



# Training Partner Application Package

## WATERFRONT AND BACKYARD POOLS

2017



1.877.356.3226 | [redcross.ca](http://redcross.ca)





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This package is for those communities or individuals interested in offering Red Cross Swim programs at a waterfront or in a backyard pool.

## What is a Red Cross Training Partner?

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. Red Cross Training Partners are approved after an application process, and they must agree to offer Red Cross courses according to National Program Standards, which are established by the Red Cross for the delivery of its courses.

## Features and Benefits of Being a Red Cross Training Partner



The Red Cross has been a leader in first aid and swimming and water safety training in Canada for more than 60 years.



You are providing training using a program with a proven track record of quality and commitment to injury prevention.



Reliable customer service from the Red Cross and friendly, efficient provision of materials and supplies.



Your needs are addressed in a timely and efficient manner, and materials are delivered right to your door, saving you time and money.



Professional, high-quality research and program development.



You can be confident that you are providing the latest and best training possible and assured that your participants are learning skills to reduce injuries and stay safe in, on and around the water.



Full spectrum of water safety courses available to suit many ages and interests.



You can provide a whole range of community-based programs.





# Steps to Become a Red Cross Training Partner

CLICK HERE  
Prospective  
Training Partner  
Tools and  
Information



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## STEP 1: Review the Waterfront or Backyard Pool Considerations Checklists and Create a Delivery Plan

Reviewing our Waterfront or Backyard Pool Considerations Checklists is the starting point to determine whether to become a Red Cross Training Partner. Starting any program has associated regulations, costs, and requirements. In addition to looking at the considerations, you need to have a training delivery plan.

Check online for information and resources to assist you at [redcross.ca/partner](http://redcross.ca/partner).

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## STEP 2: Complete the Application and Cover Letter

Complete and return the following to the Red Cross:

- **Application form**
- Cover letter, which outlines
  - your training delivery plan, including elements of the *Considerations Checklist*;
  - additional information about your experience with the Red Cross or other first aid programs; and
  - business references (if appropriate).
- Non-refundable application fee of \$250 CAD
- Completed Criminal Record Check and Vulnerable Sector Check

**Note:**

*The application process will take a minimum of 4 to 6 weeks to complete.*

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## STEP 3: Sign the Agreement

After you receive notification that your application has been accepted, you will be required to sign an agreement with the Red Cross. Please note that you need to be of the age of majority in your province or territory to sign the agreement. If you have not yet reached the age of majority, a parent/guardian will need to sign for you.



Please review the agreement carefully. You will also be required to provide the following:

- Certificate of insurance (you will be required to name Red Cross as “additional insured”)
- Registration of business name where applicable
- Payment of all required fees

**Note—Annual Training Partner Fees:**

*Red Cross Training Partners may pay an annual fee. This fee provides access to online tools and resources, supports our marketing of your courses through our website, and provides you with ongoing support from the Red Cross.*

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## STEP 4: Set-Up the Account

When the Red Cross has received and signed your agreement, you will receive the following:

- Customer number
- Customer ID and Password for Shop Red Cross online ordering
- Red Cross Training Partner ID and password for online tools
- Red Cross Training Partner Resource Guide

Only when you receive a letter confirming your Red Cross Training Partner account and have staff trained as Red Cross Instructors can you start offering Red Cross courses.

Still have questions? **1.877.356.3226**





# Considerations Checklist

Red Cross Training Partners are responsible for all operational and administrative aspects of their business.

Review and complete the following *Considerations Checklist* as a first step to becoming a Training Partner. This list provides an overview of the administrative, financial, and legal responsibilities you need to fulfill in order to establish your program and complete your application to become a Training Partner.

