

# **YMCA of Greater Des Moines**

## **Aquatics Super Certification Weekend Training Event**



**Dates: May 2-4**

**Location: Riverfront YMCA  
101 Locust Street  
Des Moines, Iowa**

**Registration Deadline:**

**Friday, April 18**

## General Information

### Site

The Super Certification Weekend event will be held at the Riverfront YMCA, located at 101 Locust Street in downtown Des Moines. If anyone needs to reach you while you are attending trainings, the phone number is (515) 282-9622.

### Transportation

- **Car Travel**

From I-35N or I-80E - Take I-235E to Downtown Des Moines exit, drive South to Locust Street. Turn left on Locust Street to Riverfront YMCA.

### Lodging

A variety of hotels are within walking distance as well as within 5-10 miles of the training site.

### Meals and Snacks

Snacks and *some* lunches will be included in the course fees. Please check the class description for complete details. There are many places within walking distance from the YMCA.

### What to Wear. . .What to Bring

Casual clothing is appropriate. Swimming suits where applicable. Be sure to bring paper, pen or pencil, textbooks required for course (see course description for details) and money for snacks and meals. It is also recommended you bring a supply of your business cards.

### Check-In

When you first arrive at the Riverfront YMCA please check in with the Registrar desk. It is recommended you register at least 15 minutes prior to the start time of your first class.

## Guide to Course Descriptions

### Course code and certification levels

The last letter in the code listed immediately under the course title indicates the level of the course. Not all levels are available or necessary for every category.

(B) Basic level certifies you to *work* with Y members and participants.

(I) Instructor level certifies you to *teach* Y members and participants.

(D) Director level certifies you to *administer* a program and *train* staff members and volunteers from your Y in that program.

(T) Trainer level certifies you to *train* and *certify* staff members and volunteers from any YMCA in a specific basic-, instructor-, or director-level course.

### Course hours

Participants are required to be in attendance at their courses on the dates and during the times indicated in order to receive their certifications.

### Course fees

The course fee covers training expenses and your certification fee.

### Expiration dates

Unless an expiration date is indicated under the course description, the certification does not expire.

### Prerequisites

The prerequisites identify what requirements must be met **before you are eligible** to take the course. Read these carefully. Requests for waivers should be attached to your registration form. For trainer-level courses, attach waiver requests to your Trainer Candidate Application Form.

Where minimum age requirements are indicated, the specified age must be attained prior to the starting date of the course.

Where CPR certification is required, training should be received from a nationally recognized organization [American Health and Safety Institute, National Safety Council, American Heart Association—health care provider course for basic life support (BLS) only, or American Red Cross] unless otherwise noted. Participants in the program should receive certification based on a practical and written test of knowledge and the course should include pediatrics and adult basic life support (BLS) and obstructed airway.

Note: American Heart Association (AHA) CPR course for the health care provider for BLS is acceptable as it requires evaluation and testing of the participants. Basic levels of the AHA course do not include practical and cognitive evaluation or testing of the participants in the programs.

### **Bring**

This section identifies everything you must bring with you to the course, such as: proof of prerequisites, appropriate clothing, manuals, and other supplies.

### **Manuals**

Manuals are available through the YMCA Program Store, P.O. Box 5076, Champaign, IL 61825-5076, 800-747-0089, fax 217-351-1549. Item numbers and prices have been included for easy reference when ordering. **Order early. To ensure that manuals reach you in time, order at least two weeks before the start date of the Super Certification Weekend Training Event.**

### **YMCA Lifeguard Crossover**

*Includes 4-hour pool practical*

AQ111B

Number of hours: 16

Thursday, May 1, 5p.m.-10p.m.

And

Friday, May 2, 9a.m.-6p.m.

Fee: \$50

\*Lunch will be provided on Friday.

