



Lifesaving Society Manitoba's **Winter Smart Program** would love to visit your community to deliver cold weather, hypothermia, and ice safety education. Drowning can occur year round and these training programs are designed to reduce injury and cold-weather tragedies. Here is the information package and application form for the program.

There is no charge to the participants in any of the courses, but your community must provide clean, safe, and secure **accommodations** for our instructor(s) during their stay. If your community is selected for a visit you must also pay a Community Access Fee to cover the cost of **meals**. We usually send up one instructor (other arrangements may be possible).

### **Application Process**

Applications for the 2022-2023 season will be accepted until **4:00 PM on the first Friday in November**.

During the **third week in November** we will notify all communities about their application status (selected for a visit, on the waiting list, declined a visit, etc.). We cannot confirm whether or not we are able to visit a community prior to these dates.

If your community is selected for a visit you will need to confirm your acceptance in writing and pay a Community Access Fee of \$200.00. This fee secures your place in the program. We will send you official notification on when this fee must be paid. Please **Do Not** send payment until we ask for it.

Communities selected for a visit will also be responsible for booking clean, safe, and secure accommodations for our instructor for the duration of the visit.

Visits to communities for the Winter Smart Program will take place between **December** and **March**.

In order to apply, please submit **Pages 5 – 7** to us by **4:00 PM on the first Friday in November**.

**Lifesaving Society Manitoba  
100 – 383 Provencher  
Winnipeg, MB R2H 0G9  
Phone: (204) 956-2124 ext 6  
Fax: (204) 944-8546  
[watersmart@lifesaving.mb.ca](mailto:watersmart@lifesaving.mb.ca)**

## Program Descriptions

For a Winter Smart program visit your community may select from among the following programs that we offer. Additionally, we would like to reach as many people as possible with safety education - please be sure to choose programs that serve your entire community.

- ❖ **Winter Smart Safety Clinics – 20 minute to 2 hour presentations:** These sessions are designed for children and adults. The presentations include information on high risk groups, safe snowmobiling practices, trip planning, safety equipment, ice safety, rescue techniques, and winter first aid. You can choose one or more of the following depending on your community needs:

- Public Winter Smart Presentation – 2 hour
- School Winter Smart Presentation – 20 to 60 minutes (depending on age group)



- ❖ **Within Arms' Reach – 2 hour presentation:** This program is designed for parents and caregivers of young children or anyone interested in learning about being safe around the water. The presentation includes information on risk factors for drowning, high risk groups, adult to child supervision ratios, trip planning, safety equipment, basic rescue techniques and general first aid.

- ❖ **Boat Operator Accredited Training (B.O.A.T.) – 7 hour course:** This 7 hour course allows successful candidates to earn their Transport Canada Pleasure Craft Operator (PCO) Card. Ideal for youth just starting out with boating, with a recommended age of 12+. Candidates must attend the entire course and pass a written multiple-choice test in order to be successful.



- ❖ **Emergency First Aid & CPR Level C – 8 hour course:** Manitoba Workplace Safety and Health recognizes this course as Basic First Aid. Each candidate will learn basic rescue skills for general emergencies such as bleeding, breathing emergencies, burns, choking, heart attack, stroke, and CPR and AED usage for adults, children and infants.



## Community Responsibilities

To host our program, you and your community are required to:

- Provide clean, safe, and secure accommodations for the instructor(s) during their entire stay **at no cost** to the instructor(s);
- Pay a Community Access Fee of \$200.00 to the Society to cover the cost of food/meals for the instructor(s);
- Market the program by using our posters and promotional tips;
- Transport the instructor(s) to and from the airport in your community (if applicable);
- Support the instructor(s) during their stay by:
  - transporting them to and from classroom locations,
  - assisting with organizing classes,
  - ensuring that instructors are safe and comfortable, and
  - always being reachable in case of emergency.

## Program Schedule

After the **third week in November**, we will be in touch to confirm all details, including the program schedule. Below is an example of the usual arrangement, but we are able to make some adjustments to course times if needed for your community.

Please note that we will not book our travel arrangements until we have confirmed all details with you.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Travel			Instructor Travels Home	
1 PM to 4 PM	<b>Winter Smart School Visit</b>	<b>Winter Smart School Visit</b>	<b>Within Arms' Reach Clinic</b>		
4 PM to 6 PM	Instructors Meal Break & Evening Lesson Planning				
6 PM to 10 PM	<b>Winter Smart Safety Clinic</b>	<b>Emergency First Aid Or BOAT Course</b>			

### Send In Your Forms!

To apply for the program, please send **Pages 5 - 7** to our office by mail or fax. You may also email us at [watersmart@lifesaving.mb.ca](mailto:watersmart@lifesaving.mb.ca) to request a fax or mail copy of these documents.

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## Tips on Completing Your Application

To ensure that your community has the best possible chance of being accepted for a program visit please be sure your application is sent to us no later than **4:00 PM on the first Friday in November**. We will continue to accept applications after this date, but we cannot guarantee that any applications received after this date will be eligible for visits.

