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Connection

Programs and Services

2004-008

March 16, 2004

Issuer **Preparedness Department**

Audience **Health and Safety Services**

Topic **Release of the American Red Cross Swimming and Water Safety Program**

Section I – Program Overview

Audience: Anyone interested in taking, teaching, or offering the Swimming and Water Safety Program, inside or outside of the American Red Cross. This information should be distributed to current Water Safety instructors and instructor trainers and other appropriate individuals.

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Section I – Program Overview

We are pleased to announce the release of the revised American Red Cross Swimming and Water Safety Program. The new Swimming and Water Safety Program represents the first major revision of the program in over 12 years. The new program is designed to provide participants, instructors and instructor trainers with the highest quality of program materials and program design. The new program also continues to position the American Red Cross as the premiere provider of aquatics training in the United States.

With the release of this program, all current Water Safety instructors (WSIs) and Water Safety instructor trainers (WSITs) will be required to become familiar with the new program materials and the new and revised courses included in the program. No formal testing or retraining is required to implement these changes. **In order to maintain their authorization, current WSIs and WSITs must orient to the new program before the end of their current authorization period** (either December 31, 2004 or December 31, 2005).

HIGHLIGHTS OF SWIMMING AND WATER SAFETY PROGRAM

Water Safety Instructor (WSI) Course

- WSI training time reduced from 39 to approximately 30 hours, including the precourse session
- Course prerequisites for Water Safety Instructor course have changed and include:
 - Minimum of at least 16 years of age before the end of the course
 - The ability to demonstrate skills that meet at least Level 4 performance criteria during the precourse session
- More clearly described and applied teaching strategies, including:
 - Explain, demonstrate and practice
 - Task setting
 - Station teaching
 - Guided discovery
- Improved models and tips for effective class management
- Application of teaching activities, drills and games candidates can use to improve their own performance as well as when teaching

Learn-to-Swim Courses

- Change from seven Learn-to-Swim levels to six to enhance participants' ability to progress from one level to the next more smoothly and provide incentive to progress beyond basic skills.
- The six learn-to-swim levels include:
 - Level 1—Introduction to Water Skills. Helps students feel comfortable in the water and to enjoy the water safely.

- Level 2—Fundamental Aquatic Skills. Gives students success with fundamental skills.
- Level 3—Stroke Development. Builds on the skills in Level 2 by providing additional guided practice.
- Level 4—Stroke Improvement. Develops confidence in the strokes previously learned and to improve other aquatic skills.
- Level 5—Stroke Refinement. Provides further coordination and refinement of strokes.
- Level 6—Swimming and Skill Proficiency. Refines the strokes so students swim them with ease, efficiency and power over greater distances. Level 6 is designed with "menu" options. Each of these options focus on preparing students to participate in more advance courses, such as Water Safety Instructor and Lifeguard Training. These options include:
 - Personal Water Safety
 - Lifeguard Readiness
 - Fundamentals of Diving
 - Fitness Swimmer
- The skills taught in Learn-to-Swim courses are broken down into the following skill categories to better help the instructor focus on each skill:
 - Water Entry and Exit
 - Breath Control and Underwater Swimming
 - Buoyancy
 - Changing Direction and Position
 - Treading
 - Swimming on Front, Back and Side
 - General and Personal Water Safety
 - Helping Others

Parent and Child Aquatics

- Replaces Infant and Pre-School Aquatic Program (IPAP);
- Minimum age of 6 months;
- Parent or caregiver must accompany each child into the water;
- Children ready to learn without a parent or caregiver should enroll in an appropriate Learn-to-Swim class;
- Two levels:
 - Level A**—Children 6 months to 2 years old, who have little or no previous water experiences
 - Level B**—Children who are 18 months up to 5 years old with:
 - Two or more previous sessions in the water;
 - Submerge only reluctantly (or not at all);
 - Require flotation support at all times; or
 - May benefit from parental presence and support in the water

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Water Safety Courses

- Safety Training for Swim Coaches (8 hours)
Note: Instructors must meet requirements as outlined in Connection #86- September 21, 1999. At the request of USA Swimming the revision of this course will follow the completion of a USA Swimming Research study on competitive diving injuries.
- Basic Water Safety (4 hours)
Note: If customers require a certification course with in-water skills practice, they should be directed to enroll in the Basic Water Rescue course.
- Both courses include:
 - No prerequisites
 - In-water skill session
 - 3-year certifications

New Water Safety Presentations- NEW!

