

SWIM INSTRUCTOR

32-HOUR

COURSE OUTLINE

September 2025

LIFESAVING FIRST AID BOATING EDUCATION SWIMMING

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Registered Charity number: 10479 7212 RR0001



**PREVENT
DROWNING**

INTRODUCTION AND COURSE OBJECTIVES

The Lifesaving Society's Swim Instructor course prepares instructors to teach and evaluate elementary swimming strokes and related skills. Candidates learn proven teaching methods, various stroke development exercises and correction methods. Swim Instructors with a valid award are responsible for teaching in all levels of the Swim for Life program.

During this training, the candidate will learn to teach the various courses such as the Swim Patrol, Swim for Life, Adult and Fitness levels. They will have the opportunity to acquire and put into practice different pedagogical approaches appropriate to lifesaving and swimming training, through practical exercises and examples. In addition, they will work with the essential resources for organizing, planning, and managing a course. Candidate evaluation will also be put into practice, in addition to learning about training policies and administrative procedures.

LEARNING OBJECTIVES AND CONTENT

To find out what the candidate will be able to do at the end of the course, please refer to the Leadership Skills Guide.

PREREQUISITIES

- ☐ Must be at least 15 years old by the last class
- ☐ Bronze cross award (or National lifeguard – pool)

ATTENDANCE

Candidates must attend and participate in **all sessions** to complete the course properly. It is the candidate's responsibility to keep up to date on and to make up any missed material.

ATTITUDES AND BEHAVIOR

Respectful and safe behavior will be required throughout the training, otherwise the candidate may be refused access to the course.

COMPLAINTS UNDER THE HARASSMENT AND MISCONDUCT POLICY

The Lifesaving Society's complaint process is divided into two sections. There are reports of situations of abuse, harassment, neglect, and violence, as well as complaints of an administrative nature, e.g. disputed results, program standards not being met.

For the first type of grievances, you will be redirected to a government platform. Offering impartial, confidential, accessible and effective recourse, the PILS (Protecteur de l'intégrité en loisir et en sport) helps create and maintain healthy, safe and respectful environments in all leisure and sports settings.

For administrative complaints, members of the Lifesaving Society team will ensure a follow-up. Depending on the nature of the complaint, information may be requested from the instructor, evaluator, affiliate member and, of course, the person making the complaint. Once all the information has been gathered, a follow-up can be made to the complainant.



REPORT ABUSE, HARASSMENT, NEGLIGENCE, AND/OR VIOLENCE

ADMINISTRATIVE COMPLAINT

POLICY, RULES, AND PROCEDURES REGARDING THE PROTECTION OF THE INTEGRITY

The Lifesaving Society is following in the footsteps of sports federations recognized by the Quebec government, by adopting a [Policy, Rules and Procedures for the Protection of Integrity](#).

REQUIRED MATERIALS

- ☐ *Leadership Reference manual*
- ☐ *Leadership Competencies guide*
- ☐ *Swim Instructor and Lifesaving instructor manual*
- ☐ *Swim Patrol Award guide*
- ☐ *Bronze Level Award guide*
- ☐ *Canadian Lifesaving manual*
- ☐ *Program guide (download)*

AWARD

Upon successful completion of the course, the candidate will be awarded the "Swim Instructor" award. This certificate is valid for two (2) years from the date of the last course. The certificate must be recertified every two years to keep it up to date.

EVALUATION

The candidate must achieve and demonstrate the Level 1 performance criteria for all 13 competencies in the Leadership program by the end of the course. These performance criteria are assessed by the candidate and the trainer throughout the course.

A development plan will be written up by the candidate with the help of the trainer to achieve the performance criteria of the target level (training level or higher).

At the end of the training course, there are three possible outcomes:

- ☐ Success: the candidate obtains the certificate related to the training course.
- ☐ Fail: candidate must repeat the training course

- ❑ Awaiting final result: the candidate must complete his or her development plan in order to demonstrate all the performance criteria required for success. A reassessment of the result takes place once the development plan has been completed.

ADMINISTRATION

Location : _____

Course dates and schedule : _____

CONTACT

Affiliation member
(organization offering the course): _____

Email : _____ Phone : _____

IMPORTANT NOTICE

You are responsible for updating your contact information before the last day of the course in your profile at www.sauvetage.qc.ca. In the event of an error in your contact information when mailing your award, you will be charged a fee if you omitted to update your contact information.

Upon successful completion of your training, you must contact the Lifesaving Society to gain access to the Lifesaving Society's instructor dashboard. This will enable you to download the necessary documentation and transmit results online.

For all technical questions, the certified trainer teaching the course should always refer you to the Lifesaving Society's official documentation, such as manuals, award guides and the Lifesaving Society's program guide.



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