaving.org

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Website: www.lifesavingsociety.sk.ca

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