- Four Presentations:
 - Water Safety Today (2 hours)
 - Parent Orientation to Swimming Lessons (30 minutes)
 - General Water Safety (30 minutes)
 - Home Pool Safety (30 minutes)
- Each presentation features:
 - Easily customized topics
 - Flexible delivery
 - Can be presented by aquatic leaders

Note: If customers are interested in comprehensive water safety awareness education, but do not require certification or in-water skills practice, they should be directed to attend a Water Safety Today presentation.

SWIMMING AND WATER SAFETY PROGRAM (R.04) MATERIALS

Guide For Training Water Safety Instructors—NEW!

- More streamlined course outline for training WSI candidates
- More comprehensive and detailed lesson plans to increase standardization and provides WSITs with complete talking points in each lesson
- Available from your local Red Cross chapter

Water Safety Instructor's Manual with CD-ROM—NEW!

- An expanded *Water Safety Instructor's Manual* that aids both new and experienced instructors
- The *Water Safety Instructor's* CD-ROM provides two types of resources:
 1. Water Safety Instructor Resources—Provides Water Safety instructors tools and information to conduct swimming and water safety courses and presentations, including:
 - Sample Block Plans

- Lesson Plan Template
 - Skills Checklists
 - Stroke Performance Charts
 - Achievement Cards
 - Task Cards
 - Parent and Child Aquatics Images, Games, Songs and Rhymes
 - Teaching Activities, Drills and Games
 - Water Safety Presentations
 - Water Safety Instructor Activity Report
 - Self-Evaluation Form
 - External Organization Requirements
2. Swim Program Coordinator Resources—Provides individuals the tools and information needed to conduct and administer a learn-to-swim program, including:
- Guide for swim program coordinators
 - In-service trainings
 - Records and reports
 - Marketing and selling tools

Swimming and Water Safety Manual—UPDATED!

- An updated complete reference tool for anyone interested in swimming and water safety
- Topics include:
 - History of swimming
 - Swimming and diving skills
 - Hydrodynamics
 - Stroke mechanics
 - Water safety
 - Disabilities and other conditions
 - Fitness and training
- In addition to a reference for Water Safety instructors, can be used as participant materials for Basic Water Rescue and Levels 5 and 6 Learn-to-Swim courses

Teaching Swimming and Water Safety Video—NEW!

- 1 hour, 25 minutes
- Available in both DVD and VHS format
- Topics include:
 - How to manage classes effectively
 - Teaching strategies
 - Basic aquatic skill progressions
 - Stroke development for Levels 3 through 5
 - How to observe and assess strokes

Swimming and Diving Skills Video—UPDATED!



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- 90 minutes
- Available in both DVD and VHS format
- A reference for improving strokes, starts, turns and diving skills
- Completely new footage includes:
 - Front crawl
 - Butterfly
 - Elementary backstroke
 - Sidestroke
 - Diving progressions
 - Track start

Learn-to-Swim Booklets—NEW!

- Two booklets—*Raffy Learns to Swim: American Red Cross Learn-to-Swim Levels 1 and 2* and *Waddles in the Deep: American Red Cross Learn-to-Swim Levels 3 and 4*
- Recommended for use by Learn-to-Swim participants and their parents
- Value priced (less than \$1 each), full-color, illustrated participant's booklets
- Stories designed to engage children and reinforce what is learned in class
- Includes:
 - Achievement charts to document progress
 - Communication tools designed to involve parents in their children's learning
 - Illustrated certificates of completion for display

Longfellow's WHALE Tales K-6 Educational Packet—UPDATED!

