

## **Township of Pemberton**

Department of Recreation & Senior Services  
500 Pemberton-Browns Mills Road, Pemberton NJ 08068 (Mailing)  
69 Tensaw Drive, Browns Mills NJ 08015 (Physical)  
(609) 893-5034  
[www.pemberton-twp.com](http://www.pemberton-twp.com)

**Mirror Lake Beach**  
170 Clubhouse Road  
Browns Mills NJ 08015  
(609) 893-7740

**Presidential Lakes Beach**  
10 Maryland Trail  
Browns Mills NJ 08015  
(609) 893-3100

### **Group Use Guidelines for Mirror & Presidential Lakes Beaches**

**FACT: 50% of drowning incidents occur in group settings. (YMCA)**

All organized groups wishing to use a Pemberton Township waterfront facility, need approval prior to use of the facility. The purpose of the approval process is to give advance notice to the Department of Recreation & Senior Services so that overcrowding is prevented, **water safety guidelines** are communicated and understood.

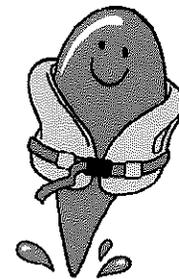
1. Groups of 15 or more must complete an Outdoor Facility Permit Application at least two weeks prior to the date of the request.
2. Review the Outdoor Facility Use Policy (on website) and the Note & Float Water Safety Program.
3. The completed Outdoor Facility Permit Application may be scanned to [recreation@pemberton-twp.com](mailto:recreation@pemberton-twp.com), faxed to (609) 893-5036 or hand delivered to the physical address of the Department of Recreation & Senior Services.
4. The permit application will be reviewed and permittee will be notified within one week if approval was or was not granted.
5. Lifeguards are not on duty to supervise campers. This is the camp personnel's responsibility.
6. Two Water Watchers from the group's staff will be assigned to one half of the swim area. It will be the responsibility of the Water Watcher to supervise campers from outside of the water, enforce the waterfront beach rules and to help create a safe swim environment. These individuals are NOT serving in the capacity of certified lifeguards. Rather, they will be supplementing the lifeguard's supervision of the waterfront area by scanning, communicating

- with campers and camp staff, enforcing rules & regulations and communicating with the lifeguard any concerns or if water safety help is needed.
7. The required camp staffing ratio is one adult counselor, 16 or older, per 5 campers age 8 and up. Staff must wear proper swim attire and must accompany the campers in the water at all times.
  8. The required camp staffing ratio is one adult counselor, 16 or older, per 1 camper age 7 and under. Camp staffer must be in the water, wearing proper swimming attire, and must remain within arm's reach of camper at all times.
  9. Proper swim attire is required for everyone entering the water.
  10. Rules and regulations must be followed at all times. Most are posted at the waterfront facility. Lifeguard staff can review the rules and regulations onsite.

The National Note & Float Water Safety Program aims to identify all non-swimmers who enter the facility and then “float” them with an appropriately-sized lifejacket. Lifejackets are available free of charge at our waterfront facilities.

Why require lifejackets for non-swimmers? It is our belief that lifejackets help provide an additional layer of safety for non-swimmers of all ages.

Moreover, non-swimmers may become motivated to learn to swim with the end goal of being able to use the facility without a lifejacket. By requiring all non-swimmers to wear a lifejacket, we further reduce the perceived stigma of only a few people wearing the jackets.



**Note & Float™**

How does it work?

1. **ALL** non-swimmers must be registered at the facility prior to or upon entry. Please see our Note & Float staff member upon arrival and to arrange for a swim test.
2. Parents/Guardians/Supervisors (at least 16 years of age) must **ACTIVELY SUPERVISE** their children and **keep young non-swimmers** (seven years of age and under) **within arm's reach** ("touch supervision").
3. *Anyone* who wishes to access deep water (greater than five feet deep) must pass the facility **swim test** or wear a U.S. Coast Guard-approved lifejacket. You may only take a swim test once per day.
4. Non-swimmers **less than four feet tall or seven years of age and under** must wear both a clearly identifiable **wrist band** and a USCG-approved **lifejacket**, and must **remain in shallow water areas**.
5. Non-swimmers ages **eight through twelve** must wear a clearly identifiable **wrist band** and a USCG-Approved **lifejacket**, and must be **actively supervised** by a swimming parent, guardian, or supervisor (at least 16 years of age).

