



**CANADIAN  
RED CROSS**

# **SWIMMING & WATER SAFETY**

**NATIONAL PROGRAM STANDARDS**

**JANUARY 2016**



# Table of Contents

Table of Contents .....	2
Introduction .....	3
Red Cross Swimming & Water Safety .....	4
Logos .....	5
Healthy Teaching Practices .....	6
Site Requirements .....	7
Diving .....	7
Lifeguard Equipment .....	10
Red Cross Swim .....	13
Red Cross Swim Preschool .....	14
Red Cross Swim Kids .....	16
Red Cross Swim Adapted .....	18
Red Cross Swim @ School .....	20
Red Cross Swim @ Camp .....	21
Red Cross Swim for Adults and Teens .....	22
Red Cross Swim Basics .....	22
Red Cross Swim Strokes .....	23
Red Cross Swim Sports .....	24
Red Cross Lifeguard .....	25
Assistant Lifeguard .....	26
Pool Lifeguard .....	30
Waterfront Lifeguard .....	35
Instructor Development Program .....	42
Instructor Policies .....	43
Instructor Program .....	55
Water Safety Instructor Course .....	56
Water Safety Instructor Recertification Course .....	58
Water Safety Instructor Transfer Course .....	59
Assistant Lifeguard Instructor .....	62
Pool Lifeguard Instructor .....	64
Waterfront Lifeguard Instructor .....	70
Instructor Trainer Program .....	75
Water Safety Instructor Trainer Course .....	76
Water Safety Instructor Trainer Recertification Course .....	78
Lifeguard Instructor Trainer Mentorship .....	80
Water Safety Master Instructor Trainer .....	82
Lifeguard Master Instructor Trainer .....	83
Glossary .....	84
Common Acronyms .....	87

# Introduction

## Overview

**These national program standards were revised in 2010 during updates to the Red Cross Swim Programs and in 2015 for updates to the Swimming & Water Safety Instructor Development Program. The Canadian Red Cross has committed to reviewing these annually to ensure they support quality delivery in the field.**

These standards were developed for Instructors, Facilitators, Instructor Trainers, Master Instructor Trainers, Training Partners, and staff of the Canadian Red Cross to use and follow. The document includes standards for all participant-level Red Cross Swim and Red Cross Lifeguard, and the requirements for all the Instructor Development Programs that support the participant-level courses.

Red Cross Swimming & Water Safety

Logos

Healthy Teaching Practices

Teaching Time

First Aid Equipment

Delivery

## Red Cross Swimming & Water Safety

### **Red Cross Swimming & Water Safety Goal**

“Improve quality of life by preparing people to make safe choices, increase physical fitness, prevent injuries, and act in emergency and rescue situations.”

### **Red Cross Slogans**

Swim with the best!®

Red Cross Lifeguard. Skilled. Proud. Ready.®



VISIT [REDCROSS.CA/MYRC](http://REDCROSS.CA/MYRC) FOR  
INSTRUCTOR AND TRAINING PARTNER  
RESOURCES.

### **Swimming & Water Safety Aim**

Our aim is to reduce drowning and water-related injuries and fatalities by providing Canadians with

- the awareness and knowledge to recognize and avoid dangerous situations;
- the knowledge and skills required to save lives;
- the basic rescue skills to enable them to save others; and
- the knowledge and awareness to recognize hazardous environments and equipment in their communities and to provide solutions.

### **Courses**

All Canadian Red Cross courses

- teach participants how to prevent injuries and avoid risky behaviour;
- include a component on the emergency medical services (EMS) system; and
- have a recommended time frame that allows you to effectively teach the course content based on the number of participants in the class, the amount of equipment, and the previous training of the participants.

All cardiopulmonary resuscitation/Automated External Defibrillator (CPR/AED) and first aid components of Canadian Red Cross courses are taught in accordance with the most current Internal Liaison Committee on Resuscitation (ILCOR) standards.

## The Red Cross Emblem

The Red Cross, Red Crescent, and Red Crystal emblems are internationally recognized symbols used to protect individuals during armed conflicts. They have a secondary use to identify organizations, like the Canadian Red Cross, that make up the International Red Cross and Red Crescent Movement (the Movement). We safeguard both uses in the Geneva Conventions and in national laws.

VISIT [REDCROSS.CA](http://REDCROSS.CA) TO  
LEARN MORE ABOUT THE  
RED CROSS EMBLEM.

Appropriate use of the emblem helps preserve its protective power and, by that,



helps to save lives. The Red Cross emblem is among the most recognized symbols in the world.

Consistent and correct presentation also makes good sense for promotional and fundraising purposes. We should, therefore, display it on any Red Cross materials, publications, or products and use the emblem in conjunction with the name, Canadian Red Cross.



Even the most effective symbol cannot create a positive visual identity in a vacuum. Every item that displays the corporate identity (the Canadian Red Cross name and emblem)—posters, products, and signs—must live up to the image of the Canadian Red Cross. All of these pieces must work together as an integrated whole, to guide and reinforce a positive total image.



## Training Partners

Canadian Red Cross Training Partners are allowed to use the Training Partner logo under the conditions outlined in our graphic standards. Training Partners are also allowed to use the Red Cross Swim logo suite under the conditions outlined in the Red Cross Swim Logo identity guide.

## The Universal Sign of First Aid

The universal sign of first aid is a **white cross on a green background** and should be used to designate a first aid station, first aid kit or other first aid related item.



## Healthy Teaching Practices

The Canadian Red Cross has a responsibility to safeguard the health and safety of participants enrolled in any Canadian Red Cross course. The materials and procedures found in the Red Cross Swim program reflect this concern.

As an Instructor/Instructor Trainer, one of your responsibilities is to protect participants from health risks. The procedures outlined here are designed to limit the risk of any strenuous practice that could cause injury or sudden illness; limit the risk of transmission of communicable diseases; and limit the risk of one participant injuring another when practising on a partner.

### ***Physical Activity***

Participants and Instructor/Instructor Trainer candidates must be made aware of the following at the start of every Red Cross course.

For most people, the physical activity involved in a Red Cross Swim lesson or lifeguarding course should not pose a threat to their health. There are a small number of people who may find the physical activities in a course strenuous. If they have any of the health conditions listed below, we recommend that they do not participate in the skills practice and demonstration involving physical activity until they have checked with their personal physician.

- A history of heart attack or other heart conditions
- Respiratory problems
- Pregnancy

If they are unsure if they should participate in any aspect of the course involving physical activity, they should see the course conductor before the course begins. Should they wish to remain in the course but are unable to perform all of the required skills, they cannot successfully complete the course and receive certification.

### ***Prevention of Disease Transmission***

Prevention of disease transmission (PDT) and handwashing components must be included in every Red Cross Swim program. Good hygiene is important in any first aid, swimming or lifeguard program because unhygienic practices can pass on many infections. Individuals who are infected with a contagious disease should use their own mannequin and all precautions should be taken to reduce exposure to other participants.

## Site Requirements

Red Cross Training Partners must comply with requirements regarding: operations, safety equipment, emergency equipment, pool requirements, and Instructor certifications as stated in your provincial legislation.

There are very specific operational requirements in place to prevent the transmission of disease. These are outlined by your province or territory and municipality. Some of the legislation you need to be aware of in your area includes the following:

- Public Health Act
- Workplace health and safety regulations
- Building code
- Fire regulations

You can also obtain more information through:

- provincial/territorial recreation associations,
- aquatic facility operator courses, and
- Red Cross Aquatic Programmer Course.

## Diving

The ability to execute a safe dive depends on many factors. Such things as size, skill level and experience of your swimmers, as well as the nature and regulations of your instructional site, have to be taken into account. Certain sites may not be appropriate for diving, and the skill itself may not be appropriate for all swimmers to perform.

It is the responsibility of each Training Partner to determine whether or not the basic diving skills of the Red Cross Swim program will be part of the curriculum at their site, and to designate a safe diving site, if appropriate. If your site is not suitable to teach diving, please inform your Program Representative to ensure we have a record of this in your Training Partner file.

Provincial, territorial or municipal regulations should be adhered to where applicable. In program sites where diving is not taught due to unsafe circumstances, ensure that all progress cards and mid-session reports are marked "Diving not taught at this program site". Red Cross Water Safety Instructors are trained to consult with their supervisors regarding diving instruction. Consider the following information and safety precautions to help guide the safest decision for the swimmers, the Water Safety Instructors and the facility.

1. Is the entire path of the dive at a constant depth (no risk of hitting an upslope)?
2. Is the entire path of the dive barrier-free (no risk of impact with walls, underwater equipment, underwater hazards or swimmers)?
3. Is the depth of the water sufficient for swimmers to enter safely (no risk of impact with pool bottom/site bottom)?
4. Is the water clarity such that any barriers (underwater hazards) can be detected?

## Equipment Requirements

Red Cross Swim requires minimal equipment. While some equipment is essential, additional items may enhance the program.

	<b>Red Cross Swim Preschool</b>	<b>Red Cross Swim Kids Red Cross Swim Basics</b>	<b>Red Cross Swim @ School Red Cross Swim @ Camp</b>
Essential equipment	<ul style="list-style-type: none"> <li>■ PFD (with whistle attached)</li> <li>■ Throwing assists</li> <li>■ Reaching assists</li> </ul>	<ul style="list-style-type: none"> <li>■ PFD (with whistle attached)</li> <li>■ Throwing assists</li> <li>■ Reaching assists</li> </ul>	<ul style="list-style-type: none"> <li>■ PFD (with whistle attached)</li> <li>■ Throwing assists</li> <li>■ Reaching assists</li> </ul>
Equipment to enhance program	<ul style="list-style-type: none"> <li>■ kickboards</li> <li>■ fins</li> <li>■ hand paddles</li> <li>■ goggles</li> <li>■ assorted toys</li> <li>■ infant dolls</li> <li>■ small craft/boat</li> </ul>	<ul style="list-style-type: none"> <li>■ kickboards</li> <li>■ fins</li> <li>■ hand paddles</li> <li>■ goggles</li> <li>■ assorted toys</li> <li>■ pull buoys</li> <li>■ pace clock</li> <li>■ hula hoops</li> <li>■ water noodles</li> <li>■ non-buoyant objects</li> <li>■ small craft/boat safety equipment (paddles, bailing can, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>■ kickboards</li> <li>■ fins</li> <li>■ hand paddles</li> <li>■ goggles</li> <li>■ assorted toys</li> <li>■ pull buoys</li> <li>■ pace clock</li> <li>■ water noodles</li> <li>■ non-buoyant objects</li> </ul>

### *Optional Items for Red Cross Swim*

Red Cross Swim introduced new optional skill items in 2014. Training Partners may or may not include these new skills in the Red Cross Swim Preschool (specific levels), Red Cross Swim Kids and Red Cross Swim Basics programs.

If you choose to include these optional skill items, please note that if the swimmer does not participate in the new skills (e.g. does not bring clothing to the classes), this will not prevent the swimmer from completing the level. The responsibility for providing clothing lies with the participant, not with the Training Partner. If you are including these skills, notification should be provided to the swimmer or via the parent/caregiver, so they are prepared in advance. Recommended clothing required for the new optional skills will be defined as follows:

- Red Cross Swim Preschool: t-shirt and shorts or summer dress
- Red Cross Swim Kids: long- or short-sleeved shirts, shorts or pants, socks, and if permitted by the facility, footwear.
- Red Cross Swim Basics: typical clothing for boating or recreating near water such as long- or short-sleeved shirts, possibly a light jacket, shorts or pants, socks, and if permitted by the facility, footwear.

### *Red Cross Swim Sports and Strokes Programs*

Equipment requirements: the equipment identified ensures that all skills in the Red Cross Swim Sports modules and Red Cross Swim Strokes can be completed. If your facility does not have the required equipment and you have a reasonable replacement that ensures the skill can be completed safely, substitutions are permitted. Some equipment is essential, additional items may enhance the program.

Red Cross Swim Strokes	<ul style="list-style-type: none"> <li>■ pull buoys</li> <li>■ kickboards</li> <li>■ goggles</li> <li>■ hand paddles</li> <li>■ fins</li> </ul>
Red Cross Swim Sports Swim Workout	<ul style="list-style-type: none"> <li>■ pull buoys</li> <li>■ kickboards</li> <li>■ pace clock</li> <li>■ goggles</li> </ul>
Red Cross Swim Sports Triathlon Swim	<ul style="list-style-type: none"> <li>■ kickboards</li> </ul>
Red Cross Swim Sports Lifesaving Sport	<ul style="list-style-type: none"> <li>■ water mannequins</li> <li>■ rescue tube</li> <li>■ throwing lifeline</li> <li>■ fins</li> <li>■ submersible obstacles</li> </ul>
Red Cross Swim Sports Boating	<ul style="list-style-type: none"> <li>■ PFD's/lifejackets</li> <li>■ small craft (canoe, etc.)</li> <li>■ paddles</li> </ul>
Red Cross Swim Sports Diving	<ul style="list-style-type: none"> <li>■ 1m springboard</li> <li>■ one deck towel to stand on for each diver</li> </ul>
Red Cross Swim Sports Water Polo	<ul style="list-style-type: none"> <li>■ water polo balls (or substitutes)</li> <li>■ buoyant objects for water obstacles</li> <li>■ water polo nets or kickboards</li> </ul>
Red Cross Swim Sports Underwater Hockey	<ul style="list-style-type: none"> <li>■ fins</li> <li>■ mask</li> <li>■ snorkel</li> <li>■ diving rings</li> <li>■ diving sticks</li> </ul>
Red Cross Swim Sports Synchronized Swimming	<ul style="list-style-type: none"> <li>■ device to play music – on deck</li> </ul>
Red Cross Swim Sports Surfing & Boogie Boarding	<ul style="list-style-type: none"> <li>■ kickboards</li> <li>■ surf boards (if you have them, boogie boards)</li> <li>■ fins</li> <li>■ non-buoyant objects</li> <li>■ two paddleboards</li> </ul>

## Lifeguard Equipment

### Equipment Ratios

Instructor to participant	1:12
Rescue tubes (127cm (50") long, 15.24cm (6") wide & 10.16cm (4") thick)	1:2
Backboard with head immobilization device	1:6
Reaching assists (two different types, this does not include the rescue tube)	1:2
Throwing assists (two different types, one with a line and this does not include the rescue tube)	1:6
Submersible object weighing no more than 2.3kg (5lbs)	1:6
Towel/blankets to participant	1:4
Barrier devices and latex-free gloves to participant	1:1
First aid kit	1:4
Mask, snorkel, fins (for Waterfront Lifeguard)	1:1
Adult Mannequins to Participant	1:1
Baby Mannequins to Participant	1:1
AED Trainers to Participant	1:3
Blankets to Participant	1:4
Triangular Bandages to Participant	5:2
Barrier Devices and Latex-free Gloves to Participant	1:1

### Ventilating a Mannequin

In Canadian Red Cross non-certification courses, participants are not required to demonstrate rescue breathing but must be able to describe how to make an effective seal and perform inflations.

All certification course participants have to ventilate into the mannequin or ACTAR™ to show the Instructor proper technique. Participants are encouraged to use a **mouth barrier device**. **Note:** Although a participant may not currently be a designated responder, this duty may be accepted by the participant in the future and should be considered when demonstrating effective ventilation.

Instructors must demonstrate to the participants ventilating into the mannequin or ACTAR™ with a barrier device. When demonstrating this skill to participants, the Instructor will use only barrier devices suitable for the mannequin or ACTAR™ being used.

When Instructors are completing their Lifeguard or Lifeguard Instructor certification, they must bring a barrier device to the certification and demonstrate to the Instructor Trainer that they are able to ventilate the mannequin or ACTAR™ properly with this device.

### ***First Aid Equipment Cleaning and Decontamination***

It is the responsibility of the Instructor/Instructor Trainer to ensure that all equipment used during the course is clean and safe for use. Some mannequins have disposable plastic bags that come out of the mouth and cover the mannequin's face. Others have individual faces that you can put on before each participant's practice and take off after the participant has finished. Only use equipment models that can be decontaminated after class according to the recommendations below.

Equipment decontamination must be completed after each session for the following equipment:

- Mannequins
- Bag-valve-masks (BVMs)
- Pocket masks
- Reusable barrier devices
- Any other equipment that comes into contact with body fluids

Other first aid equipment, such as bandages and clothing on the dolls, should be washed after each class so they are clean for the next class.

*First Aid National Program Standards: June 2013*

### ***Mannequin, BVM and Barrier Device Decontamination***

Following each class/training session:

1. Gloves (non-latex) and safety goggles should be worn for disassembly of mannequin parts (face, mouth tubing and chest plate).
2. Wash all surfaces with warm water and soap; brushes should be used to provide friction.
3. Thoroughly rinse surfaces with fresh tap water.
4. Soak all surfaces in freshly prepared chlorine bleach solution (minimum 10 minutes).
5. Rinse all surfaces with fresh tap water and dry all parts thoroughly. Rinsing with alcohol will aid drying of internal surfaces and prevent survival and growth of bacterial or fungal pathogens.
6. Safely discard any unused solution.

When cleaning a mannequin between each participant's use or when more than one individual is using a mannequin:

1. Clean with alcohol (70% Isopropyl or Ethyl Alcohol).
2. Gloves (non-latex) and safety goggles should be worn during the application of alcohol to the surface of the mannequin.
3. To be effective, alcohol must be on the surface for at least 30 seconds, combined with vigorous scrubbing (prepared wipes, clean gauze pads).
4. Allow the alcohol to air dry.

