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Confirmation Packet for

2024 Intl. Water Rescue Instructor Academy

Thursday, September 12 – Sunday, September 15

Course Location:

Embassy Suites by Hilton
1050 Westbrook Street
Portland, Maine 04102
207/775-2200

Administration....

This is to confirm your registration to participate in the **2024 International Water Rescue Instructor Academy**. Please print and carefully review this entire CONFIRMATION PACKET prior to your arrival at the Academy.

This confirmation packet includes information about this intensive and comprehensive 4-day training, as well as what to wear and what to bring, directions, lodging, **required forms** that need to be completed and brought with you, and **pre-requisite reading**. *Please note that we cannot complete your authorization without those **required forms**.*

This 4-day luxury boot-camp-style Academy is an intensive and comprehensive training program, with over 30 instructional contact hours. Therefore, please come well-rested and prepared to participate in both **classroom** and **practical skill sessions**. During the 4 days, classroom and practical sessions will include the following:¹

Classroom sessions (11 hours)
Indoor swimming pool (9 hours)
River and Ocean (7 hours)
Lake (3 hours)

¹ This, obviously, does not include the required pre-requisite reading assignments or preparation for practice teaching in the classroom and in the water.



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In addition to the instructional contact hours, you will also be required to study and prepare, on your own, between sessions and in the evening after scheduled class. The **pre-requisite reading** listed in this packet is critical to your success in this Academy. Please be sure to review these articles prior to reporting to the Academy as the classroom portions of the Academy, as well as your practice teaching assignments, will be conducted under the premise that you've reviewed and have a thorough knowledge of this material in advance. A course **Guidebook** and **Instructor SOP Manual** will be provided to you at the start of the Academy.

All Lifesaving Resources' training programs **start on time** and **end on time**. Every minute of this 4-day Academy is absolutely accounted for so it is critical that we keep a tight schedule from the start of the Academy at 3 PM on Thursday, to its completion at 3 PM on Sunday. Therefore, we will need your complete cooperation during the classroom sessions, scheduled breaks, practical sessions, meals, and while transferring from the hotel to the practical session venues, and back. Remember, **Do Not Be Late!**

Upon successful completion of the Academy, you will be certified as having completed the Water/Surf/Swiftwater Rescue Technician course and will be authorized as an Instructor to conduct **Water Rescue Awareness, Operations**, and/or **Technician**-level courses, as well as **Swiftwater** and **Surf Rescue Technician** courses, on behalf of your sponsoring agency. Your authorization as an Instructor will be valid for **3** years. To be eligible for re-authorization, you will be required to conduct a minimum of **2** courses within your authorization period, one of which must be a **Technician**-level course.²

Your students who successfully complete training at the Water Rescue Awareness, Operations and/or Technician level, as well as at the Swiftwater or Surf Rescue Technician levels are certified for **5** years from the course completion date. Certification at the **Awareness** level requires completion of the classroom portion of the course, including passing the final written exam. Certification at the **Operations** level requires completion of the Awareness level segment and observation of, or working as a line tender and shore-based rescuer for, all practical evolutions. Certification at the **Technician** level requires completion of the Awareness level segment, plus participation in all required practical evolutions. Each of these course curriculums meet and exceed **NFPA 1670** and **NFPA 1006**.

² Instructors who do not have the opportunity to meet the requirements for re-authorization may assist another Instructor in the conduct of a Lifesaving Resources' sponsored Technician level course, within your authorization period. This is an opportunity to get more experience, as well as to meet the requirements for re-authorization.



Lodging and Meals....

We ask everyone to please arrive at the hotel prior to 2:30 PM on Thursday. If you are flying into Portland International Jetport, once you've obtained your bags from baggage claim, you can then dial the hotel to request a pickup from the baggage claim area. Once at the hotel, transportation will be provided from the hotel to all practical session locations.

Lodging (Thursday through Sunday) and meals (Thursday dinner through Sunday lunch) are included with your tuition. Lodging is single-occupancy so you'll have your privacy and plenty of room to spread out.

Please request a wake-up call from the front desk each evening for the following morning. Also, do not hesitate to request additional towels and toiletries from the front desk, as you will need a towel at the conclusion of each of the practical sessions.