### **Swim Test**

The purpose of the Swim Test is to assess an individual's overall comfort level in the water and swimming proficiency.

- Swim 25 yards (75 feet) **NONSTOP** using the **FRONT CRAWL** ("FREESTYLE")
  - Body must be **horizontal**
  - **Flutter kick** required: no bent knees or "bicycling" kick
  - **Face in water**; Rhythmic breathing to front or side
  - **Over water arm recovery** (No dog paddle)
- Jump into deep water, surface unassisted, **tread water for ONE minute** in a vertical position with mouth above the water line
- Exit from water unassisted

11. United States Coast Guard approved floatation devices are allowed to be used in the water.

### **Note & Float Water Safety Program**

**"Lifejackets Float, Non-Swimmers Don't"**

## **Group Use Guidelines for Mirror & Presidential Lakes Beaches**

I have read, understand and will adhere to the Pemberton Township Group Use Guidelines for Mirror Lake and Presidential Lakes Beaches.

The following staff members will be present and actively monitoring and supervising the children in the \_\_\_\_\_ group, at a ratio of 1:1 (under 7 years old) and 1:5 (over 8 years old) while at the Pemberton Township beach facility:

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The following individual will be on-site and is responsible for the children and staff members on site:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mobile Phone Number

**PEMBERTON TOWNSHIP  
DEPARTMENT OF RECREATION &  
SENIOR SERVICES**

**OUTDOOR FACILITIES  
USE POLICY  
PROCEDURES  
PERMIT APPLICATION**

## **I. OUTDOOR FACILITIES USE POLICY**

A. The unregulated use of outdoor municipal recreation facilities may result in damage to Township property, may increase maintenance costs, and may curtail the public's use of outdoor public facilities designated as available for recreational and/or social purposes. The purpose of the policy is to manage the use/rental of outdoor recreational facilities in a manner that preserves the Township's investment and enhances the use and enjoyment by our residents.

B. This policy applies to all parks, sports fields, beaches and other outdoor public recreational facilities other than structures owned by the Township of Pemberton and designated as available for recreational and/or social purposes as set forth and authorized by Chapter 140 of the Code of the Township of Pemberton.

C. Applications for the use of Township owned outdoor recreation facilities shall be processed subject to the following priorities assuming all other requirements have been met by the dates required by the Department of Recreation & Senior Services:

First Priority. Pemberton-based youth recreation programs, operated by the township and operated by independent organizations.

Second Priority. Pemberton-based youth travel teams, where children 'try-out' for the team, with 51% or more resident children on the team.

Third Priority. Youth Travel Teams, where children 'try-out' for the team, with less than 51% resident children on the team.

Fourth Priority. Adult Teams, Other Youth Teams, Charity or For-Profit Tournaments.

D. The rules, regulations, privileges, limitations and prohibitions set forth in Chapter 140 of the Code of the Township of Pemberton are incorporated herein by reference.

E. In the event that this 'outdoor facilities use/rental policy' conflicts with the rules, regulations, privileges, limitations and prohibitions set forth in Chapter 140 of the Code of the Township of Pemberton, the language of Chapter 140 shall prevail.

F. The consumption and/or use of alcoholic beverages on Township property are strictly prohibited.

G. The smoking of tobacco products on Township property is strictly prohibited.

H. The application process set forth herein shall be the established and required procedure for all applicants requesting the exclusive use of Township owned outdoor recreational facilities designated for public use.

I. This policy and the application process required hereby shall apply to all sports leagues, teams, groups and/or individuals requesting permission to hold an event or multiple events during a sports season on Township owned recreational facilities designated for public use.

J. This policy will facilitate the management and preservation of outdoor recreational facilities designated as available for recreational and/or social purposes and the scheduling of events.