Chlorine Bleach Solution (60 ml (1/4 cup) chlorine bleach in 4 L (one gallon) water)

1. Gloves (non-latex) and safety goggles should be worn during the application of chlorine bleach solution to the surface of the mannequin.
2. Use a clean absorbent material wet with chlorine bleach solution to swipe all surfaces. Surfaces should remain wet for at least 60 seconds (one minute), then wipe with a second clean absorbent material.
3. Safely discard any unused solution.

We recommend that each participant be provided with an individual mannequin face or complete mannequin. This eliminates the need for decontamination between participants.

*First Aid National Program Standards: June 2013*

# Red Cross Swim

<p><b>Overview</b></p>	<p>A comprehensive learn-to-swim program for all ages and abilities. Built on the pillars of swimming, skills and water safety, and fitness, Red Cross Swim employs an individualized approach to teaching which encourages each swimmer to improve and achieve their personal best. The program teaches swimmers how to stay safe in, on, and around the water, how to minimize their risk of injury and safely enjoy aquatic activities.</p>
<p><b>Programs</b></p>	<ul style="list-style-type: none"> <li>Red Cross Swim Preschool</li> <li>Red Cross Swim Kids</li> <li>Red Cross Swim Adapted</li> <li>Red Cross Swim @ School</li> <li>Red Cross Swim @ Camp</li> <li>Red Cross Swim Basics</li> <li>Red Cross Swim Strokes</li> <li>Red Cross Swim Sports</li> </ul>

## Red Cross Swim Preschool

**Description:**

Red Cross Swim Preschool is an eight-level stand-alone program for four-month to six-year-old children that allows swimmers to enter various levels based on age and ability.

Each level is represented by an animal mascot that is incorporated into the content and makes the lesson engaging and fun, through songs and activities. Lesson plans are available to help Water Safety Instructors run dynamic classes for this age group.

**Course Conductor:** Current Water Safety Instructor (WSI)

<p><b>Lesson Length:</b> 30 mins</p> <p><b>Number of Lessons:</b> 8-12</p>	<p><b>Maximum Instructor to Participant Ratio:</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Parented levels</td> <td style="width: 50%;">1:8-10</td> </tr> <tr> <td>Unparented levels</td> <td>1:4-6</td> </tr> <tr> <td>With AWSI (until December 31, 2016)</td> <td>may increase ratio by 4</td> </tr> </table>	Parented levels	1:8-10	Unparented levels	1:4-6	With AWSI (until December 31, 2016)	may increase ratio by 4
Parented levels	1:8-10						
Unparented levels	1:4-6						
With AWSI (until December 31, 2016)	may increase ratio by 4						

**Completion Criteria:**

<p>RCSP Starfish RCSP Duck RCSP Sea Turtle</p>	<p>These levels are participation-based only. Children move to the next level on the basis of their developmental stage and age.</p>
<p>RCSP Sea Otter RCSP Salamander</p>	<ul style="list-style-type: none"> <li>■ Swimmers are evaluated based on performance criteria and progress to the next level once all criteria have been successfully completed.</li> <li>■ Children 5 years or older may move to Red Cross Swim Kids 1</li> </ul>
<p>RCSP Sunfish</p>	<ul style="list-style-type: none"> <li>■ Swimmers are evaluated based on performance criteria and progress to Crocodile once all criteria have been successfully completed.</li> <li>■ Children 5 years or older are ready for the appropriate level of Red Cross Swim Kids:               <ul style="list-style-type: none"> <li>○ Red Cross Swim Preschool Sunfish (incomplete) may move to Red Cross Swim Kids 1</li> <li>○ Red Cross Swim Preschool Sunfish (complete) may move to Red Cross Swim Kids 2</li> </ul> </li> </ul>
<p>RCSP Crocodile</p>	<ul style="list-style-type: none"> <li>■ Swimmers are evaluated based on performance criteria and progress to Whale once all criteria have been successfully completed.</li> <li>■ Children 5 years or older are ready for the appropriate level of Red Cross Swim Kids:               <ul style="list-style-type: none"> <li>○ Red Cross Swim Preschool Crocodile (incomplete) may move to Red Cross Swim Kids 2</li> <li>○ Red Cross Swim Preschool Crocodile (complete) may move to Red Cross Swim Kids 3</li> </ul> </li> </ul>
<p>RCSP Whale</p>	<ul style="list-style-type: none"> <li>■ Swimmers are evaluated based on performance criteria and complete the program once all criteria have been achieved.</li> <li>■ Children 5 years or older are ready for the appropriate level of Red Cross Swim Kids:               <ul style="list-style-type: none"> <li>○ Red Cross Swim Preschool Whale (incomplete) may move to Red Cross Swim Kids 3</li> </ul> </li> </ul>

- Red Cross Swim Preschool Whale (complete) may move to Red Cross Swim Kids 4

**Required Swimmer Materials:**

- Red Cross Swim Preschool Progress Booklet

**Optional**

- Mid-session report (available on the My Red Cross)

\*(see Equipment Requirements on page 10)

**Required Instructor Support Tools:**

- Red Cross Swim Preschool Instructor Worksheet
- Red Cross Swim Preschool level sample lesson plans

Optional Instructor Support Tools:

- Red Cross Swim *Deck Book*
- *Strokes Chart*
- *Lesson Plan Generator*

**Required Recognition:**

- Red Cross Swim Preschool Completion Sticker

**Optional**

- Red Cross Swim Preschool Participation Sticker

**Prerequisites:**

RCSP Starfish	4-12 months of age, able to hold their head up
RCSP Duck	12-24 months of age
RCSP Sea Turtle	24-36 months of age
RCSP Sea Otter	3-5 years of age
RCSP Salamander	3-5 years of age and successful completion of Red Cross Swim Preschool Sea Otter
RCSP Sunfish	3-6 years of age and successful completion of Red Cross Swim Preschool Salamander
RCSP Crocodile	3-6 years of age and successful completion of Red Cross Swim Preschool Sunfish
RCSP Whale	3-6 years of age and successful completion of Red Cross Swim Preschool Crocodile

**Course Content:**

Refer to the Red Cross Swim Preschool Instructor Worksheets for a summary of content in each level.

## Red Cross Swim Kids

### Description:

Red Cross Swim Kids is a 10-level stand-alone program for 5-12-year-old children. Children learn to swim, be fit, and stay safe in a fun environment that promotes achieving a personal best and celebrates personal success. The program teaches swimming and survival strokes, as well as increasing the distance and speed that each swimmer can achieve, while focusing on making safe decisions in, on and around the water.

**Course Conductor:** Current Water Safety Instructor (WSI)

<b>Lesson Length:</b>		<b>Maximum Instructor to Participant Ratio:</b>	
RCSK 1 to 4	30 mins	RCSK 1 to 4	1:6
RCSK 5 & 6	30-45 mins	RCSK 5 & 6	1:8
RCSK 7 to 10	45-60 mins	RCSK 7 to 10	1:8-10
		With AWSI (until December 31, 2016)	may increase ratio by 4

**Number of Lessons:** 8-12

### Completion Criteria:

- Swimmers are evaluated based on performance criteria and complete the level once all criteria have been achieved.

<b>Required Swimmer Materials:</b>	<b>Required Instructor Support Tools:</b>	<b>Required Recognition:</b>
<ul style="list-style-type: none"> <li>■ Red Cross Swim Kids Progress Card</li> </ul> <p><b>Optional Swimmer Materials:</b></p> <ul style="list-style-type: none"> <li>■ Mid-session report (available on My Red Cross)</li> <li>■ Red Cross Swim Personal Best Fitness Stickers</li> </ul> <p>*(see Equipment Requirements on page 10)</p>	<ul style="list-style-type: none"> <li>■ Red Cross Swim Kids Instructor Worksheet</li> <li>■ Red Cross Swim Kids sample lesson plan</li> </ul> <p>Optional Instructor Support Tools:</p> <ul style="list-style-type: none"> <li>■ Red Cross Swim <i>Deck Book</i></li> <li>■ <i>Strokes Chart</i></li> <li>■ <i>Lesson Plan Generator</i></li> </ul>	<ul style="list-style-type: none"> <li>■ Red Cross Swim Kids Recognition Badge</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>■ At completion of Red Cross Swim Kids 10 - Red Cross Swim Kids Completion Certificate and Medal</li> </ul>

### Pre-course Requirements:

RCSK 1	At least 5 years of age, no previous swimming experience required
RCSK 2	At least 5 years of age, and successful completion of the skills in Red Cross Swim Kids 1 OR successful completion of Red Cross Swim Preschool Sunfish
RCSK 3	At least 5 years of age, and successful completion of the skills in Red Cross Swim Kids 2 OR successful completion of Red Cross Swim Preschool Crocodile
RCSK 4	At least 5 years of age, and successful completion of the skills in Red Cross Swim Kids 3 OR successful completion of Red Cross Swim Preschool Whale
RCSK 5	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 4
RCSK 6	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 5

RCSK 7	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 6
RCSK 8	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 7
RCSK 9	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 8
RCSK 10	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 9

**Course Content:**

Refer to the Red Cross Swim Kids Instructor Worksheets for a summary of content for each level.

## Red Cross Swim Adapted

### Description:

Red Cross Swim Adapted is for swimmers with disabilities and uses the progressions in Red Cross Swim Preschool and Red Cross Swim Kids programs. The performance criteria for each level have been broken down into smaller, more manageable steps (progressions) to create a positive learning environment and make the success of each swimmer more achievable. The steps have been created to progress swimmers with disabilities slowly and at their own rate.

**Course Conductor:** Current Water Safety Instructor (WSI)

### Lesson Length:

RCSK 1 to 4	30 mins
RCSK 5 to 10	30-45 mins

**Number of lessons:** 8-12

### Maximum Instructor to Participant Ratio:

RCSK 1 to 4	1:3
RCSK 5 & 6	1:3
RCSK 7 to 10	1:3
With parent/caregiver/support worker with each swimmer	may increase ratio to 1:6

### Completion Criteria:

- Swimmers are evaluated based on performance criteria and complete the level once all criteria have been achieved. Performance criteria are based on the corresponding Red Cross Swim Preschool or Red Cross Swim Kids level.

### Required Swimmer Materials:

- Red Cross Swim Preschool Progress Booklet OR
- Red Cross Swim Kids Progress Card
- Red Cross Swim Adapted Progress Tracking Tool

### Optional Swimmer Materials:

- Mid-session report (available on My Red Cross)

\*(see Equipment Requirements on page 10)

### Required Instructor Support Tools:

- Red Cross Swim Adapted
- Adapted Progress Tracking Tools
- Quick Tips
- Instructor Resource
- Red Cross Swim Preschool Instructor Worksheet
- Red Cross Swim Kids Instructor Worksheet

### Optional Instructor Support Tools:

- Red Cross Swim *Deck Book*
- *Strokes Chart*
- *Lesson Plan Generator*

### Required Recognition:

- Red Cross Swim Preschool Completion Sticker OR
  - Red Cross Swim Kids Recognition Badge
- Note: the above recognition could be provided if the swimmer achieves all performance criteria for the appropriate Red Cross Swim Preschool or Red Cross Swim Kids levels.

### Optional Recognition:

- Red Cross Swim Preschool Participation Sticker
- At completion of Red Cross Swim Kids 10 - Red Cross Swim Kids Completion Certificate and Medal
- Red Cross Swim Kids Personal Best Sticker - fitness
- Red Cross Swim Kids Personal Best Sticker - time
- Red Cross Swim Participation Sticker

**Prerequisites:**

R CSP Starfish	4-12 months of age, able to hold their head up
R CSP Duck	12-24 months of age
R CSP Sea Turtle	24-36 months of age
R CSP Sea Otter	3-5 years of age
R CSP Salamander	3-5 years of age and successful completion of Red Cross Swim Preschool Sea Otter
R CSP Sunfish	3-6 years of age and successful completion of Red Cross Swim Preschool Salamander
R CSP Crocodile	3-6 years of age and successful completion of Red Cross Swim Preschool Sunfish
R CSP Whale	3-6 years of age and successful completion of Red Cross Swim Preschool Crocodile
R CSK 1	At least 5 years of age, no previous swimming experience required
R CSK 2	At least 5 years of age, and successful completion of the skills in Red Cross Swim Kids 1 OR successful completion of Red Cross Swim Preschool Sunfish
R CSK 3	At least 5 years of age, and successful completion of the skills in Red Cross Swim Kids 2 OR successful completion of Red Cross Swim Preschool Crocodile
R CSK 4	At least 5 years of age, and successful completion of the skills in Red Cross Swim Kids 3 OR successful completion of Red Cross Swim Preschool Whale
R CSK 5	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 4
R CSK 6	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 5
R CSK 7	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 6
R CSK 8	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 7
R CSK 9	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 8
R CSK 10	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 9

**Course Content:**

Refer to the Red Cross Swim Adapted Progress Tracking Tools, Red Cross Swim Preschool and Red Cross Swim Kids Instructor Worksheets for a summary of content for each level.

## Red Cross Swim @ School

**Description:**

Red Cross Swim @ School is a participation-based swimming and water safety training program designed specifically for schools that allows entire classes to participate at different levels of ability. The skills and knowledge in this program have been selected to prepare students to participate safely in aquatic activities. It can be offered as a stand-alone, water-based program (Beginner, Intermediate, and Advanced); a dry-land, classroom-based program (Water Safety Brain Games); or a combination of the two.

**Course Conductor:** Current Water Safety Instructor (WSI)

**Lesson Length:** 30 – 60 mins

**Maximum Instructor to Participant Ratio:**

1:8-10

**Number of Lessons:** 2-5

\* With AWSI, increase ratio by 4 (until December 31, 2016)

**Completion Criteria:**

- This program is participation-based, without formal evaluation.

**Required Swimmer Materials:**

- Red Cross Swim @ School certificate

**Optional Swimmer Materials:**

- Participation sticker

\*(see Equipment Requirements on page 10)

**Required Instructor Support Tools:**

- Red Cross Swim @ School Instructor Worksheet

Optional Instructor Support Tools:

- Red Cross Swim *Deck Book*
- *Strokes Chart*
- *Lesson Plan Generator*

**Pre-course Requirements:**

Red Cross Swim@School Beginner	Currently working on skills equivalent to Red Cross Swim Kids 1-3
Red Cross Swim@School Intermediate	Currently working on skills equivalent to Red Cross Swim Kids 4-7
Red Cross Swim@School Advanced	Currently working on skills equivalent to Red Cross Swim Kids 8-10

**Course Content:**

Refer to the Red Cross Swim@School Instructor Worksheets for a summary of content for each level.

## Red Cross Swim @ Camp

### Description:

Red Cross Swim @ Camp is a participation-based swimming and water safety training program designed specifically for camps that allows entire groups of children or youth to participate at different levels of ability. The skills and knowledge in this program have been selected to prepare students to participate safely in aquatic activities. It can be offered as a stand-alone, water-based program (Beginner, Intermediate, and Advanced); a dry-land, classroom-based program (Water Safety Brain Games); or a combination of the two.

**Course Conductor:** Current Water Safety Instructor (WSI)

**Lesson Length:** 30 – 60 mins

**Number of Lessons:** 2-5

**Maximum Instructor to Participant Ratio:**

1:8-10

\* With AWSI, increase ratio by 4 (until December 31, 2016)

### Completion Criteria:

- This program is participation-based, without formal evaluation.

### Required Swimmer Materials:

- Red Cross Swim @ Camp certificate

### Optional Swimmer Materials:

- Participation sticker

\*(see Equipment Requirements on page 10)

### Required Instructor Support Tools:

- Red Cross Swim @ Camp Instructor Worksheet

Optional Instructor Support Tools:

- Red Cross Swim *Deck Book*
- *Strokes Chart*
- *Lesson Plan Generator*

### Pre-course Requirements:

Red Cross Swim@Camp  
Beginner

Currently working on skills equivalent to Red Cross Swim Kids 1-3

Red Cross Swim@Camp  
Intermediate

Currently working on skills equivalent to Red Cross Swim Kids 4-7

Red Cross Swim@Camp  
Advanced

Currently working on skills equivalent to Red Cross Swim Kids 8-10

### Course Content:

Refer to the Red Cross Swim@Camp Instructor Worksheets for a summary of content for each level.

## Red Cross Swim for Adults and Teens

### Red Cross Swim Basics

**Description:**

Red Cross Swim Basics is a two-level learn-to-swim program for adults and teens. These courses are designed to develop or increase swimmers’ comfort in the water through basic flotation, movement, and breathing skills and to foster the basic knowledge, skills, and attitudes needed to stay safe in, on, and around the water.

**Course Conductor:** Current Water Safety Instructor (WSI)

**Lesson Length:** 45 – 60 mins

**Maximum Instructor to Participant Ratio:**

1:8-10

**Number of Lessons:** 8-10

\* With AWSI, increase ratio by 4 (until December 31, 2016)

**Completion Criteria:**

- Swimmers are evaluated based on performance criteria and complete the level once all criteria have been achieved.

**Required Swimmer Materials:**

- Red Cross Swim *Journal*

**Optional Swimmer Materials:**

- Personal best fitness sticker

\*(see Equipment Requirements on page 10)

**Required Instructor Support Tools:**

- Red Cross Swim Basics Instructor Worksheet
- Red Cross Swim Basics sample lesson plan

Optional Instructor Support Tools:

- Red Cross Swim *Deck Book*
- *Strokes Chart*
- *Lesson Plan Generator*

**Pre-course Requirements:**

Red Cross Swim Basics 1	No previous swimming experience required.
Red Cross Swim Basics 2	Some swimming experience and can perform front swim 10 metres comfortably.