If you are arriving on Wednesday (or earlier), or departing on Monday (or later), you must make your lodging reservations and payment directly with the hotel and explain that you are coming in for the Lifesaving Resources Academy training. The hotel will try to accommodate you so that you can stay in the same room throughout your stay. When making reservations for days prior to or at the conclusion of the Academy, please make them directly with the hotel – DO NOT GO THROUGH CENTRAL RESERVATIONS.

As for meals, if you have any special dietary needs, please let us know and we will do our best to accommodate you.

Transportation....

For instructor candidates flying in, transportation to and from the hotel, and to all practical, classroom and hotel venues will be provided. Anyone with a large vehicle that is capable of transporting 3 or more passengers may be drafted for use, if available. However, we prefer to use only official department-owned and marked vehicles.



Schedule...

The Academy will officially kick off at **3:00 PM** on **Thursday** afternoon. As a **Water Rescue Instructor** candidate, you will participate, as a student, in the **Water, Swiftwater & Surf Rescue Technician** courses, followed by the Instructor training segments. The following is a tentative schedule for the 4-day Academy:

Thursday

03:00 PM - 05:45 PM	Classroom Session #1
06:00 PM - 06:45 PM	Dinner
07:00 PM - 10:00 PM	Classroom Session #2

Friday

06:30 AM - 07:30 AM	Breakfast (Hotel)
07:45 AM - 08:15 AM	Transfer to Westbrook Swimming Pool
08:30 AM - 11:45 AM	Practical Session #1 (swimming pool)
12:00 PM - 12:30 PM	Lunch (Assorted Sandwiches)
12:45 PM - 04:30 PM	Practical Session #2 (swimming pool)
05:00 PM - 05:30 PM	Dinner
06:00 PM - 09:00 PM	Practical Session #3 (swimming pool practice teaching)
09:15 PM - 09:30 PM	Transfer back to hotel
09:45 PM - 10:00 PM	Debriefing

Saturday

06:30 AM - 07:30 AM	Breakfast (Hotel)
07:45 AM - 08:30 AM	Transfer to Scarborough (Pine Point Beach)
08:30 AM - 11:30 AM	Practical Session #4 (ocean/river)
12:00 PM - 01:00 PM	Lunch
01:00 PM - 04:30 PM	Practical Session #5 (ocean/river)
05:00 PM - 05:30 PM	Transfer back to Hotel
06:00 PM - 06:30 PM	Dinner (Hotel)
06:45 PM - 10:00 PM	Classroom (Practice Teaching)

Sunday

06:30 AM - 07:30 AM	Breakfast (Hotel)
07:45 AM - 08:15 AM	Transfer to Wassamki Springs Campground
08:30 AM - 11:00 AM	Practical Session #6 (lake)
11:15 AM - 11:30 AM	Transfer back to Hotel
12:15 PM - 01:15 PM	Lunch (Hotel)
01:30 PM - 03:00 PM	Classroom Session #4 (Administration & Graduation)



Technician Level Course Descriptions....

The **Water Rescue Technician** (WRT) and **Surf/Swiftwater Rescue Technician** (SRT) courses are intensive and comprehensive training programs that include approximately 5-hours of **classroom** and 12-hours of **practical** sessions conducted in static and dynamic water venues.

Please be sure you complete the pre-requisite reading assignments online and review the slides prior to your arrival and especially, prior to taking the written exam contained within the course Guidebook. Although Technician level participants are only required to score a minimum of 70% on the final written exam, Instructor candidates are expected to score **100%** on this exam (which is why the pre-requisite reading is critical).

Upon successful completion of the Technician level segment of the Academy, you will be awarded with a Course Completion Certificate (valid for 5 years). If for some reason you are unable to participate in and complete all the practical evolutions, you will then be certified at the Awareness or Operations level, depending upon your level of participation. However, in order to continue on as an Instructor Candidate, successful completion of the entire Technician level courses will be required.

COVID Safety Recommendations...

Lifesaving Resources no longer requires Instructor Candidates to show proof of COVID vaccinations. However, everyone is encouraged to take appropriate precautions to limit the possibility of cross-infection between participants.