- 8 color posters
- CD-ROM that includes:
 - Information on how to conduct presentations
 - Lesson outlines
 - Fact sheets
 - Electronic copies of posters
 - Leader resources
 - Model demonstration of presentation (video clip 7 minutes)

Longfellow's WHALE Tales Video

- 13 minutes
- Available in VHS format
- Supports Longfellow's WHALE Tales presentation

Note: This video has not changed

Safety Training For Swim Coaches Text

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- Participants manual for Safety Training for Swim Coaches Course

Note: This manual has not been updated.

IMPLEMENTATION TIMELINE

The Swimming and Water Safety Program implementation timeline allows chapters and instructors time to transition to the new program efficiently. It also allows reasonable time for instructors and the aquatic facilities that use the Swimming and Water Safety Program to transition when it works best for them. Important deadlines include:

- **June 30, 2004**—Last day WSITs may train new WSIs using the 1996 program and materials
- **December 31, 2004**—Date by which instructors whose authorizations are expiring must have completed update requirements to be reauthorized
- **June 30, 2005**—Last day WSIs may train students using the 1996 program courses and materials
- **December 31, 2005**—Date by which instructors whose authorizations are expiring must have completed update requirements to be reauthorized

BASIC-LEVEL INFORMATION

Prerequisites

- Learn-to-Swim: Participants must demonstrate the appropriate skills and behaviors for entry into each course level. There is no minimum age for entry into the Learn-to-Swim courses, but the Red Cross supports the recommendations of the American Academy of Pediatrics that children younger under the age of 4 not be enrolled in regular swimming lessons.
- Parent and Child Aquatics: Participants must be at least 6 months old and must demonstrate the appropriate skills and behaviors for entry into each level.
- Basic Water Rescue: There are no prerequisites to enroll in Basic Water Rescue.
- Safety Training For Swim Coaches: There are no prerequisites to enroll in Safety Training for Swim Coaches
- Water safety presentations: There are no prerequisites to enroll in American Red Cross Water Safety presentations.

Certificates

- Learn-to-Swim: Participants who successfully complete the Learn-to-Swim courses may receive the Learn-to-Swim certificate cards (StayWell Stock No. 653430) and the completion certificates included in the Learn-to-Swim booklets. There is no validity period.
- Parent and Child Aquatics: Participants who attend Parent and Child Aquatics may receive a *Has Attended* certificate (GSD Stock No. 3001). There is no validity period.
- Basic Water Rescue: Participants who complete the Basic Water Rescue course are issued a Universal Certificate (StayWell Stock No. 653999) indicating Basic Water Rescue. There is a validity period of 3 years.

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- Safety Training for Swim Coaches: Participants who complete the Safety Training for Swim Coaches course are issued a Universal Certificate (StayWell Stock No. 653999) indicating Safety Training for Swim Coaches. There is a validity period of 3 years.
- Water safety presentations: Participants who attend water safety presentations may receive a *Has Attended* certificate (GSD Stock No. 3001). There is no validity period.

Review Courses

There are no review courses for Learn-to-Swim courses, Parent and Child Aquatics or water safety presentations. Basic Water Rescue and Safety Training for Swim Coaches courses do have review courses. Outlines are included in the appropriate instructor's materials.

Challenge Courses

Participants may challenge the Learn-to-Swim, Basic Water Rescue and Safety Training for Swim Coaches course completion requirements for certification by successfully completing all required skill demonstrations and written exams.

Instructor Aide

Information on using instructor aides is included in the both the *Water Safety Instructor Manual* and the *Guide for Training American Red Cross Water Safety Instructors*. There is no formal course for Water Safety instructor aides.