The Red Cross recommends that you seek counsel from accounting, municipal and legal professionals. Review the following checklists for items that may impact your business:

- Insurance and liability
- Business licence
- Land use and zoning
- Health and safety
- Accounting and tax (GST/HST)
- Human resources (list of Instructors and their qualifications)
- Equipment and natural environment

## Insurance and Liability

- Look into liability insurance.** The Red Cross does not provide liability insurance to Training Partners, and home insurance is not adequate to meet business requirements. Discuss your options with your insurance agent. If using a rented or borrowed facility, check if the owners provide liability insurance coverage.
- Obtain proof of commercial general liability insurance.** Red Cross Training Partners are required to carry commercial general liability insurance. This insurance will protect you against claims for:
  - a personal injury that occurs during your course,
  - errors and omissions,
  - damage to the teaching facility that occurs during your course, and
  - property damage or loss related to your business as a Red Cross Training Partner.
- You are required to maintain your insurance for the length of your agreement with the Red Cross, and you must renew your insurance annually.

The Red Cross will not sign a Training Partner agreement with you without a certificate of insurance.

[CLICK HERE](#)  
Insurance  
Provider  
Information



CLICK HERE  
Canada  
Business  
Website



## Business Licence

- Review municipal requirements** (chamber of commerce or city hall) for business licences.
- Contact the municipal or town office** in the community in which the business will operate. Small-business development centres in some urban areas, and on the Web, can provide help.

## Land Use and Zoning

- Check with municipal authorities** to ensure that you are conforming to the zoning and building regulations for the area where you are running your business.

## Health and Safety

- Municipal and provincial/territorial health and safety considerations** may also affect your waterfront operation. Check with your local health authority or board.
- Check Public Health Regulations** for instructing and lifeguarding regulations.

## Accounting and Tax

- Federal and provincial/territorial taxation laws may affect your operations. **Contact the Canada Revenue Agency and your provincial/territorial taxation branch for information.**
- First aid and swimming and water safety courses may be exempt from GST when classified as a life skills course.

## Human Resources

- Hire only certified Red Cross Instructors.** Proof of current certification should be provided by the Instructor or may be verified with the Red Cross Contact Centre.
- Screen staff**, check references, and ask for a criminal record check (as appropriate).
- Ensure that you comply with all employee obligations**, including provincial/territorial worker safety and insurance board coverage, occupational health and safety regulations, unemployment premiums, and Canada Pension Plan and personal income tax deductions as per federal and provincial/territorial laws.

*The Red Cross recommends you seek counsel from accounting and legal professionals regarding human resources.*

CLICK HERE  
Aquatics  
Legislation



CLICK HERE  
Canada Revenue  
Agency Website



CLICK HERE  
Canadian Red  
Cross Program  
Standards





## Equipment and Natural Environment/Facility for Waterfront Programs

- Red Cross National Program Standards** outline the equipment that is required and recommended for all courses. Further equipment may be required by health regulations. Check with the local health authority.
- You may be restricted by the waterfront on the type of training you can offer. Please check Red Cross National Program Standards on size and depth requirements and with local health authorities.
- Waterfront should be surveyed for swimming and diving areas. “No Diving” areas should be clearly marked. Areas for swimming should be marked.
- Waterfront rafts should be marked to indicate if jumping or diving is allowed. The presence of a diving board on a raft does not indicate that it is safe for diving. Water levels/depth may change over time and with the seasons.

## Equipment and Facility Requirements for Backyard Pool Programs

### Water Temperature/Issues

- Water temperature should be maintained between 21°C and 32°C or 70°F and 90°F. For an introduction to water in Red Cross Swim lessons, learning occurs more rapidly when the water temperature is comfortable: 29°C or 84°F is considered ideal.
- Water should always be clear.

### Backyard Pool Fencing

- Check that your fence meets municipal bylaw standards.
- Be sure that your fence prevents direct access from the house and surrounds the pool entirely.
- Gates should have tension-adjustable self-closing hinges and be self-latching with an inside latch.
- Gate latches should be out of the reach of small children and have a childproof self-latching mechanism.
- Ensure that the gate is closed and locked when the pool is not in use or is unsupervised.
- Check that fence gaps are no larger than 10 cm.
- Check that trees, buildings, and furniture do not allow easy entry to pool enclosure. When the pool enclosure is at the property line, check that neighbours do not inadvertently endanger children via easy-to-climb trees, and furniture that is too close to the fence.