Non-Smoking Environment...

All our venues, including the hotel, are **non-smoking facilities**. Therefore, smoking will not be allowed at the hotel or at any of the venues during the practical sessions. If you need to smoke, you may only do so in your vehicle and you must dispose of trash appropriately..



Pre-requisite Swim Test....

A pre-requisite swim test will be administered during day 1 of the Academy at which time instructor candidates must demonstrate proficiency in the water by passing the following swim test:

1. Swim continuously 500 yards while wearing a Type V Personal Flotation Device (PFD)
2. While in deep water, remove the PFD, surface dive to a depth of 9' and recover a 10 lbs. brick and bring it to the surface
3. Support a 10 lbs. brick at the water's surface, using legs and 1 hand only for 1 minute
4. Surface dive and swim a distance of 35' underwater

Tuition....

The conduct of this Academy is a very costly one as Lifesaving Resources is renting classroom space, swimming pool and hotel facilities, in addition to expenses for meals, lodging, faculty salaries, instructional materials, etc. Therefore, we ask that your tuition be paid for prior to the start of the Academy. Please confirm with your department that your tuition has been paid. If payment is not received or other payment arrangements made 14 days prior to the start of the Academy, Lifesaving Resources reserves the option of canceling your registration and opening your slot for others on the Academy waiting list. Tuition may be paid via check or credit card. Agency purchase orders are accepted and Lifesaving Resources will invoice your agency.



What to Wear....

The dress throughout the Academy is **casual** - but **professional**. You are here to participate in the Academy to become a Water Rescue Instructor on behalf of your department and Lifesaving Resources. We encourage you to wear your department's **logo shirts/uniforms** during all classroom sessions, meals, and when transferring from the hotel to our practical session venues. Lifesaving Resources' logowear will also be available for sale and we encourage you to wear those items as well.³

Upon check-in on day 1, you will be issued a new **RashGuard t-shirt**. This shirt must be worn during all practical skill sessions. This shirt is designed to reduce friction between your skin and your lifejacket, as well as to provide some degree of thermal protection. We require you to wear this rashguard shirt during the 3 pool sessions on Friday, as well as during the Ocean and River sessions on Saturday, and the Lake session on Sunday.

The following is a list of **equipment** you will be required to provide for participation during the **practical sessions**:

Pool Sessions

- Bathing Suit
- Rigid-Sole Wetsuit Booties⁴, Tennis Shoes or Watershoes
- **Long Pants** (to be worn in the water)

River & Ocean Sessions

- Wetsuit or DrySuit⁵
- Rigid-Sole Wetsuit Booties⁶, Tennis Shoes or Watershoes
- Water Rescue Gloves, SCUBA Diving Gloves, or Water Gloves

You are welcome to provide your own mask, snorkel, and fins for use during practical

³ Lifesaving Resources' logowear may be purchased with cash or on credit (a credit card is not required). If purchasing an item on credit, an invoice will be e-mailed to you to pay online at your convenience.

⁴ **Wetsuit booties** should be **rigid sole construction**.

⁵ If using a drysuit, you will also need fleece (tops and bottoms) for insulation from the cold water. (Ocean water temp will be approximately 55 – 60 degrees F, while river temps will be approximately 60 – 65 degrees F.)

⁶ **Wetsuit booties** should be **rigid sole construction**.