Chapters and authorized providers interested in training Water Safety instructor aides should follow the guidelines in the *Preparedness Manual for Administrative Policies and Procedures* for selecting, training and utilizing instructor aides. Chapters should use a chapter-developed course and course code when conducting and documenting this training. Instructor aide training includes, but is not limited to, a discussion of the following:

- Program knowledge and skill objectives;
- Course materials and their use;
- Procedures for practice sessions or small group activity sessions;
- Responsibilities of the instructor and the instructor aide; and
- Additional information the instructor aide wants or needs to know to increase his or her comfort level with course material or delivery.

Participants who successfully complete the Water Safety instructor aide training process will be awarded the *Instructor Aide Certificate* (C3003) indicating Water Safety.

AQUATIC LEADER – LEVEL INFORMATION

Aquatic leaders are individuals that can deliver water safety presentations in the American Red Cross Swimming and Water Safety Program. The presentations include:

- Water Safety Today

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- General Water Safety
- Home Pool Safety
- Parent’s Orientation to Swim Lessons
- Longfellow’s WHALE Tales

Aquatic leaders normally possess subject matter expertise as well as educational and facilitation skills. It has been determined that the water safety presentations do not require the same skills, training and experiences that full courses require. Therefore, leaders are not required to attend an instructor course. Using leaders to conduct these trainings allows for greater flexibility and increased capacity of chapters and authorized providers to provide water safety training to the community.

There is no age requirement for leaders. When selecting leaders, the focus should be on choosing individuals who are responsible and mature and have the ability, knowledge and willingness to provide the training as it is designed.

Chapters should inform leaders of proper procedures for completing and submitting the appropriate leader activity report form for the course or presentation being taught.

Aquatic Leaders Certificate

Chapters may issue a Universal Certificate (StayWell Stock No. 653999) to a leader who has completed the orientation to the aquatic leader presentations. This certificate is optional. Chapters may use the [Leader Certificate Template](#) to print the leader certificate. The certificate should indicate Aquatic Leader. The completion date on the certificate should be the same as the completion date on the Aquatic Leader Orientation Verification Form. The validity period should be “N/A.”

Identifying and Training New Aquatic Leaders

Ideal aquatic leader candidates should have experience teaching or conducting presentations in community, workplace or school settings. It is also beneficial for leaders to have backgrounds in water safety.

Aquatic leaders should complete the following steps before conducting Red Cross Water Safety presentations:

1. Obtain a complete set of leader materials and products.
2. Complete a self-orientation or attend a group orientation to the materials and products.
3. Complete the Leader Orientation Verification Form and submit it to the local Red Cross chapter.
4. Complete the Leader Agreement and Code of Conduct and submit it to the Red Cross Chapter.

Currently Authorized Health and Safety Services Instructors



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Currently authorized Water Safety instructors who have updated to the r. 04 program are eligible to deliver water safety presentations. All relevant materials and information are in the Water Safety Instructor course and update.

Currently authorized American Red Cross Health and Safety Services instructors other than Water Safety instructors who wish to conduct water safety presentations should follow the guidelines listed above for training new aquatic leaders. Currently authorized instructors do not need to sign the Leader Agreement.

Leaders, instructors and instructor trainers whose authorizations were suspended or withdrawn for any reason are not eligible to be Aquatic Leaders.

Group Orientation Outline for Aquatic Leaders

The group orientation may be conducted by the chapter's Health and Safety administrator or his/her designee. Ideally, the group orientations should be led by a Water Safety (r.04) instructor trainer or Water Safety instructor.

Although a group orientation is recommended for aquatic leaders, leaders may choose to complete the self-orientation. Individuals should prepare for the group orientation by obtaining a complete set of program materials and leader outlines for the presentations they intend to teach, and reviewing them prior to the orientation.