**Course Content:**

Refer to the Red Cross Swim Basics Instructor Worksheets for a summary of content for each level.

## Red Cross Swim Strokes

### Description:

Red Cross Swim Strokes is a stand-alone stroke development program for adults and teens, and for participants in Red Cross Swim Kids who require additional work on a stroke to complete the level.

The program is designed to further develop strokes chosen by the swimmer in consultation with the Water Safety Instructor, and increase swimming distances and proficiency.

**Course Conductor:** Current Water Safety Instructor (WSI)

**Lesson Length:** 45 – 60 mins

**Number of Lessons:** 8-10

**Maximum Instructor to Participant Ratio:**

1:8-10

\* With AWSI, increase ratio by 4 (until December 31, 2016)

### Completion Criteria:

- Red Cross Swim Strokes is evaluated against the goals set by each swimmer. The Red Cross Swim Strokes Chart is used to assist in setting goals.

#### Required Swimmer Materials:

- Red Cross Swim *Journal*

#### Optional Swimmer Materials:

- Personal best fitness sticker

\*(see Equipment Requirements on page 10)

#### Required Instructor Support Tools:

- Red Cross Swim Strokes worksheet
- Red Cross Swim Strokes sample lesson plan

#### Optional Instructor Support Tools:

- Red Cross Swim *Deck Book*
- *Strokes Chart*
- *Lesson Plan Generator*

### Pre-course Requirements:

Able to swim front crawl at least 15 metres continuously, back crawl 15 metres and is comfortable swimming in deep water.

### Course Content:

Refer to the Red Cross Swim Strokes Instructor Worksheets for a summary of content for each level.

## Red Cross Swim Sports

### Description:

Red Cross Swim Sports is a stand-alone sampler of various aquatic sports for adults and teens. The program is designed to encourage swimmers of all abilities to learn the fundamentals of aquatic activities and sports that may be available in their community, and to pursue active, healthy lifestyles.

**Course Conductor:** Current Water Safety Instructor (WSI)

**Lesson Length:** 45 – 60 mins

**Number of Lessons:** 2 per sport

**Maximum Instructor to Participant Ratio:**

1:10-12

\* With AWSI, increase ratio by 4 (until December 31, 2016)

### Completion Criteria:

- This program is participation-based, without formal evaluation.

### Required Swimmer Materials:

- Red Cross Swim *Journal*

### Optional Swimmer Materials:

- Personal best fitness sticker

\*(see Equipment Requirements on page 10)

### Required Instructor Support Tools:

- Red Cross Swim Sports Instructor Worksheet
- Red Cross Swim Sports sample lesson plan

### Optional Instructor Support Tools:

- Red Cross Swim *Deck Book*
- *Strokes Chart*
- Lesson Plan Generator

### Pre-course Requirements:

Interested in participating in sports modules and is comfortable moving/swimming in shallow water. If swimmer can not swim, is comfortable using flotation support such as a PFD.

### Course Content:

Refer to the Red Cross Swim Sports Instructor Worksheets for a summary of content for each level.

# Red Cross Lifeguard

<p><b>Overview</b></p>	<p>The Canadian Red Cross Lifeguard Program certifies professional lifeguards in two simple steps and offers comprehensive and straightforward transfers from other certifications, which is faster, easier, and more cost effective for both aquatic facilities and candidates.</p> <p>Step 1: Assistant Lifeguard Course, 25 hours, for 12 years of age and older. In less time, pools can prepare younger teens to assist or volunteer at aquatic facilities (as slide attendants), summer camps, and municipal park day camp programs.</p> <p>Step 2: Lifeguard Course (pool or waterfront), 40 hours, for 15 years of age and older. Train younger teens to be ready for the job when they turn 16.</p>
<p><b>Programs</b></p>	<ul style="list-style-type: none"> <li>Red Cross Assistant Lifeguard</li> <li>Red Cross Pool Lifeguard</li> <li>Red Cross Waterfront Lifeguard</li> </ul>

## Assistant Lifeguard

### Description:

Includes knowledge and practice of first aid, rescue skills, lifeguarding skills, safe behaviours, and how to be part of an elite team. This ensures youth are trained in prevention of injuries, not just in how to respond to them.

**Course Conductor:** Current Red Cross Assistant Lifeguard Instructor or higher

### Pre-course Requirements:

- 12 years of age (by the start of the course)
- Ability to swim to Red Cross Swim Kids 10 or equivalent or higher

Pre-course assignment:

- None, if taking full course

If a WSI is taking the shorter course, If taking an Upgrade Course, they must complete the *Assistant Lifeguard Workbook* before the course.

**Course Length:** 25 hours of teaching time \*

- 2 hours observation
- Final scenario evaluation (additional time)

**Maximum Instructor to Participant Ratio:** 1:12

### \* Options:

#### Upgrade Courses for:

- WSI to ALG – 10 hours teaching time

### Completion Criteria:

- Must attend and participate in 100% of the course
- The course is continuously evaluated
- Final “scenario-based” practical knowledge evaluation
- Demonstrate competency in all required skills and activities
- The Assistant Lifeguard observation assignment can be completed during the course, as long as the candidates have completed 50% or more of the course.

### Required Participant Materials:

- *Assistant Lifeguard Workbook*

### Recommended Participant Materials:

- Red Cross Aquatic Fanny Pack
- Whistle & wrist bungee (or breakaway lanyard)

see Equipment Ratios on page 12)

### Required Teaching Aids:

- CPR/AED poster
- Choking poster
- Preventing Disease Transmission poster
- Wound Care & Bandaging poster
- Rescue tubes (127cm (50”) long, 15.24cm (6”) wide & 10.16cm (4”) thick)
- Backboard with head immobilization device
- Reaching assists (two different types, this does not include the rescue tube)
- Throwing assists (two different types, one with a line and this does not include the rescue tube)
- Submersible object weighing no more than 2.3kg (5lbs)
- Towel/blanket
- Practice first aid kit
- Barrier device with oxygen inlet
- Latex-free gloves
- First aid kit for an incident in the class

### Recommended:

- AED trainer
- Simulation kit
- Flip chart or dry-erase board
- Office supplies

**Course Content:**

- The Red Cross (includes Introduction)
- Understanding Roles and Responsibilities
- Developing Leadership
- Understanding the Aquatic Environment
- Preventing Aquatic Emergencies
- Supervision and Surveillance
- Developing Rescue Skills
- Caring for Head and Spine Injuries
- Responding to First Aid Emergencies
- Developing Responses to Emergencies
- Getting a Job

**Content required for upgrades:****WSI Upgrade to Assistant Lifeguard**

- Supervision and Surveillance
- Developing Rescue Skills
- Caring for Head and Spine Injuries
- Caring for First Aid Emergencies (only required if candidates do not have CPR level C or higher)
- Developing a Response
- Final scenarios

**Observation Assignment Requirements:**

- Assistant Lifeguard observation assignment (minimum 2 hours), is completed during the Assistant Lifeguard course.

**Certification:**

- 2 years

## *Lifeguard Preparation*

In a Lifeguard Preparation, standards remain the same with the following variations:

**Course Length:** 4.5 hours of teaching time  
2 hours observation

**Maximum Instructor to Candidate Ratio:** 1:12

---

**Course Conductor:** Current Red Cross Assistant Lifeguard Instructor or higher

---

### **Pre-course Requirements:**

- 14 years by the end of the course
- Bronze Cross, which does not need to be current

Pre-course assignment:

- Completion of *Assistant Lifeguard Workbook*
- 

### **Completion Criteria:**

- Successfully complete the final “scenario-based” practical exam
  - Demonstrate competency in all required skills and activities
  - The Assistant Lifeguard observation assignment can be completed during the course, as long as the candidates have completed 50% or more of the course.
- 

### **Observation Assignment:**

- Assistant Lifeguard observation assignment (minimum 2 hours), is completed during the course
- 

### **Course Content:**

- Developing Rescue Skills
  - Caring for Head and Spine Injuries
  - Final scenario
- 

### **Certification:**

- This is not a certification course.

## Assistant Lifeguard Recertification

In a recertification, standards remain the same with the following variations:

**Course Length:** 6 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

**Course Conductor:** Current Red Cross Lifeguard Instructor or higher

### Pre-course Requirements:

- Red Cross Assistant Lifeguard certification taken within the last 5 years (current or not current within 3-year grace period of expiry)

### Completion Criteria:

- Successfully complete the skills, assessment and final final scenarios

#### Required Participant Materials:

##### Recommended Participant Materials:

- Red Cross Aquatic Fanny Pack
- Whistle & wrist bungee (or breakaway lanyard)

#### Required Instructor Materials:

- Current Assistant Lifeguard Instructor Manual (found in Assistant Lifeguard Instructor Supplement, WSI manual or Lifeguard Instructor Manual)

### Course Content:

- Red Cross Update
- Fitness Evaluation
- Skills Development
- Final scenarios Evaluation

### Certification:

- 2 years

**Description:**

Professional lifeguard certification course for pools. The course prepares deck-ready lifeguards to prevent and respond to lifeguard emergencies, create a safe environment, work in teams, and handle public relations in a professional manner. Candidates are continuously evaluated throughout the course based on standard evaluation criteria and complete final skills and knowledge assessments.

---

**Course Conductor:** Current Red Cross Pool Lifeguard Instructor or Pool Lifeguard Instructor Trainer

---

**Pre-course Requirements:**

- 15 years old (on the last day of the course)
- Current Standard First Aid with CPR level C or equivalent
- Red Cross Assistant Lifeguard (current or not)

---

<p><b>Course Length:</b> 40 hours of teaching time</p> <ul style="list-style-type: none"> <li>■ 2 hours observation</li> <li>■ Final scenario evaluation (additional time)</li> </ul>	<p><b>Maximum Instructor to Participant Ratio:</b> 1:12</p>
---	---

---



**Completion Criteria:**

- Continuous evaluation
- Demonstrate competency in all required skills and activities
- Demonstrate competency in the final scenarios
- Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
- Participate and attend in 100% of the course
- Complete the Pool Lifeguard observation assignment, this must be attached to a course and an Instructor who can follow up and track the candidate's completion

**Required Participant Materials:**

- Current *Red Cross Lifeguard Manual*
- *Red Cross CPR/AED Manual* if they are coming in with another recognized first aid training agency certification
- Whistle & wrist bungee (or breakaway lanyard)

**Recommended Participant Materials:**

- Red Cross Aquatic Fanny Pack

(see Equipment Ratios on page 12)

**Required Teaching Aids:**

- Rescue tubes (127cm (50") long, 15.24cm (6") wide & 10.16cm (4") thick)
- Backboard with head immobilization device
- Reaching assists (two different types, this does not include the rescue tube)
- Throwing assists (two different types, one with a line and this does not include the rescue tube)
- Towel/blanket
- Practice first aid kit
- Barrier device with oxygen inlet
- Latex-free gloves
- First aid kit for an incident in the class

- Adult ventilating mannequins and when doing AED, mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- AED trainer
- Epinephrine auto-injector trainer
- Oxygen equipment

**Recommended:**

- Rescue mannequin
- Splinting materials
- Simulation kit
- Flip chart or dry-erase board
- Office supplies
- Inhaler trainer

**Course Content:**

- Introduction and the Red Cross
  - The Professional Lifeguard
  - The Aquatic Environment
  - Communication and Injury Prevention
  - Supervision and Surveillance
  - Rescue Skills
  - Head and Spine Injuries
  - Responding to Aquatic Emergencies
    - AED must be taught to candidates who do not have these skills.
    - Oxygen administration
  - Healthy Aquatic Environments
  - On the Job
- 

**Observation Assignment:**

- Observation assignment, is completed during the course.
- 

**Certification:**

- 2 years

## Waterfront Upgrade to Pool Lifeguard

Note: This is a Red Cross Direct Delivery Course

**Course Length:** 20 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

**Course Conductor:** Current Red Cross Pool Lifeguard Instructor or Pool Lifeguard Instructor Trainer

Considerations:

- All the Red Cross Lifeguard Instructors examine and evaluate all skills and knowledge in a course.

---

### Pre-course Requirements:

- 15 years
- Current Standard First Aid with CPR C or equivalent
- Current Red Cross Waterfront Lifeguard

Pre-course Assignment:

- Completion of *Assistant Lifeguard Workbook*

---

### Completion Criteria:

- Continuous evaluation
- Demonstrate competency in all required skills and activities
- Demonstrate competency in the final scenarios
- Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
- Participate in and attend 100% of the course

---

### Post-course Requirements:

None

---

### Course Content:

- Introduction
- The Aquatic Environment
- Communication and Injury Prevention
- Supervision and Surveillance
- Rescue Skills
- Head and Spine Injuries
- Responding to Aquatic Emergencies

---

### Certification:

- 2 years

## Red Cross Pool Lifeguard Transfer

The transfer course allows NLS – Pool Lifeguards or American Red Cross - Pool Lifeguards to transfer to Canadian Red Cross Pool Lifeguard certification.

---

**Course Length:** 8 hours teaching time

**Maximum Instructor to Candidate Ratio:** 1:16

---

**Course Conductor:** Current Red Cross Pool Lifeguard Instructor or Lifeguard Pool Instructor Trainer

---

### Pre-course Requirements:

- 15 years old on the last day of the course
  - Current Standard First Aid with CPR level C or equivalent
  - National Lifeguard Service (NLS) – Pool certification current within 5 years or  
American Red Cross Lifeguard – Pool certification current within 5 years
- 

### Pre-course Assignment:

- The Red Cross
  - Lifeguard Rescue Skills
  - Responding to Aquatic Emergencies
- 

### Candidate Materials:

In addition to Pool Lifeguard materials:

- *Red Cross CPR/AED Manual* if they are coming in with another recognized first aid training agency certification
- 

### Completion Criteria:

- Continuous evaluation
  - Demonstrate competency in all required skills and activities
  - Demonstrate competency in the final scenarios
  - Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
  - Participate in and attend 100% of the course
- 

### Course Content:

- Rescue Skills
  - Head and Spine Injuries
  - Responding to Aquatic Emergencies
  - AED must be taught to candidates who do not have these skills
  - Final scenarios
- 

### Certification:

- 2 years
-

## *Pool Lifeguard Recertification*

**Course Length:** 5 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

**Course Conductor:** Current Red Cross Pool Lifeguard Instructor or Pool Lifeguard Instructor Trainer

### **Pre-course Requirements:**

- Red Cross Lifeguard certification taken within the last 5 years (current or not current within 3-year grace period of expiry)
- Current Standard First Aid with CPR level C or equivalent

### **Candidate Materials:**

Recommended:

- Red Cross Aquatic Fanny Pack
- Goggles, mask, fins
- Wet suit, as facility requires
- Whistle & wrist bungee (or breakaway lanyard)

### **Completion Criteria:**

- Continuous evaluation
- Demonstrate competency in all required skills and activities
- Demonstrate competency in the final scenarios
- Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
- Participate in and attend 100% of the course

### **Course Content:**

- All practical skills and scenarios of the full course
- Practice with feedback
- Perform skills and assessment
- Final scenarios

### **Certification:**

- 2 years

## Waterfront Lifeguard

### Description:

Professional lifeguard certification course for waterfronts. The course covers prevention and response to lifeguard emergencies specific to the Canadian waterfront, how to create a safe environment, work in teams, and handle public relations in a professional manner. Candidates are continuously evaluated throughout the course based on standard evaluation criteria and complete final skills and knowledge assessments.

**Course Conductor:** Current Red Cross Waterfront Lifeguard Instructor or Waterfront Lifeguard Instructor Trainer

**Course Length:** 40 hours of teaching time\*

- 2 hours observation
- Final scenario evaluation (additional time)

**Maximum Instructor to Participant Ratio:** 1:12

### Completion Criteria:

- Continuous evaluation
- Demonstrate competency in all required skills and activities
- Demonstrate competency in the final scenarios
- Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
- Participate in and attend 100% of the course
- Complete the Waterfront Lifeguard observation assignment, this must be attached to a course and an Instructor who can follow up and track the candidate's completion.

### Required Participant Materials:

- Current *Red Cross Lifeguard Manual*
- *Red Cross CPR/AED Manual* if they are coming in with another recognized first aid training agency certification

### Recommended Participant Materials:

- Red Cross Aquatic Fanny Pack
- Goggles, mask, fins
- Wet suit, as facility requires
- Whistle & wrist bungee (or breakaway lanyard)

(see Equipment Requirements on page 10)

### Required Teaching Aids:

- Rescue tubes (127cm (50") long, 15.24cm (6") wide & 10.16cm (4") thick)
- Backboard with head immobilization device
- Reaching assists (two different types, this does not include the rescue tube)
- Throwing assists (two different types, one with a line and this does not include the rescue tube)
- Towel/blanket
- Practice first aid kit
- Barrier device with oxygen inlet
- Latex-free gloves
- First aid kit for an incident in the class
- Adult ventilating mannequins and when doing AED, mannequins with full torso or a mannequin that can demonstrate proper AED pad placement

- AED trainer
- Epinephrine auto-injector trainer
- Oxygen equipment
- Mask, snorkel and fins
- Watercraft which includes one or more of the following:
  - Paddleboard
  - Rigid hulled inflatable craft
  - Surfboard
  - Sailboard
  - Canoe
  - Personal watercraft

### Recommended:

- Rescue mannequin
- Splinting materials
- Simulation kit
- Flip chart or dry-erase board
- Office supplies
- Inhaler trainer

**Pre-course Requirements:**

- 15 years old (on the last day of the course)
  - Current Standard First Aid with CPR level C or equivalent
  - Red Cross Assistant Lifeguard (current or not)
- 

**Course Content:**

- Introduction and the Red Cross
  - The Professional Lifeguard
  - The Aquatic Environment
  - Communication and Injury Prevention
  - Supervision and Surveillance
  - Rescue Skills
  - Head and Spine Injuries
  - Responding to Aquatic Emergencies
    - AED must be taught to candidates who do not have these skills
    - Oxygen administration
  - Healthy Aquatic Environments
  - On the Job
- 

**Observation Assignment:**

- Observation assignment, may be completed before or during the course
- 

**Certification:**

- 2 years

## Pool Upgrade to Waterfront Lifeguard

Note: This is a Red Cross Direct Delivery Course

**Course Length:** 20 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

**Course Conductor:** Current Red Cross Waterfront Lifeguard Instructor or Waterfront Lifeguard Instructor Trainer

Considerations:

- All the Red Cross Lifeguard Instructors examine and evaluate all skills and knowledge in a course.