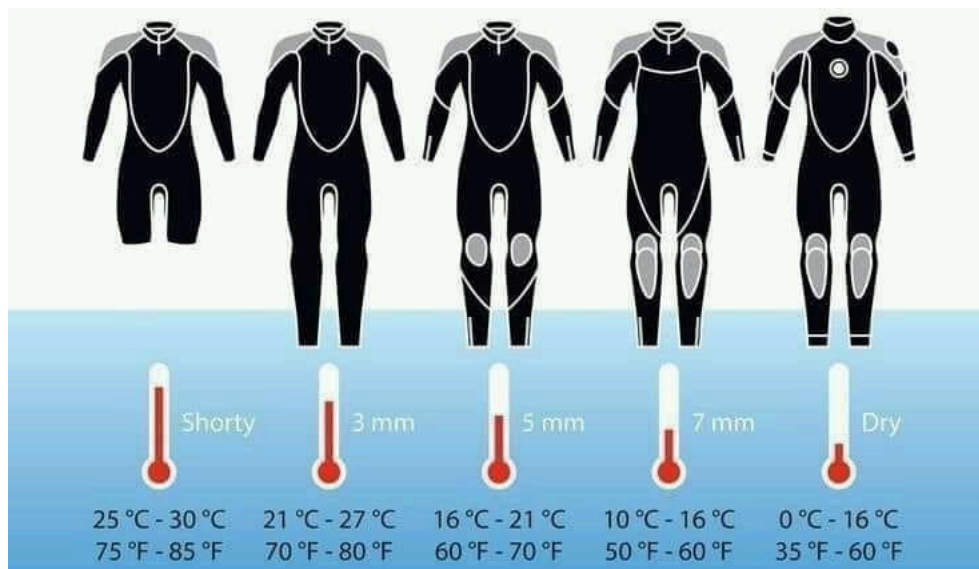
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sessions, although loaner sets will be available. Lifesaving Resources will provide **helmets** and **lifejackets** for use throughout the Academy and participants will be required to use only issued helmets and lifejackets on Friday and Saturday. But, if you bring your own gear, you are welcome to use that gear for the lake session on Sunday.

Please note that the river and ocean water may be very cold (60 – 65 degrees F.). Therefore, you may wish to consider a heavy wetsuit or drysuit with thermals underneath. Also consider insulation for your feet.

The following is meant to serve as a guide for those intending to use a wetsuit, rather than a dry suit.



What to Bring....

Besides your clothing for classroom & practical sessions, you should also bring personal toiletries (i.e. brush, toothbrush, toothpaste, deodorant, etc.). Additional towels are available from the hotel. We also encourage you to bring your **personal laptop computer** or **tablet** which can be locked in your hotel room. You will find these items useful in preparation for your practice teaching assignments and during the final Administration session on Sunday.



Emergency Contact Information...

You will be asked to provide us with emergency contact information in case of an emergency. Should someone need to urgently reach you, they can call and leave messages at the following numbers:

Lifesaving Resources:	207/967-8614
Gerry Dworkin:	207/604-4240
Donna's Dworkin:	207/604-4269
Hotel:	207/482-2270

Personal Protective Equipment (PPE)....

You are responsible for providing your own **wetsuit** or **drysuit**, along with **thermal insulation**, **footgear** and **gloves**, Footgear should have rigid soles to prevent injury when walking on rocks and debris. Lifesaving Resources will provide you with a **Type V** Personal Flotation Devices (**PFD**) and **helmet**, as well as a **Rashguard T-Shirt**. You will be responsible for bringing the issued helmets and PFD to all practical sessions.

Practice Teaching Assignments....

Instructor candidates will participate in **teach-back** (practice teaching) **sessions** in the classroom, as well as in and around the water, during which time you will practice-teach portions of the course curriculum to other Instructor candidates and course faculty. ***Instructor candidates must be comfortable teaching*** in front of a group of their peers, and must be knowledgeable of the materials and proficient in the conduct of and performance of all related practical skills. Preparation time will be on your own at the conclusion of each evening class session to familiarize yourself with the course materials in preparation for the next day. Completing the pre-requisite reading assignments prior to the start of the Academy will be critical to your success.



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Rescue Equipment...

Lifesaving Resources has cooperative agreements with a number of product manufacturers and distributors of rescue and safety equipment. Please visit our [PARTNERS PAGE](https://lifesaving.com/about-us/partners/) at <https://lifesaving.com/about-us/partners/>.

Pre-Requisite Reading...

To get the most out of the Academy, please review specific articles from the Lifesaving Resources' web site prior to arriving at the Academy. These articles, and others, can be viewed within the [Issues in Safety and Rescue Section](#) contained within the **Resources Section** of our website at www.lifesaving.com. The following are the required articles:

You may also click on the search button, located on our home page, and type the title of the article to bring it up directly. Or, simply click on the hyperlink to be instantly connected to the article.