## **II. OUTDOOR FACILITY USE/RENTAL REGULATIONS**

### **A. Outdoor Facilities**

1. A completed Facility Use Agreement Application shall be submitted to the Department of Recreation & Senior Services requesting the use of any township-owned outdoor recreational facility designated for public use. Applications for use of outdoor facilities shall be submitted at least thirty (30) days before the event or program date. Approval shall be on the basis of earliest qualified application received except that requests for the seasonal use of sports fields shall be approved as set forth below. All application requests and applicable fees shall be approved and paid in full prior to the use of any outdoor facility.
2. Upon the approval of a Facility Use Application, the applicant shall pay all facility use fees in full and obtain a copy of the fully executed and approved Facility Use Agreement and the Facility Use Permit from the Department of Recreation & Senior Services. A copy of the approved application shall be kept by the applicant at every event.
3. Applications shall list all areas that will be occupied by the event attendees, for both the primary function, and for any auxiliary uses, such as restrooms, meeting rooms, press boxes, batting cages, specific outdoor areas, etc.
4. Requests for use shall not be accepted in a 'blanket' and imprecise format ('dawn to dusk', 'seven days per week', etc.). Applicants shall request specific times, dates and locations in order to reserve a facility. Leagues, teams and groups shall not submit applications for excessive dates and times during which the facilities may or may not be used, or, in a manner that would prevent equal usage by other organizations.
5. If the Department of Recreation & Senior Services determines that the outdoor facilities approved for use are not being used in accordance with the approved request, the Township may rescind the organization's approval for current and future use. Organizations that have violated this policy shall receive last priority in future applications.
6. The standard season for sports programs shall be taken into consideration when approving field and facility use (i.e. spring = baseball; winter = basketball; fall = football/soccer). Organizations requesting the use of the same facilities will be afforded an equitable opportunity to use the requested facilities. The Department of Recreation & Senior Services shall establish a date by which organizations that wish to use sports fields during a season shall submit applications.
7. Approved applications for the use of outdoor recreational facilities shall not be sublet, transferred, or conveyed in any fashion to any individual, team, group or league.
8. Applicants shall report any and all issues, concerns, and damage to and at outdoor recreational facilities within 24 hours of use except that emergent matters shall be reported immediately.
9. The Township of Pemberton shall not be responsible for any equipment, supplies, materials, furniture, paperwork, etc. that has been left at any outdoor recreational facility.

10. The applicant shall responsible for removing all debris and litter at the outdoor facility (including dug outs, surrounding areas, rooms, etc.) at the conclusion of each use and place refuse in a main receptacle or dumpster located at the facility.
11. At the conclusion of baseball/softball field use, the applicant shall rake the pitchers mound and home plate areas.
12. Heavy vehicles shall not be permitted on any field at any time.
13. Applicants using outdoor facilities shall be liable for all damages to township property and shall reimburse the township for all costs of repair and/or replacement (including labor).
14. Participants and spectators shall park vehicles in designated areas only. Violations of this parking policy and applicable ordinance(s) may result in the suspension and/or revocation of the applicant's privilege to use public outdoor facilities. Improperly parked vehicles may be towed at the expense of the vehicle owner.
15. Upon receipt of a Certificate of Insurance (with proper endorsement(s)), signed Indemnity & Hold Harmless Agreement and completed Facility Use Application, the Department of Recreation & Senior Services shall issue a Permit for Use within a reasonable amount of time.
16. Youth organizations that receive township funding shall comply with the Financial Controls Policy issued December, 2010. Failure to do so will result in forfeiture of funding from the township and may result in the denial of permission to use township owned facilities.
17. Lights fee shall be the responsibility of the approved applicant. The township shall bill the organization. Payment must be made to the Township of Pemberton within thirty (30) days.

### **III. SUPERVISION**

1. Applicants approved to use any Township facility are responsible for ensuring that there is specific and sufficient adult supervision present at each event to provide security and to deter vandalism to Township property.
  - a. Activities shall be supervised by responsible adult(s) at all times. The Township requires a minimum of one (1) adult, of at least twenty-one (21) years of age per twelve (12) children under the age of eighteen (18).
2. Pemberton Township may require applicants to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators. The cost of police protection is the responsibility of the building user.