### Pre-course Requirements:

- 15 years
- Current Standard First Aid with CPR C or equivalent
- Current Red Cross Waterfront Lifeguard

### Completion Criteria:

- Continuous evaluation
- Demonstrate competency in all required skills and activities
- Demonstrate competency in the final scenarios
- Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
- Participate in and attend 100% of the course

#### Required Participant Materials:

- Current *Red Cross Lifeguard Manual*
- *Red Cross CPR/AED Manual* if they are coming in with another recognized first aid training agency certification

#### Recommended Participant Materials:

- Red Cross Aquatic Fanny Pack
- Goggles, mask, fins
- Wet suit, as facility requires
- Whistle & wrist bungee (or breakaway lanyard)

(see Equipment Requirements on page 10)

#### Required Teaching Aids:

- Rescue tubes (127cm (50") long, 15.24cm (6") wide & 10.16cm (4") thick)
- Backboard with head immobilization device
- Reaching assists (two different types, this does not include the rescue tube)
- Throwing assists (two different types, one with a line and this does not include the rescue tube)
- Towel/blanket
- Practice first aid kit
- Barrier device with oxygen inlet
- Latex-free gloves
- First aid kit for an incident in the class
- Adult ventilating mannequins and when doing AED, mannequins with full torso or a mannequin that can demonstrate proper AED pad placement

- AED trainer
- Epinephrine auto-injector trainer
- Oxygen equipment
- Mask, snorkel and fins
- Watercraft which includes one or more of the following:
  - Paddleboard
  - Rigid hulled inflatable craft
  - Surfboard
  - Sailboard
  - Canoe
  - Personal watercraft

#### Recommended:

- Rescue mannequin
- Splinting materials
- Simulation kit
- Flip chart or dry-erase board
- Office supplies
- Inhaler trainer

### Post-course Requirements:

None

**Course Content:**

- Introduction
  - The Aquatic Environment
  - Communication and Injury Prevention
  - Supervision and Surveillance
  - Rescue Skills
  - Head and Spine Injuries
  - Responding to Aquatic Emergencies
- 

**Certification:**

- 2 years

## Red Cross Waterfront Lifeguard Transfer

The transfer course allows NLS – Waterfront Lifeguards or American Red Cross – Waterfront Lifeguards to transfer to Canadian Red Cross Waterfront Lifeguard certification.

**Course Conductor:** Current Red Cross Waterfront Lifeguard Instructor or Waterfront Lifeguard Instructor Trainer

**Course Length:** 8 hours teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

### Pre-course Requirements:

- 15 years old
- Current Standard First Aid with CPR level C or equivalent
- National Lifeguard Service (NLS) – Waterfront certification current within 5 years or American Red Cross – Waterfront Lifeguard certification current within 5 years

### Pre-course Assignment:

- The Red Cross
- Lifeguard Rescue Skills
- Responding to Aquatic Emergencies

### Candidate Materials:

#### Required Participant Materials:

- Current *Red Cross Lifeguard Manual*
- *Red Cross CPR/AED Manual* if they are coming in with another recognized first aid training agency certification

#### Recommended Participant Materials:

- Red Cross Aquatic Fanny Pack
- Goggles, mask, fins
- Wet suit, as facility requires
- Whistle & wrist bungee (or breakaway lanyard)

(see Equipment Requirements on page 10)

#### Required Teaching Aids:

- Rescue tubes (127cm (50") long, 15.24cm (6") wide & 10.16cm (4") thick)
- Backboard with head immobilization device
- Reaching assists (two different types, this does not include the rescue tube)
- Throwing assists (two different types, one with a line and this does not include the rescue tube)
- Towel/blanket
- Practice first aid kit
- Barrier device with oxygen inlet
- Latex-free gloves
- First aid kit for an incident in the class
- Adult ventilating mannequins and when doing AED, mannequins with full torso or a mannequin that can demonstrate proper AED pad placement
- AED trainer
- Epinephrine auto-injector trainer
- Oxygen equipment
- Mask, snorkel and fins
- Watercraft which includes one or more of the following:
  - Paddleboard
  - Rigid hulled inflatable craft
  - Surfboard
  - Sailboard
  - Canoe
  - Personal watercraft

#### Recommended:

- Rescue mannequin
- Splinting materials
- Simulation kit
- Flip chart or dry-erase board
- Office supplies
- Inhaler trainer

**Completion Criteria:**

- Continuous evaluation
  - Demonstrate competency in all required skills and activities
  - Demonstrate competency in the final scenarios
  - Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
  - Participate in and attend 100% of the course
- 

**Course Content:**

- Rescue Skills
  - Head and Spine Injuries
  - Responding to Aquatic Emergencies
  - AED must be taught to candidates who do not have these skills
  - Final scenarios
- 

**Certification:**

- 2 years

## Waterfront Lifeguard Recertification

Note: this is a Red Cross Direct Delivery Course

**Course Conductor:** Current Red Cross Waterfront Lifeguard Instructor or Waterfront Lifeguard Instructor Trainer

---

**Course Length:** 5 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

---

**Pre-course Requirements:**

- Red Cross Lifeguard certification taken within the last 5 years (current or not current within 3-year grace period of expiry)
  - Current Standard First Aid with CPR level C or equivalent
- 

**Candidate Materials:**

Recommended:

- Red Cross Aquatic Fanny Pack
  - Goggles, mask, fins
  - Wet suit, as facility requires
  - Whistle & wrist bungee (or breakaway lanyard)
- 

**Completion Criteria:**

- Continuous evaluation
  - Demonstrate competency in all required skills and activities
  - Demonstrate competency in the final scenarios
  - Ability to comprehend and successfully demonstrate the skills and pass a knowledge evaluation with a minimum mark of 75%
  - Participate in and attend 100% of the course
- 

**Course Content:**

- All practical skills and scenarios of the full course
  - Practice with feedback
  - Perform skills and assessment
  - Final scenarios
- 

**Certification:**

- 2 years

# Instructor Development Program

## Overview

The Canadian Red Cross Swimming & Water Safety Instructor Development Program trains and certifies Instructors to organize and deliver Red Cross Swim and Lifeguard courses.

The Instructor Development Program trains Instructors to apply an individualized approach focusing on injury prevention, learning styles and a variety of instructional techniques that consider the abilities, ages and needs of each candidate. Our Instructors are trained to encourage each candidate's personal rate of achievement, recognizing this will vary from one person to the next.

## Instructor Development Processes

Instructor Policies

## Instructor Policies

All of these standards apply to candidates who are currently taking or recertifying the following Canadian Red Cross certifications: Water Safety Instructor (WSI), Assistant Lifeguard Instructor (ALGI), Lifeguard Instructor (LGI), Water Safety Instructor Trainer (WSIT), or Lifeguard Instructor Trainer (LGIT).

### *Instructor and Instructor Trainer Responsibilities: Code of Conduct*

**As a Canadian Red Cross Instructor and/or Instructor Trainer, you are our representative.** When you interact with other Instructors and Instructor Trainers, program sponsors, parents, swimmers, and your community at large, your behaviour reflects back on the entire organization.

This Code of Conduct is the standard by which your behaviour is measured.

### *Standards of Behaviour*

**Canadian Red Cross Instructors/Instructor Trainers must:**

- Observe and promote the seven Fundamental Principles of The International Red Cross and Red Crescent Movement.
- Treat everyone fairly, regardless of race, gender, ethnicity, financial ability, sexual orientation, religion, disability, or age, and within applicable provincial, territorial and federal legislations.
- Consistently display high professional standards to project a favourable image of Canadian Red Cross Swimming and Water Safety programs:
  - Refrain from public criticism of fellow WSIs, WSITs, ALGIs, LGIs, LGITs, Training Partners, parents, swimmers, participants of any Canadian Red Cross programs or the Canadian Red Cross.
  - Abstain from any personal behaviour that may adversely influence or harm a swimmer/participant.
  - Refrain from the use of profane, insulting, harassing, or otherwise offensive language in the conduct of duties.
- Ensure the activity being undertaken is suitable and safe for the age, experience, ability, and fitness level of the swimmer.
- Comply with registered medical practitioners' recommendations as they are communicated.
- Ensure the personal safety of every swimmer or participant.
- Maintain the WSI performance standards found in the course evaluation criteria for the WSI and WSIT Courses.
- Understand that behaviours that constitute harassment or abuse are unacceptable. See [instructornetwork.ca](http://instructornetwork.ca) for Understanding and Responding to Violence, Abuse and Bullying, Risk Management Checklist for Water Safety, and You and the Law.

To be professional means assuming your responsibilities in a serious and organized manner. This means placing the needs of your class ahead of your own. It means following through on commitments to your swimmers, your fellow Instructors, and your employer.

### *Standards for Instructors*

- Be flexible and adapt to the needs of each group.
- Be able to positively motivate and influence a group.
- Represent the Red Cross in a professional manner.

### *Teaching Ability*

- Understand how people learn.
- Effectively communicate information to a small group.
- Accept and provide appropriate feedback.
- Teach and evaluate swimmers/candidates according to performance/evaluation criteria.
- Ensure all swimmers/candidates are included in activities.
- Ensure effective safety supervision throughout all lessons.

### *Standards of Knowledge*

- Communicate the philosophy of the Canadian Red Cross and adhere to the knowledge identified in the Instructor/Instructor Trainer resources.
- Use resources effectively and maintain up-to-date knowledge of current Red Cross National Swimming & Water Safety Program Standards.
- Use, demonstrate, and describe the injury prevention model of Prepare! Stay safe! Survive!

### *Standards for Participation*

- Attend on time and be prepared for teaching Red Cross Swim lessons.
- Demonstrate a positive attitude.
- Demonstrate knowledge of the individual approach to instructing.

### *Personal Swimming and Water Safety Skills*

Be able to demonstrate at any time all swimming and water safety skills that are required within the Red Cross Swim program according to the Canadian Red Cross performance criteria.

### *Instructor Responsibilities*

#### **You have responsibilities:**

1. to Red Cross as a volunteer in promoting the aims of Canadian Red Cross Society services;
2. to Red Cross for maintaining appropriate standards for Red Cross Swim lessons;
3. to your swimmers for developing the appropriate attitudes and skills to ensure they will use aquatic environments in a safe manner;
4. to your swimmers for providing a safe and enjoyable learning experience in the water; and,
5. to your employer for fulfilling your employment obligations.

Your biggest responsibility is safety. This means that you are responsible for preventing dangerous situations in classes, assisting swimmers in difficulty, and coming to the assistance of fellow staff members in the event of an emergency. Red Cross Instructors always uphold the first Red Cross principle of humanity—to prevent and alleviate human suffering wherever it may be found. It is inconsistent with this principle to deny assistance to anyone at any time. It is your responsibility to ensure that you are physically and mentally prepared to deal with any emergencies that might arise during your class. Fitness training and emergency procedures should be a regular part of the in-service training for Instructors. You should make sure your appropriate certifications are current.

## *Representing The Canadian Red Cross Society*

Always remember that you are a representative of Canadian Red Cross. What you say reflects on The Canadian Red Cross Society and on the Red Cross and Red Crescent Movement worldwide. In all cases, your comments and actions should reflect the Fundamental Principles of humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

## *Role and Responsibilities of Water Safety Instructor Trainers*

Once you are certified as a Water Safety Instructor Trainer (WSIT), you will help Water Safety Instructor (WSI) candidates develop their skills and understand their role as a Red Cross volunteer and WSI. You will teach WSI candidates how to instruct others, coach them in improving their skills, and mentor them in developing as individuals and leaders while representing the Canadian Red Cross in a professional manner. Helping others better themselves is a rewarding activity. Helping WSI candidates become competent Instructors means that, ultimately, you will help hundreds of children, teens, and adults enjoy water activities and keep themselves and others safe. You will be the voice of the Canadian Red Cross; while training Instructors to teach our programs, you will ensure that they understand Red Cross philosophies and principles. The Canadian Red Cross depends on you to build and maintain its credibility and share the enthusiasm that emerges when you affiliate yourself with the largest voluntary organization in the world.

## *Certification*

The Canadian Red Cross in accordance with the standards established by the Society must certify all Canadian Red Cross Water Safety Instructors, Lifeguard Instructors, Water Safety Instructor Trainers and Lifeguard Instructor Trainers by issuing a certification card, which must be signed by the holder.

The certification of a Canadian Red Cross Water Safety Instructor, Lifeguard Instructors, Water Safety Instructor Trainer or Lifeguard Instructor Trainers is proof that the holder: (1) Has met all course requirements; (2) Is certified and eligible to offer Red Cross Swim or Lifeguard courses to the public; and (3) Continues to meet the Society's national program standards for Water Safety Instructor, Lifeguard Instructor, Water Safety Instructor Trainer or Lifeguard Instructor Trainer. These certifications are valid as per outlined in the specific course charts below.

## *Certification Transfers*

**Water Safety Instructor Development Programs and certifications are valid across Canada.** It is not necessary to transfer certifications if you move, but you should update your contact information anytime you move. You will also need to familiarize yourself with the provincial/territorial legislation so you are meeting workplace requirements.

- People with experience in teaching swimming lessons as a result of holding a current swimming instructor certification with Lifesaving Society Swim, Toronto Ultra Swim Program, Sears I Can Swim, YMCA program, AUST Swim, ASA UKCC British, B.Ed Physical and Health Education Teacher are eligible to attend a Water Safety Instructor Transfer Course.
- People with experience in teaching lifeguard programs as a result of holding a current lifeguard instructor certification with Lifesaving Society Swim or American Red Cross, are eligible to attend a Lifeguard Instructor Transfer Course.

## *Water Safety Instructors*

**All WSI (includes WSI Transfer) candidates, prior to enrolling in the certification training course, must meet all of the prerequisites, and to complete must meet all the course completion requirements, teaching experience and evaluation criteria.** Details for the courses are found in the Instructor Development section.

Course requirements:

1. Successful completion of the Canadian Red Cross WSI – Online component in accordance with the Canadian Red Cross evaluation criteria.
2. Successful completion of the WSI – Skills Evaluation in accordance with the highest level of performance criteria in the Red Cross Swim Kids program and the Instructor Emergency Response skills evaluation criteria.
3. Teaching experience is required to gain experience and practise the teaching skills learned in the WSI Course. All required teaching experience is to be done with a current Canadian Red Cross WSI or WSIT. The course WSIT may designate a specific supervising WSI/WSIT for the candidate's teaching experience. All teaching experience will be evaluated based on the learning objectives outlined in the applicable teaching experience form in the WSI Workbook.
4. Successful completion of the Canadian Red Cross WSI – Classroom and Pool component in accordance with the Canadian Red Cross WSI Course evaluation criteria.
5. Demonstrate a clear understanding of the Red Cross Swim standards and procedures relative to training including the process for certification, quality assurance, recertification, and issue management, including the revocation of Canadian Red Cross WSI status.

The Canadian Red Cross WSI is initially certified for a one-year period. During this one-year period, the WSI will be required to complete three WSI – Online Professional Development Modules to extend their certification for an additional year.

If the WSI does not complete the three WSI – Online Professional Development Modules within the one-year period, they must attend a WSI Recertification Course.

The Canadian Red Cross WSI will then be certified for an additional one (1) year period unless the certification is revoked prior to the expiry of the certification period by the application of the Canadian Red Cross revocation policy for WSI certifications.

## *Water Safety Instructor Trainers*

**All WSIT candidates, prior to enrolling in the certification training course, must meet all of the prerequisites and to complete must meet all the course completion requirements, teaching experience and evaluation criteria.** Course details are found in the Instructor Development section.

Course requirements:

1. Successfully complete the Canadian Red Cross WSIT – Online component in accordance with the Canadian Red Cross evaluation criteria.

2. Successfully complete the Canadian Red Cross WSIT – Classroom component in accordance with the Canadian Red Cross evaluation criteria.
3. Successfully complete the WSIT – Teaching Experience post-course requirement, on a minimum of one WSI Course within one year of completing the WSIT – Classroom component. All teaching experience will be evaluated based on the criteria outlined on the Water Safety Instructor Trainer – Teaching Experience Evaluation Form (WSIT Workbook).
4. Demonstrate a clear understanding of the Canadian Red Cross *Swimming & Water Safety National Program Standards* and procedures relative to Red Cross Swim including the process for certification, recertification and revocation of Canadian Red Cross Instructor and Instructor Trainer status.