1. [Hyperventilation Induced Blackout](#)
2. [Prevention and Management of Torso Reflex](#)
3. [NPFA Standard for Technical Rescue](#)
4. [Preparing for Swiftwater Rescue Incidents](#)
5. [The Need for First Responders to be Trained and Equipped to Perform Domestic Animal Rescues](#)
6. [Escape and Rescue from Submerged Vehicles](#)
7. [The Standard of Care in Lifeguarding](#)
8. [Firefighter Survival in the Water](#)
9. [Low Water Crossings: The Hidden Danger](#)
10. [The Need for Collaborative Agreements between Fire and Rescue Agencies and Aquatic Recreation and Lifeguard Agencies](#)
11. [Layers of Protection for Class C Public Swimming Pools](#)
12. [Emergency Procedures During Thunder & Lightning Storms](#)



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After completing the pre-requisite reading, please review the [Instructor Notes/Slides](#) at the following link:

https://lifesaving.com/wp-content/uploads/lifesaving_custom/2020_water_rescue_instructor_notes.pdf

The exam and your practice teaching will be based entirely on these slides.

Checklist....

This checklist has been developed as a guide for you to pack for this weekend training program and includes guidelines, optional, and required equipment and/or materials.

Training Equipment

- Wetsuit or Dry Suit
- Thermal Liner if using a Dry Suit
- Rigid-Sole Footgear
- Gloves
- Long Pants to be worn in the water

Clothing

- Pants or shorts for Thursday through Sunday
- Department logo shirt for Thursday through Sunday
- Sweater or Fleece for Thursday through Sunday
- Street shoes or sneakers
- Socks for Thursday through Sunday
- Underwear for Thursday through Sunday
- Coat/Jacket/Fleece
- Hat

Personal

- Toiletries
 - Razor
 - Shave Cream
 - Toothbrush
 - Toothpaste
 - Comb or Brush
- Cooler (optional)
- Snacks (optional)
- Liquid Refreshment (optional)



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Administration

- Laptop Computer**
- Instructor Agreement Form** (completed)
- Authorized Provider Agency Agreement** (signed)
- Instructor Contact Form** (completed)



Instructor & Authorized Provider Agreements....

Prior to your authorization as a Lifesaving Resources **Water Rescue Instructor**, your department will be required to sign an **Authorized Provider Agency Agreement**. *(Note: A copy of this agreement is attached. Please have this and all other forms completed prior to your arrival. These forms can also be completed [online](https://lifesaving.com/course-confirmation-water-rescue/) at <https://lifesaving.com/course-confirmation-water-rescue/>)*

As an authorized provider of Lifesaving Resources' Water Rescue Courses, your department/agency must agree to the following conditions:

1. The Water Rescue Awareness, Operations, and Technician level courses, as well as Swiftwater and Surf Rescue Technician courses must be conducted as defined and outlined within the Lifesaving Resources' curriculum materials.
2. All safety, operational, supervisory, and rescue procedures and protocols must be adhered to during the conduct of all Lifesaving Resources' courses.
3. Instructors must order required **Course Guidebooks** (one per course participant) at least two (2) weeks prior to the course starting date.
4. Instructors will print, sign and award **Course Completion Certificates** to their course graduates within two (2) weeks from the course completion date.
5. Instructors must complete a **Record of Course Completion** and submit it to Lifesaving Resources within two (2) weeks from the course completion date.

As an Instructor, you will be required to sign an **Instructor Agreement Form** agreeing to adhere to all policies and procedures established by Lifesaving Resources in the conduct of these courses. Lifesaving Resources' Instructors are authorized for 3 years and must conduct at least 2 courses, of which 1 Technician-level course must be taught, within the 3-years in order to be eligible for re-authorization for an additional 3-years. In order to be eligible for re-authorization, the instructor must also obtain a new version of the Instructor's SOP Manual, as well as a new Powerpoint Presentation (both available within the Instructor's Portal, at no charge on our website). These materials are revised annually and will be made available to all instructors.