### **IV. NOISE ORDINANCE**

1. The Facility Use Application must include any request for the use of loudspeakers, public-address systems or amplifiers, all of which are to be supplied by the applicant. Approval for said request will be granted by the Recreation Department on a case by case basis. Conditions for approval will vary depending upon but not limited to building location, type of equipment being used and hours of building rental. All events are subject to Pemberton Township Noise Ordinance 17-2009.

## **V. FEE SCHEDULE**

1. Fees shall be charged as set forth in Chapter 140 of the Code of the Township of Pemberton.
2. Proof of insurance, non-profit status (from Secretary of State, 501c3 confirmation letter) and a signed liability insurance indemnification and waiver are required with certain applications. Further information is contained in **Section IX: Indemnity and Hold Harmless Agreement**.

## **VI. CANCELLATION POLICY**

1. All cancellations of approved facilities use permits shall be submitted in writing to the Department of Recreation & Senior Services in order to be considered for reimbursement of fees.
  - a. If the department receives written notification 7 days or more before the scheduled event, a 25 administrative fee will be retained from the collected fee.
  - b. Less than 7 days will result in the department retaining 50% of the fee.
  - c. If notification is not received within 24 hours of the scheduled event, 100% of the fee shall be retained.
2. The Department of Recreation & Senior Services receives a substantial number of facilities use applications. If you have been approved for use of a facility and will not be utilizing it, please advise the Department of Recreation & Senior Services as soon as possible. If reserved facilities are found to be unused, fees shall be assessed and permit applications may be revoked and denied for future use.
3. The Department of Recreation & Senior Services reserves the right to cancel reservations previously approved for township or township related activities. Whenever practical, reasonable notice will be provided.

## **VII. LEGAL RESPONSIBILITY/LIABILITY/ INSURANCE**

1. Upon approval of applications, applicants shall provide a copy of a certificate of insurance showing general liability coverage for the specific event or use. Pemberton Township shall be named an Additional Insured on Certificates of Insurance. General Liability insurance coverage limits shall not be less than \$1,000,000 each occurrence; 2,000,000 General Aggregate.
2. Applicants shall be responsible as set forth in the Indemnity & Hold Harmless Agreement below.
3. Applicants shall execute an Indemnity & Hold Harmless Agreement and submit same along with the Building Use/Rental Application.
4. All youth serving organizations shall provide proof of Molestation & Abuse insurance with limits no less than \$1,000,000 per occurrence.

## **VIII. ADDITIONAL GENERAL POLICIES**

1. Applicants shall not alter, modify, reduce, enlarge, adapt, or change any Township property for any purpose. Applicants may request changes to an outdoor recreational facility to facilitate a program or an organization's use. A formal request and plan shall be submitted to the Department of Recreation & Senior Services. The request shall be transmitted to the Mayor, who will approve or deny the request.
2. No person shall disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit issued by the Department of Recreation & Senior Services.
3. Applicants shall ensure that youth program volunteers who work with children under the age of 18 complete Federal and State background checks. Proof of compliance shall be provided to the Department of Recreation & Senior Services along with the application. Applications shall not be considered complete without such proof.

§ 140-8 Program and Facility Use Fees

B. Indoor facilities use fees: Dominique Johnson Center, Country Lakes Clubhouse, BMIA Building, Nesbit Center, Nesbit concession stand, Sports Complex concession stand and Sports Complex meeting room.

(1) Class A (donation): Pemberton Township registered nonprofit organizations, the sole purpose and mission of which is to advance schools, youth, or seniors; government agencies; and government-related agencies in Pemberton Township (i.e., PTO, neighborhood organizations, Boy and Girl Scouts).

(2) Class B (\$5 to \$10 per hour): any organization, the sole purpose of which is the social, civic, or charitable benefit of Pemberton Township as a community and which collects annual and/or meeting dues (i.e., Lions Club, Rotary Club).

(3) Class C (\$10 to \$15 per hour): any organization based in Pemberton Township, the sole purpose of which is to further national or international welfare (i.e., political groups, Cancer Society, Heart Fund, etc.).