### *Red Cross Assistant Lifeguard Instructors, Lifeguard Instructors/Trainers*

All Instructor candidates, prior to enrolling in the Instructor course, must meet all of the prerequisites and to complete the course, must meet all the course completion requirements, co-teach and evaluation criteria.

#### **Before the course:**

1. Successful completion of skills testing before the start of the course and provide proof of the required prerequisites. The skills evaluation criteria can be found on the course Skills Worksheet(s).

#### **During the course:**

2. Successful completion of the Lifeguard Instructor Course in accordance with the Red Cross Instructor course evaluation criteria.
3. The Lifeguard Instructor and Lifeguard Instructor Trainer Course will include practise-teaching exercises including demonstrating how to teach candidates to teach the Lifeguard or Lifeguard Instructor program.

#### **Following the course:**

4. A co-teach may be required to gain experience and practise the teaching skills learned in the Instructor course. If necessary, the Lifeguard Instructor Trainer will determine the requirements for co-teach. Co-teaching assignments will be assigned based on an evaluation of the candidate's skills and experience. All required co-teaches are to be done with a current Red Cross Lifeguard Instructor or Lifeguard Instructor Trainer. The course Lifeguard Instructor Trainer may designate a specific supervising Lifeguard Instructor or Lifeguard Instructor Trainer for the Lifeguard Instructor candidate's co-teach. All co-teaches will be evaluated based on the criteria outlined in the Red Cross Lifeguard Instructor co-teach form.
5. Demonstrate a clear understanding of the Red Cross Lifeguard standards and procedures relative to Lifeguard training including the process for certification, quality assurance, recertification, and issue management including the revocation of Red Cross Lifeguard Instructor status.
6. The Canadian Red Cross Lifeguard Instructor is certified for a two--year period unless the certification is revoked prior to the expiry of the certification period by the application of the Canadian Red Cross revocation policy for Instructors.

**Note:** Consideration may be given to the candidate's participation in other lifeguarding-related activities such as program development, promotional presentations, etc.

## *Recertification*

### **Water Safety Instructor**

Upon successful completion of the Water Safety Instructor Course, the WSI will be issued a one-year certification. WSIs who successfully complete three WSI – Online Professional Development Modules will be issued an additional one-year certification. WSIs who do not complete the WSI – Online Professional Development Modules within the one-year period are required to attend a WSI Recertification Course to maintain a current WSI certification.

To be eligible for a Water Safety Instructor Recertification Course, WSI's are required to hold a WSI certification in good standing (any Red Cross certification that is not under temporary suspension or revoked), and have taken a WSI Course since 1996 and have proof of certification.

WSI's are required to attend a WSI Recertification Course every 2 years to maintain a current WSI certification.

### **Lifeguard Instructor**

Upon successful completion of the Lifeguard Instructor Course, the LGI will be issued a two-year certification. LGIs are required to attend a Lifeguard Instructor Recertification Course every 2 years to maintain a current LGI certification. Skills testing is included in the recertification.

To be eligible for a Lifeguard Instructor Recertification Courses, LGI's are required to hold a LGI certification in good standing (any Red Cross certification that is not under temporary suspension or revoked), and have taken the LGI certification taken within the last 5 years.

Recertification as a Lifeguard Instructor automatically recertifies the Red Cross Pool Lifeguard certification.

The Canadian Red Cross certifies all Canadian Red Cross Instructors who successfully complete the requirements of the recertification course for a two-year period unless the certification is revoked prior to the expiry of the certification period by the application of the Canadian Red Cross Standards for Revocation of Instructor/Instructor Trainer certifications.

The recertification process for Canadian Red Cross Instructor/Instructor Trainers, which occurs every two years, is necessary for quality assurance in the instruction of Canadian Red Cross Swim programs. The recertification designation is proof that all requirements have been met and that the Instructor/Instructor Trainer certification is recertified and the Instructor/Instructor Trainer is eligible to provide instruction in the Canadian Red Cross program to the public for an additional two-year period (or remainder of the cycle for WSITs), unless the designation is otherwise revoked in accordance with National Standards for Revocation of Instructor/Instructor Trainer certifications.

The Instructor/Instructor Trainer registering for the Instructor/Instructor Trainer recertification course must meet the prerequisites and training requirements listed in the Instructor Program section later in this document.

### **Water Safety Instructor Trainer**

The Canadian Red Cross certifies all Canadian Red Cross Instructor Trainers for up to a two-year period. The recertification designation is proof that all requirements have been met and that the Instructor Trainer is recertified

and eligible to provide instruction in the Canadian Red Cross program to the public for up to an additional two-year period.

The Instructor Trainer recertification courses are offered on a two-year cycle. All Water Safety Instructor Trainers, regardless of the date of completion of the requirements, will be issued a certification with the same expiry date. Notification will go out to all current Instructor Trainers informing them of the recertification cycle, dates and registration process. There will be Instructor Trainer recertification courses across the country, and candidates may attend any one of them.

### **Lifeguard Instructor Trainer**

The Canadian Red Cross certifies all Canadian Red Cross Instructor Trainers for up to a two-year period. The recertification designation is proof that all requirements have been met and that the Instructor Trainer is recertified and eligible to provide instruction in the Canadian Red Cross program to the public for up to an additional two-year period.

The Instructor Trainer recertification courses are offered on a two-year cycle. All Lifeguard Instructor Trainers, regardless of the date of completion of the requirements, will be issued a certification with the same expiry date. Notification will go out to all current Instructor Trainers informing them of the recertification cycle, dates and registration process. There will be Instructor Trainer recertification courses across the country, and candidates may attend any one of them.

### *Instructor/Instructor Trainer Certification and Recertification in Remote Communities*

Please contact Red Cross for information and options.

### *Expiry of Certifications*

After your Instructor and/or Instructor Trainer certification expires, you will no longer be able to instruct until you complete one of the following options:

- If your WSI certification has expired and you want to instruct the Red Cross Swim programs again, and you have taken a WSI Course since 1996 and have proof of certification, you will need to attend a recertification course.
- If your LGI certification has expired and you want to instruct the Red Cross Lifeguard programs again, you will need to attend a recertification course.
- If your WSIT certification has been expired and you have proof of a current WSI certification, you will need to attend a WSIT Recertification Course. If your LGIT certification has expired and you have proof of a current LGI certification, you will need to attend a LGIT Recertification Course.

### *Certification Extension*

Certification extensions will be granted only in the event of extenuating circumstances beyond the control of the Instructor or Instructor Trainer at the time of the recertification course, e.g. death in the immediate family, medical reasons. Medical documentation is required for illness. Contact Red Cross to request a certification extension.

## *Card Replacements*

For liability reasons, the Instructor/Instructor Trainer must sign his/her card and retain it as proof of certification. Instructor/Instructor Trainers needing to replace a current certification card can do so through the Red Cross National Contact Centre. A fee will be charged for the replacement card. Contact the Red Cross National Contact Centre to request the replacement.

## *Quality Assurance*

The Canadian Red Cross wants to ensure that Red Cross Swim lessons and Red Cross Lifeguard programs are of the highest quality and meet all the standards of the Society. Quality assurance is a step in an ongoing process to ensure the best swimming and lifeguarding programs are delivered in Canada. **Instructors/Instructor Trainers must teach Red Cross programs according to the standards listed in the *Swimming & Water Safety National Program Standards*, the performance/evaluation criteria on worksheets, the candidate workbooks and the Instructor/Instructor Trainer course guides.** If quality is not maintained it may result in the revocation of the WSI/LGI/WSIT and/or LGIT certification(s).

**The Red Cross may choose to assess the quality of your instructional ability and adherence to Red Cross standards in any of the following ways:**

1. Red Cross may have a representative monitor a course at any time, without notice.
2. Red Cross may follow up with the candidates listed on a roster and ask them questions about how the course was conducted.
3. Course candidates will be invited to contact the Red Cross directly and provide feedback on the courses.
4. Red Cross may review the course evaluations that candidates fill out online at any time.
5. A Red Cross representative could request a skills testing of the Instructor/Instructor Trainer at any time, without notice.

If problems are identified, the Red Cross or designate will work with the Training Partner and Instructor/Instructor Trainer to solve the problems to ensure the quality of the course is meeting the expected standards. The seriousness of the problem will determine the action that needs to be taken. At all times Red Cross will attempt to resolve the matter to the satisfaction of all parties involved. If the problems are not resolved then steps will be taken to revoke the Instructor/Instructor Trainer certification.

## ***Issue Management and Resolution Process for Water Safety and/or Lifeguard Instructors and/or Instructor Trainers***

The severity of the matter will determine the level of investigation required and every attempt will be made to resolve the matter as quickly as possible. Any Canadian Red Cross Water Safety/Lifeguard Instructor/Instructor Trainer may have the Instructor/Instructor Trainer certification revoked with justification.

Instructor/Instructor Trainers are expected to uphold all responsibilities as outlined in:

- Canadian Red Cross Code of Conduct
- Legal Responsibilities
- Healthy Teaching Practices

- National Program Standards

Failure to do so may result in the revocation of his/her certification with the Canadian Red Cross.

The revocation of the Instructor/Instructor Trainer designation will normally occur with justification when an Instructor/Instructor Trainer does not or will not abide by the Canadian Red Cross standards, policies, or procedures or in some way abuses the position of Canadian Red Cross Instructor/Instructor Trainer. It is possible, in this process, to have more than one certification revoked, and if applicable, the Training Partner status may be reviewed and revoked as well.

### ***Steps for Issue Management***

Every complaint/issue about the conduct of an Instructor/Instructor Trainer will be acknowledged and reviewed. Any of the quality assurance practices listed above may be initiated without notice. Complaints will only be escalated to the extent required, and not all complaints will require all the steps of the issue management process. Except as provided for below under the heading “Documentation Required During the Issue Management Process,” the identity of a complainant will be kept confidential if so requested.

**All serious complaints against an Instructor/Instructor Trainer will be investigated. A serious complaint is one that:**

- Involves conduct that could place at risk personal safety or property interests or the integrity and reputation of the program and/or the Red Cross;
- Is made against an Instructor/Instructor Trainer whose file indicates previously documented breaches of applicable standards, or two or more similar prior complaints of a non-serious nature, whether or not resolved at the time;
- Alleges an Instructor/Instructor Trainer has been suspended by another agency with respect to business of a similar nature or instruction (in the case of an Instructor) ; or
- Alleges an Instructor/Instructor Trainer has failed to comply with a condition imposed by a Swimming & Water Safety team through a previous issue management remediation plan for a previous programming infraction.

**The following steps will be taken to address a complaint:**

1. A staff member or volunteer will document the complaint and forward it to the person responsible for follow-up. That person will review the complaint and determine the nature of the follow-up required.
2. If the review indicates the complaint is not serious, an attempt will be made to resolve the issue through discussion and education. The process and outcome will be documented and all documents filed in an Instructor/Instructor Trainer file (paper or electronic). If the complaint cannot be resolved, a notation shall be made in the file that the complaint was not resolved. Where a second similar complaint is received, then whether or not the matter is resolved, a letter will be sent to the Instructor/Instructor Trainer notifying him or her that a third similar complaint will be treated as a serious complaint and investigated as such.
3. If the complaint is determined to be serious, it must be brought to the attention of the Swimming & Water Safety Program staff.
4. If the Swimming & Water Safety Program staff agrees that the complaint is serious, the Swimming & Water Safety Representative must initiate contact with the Instructor/Instructor Trainer immediately to provide notification of the complaint. The notification will be given verbally unless requested in another form by the Instructor/Instructor Trainer.
5. The initial contact will be documented and placed in the investigation file.

6. The Swimming & Water Safety Program staff will send a letter to the Instructor/Instructor Trainer to provide details of the complaint and the impending investigation. The Swimming & Water Safety Program staff will request the Instructor/Instructor Trainer respond in writing to the complaint.
7. The Swimming & Water Safety Program team will commence further investigation.
8. The Instructor certification will be suspended by the Director, Swimming and Water Safety Programs, or designate during the investigation if:
  - the Director, Swimming and Water Safety Programs, or designate considers, in his or her opinion, that not suspending certification could place at risk personal safety or property interests or the integrity and reputation of the program and/or the Red Cross.
  - the complaint concerns conduct unbecoming or offensive to the Fundamental Principles of the Red Cross and directly related to the person's duties as an Instructor/Instructor Trainer.
  - the Instructor's/Instructor Trainer's teaching or swimming and water safety or lifeguard skills have been placed in question.

The Swimming & Water Safety Program staff will inform the Instructor/Instructor Trainer of the suspension in writing.

9. Once the Swimming & Water Safety Program team has completed the investigation they will determine the most appropriate course of action.
  - a. When the Swimming & Water Safety Program staff team finds ineffective teaching by the Instructor/Instructor Trainer, the Instructor/Instructor Trainer will be notified that he or she must not teach until he or she can successfully complete a co-teach with a designated Instructor/Instructor Trainer. If the Instructor/Instructor Trainer refuses to complete the co-teach or fails to successfully complete the co-teach, his or her Instructor/Instructor Trainer designation will be revoked for a one-year period. At the end of one year, the individual may enroll once again in an Instructor/Instructor Trainer course and should he or she successfully complete the course, he or she will be granted a one-year Instructor/Instructor Trainer designation. At the end of one year, he or she will once again be evaluated and will be required to enroll in the Instructor/Instructor Trainer recertification course, which he or she must successfully complete, and upon such successful completion will be reinstated as a Canadian Red Cross Instructor/Instructor Trainer.
  - b. If it is established the Instructor/Instructor Trainer has willfully or recklessly taught swimmers/candidates improper skills or techniques for the content contained within the Canadian Red Cross Swimming & Water Safety Programs, or has committed an act considered serious, his or her Instructor/Instructor Trainer designation will be revoked with no possibility of reinstatement.
  - c. If it is established the Instructor/Instructor Trainer has willfully used the Canadian Red Cross for personal gain or to conduct illegal activities or otherwise, his or her Instructor/Instructor Trainer designation will be revoked with no possibility of reinstatement.
  - d. If it is established the Instructor/Instructor Trainer has been discovered working under the effects of alcohol or drugs, and it is shown that these effects directly affected his or her abilities as an Instructor/Instructor Trainer, his or her Instructor/Instructor Trainer designation will be revoked. If after an appropriate period of time the individual would like to become an Instructor/Instructor Trainer again the person must prove he or she has successfully dealt with his or her addiction and must take an appropriate course designated by the Director, Swimming and Water Safety Programs, before reinstatement.
  - e. If the Swimming & Water Safety Program team finds a complaint has been substantiated and the circumstances are outside the provisions of paragraphs a. through d., it may impose a suspension of

certification for a period of up to two years, to be followed by a successful reapplication for certification before certification is restored. The hearing panel may, in its absolute discretion, stay the period of suspension and impose conditions upon which the Instructor/Instructor Trainer may remain certified, subject to full compliance with the conditions imposed. Non-compliance with any condition results in the reinstatement of the suspension imposed by the hearing panel.

10. The Swimming & Water Safety Program team may consult the Canadian Red Cross Legal Department on any legal question that arises during the proceedings and the decision of the Swimming & Water Safety Program team will be in writing setting out the reasons for the decision.
11. The Swimming & Water Safety Program staff will notify the Instructor/Instructor Trainer of the results of the investigation and the remediation plan or the decision to revoke the Instructor/Instructor Trainer certification.
12. Once the remediation plan has been completed, the issue is considered resolved and closed. The Swimming & Water Safety Program staff will notify the Instructor/Instructor Trainer in writing.
13. Steps for non-instruction issues/complaints are dealt with based on the Training Partner Agreement.

### ***Criminal Matters***

Whether or not a complaint has been made, the Instructor/Instructor Trainer certification will be suspended where the Instructor/Instructor Trainer has been accused by law enforcement authorities of a crime involving sexual contact of any kind, assault, fraud, theft, embezzlement or any other offence that, in the opinion of the Director, Swimming and Water Safety Programs, or designate, could place at risk personal safety or property interests or the integrity and reputation of the program and/or the Canadian Red Cross. The suspension will remain in place until the criminal matter has been finally disposed of.

The Instructor/Instructor Trainer certification will be revoked if the Instructor/Instructor Trainer is convicted of an offence referred to in the previous section. The revocation will be rescinded if the conviction is overturned on appeal. The individual may reapply for certification upon serving sentence for the offence. Consideration will be given to such application in light of all the circumstances of the offence, and special conditions may be imposed by the Director, Swimming and Water Safety Programs.

### ***General***

Suspension or revocation of certification of an Instructor/Instructor Trainer under these procedures may also result in suspension or revocation of the individual's Training Partner status, if held by the individual.

### ***Documentation Required During the Issue Management Process***

The serious complaint will be documented and all steps taken in the investigation need to be documented in a file.

1. Formal written evaluations of the Instructor/Instructor Trainer and an acknowledgement signed by the Instructor/Instructor Trainer confirming that he or she has been provided with a copy of the evaluation will also be contained in the file.
2. Copies of all written complaints, investigation results, and responses provided by the Instructor/Instructor Trainer will be included in the Instructor/Instructor Trainer file, as well as all other documents and information deemed necessary by The Canadian Red Cross Society from time to time. Except as required or permitted by law, information in the file will not be communicated to a third party without the individual Instructor/Instructor Trainer's written permission detailing what, if any, information may be released to the third-party inquirer.