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Upon completion of the Instructor Academy, authorized Instructors will be provided the materials necessary to conduct these courses. These materials will include a Water Rescue Powerpoint and/or Keynote Presentation, associated video clips, and an Instructor's SOP Manual. Course **Guidebooks** must be purchased for each Awareness, Operations, and/or Technician level course student.

Instructor Candidate Administration....

Attached are four forms (**Instructor Agreement Form, Authorized Provider Agency Agreement, Instructor Contact Form, Chief/Training Officer Participation Form**). Please complete these forms and bring them with you to the Academy, or complete and submit online (<https://lifesaving.com/course-confirmation-water-rescue/>). Please note that the Authorized Provider Agency Agreement must be signed by the Department's Chief or Training Officer.

Meanwhile, if you have any questions concerning the materials, the hotel, meals (please advise us in advance of any food allergies), the course content and curriculum, please contact us at team@lifesaving.com or call us at 207/967-8614.

We look forward to working with you during your training.

Donna J. Dworkin

E-Mail: donna@lifesaving.com / 207/967-8614

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P.O. Box 3006 / 3 Mills Rd.

Kennebunkport, Maine 04046



Water Rescue Instructor Agreement Form

This is to certify that

Print Name

has successfully completed a Lifesaving Resources' Water Rescue Instructor Academy and is authorized to conduct Water Rescue Awareness, Operations, and Technician Level Courses, as well as Swiftwater and Surf Rescue Technician Courses on behalf of Lifesaving Resources and

Name of Authorized Provider Agency

By signing this Agreement, the above-named individual agrees to adhere to all policies and procedures established by Lifesaving Resources in the conduct of these courses and to represent Lifesaving Resources and the Authorized Provider Agency to the best of his/her ability.

Signature

Date



Water Rescue Instructor Contact Form

Please print carefully so this information can be entered into your Instructor Profile.

Name

Department:

Title:

Department/Agency Address:

City, State & Zip Code:

Home Address:

City, State & Zip Code:

Home Phone / Work Phone:

E-Mail Address:

Cell Phone:

Signature & Date:



Authorized Provider Agency Agreement

This represents an agreement between **LIFESAVING RESOURCES, LLC** and the

Name of Agency

for the conduct of Lifesaving Resources' **Water Rescue Awareness, Operations, and/or Technician** level courses, and **Swiftwater/Surf Rescue Technician** courses on behalf of your department/agency.

As an Authorized Provider Agency, your department/agency agrees to support the designated representative listed below who has been trained and authorized by Lifesaving Resources as a **Water Rescue Instructor**. Instructors must adhere to all Policies and Procedures established by Lifesaving Resources in the conduct of these courses. To be eligible for re-authorization, they must conduct a minimum of 2 courses within their authorization period, one of which must be a Technician-level course. Each student participating in a Lifesaving Resources' Water Rescue course must receive his/her own Water Rescue Course Guidebook, and upon successful completion of their training, they must be issued a Lifesaving Resources' Course Completion Certificate. The cost for the required guidebook is \$20.00 per person. Failure to adhere to the established Policies and Procedures will invalidate this agreement and your representative's authorization as an **Water Rescue Instructor**.

Lifesaving Resources agrees to support your designated representative as follows:

1. Provide technical support to Instructors in the conduct of **Water Rescue** Courses at the Awareness, Operations and/or Technical level.
2. Provide current and up-to-date educational materials (student guidebooks, videotape segments, Instructor SOP Manuals).
3. Provide Course Completion Certificates and Insignia (optional).

Print Name of Instructor (Your Name)

Print Name of Chief or Training Officer with Title

Signature of Chief or Training Officer & Date

Mailing Address of Department • City, State & Zip Code

Phone Number & E-Mail Address



Fire Chief or Training Officer Authorization

Name of Applicant: _____

I hereby consent for the applicant to participate in the

Water Rescue Instructor Academy

and verify that he/she is covered by our department (or company) insurance, is not receiving workmen's compensation at this time, and his/her physical fitness level is appropriate for the course requested. I also am confident that the above named has the aptitude and cognitive learning skills to comprehend this level of education.

Signature of Fire Chief/Training Officer: _____

Department: _____

Date: _____