(4) Class D (\$20 to \$30 per hour): any Pemberton Township organization or Pemberton Township resident that does not fall into Class A, B, or C as described herein (i.e., organization does not have nonprofit legal status, social group, private club, any group notwithstanding nonprofit that regularly collects and/or receives dues, fees, or donations).

(5) Class E (\$50): any individual, organization or group not based in Pemberton Township.

C. Outdoor facilities use fees.

(1) Seasonal.

(a) Adult resident (i.e., church leagues): \$0.

(b) Adult nonresident (men's/women's leagues): \$100.

(c) Youth recreation leagues: no charge.

(2) Tournament/daily use.

(a) Adult: \$200 per day.

(b) Charitable fundraisers: \$50 per day.

(c) Youth travel [Pemberton-based; more than 50% of sponsoring team's(s') members are residents]: \$0 per day.

(d) Youth travel [non-Pemberton-based; less than 50% of sponsoring team's(s') members are residents]: \$100 per day.

(3) Additional fees. There shall be an additional fee of \$10 per game for use which requires lights, except that youth recreation leagues shall pay \$200 per season for use of A Field lights and field scoreboards throughout the operating season.

D. Facilities use insurance requirement. All individuals, groups, and organizations authorized to use Township-owned facilities under Subsection B above shall, as a condition precedent to authorized use, provide a certificate of insurance for liability coverage identifying the Township as an additional named insured in an amount no less than \$1,000,000.

E. Additional fees. Any Class A or B user shall be treated as a Class C user for purposes of fees if said user receives or collects fees (i.e., raffles, entry fees, lotteries, etc.) from participants at the event or meeting.

# IX. INDEMNITY & HOLD HARMLESS AGREEMENT

Name of Applicant: \_\_\_\_\_

Representing the Group: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

## The undersigned representatives of the applicant understand and agree as follows:

The applicant agrees to indemnify and hold harmless the Township of Pemberton, its officers, employees, volunteers and agents, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and; 2) caused in whole or in part by my negligent act or omission or that of anyone employed by us may be liable. This Indemnification and Hold Harmless Agreement shall apply in all instances whether Pemberton Township, its officers, employees, volunteers and/or agents, is/are made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim. We further agree to defend and hold the Township of Pemberton, its officers, employees, volunteers and/or agents harmless from any claim or suit or injury damage or blame resulting from the use of all Township-owned facilities.

I understand that as the applicant, I am responsible for the facility (damages), participants/attendees, and keys issued for use of the building/park. I will return the key(s) within two business days of my use of the building. I agree to abide by the noise regulations set forth in this Facility Policy, Township Code and Pemberton Township Ordinance 17-2009.

A Certificate of Insurance naming Pemberton Township as Certificate Holder must be provided. Limits must not be less than \$1,000,000 bodily injury and property damage combined single limit. ONLY if you are private user, the Hold Harmless & Indemnification Agreement may be substituted for the Certificate of Insurance. All other parties must provide both.

\_\_\_\_\_  
Signature-Authorized Applicant Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Authorized Applicant Alternate Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Authorized Pemberton Township Representative

\_\_\_\_\_  
Date

**TOWNSHIP OF PEMBERTON**  
**Department of Recreation & Senior Services**

500 Pemberton-Browns Mills Road  
Pemberton NJ 08068-1539

Phone: 609-893-5034 \* Fax: 609-893-5036 \* Email: [recreation@pemberton-twp.com](mailto:recreation@pemberton-twp.com)  
Hours: Monday-Friday 8am-4:30pm

**OUTDOOR FACILITY**

_____ West End Park	_____ Mirror Lake Beach
_____ Birmingham Field	_____ Presidential Lake Beach
_____ Nesbit Football Field	_____ Country Lake Beach
_____ Sports Complex	
_____ A Field	_____ Lights
_____ B Field	_____ C Field
_____ Babe Ruth Field	

1. Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name of Organization (i.e. Girl Scouts, Church): \_\_\_\_\_  
Address of Organization: \_\_\_\_\_