3. An Instructor/Instructor Trainer can request to see his or her file; however, the confidentiality of any names of other individuals, including a complainant, will be maintained unless express written permission to disclose this information has been received in advance and permission is granted or, in the absolute discretion of a hearing panel, the fairness of the process requires disclosure of the identity of a complainant.
4. The decision will be included in the Instructor's/Instructor Trainer's file.

## Instructor Program

<b>Overview</b>	The Instructor Development Program has been designed to increase the quality and level of deck readiness of Red Cross Instructors. Through comprehensive training, candidates receive instructional theory and demonstrate their understanding through practical application. Practical hands-on teaching experience better prepares the candidate for further learning and application of the concepts.
<b>Courses</b>	Water Safety Instructor  Assistant Lifeguard Instructor  Pool Lifeguard Instructor  Waterfront Lifeguard Instructor

# Water Safety Instructor Course

The Water Safety Instructor (WSI) Course prepares candidates to instruct the Red Cross Swim programs. Candidates focus on strategies to introduce and develop swimming and water safety skills in the Red Cross Swim Preschool, Red Cross Swim Kids, Red Cross Swim @ School, Red Cross Swim @ Camp, Red Cross Swim for Adults & Teens, and Red Cross Swim Adapted programs.

**Course Conductor:** Current Red Cross Water Safety Instructor Trainer (WSIT)

## Pre-course Requirements:

- 15 years or older by the last day of the WSI – Classroom and Pool
- One of: Red Cross Assistant Lifeguard, Emergency First Aid or higher, or Bronze Cross (certifications do not need to be current). Bronze Cross is required in Quebec. Note: Bronze Cross is required in Quebec.
- Perform the water safety skills and strokes to meet the highest level of performance criteria in the Red Cross Swim Kids program.

## Course Components and Length:

- WSI – Skills Evaluation – 3–6 hours
- WSI – Online – 14–20 hours
- WSI – Teaching Experience – minimum 8 hours
- WSI – Classroom and Pool – 9 hours classroom, 12 hours pool. To accommodate changing for the pool or classroom or food breaks, we suggest scheduling 24 hours.

**Minimum Instructor to Candidate Ratio:** 1:2

**Maximum Instructor to Candidate Ratio:** 1:16

## Completion Criteria:

- Candidates are required to attend and participate in 100% of all WSI Course components.
- All course components, including the WSI – Skills Evaluation, WSI – Online, WSI – Teaching Experience, and WSI – Classroom and Pool are evaluated against specific evaluation criteria on a pass/fail basis.
- All course components must be completed for successful completion of the WSI certification.
- **WSI – Skills Evaluation:** can be completed before, during or after the WSI – Online or WSI – Teaching Experience, but must be completed before attending the WSI – Classroom and Pool component. Candidates are evaluated on water safety skills and strokes to meet the highest level of performance criteria in the Red Cross Swim Kids program, and Instructor Emergency Response (IER) skills. WSI – Skills Evaluation is conducted by a current WSIT. The WSIT may also use current WSIs to assist in the practise and evaluation sessions. Completed and signed Water Safety Instructor Skills Evaluation Worksheets remain valid for one year. WSI Course candidates are required to complete the WSI – Classroom and Pool component within one year of successful completion of the WSI – Skills Evaluation.
- **WSI – Teaching Experience:** complete a **minimum of 8 hours** (total) of teaching experience (with 100% attendance and participation) – 4 hours in a Red Cross Swim Preschool class and 4 hours in a Red Cross Swim Kids class. The WSI – Teaching Experience is completed within 6 months of finishing the WSI – Online and before starting the WSI – Classroom and Pool component. Note the Red Cross recommends completing an entire session, if possible, so candidates can follow swimmers’ progression from the first to the final lesson.

*Note: If the WSI – Teaching Experience is scheduled concurrently with a WSI – Classroom and Pool component, a minimum of 4 hours must be completed prior to the start of the WSI – Classroom and Pool component and all 8 hours must be completed prior to the Teaching Module which is 3.5 hours into completion of the WSI – Classroom and Pool component. If this delivery option is used, the WSI candidate must also complete the WSI Teaching Experience Journal after completing the first 4 hours, so they are prepared for the Teaching Module.*

<p><b>Required Candidate Materials:</b></p> <ul style="list-style-type: none"> <li>■ Current <i>Water Safety Instructor Workbook</i></li> <li>■ Red Cross <i>Swim Deck Book</i></li> <li>■ PIN and password for WSI – Online (includes the link to the Lesson Plan Generator, and Additional Teaching Resources)</li> </ul>	<p><b>Required Instructor Trainer Materials:</b></p> <ul style="list-style-type: none"> <li>■ <i>Water Safety Instructor Workbook</i></li> <li>■ Red Cross <i>Swim Deck Book</i></li> <li>■ <i>Water Safety Instructor Course – Instructor Trainer Guide</i></li> <li>■ Swimming and Water Safety Course Roster</li> <li>■ PIN and password for WSI – Online (includes the link to the Lesson Plan Generator and Additional Teaching Resources)</li> </ul>
<p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>■ Module 1: Introduction</li> <li>■ Module 2: The Canadian Red Cross</li> <li>■ Module 3: Red Cross Swimming &amp; Water Safety Program Overview</li> <li>■ Module 4: Learning</li> <li>■ Module 5: Communication</li> <li>■ Module 6: Teaching</li> <li>■ Module 7: Safety Supervision</li> <li>■ Module 8: Injury Prevention</li> <li>■ Module 9: Water Safety Skills – Activities In, On, and Around the Water</li> <li>■ Module 10: Water Safety Skills – Rescues</li> <li>■ Module 11: Swimming</li> <li>■ Module 12: Fitness</li> <li>■ Module 13: Planning</li> <li>■ Module 14: Evaluating Swimmers</li> <li>■ Module 15: Next Steps</li> </ul>	<p><b>Post-course</b></p> <ul style="list-style-type: none"> <li>■ Complete 3 Water Safety Instructor – Online Professional Development Modules within 1 year of WSI expiry date for a 1-year certification extension at no additional fee.</li> <li>■ If the WSI does not complete the 3 Water Safety Instructor – Online Professional Development Modules within the 1-year period, they must attend a WSI Recertification Course.</li> </ul>

**Certification:**

- Upon successful completion, candidates are certified for 1 year as a WSI, which allows them to teach Red Cross Swim programs without direct supervision.
- Complete 3 Water Safety Instructor – Online Professional Development Modules within 1 year of WSI expiry date to receive a 1-year extension on the original certification.
- If the WSI does not complete the 3 Water Safety Instructor – Online Professional Development Modules within 1 year of the WSI expiry date they must attend a WSI Recertification Course.
- Candidates are considered certified once Red Cross has issued the certification card.

# Water Safety Instructor Recertification Course

## Course Components and Length:

- 5 hours – 2 hours classroom, 3 hours pool

**Maximum Instructor to Candidate Ratio:** 1:16

**Course Conductor:** Current Red Cross Water Safety Instructor Trainer (WSIT)

## Pre-course Requirements:

- WSI certification in good standing (any Red Cross certification is not under temporary suspension or revoked).
- Have taken a Red Cross WSI Course since 1996 and have proof of certification.

## Required Candidate Materials:

- *Water Safety Instructor Recertification Workbook*
- In the event of a Red Cross Swim program revision, WSIs may be required to purchase revised or new Instructor support resources.

## Required Instructor Trainer Materials:

- *Water Safety Instructor Recertification Course – Instructor Trainer Guide*

## Course Content:

- The WSI Recertification Course is designed to ensure quality and standards are maintained in the field. Recertification provides the opportunity for WSIs to share ideas, review skills and address areas of challenge. Recertification course content is refreshed every 2 years based on feedback and trends.
- The recertification course consists of:
  - A professional development component.
  - A Red Cross Swimming & Water Safety Program Update.
  - A WSI – Skills Evaluation – Candidates will be evaluated on water safety skills and strokes to meet Red Cross Swim Kids performance criteria. They will also be evaluated on Instructor Emergency Response (IER) skills to ensure the WSI can identify and show how to prevent and manage any situation that may arise in an instructional setting.
  - Instructor Development Program materials, as well as information regarding other Canadian Red Cross programs and volunteer opportunities.

## Certification:

- Upon successful completion of all evaluation items and participation in all sessions, WSIs are certified for 2 years from the end of the month.
- WSIs who do not meet the evaluation criteria are required to register and attend additional WSI Recertification Courses until successful.
- Candidates are considered certified once Red Cross has issued the certification card.

# Water Safety Instructor Transfer Course

The WSI Transfer Course provides swimming Instructors certified by another aquatic agency with instructional knowledge and skills specific to the Red Cross Swim programs.

<p><b>Course Components and Length:</b></p> <ul style="list-style-type: none"> <li>■ WSI – Skills Evaluation – can be completed at any point in the WSI Transfer process, must be evaluated by the WSI Transfer Course WSIT</li> <li>■ WSI Transfer – Online – 8–12 hours</li> <li>■ WSI Transfer – Teaching Experience – minimum 8 hours, one hour must be observed by the WSI Transfer Course WSIT</li> <li>■ WSI Transfer Debrief - one hour debrief with the WSI Transfer Course WSIT following the one hour of teaching experience observed by the WSI Transfer Course WSIT</li> </ul>	<p><b>Maximum Instructor to Candidate Ratio:</b> 1:16</p>
---	---

**Course Conductor:** Current Red Cross Water Safety Instructor Trainer (WSIT)

The Water Safety Instructor Transfer Course WSIT is responsible for evaluation of all of the WSI Transfer course components (as per above) for all WSI Transfer candidates. Once the WSIT has evaluated and confirmed that all components have been completed, then the WSIT completes and submits a course roster to the Training Partner.

**Pre-course Requirements:**

- Provide documentation of one of the following current certifications: Lifesaving Instructor, Lifesaving Swim Instructor, YMCA Instructor, Sears I Can Swim Teacher, Toronto Ultra Swim Instructor, American Red Cross Swimming Instructor, AUST Swim Instructor, ASA UKCC British Instructor , B. Ed. Physical and Health Education or National Coaching Certification Program, Competitive Swimming, Level 1.
- Minimum 16 years of age or older
- One of: Red Cross Assistant Lifeguard, Emergency First Aid or higher, or Bronze Cross (certifications do not need to be current). Bronze Cross is required in Quebec.

Note: Previous teaching experience is an asset.

**Completion Criteria:**

- Candidates are required to attend and participate in 100% of all WSI Transfer Course components.
- All course components, including the WSI – Skills Evaluation, WSI Transfer – Online, and WSI Transfer – Teaching Experience must be evaluated and confirmed by the WSI Transfer Course WSIT .
- All course components must be completed for successful completion of the WSI certification.
- WSI – Skills Evaluation – Candidates will be evaluated by the WSI Transfer Course WSIT on water safety skills and strokes to meet Red Cross Swim Kids performance criteria. They will also be evaluated on Instructor Emergency Response (IER) skills to ensure the WSI can identify and show how to prevent and manage any situation that may arise in an instructional setting. Skills evaluation can be completed during a WSI – Skills Evaluation Session that is currently being done for a WSI Course or a WSI Recert

Course or as arranged by the WSI Transfer candidate, provided that this is evaluated by the WSI Transfer Course WSIT.

- Candidates must complete the WSI Transfer– Teaching Experience within 6 months of finishing the WSI Transfer – Online. One hour of the teaching experience must be observed by the WSI Transfer Course WSIT.
- Candidates participate in one hour debrief with the WSI Transfer Course WSIT following the one hour of teaching experience observed by the WSI Transfer Course WSIT.

---

**Required Candidate Materials:**

- Current *Water Safety Instructor Workbook*
- Red Cross *Swim Deck Book*
- PIN and password for WSI Transfer– Online (includes the link to the Lesson Plan Generator and Additional Teaching Resources)

**Required Instructor Trainer Materials:**

- *Water Safety Instructor Workbook*
  - Red Cross *Swim Deck Book*
  - *Water Safety Instructor Transfer – Instructor Trainer Guide*
  - Swimming and Water Safety Course Roster
  - PIN and password for WSI Transfer– Online (includes the link to the Lesson Plan Generator and Additional Teaching Resources)
- 

**Certification:**

- Upon successful completion, candidates are certified for 1 year as a WSI, which allows them to teach Red Cross Swim programs without direct supervision.
- Complete 3 Water Safety Instructor – Online Professional Development Modules within 1 year of WSI expiry date to receive a 1-year extension on the original certification.
- If the WSI does not complete the 3 Water Safety Instructor – Online Professional Development Modules within 1 year of the WSI expiry date they must attend a WSI Recertification Course.
- Candidates are considered certified once Red Cross has issued the certification card.

## HIGH FIVE® Principles of Healthy Child Development (PHCD) Module

The HIGH FIVE® PHCD module is to upgrade the Red Cross WSI certification to include HIGH FIVE® Principles of Healthy Child Development and can be delivered in the following ways:

- 1) 6-hour stand alone module
- 2) 6-hour module added to a Water Safety Instructor Course
- 3) 6-hour module added to a Water Safety Instructor Recertification Course
- 4) 6-hour module as an in-service training for current Water Safety Instructors

---

**Course Conductor:** Current Water Safety Instructor Trainer with HIGH FIVE® Affiliate Trainer Red Cross

---

**Course Length:** 6 hours

**Maximum Instructor to Candidate Ratio:** 1:16

---

**Pre-course Requirements:**

- Red Cross Water Safety Instructor certification
- 

**Pre-course Assignment:**

- N/A
- 

**Candidate Materials:**

- *HIGH FIVE® PHCD Workbook for Aquatic Leaders*
- 

**Instructor Trainer Materials:**

- HIGH FIVE® PHCD Affiliate Trainer – Red Cross Package (includes *HIGH FIVE® PHCD Workbook for Aquatic Leaders*, HIGH FIVE® Affiliate Trainer – Red Cross Presenter Guide, Posters, DVD, Scenario Cards)
  - HIGH FIVE® and Red Cross Delivery Guide
- 

**Course Content:**

HIGH FIVE® PHCD focuses on Principles and Guidelines, Healthy Child Development, Activity Planning, and Conflict Resolution.

---

**Completion Criteria:**

- Successful completion of the HIGH FIVE® PHCD Evaluation Criteria
- 

**Certification:**

- HIGH FIVE® PHCD certification card

## Assistant Lifeguard Instructor

Instructor certification course that prepares Water Safety Instructors to teach the Red Cross Assistant Lifeguard course.

Note: This is a Red Cross Direct Delivery course

**Course Conductor:** Current Red Cross Lifeguard Instructor or Lifeguard Instructor Trainer

**Course Components and Length:** 4 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent Assistant Lifeguard skills.
- Meet all of the course evaluation criteria
- Successfully complete a co-teach, if required
- Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
- Attend and participate in 100% of the course

**Required Candidate Materials:**

- *Assistant Lifeguard Workbook*
- *Assistant Lifeguard Instructor Supplement & electronic files*

Recommended:

- Whistle & wrist bungee or breakaway lanyard
- Red Cross Aquatic Fanny Pack

(see Equipment Ratios on page 12)

**Required Instructor Trainer Tools:**

- All candidate-level course training materials and equipment
- *Assistant Lifeguard Workbook*
- *Assistant Lifeguard Instructor Supplement & electronic files*

**Pre-course Requirements:**

- Current Red Cross Lifeguard or Lifesaving Society National Lifeguard AND
- Current Standard First Aid with CPR level C or equivalent AND
- Current Red Cross Water Safety Instructor

Recommended:

- Candidate materials distributed two weeks in advance of the course to enable a review of the most difficult skills.

**Course Content:**

- Introduction & *Canadian Red Cross Swimming & Water Safety National Program Standards*
- Instructional Techniques

**Post-course Requirements:**

Required:

- Co-teach on a Red Cross Assistant Lifeguard course, if required

- Evaluation and Scenarios
  - Organizing the Course
- 
- The Assistant Lifeguard Instructor candidate must be present for the entire course they are using to complete their co-teach.
  - The co-teach can be waived and is left to the discretion of the Lifeguard Instructor/Trainer
  - If a candidate does not successfully complete they need to get another ALGI Co-Teach form filled out by the Lifeguard Instructor/Trainer to direct them through their next steps.
  - Return the ALGI co-teach form to the Lifeguard Instructor/Instructor Trainer

**Certification:**

- 2 years or when the program undergoes major revisions

**Considerations:**

- Attending a Water Safety Instructor recertification would automatically recertify the Assistant Lifeguard Instructor as long as the following certifications are current:
  - Current Standard First Aid with CPR level C or equivalent
  - Current Red Cross Lifeguard

## Pool Lifeguard Instructor

Instructor certification course that prepares Instructors to teach the Red Cross Assistant Lifeguard and the Red Cross Pool Lifeguard courses.