The purpose of this course is to provide knowledge and skills that vary from the American Red Cross program. **This is a crossover to YMCA Lifeguard certification.**

**Expiration date:** Two years—provided CPR and first aid are kept current. To renew, a certified YMCA Lifeguard instructor will require you to successfully complete both the water and written test and may also require you to retake the entire course.

### **Prerequisites:**

- *Current first-aid certification (must include training in victim assessment; bleeding; shocks; burns; specific body injuries; bites and stings; bone, joint and muscle injuries; poisoning; cold-*

*and heat-related injuries; medical emergencies and rescues. American Red Cross, National Safety Council, and American Safety Health Institute programs meet these requirements.)*

- *Current CPR (must include certification in adult, child and infant CPR and obstructed airway maneuver, two-rescuer CPR, modified jaw thrust, and use of pocket-mask and bag-valve-mask resuscitation. American Safety & Health Institute CPR-PRO, American Red Cross CPR for the Professional Rescuer, American Heart Association CPR for the Health Care Provider, and National Safety Council Professional Rescuer CPR certification programs meet these requirements.)*

- *Certification in AED and Oxygen Administration*
- *Current American Red Cross Lifeguard certification (new)*

- *Be at least 16 years of age by the last day of the scheduled course. If under the age of 18, participant must have parental consent to take this course.*

- *Pass the following swimming test:*

- a. *Perform a long, shallow front dive, then swim 500 yards, including 100 yards each of: sidestroke, front crawl, breaststroke, sidestroke kick with one arm forward, and inverted breaststroke kick with arms on the stomach*

- b. *Tread water for at least two minutes with legs only*

- c. *Surface dive headfirst and feet first in 8 to 10 feet of water and swim underwater for 15 feet*

### **• Read On the Guard II YMCA Lifeguard Manual before the course**

- *Completed medical clearance (recommended)*

- *Must be able to accomplish these tasks:*

- a. *Remain alert, with no lapses of consciousness*
- b. *Sit for extended periods, including in an elevated chair*

- c. *Move to various locations, including in and around an elevated chair*

- d. *Communicate verbally, including projecting the voice across distances*

- e. *Hear noises and distress signals in the aquatic environment*

- f. *Observe all areas of the aquatic environment*

- g. *Perform all needed rescues and survival skills*

- h. *Think in the abstract, solve problems, make decisions, instruct, evaluate, supervise, and remember*

**Students certified through another agency's program (e.g., ARC, RLSS, BSA, Ellis, and USLA) may participate in the YMCA Lifeguard Crossover course.**

However, please be informed that this course is specifically designed for crossover from the ARC course. Students who do not successfully complete YMCA Lifeguard Crossover will need to take the full-length, standard YMCA Lifeguard course for certification.

**Bring:** *On the Guard II: The YMCA Lifeguard Manual*, fourth edition (0-7360-3976-7), \$33; bathing suit; towel; resuscitation mask; mask; fin and snorkel; proof of age (and written parental consent if under 18); and proof of prerequisite certifications. (Medical clearance may be requested for proof of ability to accomplish all above tasks).

#### INSTRUCTOR LEVEL

### YMCA Swim Lessons Instructor (YSLI)

*Includes 8 hour pool practical plus 5 classroom modules*

AQ200I

Number of hours: 24

Friday, May 2, 6p.m.-10p.m.

Saturday, May 3, 9a.m.-7p.m.

Sunday, May 4, 9a.m.-7p.m.

Fee: \$120.00

\*Lunch will be provided on both Saturday and Sunday.

**Manuals:** *YMCA Swim Lessons: Teaching Swimming Fundamentals* (0-7360-0044-5), \$35; *YMCA Swim Lessons: The Parent-Child and Preschool Aquatic Program Manual* (07- 7360-0053-4), \$35; *Youth and Adult Aquatic Program Manual* (07-6360-0048-8), \$35.