Topic	Length
Introductions	10 minutes
Presentation Purpose	5 minutes
Presentation Design and Length	10 minutes
Review of Participant Materials	15 minutes
Review of Leaders Materials Emphasize the following points in the leader's materials: <ul style="list-style-type: none"> • Leader Responsibilities • Styles of Learning (for those who have not completed Fundamentals of Instructor Training) • Your American Red Cross (for those who have not completed Fundamentals of Instructor Training) • Awarding Attendance Certificates • Leader Activity Report and Addendum 	30 minutes
Questions and Answers	10 minutes
Complete and submit the Leader Orientation Verification Form and the Leader Agreement and Code of Conduct. (Currently authorized Health and Safety Services instructors should only complete the verification form.)	10 minutes
Closing	5 minutes

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Approximate Total Time:

**1 hour, 25
minutes**

Leader Authorization and Reauthorization

Aquatic leaders' authorization to teach does not expire. Delivering water safety presentations does **not** qualify for reauthorization of any Health and Safety instructor authorizations.

INSTRUCTOR–LEVEL INFORMATION

Currently Authorized Water Safety Instructors

Current WSIs must:

1. Obtain the new American Red Cross Water Safety Instructor Candidate's Kit (Stock No. 651311) or a complete set of its contents
2. Complete one of the following:
 - Attend a national premiere;
 - Attend a group orientation conducted by a Health and Safety Program Administrator or a Water Safety (r.04) Instructor Trainer; **or**
 - Complete a self-orientation by reviewing the program materials included in the Water Safety Instructor Candidate's Kit and Section I of this Program Release Connection (PRC).

(While not required, it is recommended that Water Safety Instructors review the Diving Progressions included in the "Entries for Swimming" section of the *Swimming and Diving Skills* video or DVD and the "Teaching Strategies" section of the *Teaching Swimming and Water Safety* video or DVD.)

- Return a completed Swimming and Water Safety Program (r.04) Water Safety Instructor Update Verification Form (available on the Instructor's Corner on www.redcross.org and Section I of this *Program Release Connection*), to the instructor's chapter of authorization.

Once the instructor turns in the completed and signed verification form, the chapter issues an American Red Cross Health and Safety Services Instructor Certificate and Authorization (F5736), indicating Water Safety (r.04). The instructor is then eligible to teach courses within the Swimming and Water Safety (r.04) Program.

This process must be completed by the end of the instructor's current authorization period (December 31 of either 2004 or 2005).

Instructors and instructor trainers whose authorizations are going to expire due to no teaching activity are eligible to complete the update process and be reauthorized. Taking advantage of the opportunity to update these instructors and instructor trainers whose authorization will normally expire will assist chapters and authorized providers in maintaining or increasing their total number of WSIs and WSITs.

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New Water Safety Instructor Candidates

The requirements for authorization as a Water Safety instructor (r.04):

- Be at least 16 years of age by the last day of the course;
- Hold a Fundamentals of Instructor Training (FIT) certificate issued within the last year or a current American Red Cross Health and Safety instructor authorization;
- Successfully complete the precourse session; and
- Successfully complete the Water Safety Instructor course.

Upon successful completion of the new Water Safety Instructor course, instructors will receive an American Red Cross Health and Safety Services Instructor Certificate and Authorization (F5736), indicating Water Safety (r.04). The instructor is then eligible to teach courses within the Swimming and Water Safety (r.04) Program. The addition of “r.04” to the course name and authorization forms will continue until December 31, 2005.

No Water Safety Instructor courses may be taught using the previous materials (r.96) after June 30, 2004. Chapters should begin using the new program materials (r.04) for new Water Safety Instructor courses **as soon as possible**.

Water Safety (r.04) instructors who wish to teach courses using the (r.96) Swimming and Water Safety Program may do so until June 30, 2005. These instructors must have and follow the course completion requirements for the replaced Learn-to-Swim and Infant and Preschool Aquatic Program (IPAP) courses so they can adapt the information in their new *Water Safety Instructor’s Manual* to the old courses. To teach Community Water Safety course, WSIs must have and follow the Community Water Safety course outline from the (r.96) *Water Safety Instructor’s Manual* and participants must have the participant’s manual.

Instructors in other Red Cross Programs (Bridging)

Because of the depth of specialty training that is specific to the Water Safety Instructor course, there is no Bridging course for American Red Cross instructors in other Health and Safety Programs.