Note: This is a Red Cross Direct Delivery Course

**Course Conductor:** Current Pool Lifeguard Instructor Trainer

**Course Length:** 32 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

Skills testing is included in the course

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent lifeguard skills.
- Meet all of the course evaluation criteria
- Successfully complete the practise teaching required in the course
- Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
- Pass a knowledge evaluation with a minimum mark of 80%
- Must meet additional legislative requirements, if applicable
- Attend and participate in 100% of the course

**Required Candidate Materials:**

- Current *Assistant Lifeguard Workbook*
- Current *Lifeguard Manual*
- Current *Lifeguard Instructor Manual*
- *Red Cross CPR/AED Manual* if they are coming in with another recognized first aid training agency certification

Recommended:

- Red Cross Aquatic Fanny Pack
- Whistle & wrist bungee (or breakaway lanyard)

(see Equipment Ratios on page 12)

**Required Instructor Trainer Tools:**

- All candidate-level course training materials and equipment

**Pre-course Requirements:**

- 18 years old (at the start of the course)
- Current Red Cross Pool Lifeguard
- Current Standard First Aid with CPR level C or equivalent

**Recommended:**

- Minimum of 2 years experience as a lifeguard, which could be a letter written from the employer

**Pre-course Assignment**

- As determined by the Lifeguard Instructor Trainer

<p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>■ Introduction</li> <li>■ Skills Review</li> <li>■ Introduction to Resources and Materials</li> <li>■ The Red Cross (including Canadian Red Cross Swimming &amp; Water Safety National Program Standards)</li> <li>■ How People Learn</li> <li>■ Instructional Techniques</li> <li>■ Organizing the Courses</li> <li>■ Evaluating Your Candidates</li> <li>■ Developing Positive Relationships</li> <li>■ Specific Course Content</li> <li>■ Practise Teaching Exercise – Classroom</li> <li>■ Practise Teaching Exercise – Water</li> <li>■ Final Knowledge Evaluation/Wrap-up</li> </ul>	<p><b>Post-course Requirements:</b></p> <ul style="list-style-type: none"> <li>■ Co-teach on a Red Cross Pool Lifeguard course, if required</li> <li>■ The Lifeguard Instructor candidate must be present for the entire course they are completing the co-teach on.</li> <li>■ If a candidate does not successfully complete they need to get another co-teach form filled out by the Lifeguard Instructor Trainer to direct them through their next steps.</li> <li>■ Return the ALGI co-teach form to the Lifeguard Instructor/Instructor Trainer</li> </ul>
---	---

**Certification:**

- 2 years or when the program undergoes major revisions
- Certification as a Lifeguard Instructor automatically recertifies the Red Cross Pool Lifeguard certification

## *Pool Lifeguard Instructor Recertification*

Note: This is a Red Cross Direct Delivery Course

**Course Conductor:** Current Pool Lifeguard Instructor Trainer

**Course Length:** minimum 8 hours of teaching

**Maximum Instructor to Candidate Ratio:** 1:12

Skills testing is included in recertification

### **Pre-course Requirements:**

- Current Standard First Aid with CPR level C or equivalent
- Red Cross Lifeguard Instructor certification taken within the last 5 years.
- Must have taught a minimum of a one Lifeguard course or recertification or skills session or Assistant Lifeguard course

### **Pre-course Assignment:**

- Lifeguard Instructor Trainer can determine if a pre-course assignment is needed.

### **Candidate Materials:**

- Skills worksheet

Recommended:

- Red Cross Aquatic Fanny Pack
- Whistle & wrist bungee (or breakaway lanyard)

### **Instructor Trainer Materials:**

- All candidate-level course training materials and equipment

### **Course Content:**

- All practical skills and scenarios of the full course
- Practice with feedback
- Perform skills & assessment
- Successfully complete knowledge evaluation
- Final scenarios
- Information updating candidates on any changes

### **Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent lifeguard skills.
- Meet all of the course evaluation criteria
- Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
- Attend and participate in 100% of the course

### **Certification:**

- 2 years or when the program undergoes major revisions
- Certification as a Lifeguard Instructor automatically recertifies the Red Cross Pool Lifeguard certification

## Pool Lifeguard Instructor Transfer

Note: This is a Red Cross Direct Delivery Course

The Pool Lifeguard Instructor Transfer allows NLS – Pool Lifeguard Instructors or American Red Cross - Pool Lifeguard Instructors to transfer to Canadian Red Cross Pool Lifeguard Instructor certification.

**Course Conductor:** Pool Lifeguard Instructor Trainer

**Course Length:** 12 hours of teaching

Skills testing is included in the course.

**Maximum Instructor to Candidate Ratio:** 1:12

**Pre-course Requirements:**

- 18 years of age at the start of the course
- Current Red Cross Pool Lifeguard or higher
- Current Standard First Aid with CPR level C or equivalent
- NLS – Pool Lifeguard Instructor or American Red Cross – Pool Lifeguard Instructor

**Considerations:**

- The NLS or American Red Cross Instructor certification does not need to be current, but would need to be taken within a 3-year grace period.

**Pre-course Assignment:**

- Lifeguard Instructor Trainer can determine if a pre-course assignment is needed.

**Course Content:**

- Introduction
- Skills Review
- The Red Cross (including *Canadian Red Cross Swimming & Water Safety National Program Standards*)
- How People Learn
- Instructional Techniques
- Organizing the Course
- Evaluating Your Candidates
- Developing Positive Relationships
- Practise Teaching Exercise – Skill
- Final Knowledge Evaluation/Wrap-up

**Instructor Trainer Materials:**

- All candidate-level course training materials and equipment

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent lifeguard skills
- Meet all of the course evaluation criteria
- Successfully complete the practise teaching required in the course
- Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
- Pass a knowledge evaluation with a minimum mark of 80%

- Must meet additional legislative requirements, if applicable
  - Attend and participate in 100% of the course
- 

**Certification:**

- 2 years or when the program undergoes major revisions
- Certification as a Lifeguard Instructor automatically recertifies the Red Cross Pool Lifeguard certification

## Red Cross Assistant Lifeguard Instructor Upgrade to Pool Lifeguard Instructor

Note: This is a Red Cross Direct Delivery Course

---

**Course Conductor:** Pool Lifeguard Instructor Trainer

---

**Course Length:** 16 hours of teaching

**Maximum Instructor to Candidate Ratio:** 1:12

Teaching experience at the discretion of the LGIT

---

**Pre-course Requirements:**

- 18 years of age (at the start of the course)
- Current Red Cross Assistant Lifeguard Instructor
- Current Red Cross Pool Lifeguard
- Current Standard First Aid with CPR level C or equivalent

**Recommended:**

- Minimum of 2 years experience as a lifeguard, which could be a letter written from the employer.
- 

**Pre-course Assignment:**

- Lifeguard Instructor Trainer can determine if a pre-course assignment is needed.
- 

**Instructor Trainer Materials:**

- All candidate-level course training materials and equipment
- 

**Course Content:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ Introduction</li> <li>■ Skills Review</li> <li>■ The Red Cross (including <i>Canadian Red Cross Swimming &amp; Water Safety National Program Standards</i>)</li> <li>■ Instructional Techniques</li> <li>■ Organizing the Course</li> <li>■ Evaluating Your Candidates</li> <li>■ Developing Positive Relationships</li> </ul> | <ul style="list-style-type: none"> <li>■ Specific course content</li> <li>■ Lifeguard Rescue Skills</li> <li>■ Head and Spine</li> <li>■ Aquatic Emergencies</li> <li>■ Teaching Administering Oxygen and AED</li> <li>■ Practise Teaching Exercise - Skills</li> <li>■ Final Knowledge Evaluation/Wrap-up</li> </ul> |
|---|---|
- 

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent lifeguard skills
- Meet all of the course evaluation criteria
- Successfully complete the practise teaching required in the course
- Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
- Pass a knowledge evaluation with a minimum mark of 80%
- Must meet additional legislative requirements, if applicable
- Attend and participate in 100% of the course

## Waterfront Lifeguard Instructor

Instructor certification course that prepares Instructors to teach the Red Cross Assistant Lifeguard and the Red Cross Waterfront Lifeguard courses.

Note: This is a Red Cross Direct Delivery Course

**Course Conductor:** Current Waterfront Lifeguard Instructor Trainer

**Course Length:** 32 hours of teaching time

**Maximum Instructor to Candidate Ratio:** 1:12

Skills testing is included in the course

### Completion Criteria:

- Ability to comprehend and successfully demonstrate excellent lifeguard skills
- Meet all of the course evaluation criteria
- Successfully complete the practise teaching required in the course
- Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
- Pass a knowledge evaluation with a minimum mark of 80%
- Must meet additional legislative requirements, if applicable
- Attend and participate in 100% of the course

### Required Candidate Materials:

- Current *Assistant Lifeguard Workbook*
- Current *Lifeguard Manual*
- Current *Lifeguard Instructor Manual*
- *Red Cross CPR/AED Manual* if they are coming in with another recognized first aid training agency certification

Recommended:

- Red Cross Aquatic Fanny Pack
- Whistle & wrist bungee (or breakaway lanyard)

(see Equipment Ratios on page 12)

### Required Instructor Trainer Tools:

- All candidate-level course training materials and equipment

**Pre-course Requirements:**

- 18 years old (at the start of the course)
- Current Red Cross Waterfront Lifeguard
- Current Standard First Aid with CPR level C or equivalent

**Recommended:**

- Minimum of 2 years experience as a lifeguard, which could be a letter written from the employer

**Pre-course Assignment**

- As determined by the Lifeguard Instructor Trainer

**Course Content:**

- Introduction
- Skills Review
- Introduction to Resources and Materials
- The Red Cross (including *Canadian Red Cross Swimming & Water Safety National Program Standards*)
- How People Learn
- Instructional Techniques
- Organizing the Courses
- Evaluating Your Candidates
- Developing Positive Relationships
- Specific Course Content
- Practise Teaching Exercise – Classroom
- Practise Teaching Exercise – Water
- Final Knowledge Evaluation/Wrap-up

**Post-course Requirements:**

- Co-teach on a Red Cross Waterfront Lifeguard course, if required
- The Lifeguard Instructor candidate must be present for the entire course they are completing the co-teach on.

**Certification:**

- 2 years or when the program undergoes major revisions.
- Certification as a Lifeguard Waterfront Instructor automatically recertifies the Red Cross Waterfront Lifeguard certification.

## *Waterfront Lifeguard Instructor Recertification*

Note: This is a Red Cross Direct Delivery Course

---

**Course Conductor:** Waterfront Lifeguard Instructor Trainer

---

**Course Length:** 8 hours of teaching

**Maximum Instructor to Candidate Ratio:** 1:12

Skills testing is included in recertification

---

### **Pre-course Requirements:**

- Current Standard First Aid with CPR level C or equivalent
- Red Cross Lifeguard Instructor certification taken within the last 5 years
- Must have taught a minimum of one Waterfront Lifeguard Course or recertification or skills session or Assistant Lifeguard course

### **Pre-course Assignment**

- Lifeguard Instructor Trainer can determine if a pre-course assignment is needed.

---

### **Candidate Materials:**

- Skills worksheet

Recommended:

- Red Cross Aquatic Fanny Pack
- Whistle & wrist bungee (or breakaway lanyard)

---

### **Instructor Trainer Materials:**

- All candidate-level course training materials and equipment

---

### **Course Content:**

- All practical skills and scenarios of the full course
- Practice with feedback
- Perform skills & assessment
- Successfully complete knowledge evaluation
- Final scenarios
- Information updating candidates on any changes

---

### **Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent lifeguard skills
- Meet all of the course evaluation criteria
- Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices.
- Attend and participate in 100% of the course

---

### **Certification:**

- 2 years or when the program undergoes major revisions.
- Recertification as a Waterfront Lifeguard Instructor automatically recertifies the Red Cross Waterfront Lifeguard certification.

## Waterfront Lifeguard Instructor Transfer

Note: This is a Red Cross Direct Delivery Course.

The Waterfront Lifeguard Instructor Transfer allows NLS – Waterfront Lifeguard Instructors or American Red Cross - Waterfront Lifeguard Instructors to transfer to Canadian Red Cross Waterfront Lifeguard Instructor certification.

### Course Conductor: Waterfront Lifeguard Instructor Trainer

<p><b>Course Length:</b> 12 hours of teaching</p> <p>Skills testing is included in the course.</p>	<p><b>Maximum Instructor to Candidate Ratio:</b> 1:12</p>
<p><b>Pre-course Requirements:</b></p> <ul style="list-style-type: none"> <li>■ 18 years of age at the start of the course</li> <li>■ Current Red Cross Waterfront Lifeguard or higher</li> <li>■ Current Standard First Aid with CPR level C or equivalent</li> <li>■ NLS - Waterfront Lifeguard Instructor or American Red Cross – Waterfront Lifeguard Instructor</li> </ul> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>■ The NLS Waterfront Lifeguard Instructor or American Red Cross – Waterfront Lifeguard Instructor certification does not need to be current, but would need to be taken within a 3-year grace period.</li> </ul>	<p><b>Pre-course Assignment:</b></p> <ul style="list-style-type: none"> <li>■ Lifeguard Instructor Trainer can determine if a pre-course assignment is needed.</li> </ul>

### Course Content

- Introduction
- Skills Review
- The Red Cross (including *Canadian Red Cross Swimming & Water Safety National Program Standards*)
- How People Learn
- Instructional Techniques
- Organizing the Course
- Evaluating Your Candidates
- Developing Positive Relationships
- Practise Teaching Exercise – Skill
- Final Knowledge Evaluation/Wrap-up

### Instructor Trainer Materials:

- All candidate-level course training materials and equipment

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent lifeguard skills.
  - Meet all of the course evaluation criteria
  - Successfully complete the practise teaching required in the course.
  - Adhere to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
  - Pass a knowledge evaluation with a minimum mark of 80%
  - Must meet additional legislative requirements, if applicable
  - Attend and participate in 100% of the course
- 

**Certification:**

- 2 years or when the program undergoes major revisions.
- Certification as a Waterfront Lifeguard Instructor automatically recertifies the Red Cross Waterfront Lifeguard certification.

# Instructor Trainer Program

<b>Overview</b>	Instructor Trainer Courses are designed to prepare those who wish to teach the Instructor Development Programs.
<b>Courses</b>	Water Safety Instructor Trainer Lifeguard Instructor Trainer Mentorship Water Safety Master Instructor Trainer Lifeguard Master Instructor Trainer

# Water Safety Instructor Trainer Course

The Water Safety Instructor Trainer (WSIT) Course is designed to prepare candidates interested in teaching the Water Safety Instructor (WSI), Water Safety Instructor Transfer and Water Safety Instructor Recertification Courses.

Note: This is a Red Cross Direct Delivery Course

**Course Conductor:** Red Cross Water Safety Master Instructor Trainer (MIT)

## Pre-course Requirements:

- 18 years or older
- Current WSI
- Successful completion of the WSI – Skills Evaluation (demonstrated, evaluated and WSI – Skills Evaluation Worksheet signed off by current WSIT within 3 months prior to attending the WSIT – Classroom )
- Minimum of 2 years’ teaching experience with Red Cross Swim programs

Pre-course assignment as assigned by the MIT

## Course Components and Length:

- WSIT – Online – 4–6 hours
- WSIT – Classroom – 18 hours
- WSIT – Teaching Experience – 1 WSI Course

**Maximum Instructor to Candidate Ratio:** 1:6

## Completion Criteria:

WSIT certification is issued by Red Cross once the WSIT candidate has met all required evaluation criteria:

- Has successfully completed the WSIT – Online, WSIT – Classroom.,
- WSIT – Teaching Experience requirements.
- Has paid all appropriate fees.
- Has produced and sent required signed evaluation forms to the MIT with a supervising WSIT recommending them for certification.
- Adheres to the Red Cross WSI Code of Conduct and WSIT Code of Conduct.

## Required Candidate Materials:

- WSI materials (WSI Workbook and RCS Deck Book, PIN and password for WSI – Online (includes the link to the Lesson Plan Generator and Additional Teaching Resources on Instructor Network))
- *Water Safety Instructor Trainer Workbook*
- PIN and password for WSIT– Online and Water Safety Instructor Trainer Additional Teaching Resources
- *Water Safety Instructor Course – Instructor Trainer Guide*

## Required MIT Materials:

- *Water Safety Instructor Trainer Course – Master Instructor Trainer Guide*
- PIN and password for WSI – Online (includes the link to the Lesson Plan Generator and Additional Teaching Resources on Instructor Network)
- *Water Safety Instructor Trainer Workbook*
- PIN and password for WSIT – Online and Water Safety Instructor Trainer Additional Teaching Resources
- Access to Master Water Safety Instructor Trainer Additional Teaching Resources

#### Course Content:

- Module 1: Introduction
- Module 2: The Canadian Red Cross
- Module 3: Preparing the WSI Classroom and Pool Component Session Plan
- Module 4: Planning the WSI Classroom and Pool Modules
- Module 5: Learning
- Module 6: Communication
- Module 7: Teaching
- Module 8: Evaluation
- Module 9: Next Steps

#### Post-course Requirements:

- Complete WSIT – Teaching Experience on a minimum of 1 Red Cross WSI Course, including the WSI – Skills Evaluation component.
- Candidates have 1 year to complete WSIT – Teaching Experience requirements.
- Supervising WSITs are required to have taught a minimum of 2 WSI Courses since receiving their WSIT certification.

To successfully complete the teaching experience, candidates must:

- Teach a minimum of 50% of 1 WSI Course with a Supervising WSIT
- Observe and learn from the Supervising WSIT, who is ultimately responsible for the class
- Attend 100% of the WSI Course
- Demonstrate the ability to achieve all evaluation criteria
- Assist the Supervising WSIT with the WSI Course plan
- Complete a lesson plan for each of the modules they will be teaching
- Assist the Supervising WSIT with final evaluation of candidates

#### Certification:

- 2-year certification MAXIMUM, as WSIT certifications will expire on **October 31<sup>st</sup> of every odd-numbered year**, regardless of when the original certification or recertification is completed.
- WSIT certification automatically recertifies the WSI certification.