This course provides participants with the basic knowledge and skills to teach YMCA swim lessons to parent-child pairs, preschoolers, youth, and adults. It includes both land and pool sessions on lesson planning, teaching methodology, class organization, class components, and skills for the YMCA

Progressive program. The course also covers the Y's expectations for instructors and outlines their responsibilities for teaching YMCA Aquatics classes that are student centered, values oriented, and safe and effective in teaching aquatic skills. Included in the course is the YMCA Instructor Safety Assistant Module. YMCA Instructor Safety Assistant (YISA), which will be taught by YSL trainers and will replace the YASA prerequisite. The YISA course focuses on how

an instructor can assist and help a lifeguard in the event of an emergency in the pool area. It will teach lifeguards who are also swim instructors what role to play during and emergency while they are teaching rather than guarding. YISA will become the fifth module within the YSL instructor course and will help reinforce aquatic safety, streamline the training system and decrease the required training hours.

**Expiration date:** Two years—provided CPR PRO, AED, O2 and first aid certifications are kept current.

#### **Prerequisites:**

- Be at least 16 years of age on the last day of scheduled course

- Current CPR PRO, first aid, AED and O2 certification

- Participants should be able to perform all the strokes, but only three of the five strokes in good form. Participants should be encouraged to improve their other strokes.

*Crawl stroke*

*Back crawl stroke*

*Breaststroke*

*Side stroke*

*Elementary back stroke*

- Good form includes appropriate arm actions, leg actions, breathing, and coordination of the stroke for a distance of 40 feet to 25 yards.

- Synchronized swimming skills: Should be able to perform all of the listed skills, but only six out of the eight synchronized swimming skills well.

*Front somersault*

*Canoe scull*

*Tub*

*Oyster*

*Back somersault*

*Flat/stationary sculling*

*Dolphin*

*Water wheel*

- Wetball skills: Dribble, pass, and catch ball while walking and swimming, shoot ball into goal

- Diving skills: Jump off one-meter board with arm swing and standing dive off deck

- Tread water for two minutes

- **Read** *YMCA Swim Lessons: Teaching Swimming Fundamentals* and *YMCA Swim Lessons: The Parent-Child and Preschool Aquatic Program Manual* and *Youth and Adult Aquatic Program Manual* **prior to course**

**Bring:** Bathing suit, towel, proof of age, and proof of prerequisite certifications and manuals.

## **YMCA Water Fitness Instructor (YWFI)**

*Includes pool practical*

AQ138I

Number of hours: 20

Friday, May 2, 6p.m.-10p.m.

Saturday, May 3, 9a.m.-7p.m.

Sunday, May 4, 9a.m.-3p.m.

Fee: \$120.00

\*Lunch will be provided on both Saturday and Sunday.

The YMCA Water Fitness Instructor (YWFI) course, based on latest research, provides participants with the necessary knowledge and skills needed to lead YMCA Water Fitness classes. The course includes all components of fitness principles, information on designing purposeful exercises, and methods for targeting specific training objectives.

**Expiration date:** Three years—provided CPR, first-aid, and YMCA Lifeguard or YMCA Aquatic Safety Assistant (YASA) certifications are kept current.

### ***Prerequisites:***

- *Be at least 16 years of age by the last day of the scheduled course.*
- *Current YMCA Lifeguard or YMCA Aquatic Safety Assistant (YASA) certification (current CPR and first-aid certifications must be maintained)*
- *Read YMCA Water Fitness for Health Instructor Training Manual*
- *Course study guide: To be **completed prior to the beginning of the course.** The course study guide is available to download at no cost through the YMCA of the USA intranet website at <http://www.ymcaexchange.org>*

**Bring:** *YMCA Water Fitness for Health* (0-7360-3246-0), \$39; bathing suit; towel; proof of age; and proof of prerequisite certifications.

## **Principles of YMCA Competitive Swimming and Diving**

AQ112B

Number of hours: 4

Saturday, May 3, 8a.m.-12p.m.

Fee: \$30

This course is designed for staff and volunteers who lead YMCA competitive swimming and diving programs. It includes an overview of the National YMCA Competitive Swimming and Diving Program, setting up and administering a program, organizing a parent advisory committee, incorporating character development and understanding safety issues. It also includes a review of related programs and certifications.