Crossover and Re-Entry Course

Individuals who have teaching credentials in swimming and water safety from another nationally-recognized training program, or whose American Red Cross Water Safety instructor authorizations have expired within the past two years, are eligible to complete the Crossover and Re-Entry Water Safety Instructor course as outlined in the *Guide for Training American Red Cross Water Safety Instructors* (Appendix H).

Instructor Authorizations

There is only one instructor authorization in the Swimming and Water Safety (r.04) Program—Water Safety (r.04) instructor. All instructor authorizations expire December 31. Instructor authorizations are valid for 2 full calendar years, with the exception of the

initial authorization period. The initial authorization period may be more or less than two years based upon when the instructor completed the instructor course or program update.

Instructor Reauthorizations

Water Safety (r.04) instructors must teach or co-teach at least one Swimming and Water Safety (r.04) course of record (or participate in an instructor review course) within their current authorization period to be eligible for reauthorization. Courses accepted for Water Safety Instructor reauthorization include Learn-to-Swim Levels 1—6, Parent and Child Aquatics, Safety Training for Swim Coaches and Basic Water Rescue. Water safety presentations or teaching group orientations for aquatic leaders does **not** reauthorize Water Safety instructors.

Instructors whose authorization is going to expire due to no teaching activity are eligible to complete the update process and be reauthorized.

INSTRUCTOR TRAINER–LEVEL INFORMATION

Currently Authorized American Red Cross Water Safety Instructor Trainers

Currently authorized Water Safety instructor trainers must:

1. Obtain the new American Red Cross Water Safety Instructor Candidate's Kit (Stock No. 651311) or a complete set of its contents, and the updated new *Guide for Training Water Safety Instructors*.
2. Complete one of the following:
 - Attend a national premiere (preferred option);
 - Attend a group orientation conducted by a Health and Safety Program Administrator or a Swimming and Water Safety (r.04) Instructor Trainer; **or**
 - Complete a self-orientation by reviewing the program materials and Section I of this Program Release Connection (PRC).

(While not required, it is recommended that Water Safety Instructor Trainers review the Longfellow's K-6 Educational Packet and the *Swimming and Diving Skills* and the *Teaching Swimming and Water Safety* videos or DVD set.)
3. Return a completed orientation verification form (available on the Instructor's corner on www.redcross.org and Section I of this *Program Release Connection*) to the instructor trainer's chapter of authorization; and
4. Complete the update or retraining page of the Application/Worksheet for Instructor Trainers (Part VI) and return to the chapter of authorization for endorsement by the chapter administrator. Note: Because this update requires no retraining or skills, neither the Preparedness Training System Supervisory Committee nor the training team needs to endorse Part VI of the Application/Worksheet.

Once the instructor trainer turns in the completed and signed verification form and Part VI of the Application/Worksheet for Instructor Trainers, and it has been endorsed by the appropriate Chapter Administrator or designee, the chapter issues a new instructor trainer certificate (Cert 3006), indicating Water Safety (r.04) Instructor Trainer. The IT

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may then teach courses in the Swimming and Water Safety (r.04) Program and conduct Group Orientation sessions for other Water Safety Instructors and Instructor Trainers. **This process must be completed by the end of the instructor trainer’s current authorization period (December 31 of either 2004 or 2005).**

New Water Safety Instructor Trainer Candidates

Instructor trainers are trained in the Preparedness Training System. For information on the Preparedness Training System contact your local chapter or refer to the Preparedness Training System Web Page on CrossNet, the *Guide for Training Instructor Trainer Candidates: An Outline for the Training Team* (GSD Stock No. A1558) and the *Preparedness Training System: Instructor Trainer Candidate’s Manual* (GSD Stock No. A1557).

Instructor Trainer Authorization

All instructor trainer authorizations expire December 31. Instructor trainer authorizations are valid for 2 full calendar years, with the exception of the initial authorization period. The initial authorization period may be more or less than two years based upon when the instructor trainer completed the Preparedness Training System process or program update.