Please keep the following points in mind when filling in the application:

- Have you printed or typed your application so that it is clear & legible? If we cannot read your application, it is much harder to arrange a visit.
- Have you filled in every section of the form? A complete form saves us time in processing your application. The more we have to call you about missing information on the form, the harder it is to schedule a visit to your community.
- Have you given us at least three different weeks that your community is able or willing to host the program? If you are willing to host at any time during the program period you may state this in the First-Choice Week section.
- Have you made sure that the preferred dates you have selected do not conflict with other special events running in the community?
- Have you clearly indicated which programs you want us to come and run in your community? We will run either three or four different courses depending on community needs. Exact scheduling will be worked out with your instructor(s) once a visit has been set up.
- Have you made sure that both the Primary and Back-Up contacts know all of the details about the application and the visit? If we cannot get in touch with the primary contact we will call the back-up contact and it is important that they know they are listed on the application and may receive phone calls.

## Important Updates for the Program

If you are scheduled for a visit, your community will be required to pay a **Community Access Fee of \$200.00** to cover the cost of food/meals for instructor(s) visiting your community. We will notify you when this fee is due. It must be paid before any travel arrangements are booked for our trip. Please **Do Not** send payment until we contact you.

### Reminder

**Applications are due by 4:00 PM on the first Friday of November.**



## Winter Smart Program 2022 - 2023 Application Form

Thank you for your interest in the Lifesaving Society Manitoba's Winter Smart Program.

**Please complete this form in full and return it to us by 4:00 PM on The first Friday of November, to request a program visit.** Please call us at (204) 956-2124 ext. 6 or send an email to [watersmart@lifesaving.mb.ca](mailto:watersmart@lifesaving.mb.ca) with any questions.

<b>Community Information</b>
Community Name: .....
Estimated # of Community Residents: .....
Estimated # of Children Under 16: .....

<b>Preferred Dates</b>
<ul style="list-style-type: none"> <li>Our program is available <b>weekly</b> (Monday to Thursday) from December to March.</li> <li>Due to the number of requests we receive, we require you to provide three options.</li> <li><b>Our schedule will be confirmed after third week of November. We cannot provide confirmation before then.</b></li> </ul>
<b>First-Choice Week:</b> .....
<b>Second-Choice Week:</b> .....
<b>Third-Choice Week:</b> .....

<b>Sponsor Agency Information</b>
<ul style="list-style-type: none"> <li>Please provide us with some information about the agency within your community that is organizing the visit (band or community council, health agency, school board, etc.).</li> </ul>
Agency Name: .....
Main Office Phone: .....
Office Fax Number: .....
General E-mail: .....
Mailing Address: .....
.....
.....

### Community Contact Information

- You are expected to be always in the community throughout the instructor(s)'s entire stay and available to assist the instructor(s) with the courses and any other opportunities that arise.
- You or a designate must be available to pick up instructor(s) at the airport as well as take them to and from course locations.
- **You must provide at least one other contact person as a backup.**

	Primary Contact	Back-Up Contact
Name:	.....	.....
Work Phone:	.....	.....
Cell/Home Phone:	.....	.....
Fax Number:	.....	.....
Email:	.....	.....
Mailing Address:	.....	.....
	.....	.....

### Course Selection

- Please check off the courses that your community is interested in hosting when we come to visit. Our instructors will be in contact to determine the exact course schedule.
- Program descriptions are given on Page 2 of this package.

- Community Winter Smart Ice Safety presentation (1 x 2-hour presentation).
- School Winter Smart Ice Safety presentations (multiple possible times).
- Within Arms' Reach presentation (1 x 2-hour presentation).
- BOAT Operator Accredited Training (B.O.A.T.) course (7-hour course/2 x 3.5 hr sessions).
- Emergency First Aid & CPR-C course (8-hour course/2 x 4 hr sessions).

Notes or Comments: .....

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### Course Locations & Space

- Indoor space available for BOAT, First Aid, Ice Safety & Within Arms' Reach sessions.
- School is willing to host Ice Safety presentations for students.
- Course sites are within walking distance (*otherwise you must provide transportation*).

Notes or Comments: .....

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### Instructor Accommodations

- You are required to provide clean, safe, and secure accommodations for the instructor(s) during their entire stay in your community. The accommodations must be at **no cost** to the instructor(s).

- |   |   |
|---|---|
| <input type="checkbox"/> Teacherage / Nursing Station | <input type="checkbox"/> Private Residence      |
| <input type="checkbox"/> Hotel or Motel               | <input type="checkbox"/> Other (Explain: .....) |

Do the instructor(s) need to bring bedding (pillows, sleeping bags, or sheets)?  Yes  No

Name of Accommodation: .....

Contact Name: .....

Phone: .....

Notes or Comments: .....

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### Food Arrangements

- If your community is selected for a visit you will need to pay an access fee of \$200.00 to the Lifesaving Society Manitoba to cover the cost of food/meals for the instructor(s) visiting your community.
- If instructor(s) must cook food in their residence, you must provide them with pots, pans, cutlery, and dishes.

- |   |
|---|
| <input type="checkbox"/> Groceries need to be purchased; a full kitchen is available in the accommodations/residence. |
| <input type="checkbox"/> Meals are available at a local diner/restaurant.   |

Notes or Comments: .....

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***Please note:** By signing below, you certify the information on this application form is correct and that you and your community will honour the obligations required for hosting our program. We look forward to working with you to help make your community even more Water Smart®!*

.....  
Primary Community Contact Signature

Date

**Thank you for your application!**

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