### ***Prerequisite:***

- *Be at least 16 years of age by the last day of the scheduled course.*

**Bring:** *Principles of YMCA Competitive Swimming and Diving*, second edition (0-7360-3452-8), \$28; and proof of age.

## **YMCA Swimming Coach**

AQ130I

Number of hours: 7

Saturday, May 3, 1p.m.-8p.m.

Fee: \$40

\*Dinner will be provided.

This course provides participants with the knowledge and skills necessary to coach beginning and intermediate level YMCA competitive swimmers. The content includes proper stroke technique, starts, turns, workout design, season planning, and physiology. Successful completion of a written examination is required for certification.

### ***Prerequisites:***

- *Minimum age 18*
- *Principles of YMCA Competitive Swimming and Diving certification*
- *Current YMCA Lifeguard or YMCA Aquatic Safety Assistant (YASA) certification*
- *Current CPR—including adult, child, infant, and two-rescuer CPR and obstructed airway maneuver*
- *Current first-aid certification*

**Bring:** Proof of age and proof of prerequisite certifications.

## **YMCA Swim Official I** AQ132I

*Includes practical*

Number of hours: 4

Saturday, May 3, 8a.m.-12p.m.

Fee: \$30

**Manual:** *USA-Swimming Rules and Regulations*, current edition available from USAA Swimming, 1 Olympic Plaza, Colorado Springs, CO 80909; or visit the web: [www.usaswimming.org](http://www.usaswimming.org)

This course is designed to certify Swim Officials for YMCA Competitive Swimming in the areas of Stroke and Turn Judge, Relay Take-off Judge, Place Judge and Timer. The course focuses on the specific duties and responsibilities of the above officials prior to, during and after a Swim Meet. The course also reviews the facilities requirements for a meet, swimmer eligibility, and the roles of Chief Judge, Starter, and Referee. Successful completion of a written examination is required for certification.

**Expiration date:** Three years

**Prerequisites:**

- *Minimum age 21*
- *Associated with a YMCA sponsored Swim Team*

**Bring:** Proof of age and Letter of involvement with a YMCA Swim Team signed by the Swim Coach, Aquatics Staff or Executive Director or his/her designee.

## **YMCA Swim Official II** AQ133I

*Includes practical*

Number of hours: 4

Saturday, May 3, 1p.m.-5p.m.

Fee: \$30

**Manual:** *USA-Swimming Rules and Regulations*, current edition available from USAA Swimming, 1 Olympic Plaza, Colorado Springs, CO 80909; or visit the web: [www.usaswimming.org](http://www.usaswimming.org)

This course is designed to certify Swim Officials for YMCA Competitive Swimming in

the areas of Referee, Starter and Chief Judge. The course focuses on the specific duties and responsibilities of the above officials prior to, during and after a Swim Meet. The course also reviews the facilities and staffing requirements for a meet, rules for swimming various strokes, matters relating to eligibility and other key roles of the official. Successful completion of a written examination is required for certification.

**Expiration date:** Three years

**Prerequisites:**

- *Certified YMCA Swim Official for at least one year*
- *Officiate a minimum of 8 sessions as a certified YMCA Swim Official*
- *Minimum age 21*
- *Associated with a YMCA sponsored Swim Team*

**Bring:** Proof of age, Meet Verification Forms and Letter of involvement with a YMCA Swim Team signed by the Swim Coach, Aquatics Staff or Executive Director or his/her designee.

## **Registration Information**

### **Registration Form**

Please complete the registration form clearly. All questions regarding the registration process, including request for cancellations and refunds, should be directed to the registrar.