Instructor Trainer Reauthorization

Water Safety (r.04) instructor trainers must teach or co-teach at least one Swimming and Water Safety (r.04) instructor course of record (or participate in an instructor review course) within their current authorization period to be eligible for reauthorization. Courses accepted for reauthorization include Water Safety Instructor Course, Water Safety Instructor review course or Crossover and Re-Entry Water Safety Instructor Course. Teaching group orientations for aquatic leaders does **not** reauthorize Water Safety Instructor trainers.

Instructor trainers whose authorization will expire due to no teaching activity are eligible to complete the update process and be reauthorized.

Premieres and Group Orientations

The release of the American Red Cross Swimming and Water Safety program will be launched nationwide through a series of premieres beginning March 16, 2004. Thirteen chapters across the country have been selected to host a Swimming and Water Safety (r.04) Premiere. To find a premiere location near you, check the list of host chapters below Refer to the [Swimming and Water Safety Premiere page](http://www.redcross.org) on www.redcross.org for registration details.

Day and Date	Time	Location
Tuesday, March 16	8 AM—11:00 AM 11:30 AM—2:30 PM	Mile High Chapter Denver, CO



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Friday, March 19	9:30 AM—12:30 PM	Metropolitan Atlanta Chapter, Atlanta, GA
Saturday, March 20	10 AM—1 PM	Westchester Chapter, White Plains, NY
Saturday, March 20	10 AM—1 PM	Cincinnati Area Chapter, Cincinnati, OH
Friday, March 26	1 PM—4 PM	Chisolm Trail Chapter, Ft. Worth, TX
Saturday, March 27	1PM—4 PM	Red River Valley Chapter, E. Grand Forks, MN
Saturday, March 27	1 PM—4 PM	Grand Canyon Chapter, Phoenix, AZ
Friday, April 2	1 PM—4 PM	ARC of Central Florida Orlando, FL
Saturday, April 3	9:30 AM—12:30 PM	National Capital Area Chapter, Washington, DC
Saturday, April 17	1 PM—4 PM	Douglas County Chapter, Lawrence, KS
Friday, April 23	9 AM—noon	San Diego/Imperial Counties, San Diego, CA
Saturday, April 24	9 AM—noon	Mount Rainer Chapter, Tacoma, WA
Friday, April 30	9 AM—noon	Sacramento/Sierra Chapter, Sacramento, CA

Group Orientation Outline

The following is an outline to be used by Health and Safety administrators or instructor trainers who have completed the Swimming and Water Safety (r.04) Program update.

Topic	Time
Introductions	5 minutes
Purpose of the Orientation	5 minutes
Overview of Water Safety Instructor Course and Materials, Including: <ul style="list-style-type: none"> • <i>Water Safety Instructors Manual with CD-ROM</i> • <i>Swimming and Diving Skills</i> video <ul style="list-style-type: none"> ○ Show segment: “Swimming and Diving Skills” ○ Show segment: Diving Progressions in the “Entries for Swimming” • <i>Teaching Swimming and Water Safety</i> video <ul style="list-style-type: none"> ○ Show segment: “Teaching Strategies” ○ Show segment: “Level 3—Front Crawl” • <i>Swimming and Water Safety</i> manual • <i>Guide for Training American Red Cross Water Safety Instructors</i> • WSI Course revisions 	45 minutes
Overview of Basic-Level Courses and Materials, including: <ul style="list-style-type: none"> • Learn-to-Swim <ul style="list-style-type: none"> ○ Review Learn-to-Swim booklets • Parent and Child Aquatics • Basic Water Rescue • Safety Training for Swim Coaches 	40 minutes
Overview of Water Safety Presentations and Materials, including:	35 minutes

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<ul style="list-style-type: none"> • Water Safety Today • General Water Safety • Home Pool Safety • Parent Orientation to Swimming Lessons • Longfellow’s WHALE Tales • Review Water Safety Handbook 	
Administrative Procedures and Roles	15 minutes
Program Marketing Tools	10 minutes
Questions and Answers	15 minutes
Closing – Completion of verification forms and issuance of certificates	10 minutes
Total Length	3 hours

A PowerPoint presentation will be available March 2004 on [Instructor’s Corner](#) that supports the group orientations and for use by Water Safety instructors completing the self-orientation.