## Diving

- Few backyard pools are safe for diving. Clearly mark all areas as unsafe for diving. The presence of a diving board does not guarantee that the pool is safe for diving.
- Ensure that the diving board or slide match the manufacturer's directions for installation and your pool size and depth.
- Ensure sufficient depth for entire path of entry for slides or diving boards (if applicable).
- Encourage slow, feet-first entries.

*Please consult with your local public health unit regarding other water quality parameters.*

*For more information regarding insurance, equipment, or course supplies, please check with Red Cross.*





# Program Start-Up Safety Checklist

## Safety Equipment

- Is your buoyant aid with an attached throwing line near the waterfront?
- Is your reaching pole with a non-metal handle, in view and accessible?
- Is your first aid kit accessible?
- Is your telephone with emergency numbers posted near the waterfront?
- Is your buoy line at the shallow end located at least one foot before the slope toward the deep end?
- Is the depth clearly marked for both the shallow and deep ends?
- Is "No Diving" clearly indicated where it would be dangerous to dive?

## Emergency Numbers Posted by Emergency Phone

Include numbers for the following:

- EMS or 9-1-1 and appropriate numbers for your location
- Ambulance
- Fire
- Police
- Poison Control
- Your facility address
- Closest Major Intersection
- Your facility phone #

## Water Safety Rules Taught and Posted

- Review recommended waterfront or pool rules with guests/participants and clearly post these rules.
- Inform guests/participants of rules and dangers before they enter the waterfront or pool area.
- Ensure sufficient depth for entire path of entry for slides and check frequently as water depths may change in natural bodies of water.
- Restrict activities in slide/dive areas to one person at a time.
- Never swim in murky or cloudy water.
- Do not wear earplugs; they can add dangerous pressure as you descend.



## Chemicals and Cleaning Solutions Safety

- ALWAYS** read and follow manufacturer's directions regarding use and storage of chemicals.
- Keep chemicals in a cool, dry, vented, locked place away from materials that burn easily (e.g., paints, solvents, paper, cardboard, etc.)
- NEVER** mix chemicals.
- Add chemicals to water; **DO NOT** add water to the chemical container.
- DO NOT** leave chemical containers open or use the same scoop for different chemicals.
- Store wet and dry chemicals separately; clean up spills immediately.
- ALWAYS** wear protective equipment when handling chemicals and know the first aid treatments in case of accidental contamination.

## Electrical Equipment Safety

- All electrical equipment must conform to provincial/territorial electrical codes and should be checked daily prior to use.





# Waterfront and Pool Rules

## Waterfront Rules

- Swim only when the waterfront is supervised by a trained Water Safety Instructor or Lifeguard. All children need adult supervision when they have access to water. Preschool children are at greatest risk of falling into water unnoticed.
- Do not mix alcohol and swimming as serious injuries (e.g., drowning, head and spine injuries, etc.) are more likely to occur.
- Pushing, running, and throwing others into the water are most likely to result in injuries. Some will result in a severe injury or death.
- Perform only feet-first entries.
- Play with care.
- Keep the beach, docks, and rafts clean and clear.
- Only non-breakable cups and dishes are allowed on the waterfront.

## Pool Rules

- Swim only when the backyard pool is supervised by a trained Water Safety Instructor or Lifeguard. All children need adult supervision when they have access to a pool.
- Do not mix alcohol and swimming as serious injuries (e.g. drowning, head and spine injuries, etc.) are more likely to occur.
- Pushing, running, and throwing people into the water are most likely to result in injuries. Some will result in severe injury or death.
- Perform feet-first entries until the suitability and safety requirements for diving at the site are determined.
- Play with care.
- Keep the pool deck clean and clear of objects.
- Only non-breakable cups and dishes are allowed on deck.





# Application Submission Checklist

- Review the **Considerations Checklist**
- Complete the **application form**
- Create a cover letter and delivery plan
- Complete a Criminal Reference Check and Vulnerable Sector Check
- Attach the application payment or proof of web payment
- Send your complete submission, which includes your cover letter, application form, delivery plan, and criminal record check to **myrcsupport@redcross.ca** or mail to Canadian Red Cross First Aid, Swimming and Water Safety Contact Centre, 1305 11 Avenue SW, Calgary, AB T3C 3P6