Registrar name: Sara Lumsden

Address: 101 Locust Street

Phone: (515) 471-8518

E-mail: [sara.lumsden@dmymca.org](mailto:sara.lumsden@dmymca.org)

### **Fees**

- **Course Fees**

A specific fee is designate for each course. Payment of course fees must accompany the registration form and must be sent to Sara Lumsden by the published deadline in order to avoid a late fee. Registrations will not be accepted without payment. If your payment needs to go through a request process, be sure to allow adequate time to complete the process, and inform the party issuing your payment that a

late fee must be added if the payment is not mailed by the deadline.

- **Late Fee**

A \$10 non-refundable late fee will be required for registrations sent after the published deadline. Late registrations, accompanied by payment of course fees and late fee, will be accepted until 10 days prior to the start of the event. Registrations received after that date will not be processed.

### **Cancellations/Refunds**

Refunds will be issued for cancellations if:

- The course is cancelled by training event leadership. Nancy Olson will contact participant.

Refunds will not be issued for cancellations made less than one week prior to the start of the event.

### **Textbooks**

Textbook orders are to be sent directly to the Program Store and should not be sent to the event director. Refer to the course description for details. Place your order at least 2 weeks before you are scheduled to leave for the training event to ensure timely delivery.

### **Special Accommodations**

Individuals requiring assistance or special accommodation to fully participate in the program should contact Nancy Olson, (515)971-5509.

# 2008 YMCA of Greater Des Moines Aquatic Super Certification Weekend Training Event Registration Form

Complete the information requested on each line. Please print.

Name: \_\_\_\_\_ Sex: M F  
 YMCA job title: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 YMCA branch name: \_\_\_\_\_ YMCA Metro Association name: \_\_\_\_\_  
 YMCA address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 YMCA phone: \_\_\_\_\_ YMCA fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 YMCA supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Emergency contact: (name) \_\_\_\_\_ day phone \_\_\_\_\_ evening \_\_\_\_\_

**Circle the corresponding course fee(s) for each course for which you are registering. Check the chart to make sure your course times do not overlap. Refer to course descriptions for specific course hours and prerequisites.**

		Thursday. Date: May 1	Friday Date: May 2	Saturday Date: May 3	Sunday Date: May 4	Date:
Aquatic Classes	Fee	M A E	M A E	M A E	M A E	M A E
YMCA Lifeguard Crossover	\$50	X	X X			
YMCA Swimming Lessons Instructor	\$120		X	X X X	X X X	
YMCA Water Fitness Instructor	\$120		X	X X X	X X	
Principles of YMCA Swimming and Diving	\$30			X		
YMCA Swim Coach	\$40			X X		
YMCA Swim Officials I	\$30			X		
YMCA Swim Officials II	\$30			X		

M=Morning A=Afternoon E=Evening

Compute the total course fee(s) \_\_\_\_\_

Add \$10 late fee (non-refundable) if registering after April 18, 2008 \_\_\_\_\_

Total amounts \_\_\_\_\_

Make checks payable to: **YMCA of Greater Des Moines**

Supervisor checklist: Prerequisites and textbooks

- I have read the course prerequisites and confirm that all will have been met for the courses indicated on this form either before or during the Regional Training Event.
- I have checked the course description for required textbooks and have ordered them if necessary.
- I have shared a copy of the brochure with the person registering for this event.

**Executive Director or YMCA supervisor's signature (required for participation)**

Mail the following items no later than Monday, April 14 to:

Sara Lumsden  
101 Locust Street  
Des Moines/Iowa/50309

- This registration form
- Payment that includes the course fee for each course and late fee, if applicable

For questions concerning your **registration**, contact Sara Lumsden at (515)471-8518 or [sara.lumsden@dmymca.org](mailto:sara.lumsden@dmymca.org).

For questions concerning **course information**, contact Nancy Olson at (515)971-5509 or [nancy.olson@dmymca.org](mailto:nancy.olson@dmymca.org).

For questions concerning **leadership development and training in Iowa**, contact Jan McGah, Leadership Development Consultant at 314-631-7664 or [jan.mcgah@ymca.net](mailto:jan.mcgah@ymca.net).