NOTE: After the implementation of the Instructor Development Program 2016, the cycle for WSIT Courses will be:

- May 1, 2017 to April 30, 2019 – expiry October 31, 2019
- May 1, 2019 to April 30, 2021 – expiry October 31, 2021
- If the candidate completes the WSIT certification process between November 2015 and October 31, 2017, the candidate will receive a WSIT certification card with an expiry of October 31, 2017.
- To maintain a current certification beyond October 31, 2017, the WSIT will need to complete the WSIT Recertification process (prerequisites, registration, recertification course and payment.)

Visit [redcross.ca/findacourse](http://redcross.ca/findacourse) for course information.

# Water Safety Instructor Trainer Recertification Course

Note: This is a Red Cross Direct Delivery Course

The WSIT Recertification Course is designed to ensure quality and standards are maintained in the field. These courses focus on activities and information to support the WSIT in facilitating Water Safety Instructor (WSI) Courses. In addition to the new teaching tools provided in the package, recertification provides the opportunity for WSITs to network and discuss areas of challenge. Recertification course content is built every 2 years based on feedback from WSIs and WSITs in the field.

**Course Conductor:** Red Cross Water Safety Master Instructor Trainer (WSMIT)

**Course Components and Length:**

- 5–8 hours minimum

NOTE: When a revised program is introduced, there may be additional requirements.

**Maximum Instructor to Candidate Ratio:** 1:16

**Pre-course Requirements:**

- To be eligible for recertification the WSIT must attend a WSIT Recertification Course, remit payment AND have completed **ONE** of the following:
  1. Conducted 1 WSI Course; or
  2. Conducted 2 WSI Recertification Courses; or
  3. An alternative as identified by Red Cross.

**Required Candidate Materials:**

- None
- WSITs are required to have a personal copy of all current materials for the WSI Course. Red Cross will make new materials available at special pricing when programs are revised.

**Required MIT Materials:**

- Water Safety Instructor Trainer Recertification Course – Master Instructor Trainer Guide

**Completion Criteria:**

- Certification will be issued by Red Cross once the candidate has met all prerequisites and evaluation criteria:
  - Successful completion of the WSI – Skills Evaluation (demonstrated, evaluated and WSI – Skills Evaluation Completion Form signed off by a current WSIT within 3 months prior to attending classroom session).
  - Has attended and participated in 100% of the course.
  - Has successfully completed the recertification course.
  - Has paid all appropriate fees.
  - Adheres to the *Canadian Red Cross Swimming & Water Safety National Program Standards* and WSIT Code of Conduct.

**Certification:**

- 2-year certification
- All WSIT certifications will expire on **October 31<sup>st</sup> of every odd-numbered year**, regardless of when the original certification or recertification is completed.
- WSIT certification automatically recertifies the WSI certification

Visit [redcross.ca/findacourse](http://redcross.ca/findacourse) for course information.

### *HIGH FIVE<sup>®</sup> Affiliate Trainer – Red Cross Course*

Red Cross Water Safety Instructor Trainers have the option of becoming a HIGH FIVE<sup>®</sup> Affiliate Trainer – Red Cross. This certification will enable them to provide the HIGH FIVE<sup>®</sup> PHCD training exclusively through our Red Cross delivery options. **Please note they will only be able to integrate PHCD within an aquatic environment. They are not certified to deliver PHCD outside an aquatic setting.**

This is an 8-hour course, directly delivered by Red Cross. Pre-course requirements include Red Cross Water Safety Instructor Trainer certification, 18 years old by the last day of the course, and HIGH FIVE<sup>®</sup> PHCD. If interested, check [redcross.ca/findacourse](http://redcross.ca/findacourse) for availability.

## Lifeguard Instructor Trainer Mentorship

**Description:**

A Lifeguard Instructor Trainer candidate may follow a mentorship process with a current Lifeguard Instructor Trainer. The Lifeguard Instructor Trainer candidate can be mentored through teaching a Lifeguard Instructor course.

**Course Conductor:**

Experienced, current, appointed Red Cross Lifeguard Instructor Trainer or Master Instructor Trainer

**Considerations:**

- This process must be approved and overseen by an experienced Lifeguard Instructor Trainer and pre-approved in writing by the Canadian Red Cross.
- Experienced is defined as a Lifeguard Instructor Trainer who has taught a minimum of 3 courses over the past 3 years and/or has mentored 6 Lifeguard Instructor Trainer candidates through the process.

**Pre-course Requirements:**

- 18 years of age
- Current Red Cross Lifeguard Instructor
- Current Red Cross Lifeguard
- Current Standard First Aid with CPR level C or equivalent

**Recommended:**

- Current Red Cross Water Safety or First Aid Instructor Trainer
- Minimum of 2 years experience as a Lifeguard Instructor

**Pre-course Assignment:**

Develop the lesson plans for the course and work with the Lifeguard Instructor Trainer to plan and organize the courses.

**Course Length:** 20 hours

**Maximum Instructor to Candidate Ratio:** 1:1

**Completion Criteria:**

- Ability to comprehend and successfully demonstrate excellent lifeguarding skills
- Meet all of the course evaluation criteria
- Successfully complete the co-teach required in the course
- Models and adheres to the Code of Conduct, Legal Responsibilities and Healthy Teaching Practices
- Attend and participate in 100% of the course
- Must teach 50% of the class and be present 100% of the time
- Successfully complete post-course requirements as determined by the Lifeguard Master Instructor Trainer or Instructor Trainer
- Successfully co-teach on a Pool Lifeguard Instructor and/or a Waterfront Lifeguard Instructor course

**Required Candidate Materials:**

- Current Red Cross Lifeguard Instructor Trainer Guide
- Current *Red Cross Lifeguard Instructor Manual* and CD-ROM
- Current *Red Cross Lifeguard Manual*
- Current *Red Cross Assistant Lifeguard Workbook*
- Current copy of the *Canadian Red Cross Swimming & Water Safety National Program Standards*

**MIT Training Materials:**

- All course materials from the candidate and Instructor courses

**Course Content:**

- Skills testing to be completed by mentor using the skills worksheets - need to include Red Cross Pool and/or Waterfront Lifeguard Skills
- Course planning
- Co-teaching on a Lifeguard Instructor course
- Information on mentoring and supporting Instructor candidates

**Post-course Requirements:**

- Successfully complete the co-teach required in the course.

---

**Certification:**

- 2-year certification
- Certification as a Lifeguard Instructor Trainer automatically recertifies the Red Cross Pool and Waterfront Lifeguard and Red Cross Lifeguard Instructor certification.

## Water Safety Master Instructor Trainer

Water Safety Master Instructor Trainers (WSMITs) are the foundation of the Water Safety Instructor Development Program because they:

- Train and mentor Water Safety Instructor Trainers.
- Provide volunteer support for the Instructor Development Program.
- Promote the seven Fundamental Principles of the Red Cross.
- Promote the Red Cross Swimming & Water Safety Program.

Their knowledge, skills, attitudes, and experience are invaluable to the delivery of effective Red Cross Swim programs. A Master Instructor Trainer’s primary role is to assist Instructor Trainer candidates with further development of their ability to teach and facilitate Water Safety Instructor Courses.

In a volunteer capacity, Master Instructor Trainers share their valuable experience with Instructor Trainer candidates. Their influence will help develop dynamic Instructor Trainers to support the Red Cross Swim programs. This position is a designation, not a certification, for the purpose of teaching the Instructor Trainers on an as-needed basis.

Master Instructor Trainers focus on reducing water-related injuries and fatalities in their role as champions for our training programs. They lead training for Instructor skills development which results in the teaching of skills, knowledge, and abilities in the Red Cross Swim programs to promote the development of safe attitudes and demonstration of safe behaviours when in, on, and around the water.

### MASTER INSTRUCTOR TRAINER: Course Conductor

Trains Water Safety Instructor Trainers to effectively teach Water Safety Instructors.

### MASTER INSTRUCTOR TRAINER: Recert Conductor

Provides support and resources to current Water Safety Instructor Trainers through their recert cycle.

### MASTER INSTRUCTOR TRAINER: Water Safety Experts

Provides support to Water Safety Instructors through Instructor skills development workshops, and by functioning as a regional technical resource.

### *HIGH FIVE® Affiliate Master Trainer – Red Cross*

The HIGH FIVE® Affiliate Master Trainer – Red Cross certification will enable you to provide HIGH FIVE® Affiliate Trainer – Red Cross and PHCD training. To be eligible you must be a current HIGH FIVE® Trainer and HIGH FIVE® Affiliate Trainer – Red Cross. This position is a designation for the purpose of teaching the HIGH FIVE® Affiliate Trainer – Red Cross course as needed.

## Lifeguard Master Instructor Trainer

Lifeguard Master Instructor Trainers are the very foundation of the Lifeguard Instructor Development Program because they train the Lifeguard Instructor Trainers and provide advice and volunteer support to all levels of the Lifeguard Instructor Development Program and to Red Cross Lifeguard Programs. Their knowledge, skills, attitudes, and experience are invaluable to the delivery of effective Red Cross Lifeguard Programs. A Lifeguard Master Instructor Trainer's primary role is to further develop Lifeguard Instructor Trainer candidates' ability to teach and facilitate, not to teach lifeguard skills.

In a volunteer capacity, Lifeguard Master Instructor Trainers are expected to use the opportunity to share their valuable experience with the Lifeguard Instructor Trainer candidates. Their influence will help develop dynamic Lifeguard Instructor Trainers to support the Red Cross Lifeguard Programs. This position is a designation and not a certification and for the purpose of teaching the Lifeguard Instructor Trainers on an as-needed basis.

### *Lifeguard Master Instructor Trainer's Minimum National Responsibilities*

- Reviewing Lifeguard Instructor Trainer candidates' background, skills, and knowledge to ensure they meet the prerequisites and other requirements for the Lifeguard Instructor Trainer mentorship.
- Equipping Lifeguard Instructor Trainer candidates with the knowledge, skills, attitudes, and experience required to teach Lifeguard Instructors.
- Ensuring candidates know they must use the Red Cross Lifeguard Instructor Trainer Guide as their primary resource.
- Evaluating candidates according to the criteria set by the Canadian Red Cross for successful completion.
- Deepen Lifeguard Instructor Trainers' understanding of their role as representatives of the Canadian Red Cross and as role models for their candidates.
- Encourage Lifeguard Instructor Trainers to become involved in volunteer opportunities.
- Encourage Lifeguard Instructor Trainers to use self-reflection to develop their skills and promote values that are consistent with the Red Cross Lifeguard Programs.

## Glossary

<b>C</b>	<b>Certification course</b>	Provides the candidate with a certification or other written recognition that has an expiry date on it.
	<b>Challenge</b>	This term will only be used as a reference to a course and will not be a separate course. An individual will be able to challenge the skills and knowledge evaluations in some levels.
	<b>Current certification</b>	A Water Safety Instructor/Water Safety Instructor Trainer with a certification that is within the certification time period. The certification must not be expired or in a grace period.
<b>G</b>	<b>Grace period</b>	A period of three years following the expiry date of the Lifeguard Instructor/Lifeguard Instructor Trainer certification.
<b>M</b>	<b>Mentorship</b>	A process in which a Water Safety Instructor, Lifeguard Instructor, Water Safety Instructor Trainer or Lifeguard Instructor Trainer supports and advises a WSI, LGI, WSIT or LGIT candidate as they complete the requirements to achieve certification.
<b>N</b>	<b>Non-certification</b>	Courses that candidates take to gain knowledge and skills, but are not tested or certified on their knowledge and skills. No recertification is required for these courses.
<b>O</b>	<b>Optional</b>	Additional materials that the Training Partner may choose to provide to candidates.
<b>P</b>	<b>Post-course requirements</b>	These are the final steps required once the candidate of the course has been successfully completed.
	<b>Practise-Teaching Exercises (WSI)</b>	All WSI candidates must complete a minimum of three practise-teaching exercises during the WSI – Classroom and Pool component. They can teach actual swimmers in a Red Cross Swim program (organized by the Water Safety Instructor Trainer and the Training Partner) or their peer WSI candidates. The practise-teaching exercises are separated into 3 categories: Skills and Water Safety; Swimming; and Developing Swimmer. This experience will be evaluated by the WSIT during a WSI – Classroom and Pool .

	<b>Practise-Teaching Presentations (WSIT)</b>	During the WSIT – Classroom component, the WSIT candidate will be conducting two 10-minute practise-teaching presentations to their fellow WSIT candidates. These are assigned by the WSMIT prior to the WSIT – Classroom component, and are designed to allow the WSIT candidates to: <ul style="list-style-type: none"> <li>■ Demonstrate their ability to teach WSI candidates.</li> <li>■ Share their lesson plans with peers.</li> <li>■ Receive constructive feedback from their peers, who will share in the learning process.</li> </ul>
	<b>Prerequisite</b>	Certifications or skills that are required to be eligible to register into the level or the course.
<b>R</b>	<b>Recommended</b>	Materials, equipment and standards that will increase program quality and enhance the program for candidates/participants. These materials, equipment and standards should be made available to candidates/participants whenever possible.
	<b>Recert/Recertification (WSI R, LGI R, WSIT R or LGIT R)</b>	The course which Water Safety Instructors, Lifeguard Instructors, Water Safety Instructors Trainers or Lifeguard Instructor Trainers are required to complete at least once every two years to maintain a current certification.
	<b>Required</b>	Materials, equipment or standards that Training Partners must ensure candidates/participants have in order to maintain program standards and provide essential materials for candidates/participants.
<b>S</b>	<b>Supervising WSI</b>	An experienced WSI (recommended to have at least two years of practical teaching experience of the Red Cross Swim programs or equivalent), who supervises and evaluates the WSI candidate during the teaching experience component. Supervising WSIs may only supervise one WSI candidate per lesson.
	<b>Supervising WSIT</b>	An experienced WSIT who has taught a minimum of two WSI Courses since receiving WSIT certification, who supervises and evaluates the WSIT candidate during the WSIT – Teaching Experience component.
<b>T</b>	<b>Teaching Experience</b>	The practical application component of the WSI and WSIT certification. This component requires teaching actual swimmers in an existing program. The class is run by an experienced Supervising WSI/WSIT who is responsible for the class.
	<b>Training Partner</b>	Red Cross Training Partners may be large or small businesses, community or municipal organizations, corporations, or other organizations that have an agreement with the Red Cross to conduct training with Red Cross certified Instructors/Trainers.
	<b>Transfer</b>	To transfer skills and knowledge from another organization to a similar Red Cross course or certification.
<b>U</b>	<b>Update</b>	To refresh the knowledge and skills to the current standards within the

	<p>same certification.</p> <p><b>Example:</b></p> <p>Current Canadian Red Cross Lifeguard update to the NEW Canadian Red Cross Lifeguard</p>
<b>Upgrade</b>	<p>To upgrade skills and knowledge from a Red Cross course to another. When the upgrade term is used it should always reference what is being upgraded.</p> <p>Example:</p> <p>Assistant Lifeguard Instructor Upgrade to Lifeguard Instructor</p>
<b>W</b> <b>WSI Transfer</b>	<p>A certification course for experienced swimming Instructors who hold a current swimming Instructor certification with the American Red Cross, Lifesaving Society Swim, Toronto Ultra Swim Program, Sears I Can Swim, YMCA program, AUST Swim, ASA UKCC British, B.Ed Physical and Health Education Teacher or National Coaching Certification Program, Competitive Swimming Level 1.</p> <p>This course ensures candidates have the knowledge and skills required to teach the Red Cross Swim programs.</p>

## Common Acronyms

<b>Red Cross Swim Programs</b>	RCS P	Red Cross Swim Preschool	
	RCSK	Red Cross Swim Kids	
	RCS@S	Red Cross Swim @ School	
	RCS@C	Red Cross Swim @ Camp	
	RCS Strokes	Red Cross Swim Strokes	
	RCS Basics	Red Cross Swim Basics	
	RCS Sports	Red Cross Swim Sports	
	RCS Adapted	Red Cross Swim Adapted	
	ALG	Assistant Lifeguard	
	LG	Lifeguard	
	LGP	Lifeguard Pool	
	LGW	Lifeguard Waterfront	
<b>Instructor Certifications</b>	WSI	Water Safety Instructor	
	WSI – Skills Evaluation	Water Safety Instructor – Skills Evaluation component	
	WSI – Online	Water Safety Instructor – Online component	
	WSI – Teaching Experience	Water Safety Instructor – Teaching Experience component	
	WSI – Classroom and Pool	Water Safety Instructor – Classroom and Pool component	
	WSI Recert	Water Safety Instructor Recertification Course	
	WSI Transfer	Water Safety Instructor Transfer Course	
<b>Instructor Trainer Certifications</b>	WSIT	Water Safety Instructor Trainer	
	WSIT – Online	Water Safety Instructor Trainer – Online component	
	WSIT – Teaching Experience	Water Safety Instructor Trainer – Teaching Experience component	
	WSIT – Classroom	Water Safety Instructor Trainer – Classroom component	
	WSIT Recert	Water Safety Instructor Trainer Recertification Course	
	LGIT	Lifeguard Instructor Trainer	
	HF AT	HIGH FIVE® Affiliate Trainer – Red Cross	
	SWS MIT	Water Safety Master Instructor Trainer	
	<b>Master Instructor Trainer</b>	LG MIT	Lifeguard Master Instructor Trainer
		HF AMT	HIGH FIVE® Affiliate Master Trainer – Red Cross



## **National First Aid, Swimming & Water Safety Contact Centre**

t 877-356-3226

f 800-811- 8877

[myrcsupport@redcross.ca](mailto:myrcsupport@redcross.ca)