Instructions for Completing Water Safety Instructor Update Verification Form

- All Water Safety instructors and instructor trainers must complete Part I and Part II of this form and turn it into their Chapter of Authorization before the end of their current Authorization Period (December 31, 2004 or 2005). Upon completion, instructors will be issued an American Red Cross Health and Safety Services Instructor Certificate (F5736) indicating Water Safety (r.04).
- Instructor trainers must also complete the update or retraining page of the Application/Worksheet for Instructor Trainers (Part VI) and return to the chapter of authorization for endorsement by the chapter administrator. Note: Because this update requires no retraining or skills, neither the Preparedness Training System Supervisory Committee nor the training team needs to endorse Part VI of the Application/Worksheet.

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Swimming and Water Safety Program (r.04) Water Safety Instructor Update Verification Form

Instructor Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Instructor ID Number (optional) _____

I am currently an American Red Cross: (check one)

- Water Safety Instructor Water Safety Instructor Trainer

Part I: Verification of Orientation to Swimming and Water Safety Program

- I attended a group orientation session or premiere.

Date of session _____ Location _____

Signature of IT or H&S Administrator

Printed Name of IT or H&S Administrator

-OR-

- I completed a self-orientation to the Swimming and Water Safety Program.

Part II: Verification of Orientation to Program Materials

I verify that I have obtained and reviewed the following new American Red Cross Swimming and Water Safety Program materials, to include:

- Water Safety Instructor's Manual with CD-ROM*
- Swimming and Water Safety* manual
- Water Safety Handbook*
- Raffy Learns to Swim: American Red Cross Learn-to-Swim Levels 1 and 2*
- Waddles in the Deep: American Red Cross Learn-to-Swim Levels 3 and 4*
- Section I of the Swimming and Water Safety (r.04) Program Release Connection
- Guide for Training American Red Cross Water Safety Instructors* (instructor trainers only)
- Section I of the Swimming and Water Safety Program Release Connection

Note: All the required program materials with the exception of the Program Release Connection and the Guide for Training Water Safety Instructors can be purchased individually or can be found in the Water Safety Instructors Kit (StayWell Stock No. 651311)

Signature

Date



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American Red Cross Swimming and Water Safety Program Products

Stock #	Title	StayWell Retail Price	Order Unit
651300	Swimming and Water Safety Manual	\$24.95	Each
651301	Water Safety Instructor's Manual with CD-ROM	\$21.95	Each
651302	Swimming and Diving Skills Video	\$95.00	Each
651303	Teaching Swimming and Water Safety Video	\$80.00	Each
651304	Swimming and Diving Skills DVD	\$90.00	Each
651305	Swimming and Diving Skills & Teaching Swimming and Water Safety DVD set	\$130.00	Each
651306	Water Safety Handbook	\$4.50	Each
651307	Raffy Learns to Swim: American Red Cross Learn-to-Swim Levels 1 and 2 Participant's Booklet	\$.95	Each
651308	Waddles in the Deep: American Red Cross Learn-to-Swim Levels 3 and 4 Participant's Booklet	\$.95	Each
651309	Longfellow's WHALE Tales K-6 Educational Packet	\$14.95	Each
654710	Longfellow's WHALE Tales Video	\$39.95	Each
651310	Longfellow's WHALE Tales Stickers	\$9.95	Pk/5
651311	Water Safety Instructor Candidate's Kit	\$49.95	Each
654800	Safety Training for Swim Coaches Text	\$7.00	Each

The existing Swimming and Water Safety Program (r.96) materials that are being replaced by the materials listed above will be available until April 30, 2004, or until current stock is depleted, whichever occurs first. The materials that are being replaced may not be used after June 30, 2004 for instructor courses; and may not be used after June 30, 2005 for basic-level courses.