Organization Phone: \_\_\_\_\_  
Organization Email: \_\_\_\_\_

3. If you are an organization, league, church or other group, do you charge a membership or registration fee?  
YES NO

4. Do you/will you charge or collect any fees while your group is gathered? YES NO

5. Type of Event/Event Name: \_\_\_\_\_

6. Date(s) of Use: \_\_\_\_\_ Day(s) of Week if long-term use: \_\_\_\_\_

7. Hours of use (all events must conclude by 10pm): \_\_\_\_\_

8. Number of persons attending: Adults \_\_\_\_\_ Children: \_\_\_\_\_

9. Number of chaperones if a youth event (1 per 12 children): \_\_\_\_\_

10. Additional facilities requested: \_\_\_\_\_

11. Special equipment to be used: \_\_\_\_\_

12. Will there be an admission fee? YES NO

13. Will you be selling items at the event? YES NO

14. If yes, what are the items and the cost of each? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Taking a group to the waterfront for a day of fun? School classes, community groups and family gatherings often take place around the water and a safe approach will ensure that the day ends in fun, not tragedy. Here are a few tips to help make your next waterfront experience a good one:

**To the Group Organizer:**

- Does your group's insurance policy cover such activity?
- Have you hired a qualified & experienced lifeguard/instructor (preferably min. 17 yrs old)?
- Will you be providing safety equipment?
- Are there adults accompanying the group who have basic lifesaving or first aid training?

**To the Lifeguard:**

- Clarify the type of event and number of participants with the group organizer.
- Ensure a safe & reasonable ratio of lifeguards to swimmers such as the industry standard of 1:20 to 1:50. Being a waterfront setting, several factors need to be taken into consideration when determining the optimum ratio:
  - how many participants in various age ranges e.g. predominantly pre-schoolers?
  - is there a clearly designated swim area that participants must stay within?
  - how large is the swim area that you are responsible for supervising?
  - is there a drop-off in the swim area and is it clearly designated with buoys & signs?
  - is the water clear or murky when swimmers are in it?
- Before the swim session starts, clearly outline safety rules to all participants, including emphasis to adults that children must stay within arm's reach.
- Employ the use of a buddy system and make regular 'buddy checks'.
- Using the Swim to Survive standard, check on swimming skill level of participants.
- Whenever possible, perform a site visit prior to the event to familiarize yourself with the layout, determine hazard areas and identify safety equipment availability.
- Check on the safety equipment available at the site or provided to you.

- If no equipment is provided, ensure that you provide your own equipment such as:
  - a first aid kit
  - rescue aid such as a rescue can or rescue tube
  - personal fanny pack containing pocket mask, gloves & pair of goggles
  - a whistle and identifying clothing
  - a communication device (cell phone) for EMS call
  - one set of fins, mask and snorkel for each lifeguard
  - personal protection such as an umbrella or hat, sunglasses and sunscreen
- Identify adults accompanying the group who have basic lifesaving or first aid training and let them know what you might expect of them if an emergency were to occur.
- Make it clear to the group organizer that:
  - you will be enforcing safety rules and those not obeying will be asked to leave
  - if activity becomes unsafe and you are unable to control it, you will leave
- Establish an emergency procedure in case of an incident and discuss it with the group organizer. Be prepared to organize a grid search if there is a report of a missing swimmer or a witnessed submersion.
- If lifeguarding a waterfront, it is recommended that you have your NLS Waterfront Option; however, NLS Pool with additional preparation for a waterfront setting will serve you well.
- For a waterfront, ideally the swim area is defined by a float line or other method of confining swim activity to the area for which you are responsible.
- Ensure that the group organizer has checked that their insurance covers the type of activity you are overseeing.
- Purchase personal liability insurance (\$2M policy available from the Lifesaving Society for \$165 from date of purchase to next May 25; check website for details).

As the group organizer or the lifeguard supervising a group at a waterfront outing, it is your responsibility to take the necessary steps to ensure safety of the participants. If you have any questions in regard to the items noted above or other concerns, please contact the Lifesaving Society.

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**BC & Yukon Branch**

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Web: [www.lifesaving.bc.ca](http://www.lifesaving.bc.ca)