



Updated: March 26, 2024

1. What is the Instructor/Lifeguard Subsidy Program (ILSP)?

This subsidy program provides training courses offered by the City of Richmond at a subsidized rate to youth and adult residents (13+ years) who are experiencing financial hardship, and who are interested in a career or position as an Instructor/Lifeguard.

2. What is financial hardship?

This is defined as a person who has trouble paying for basic living costs such as food, clothing and housing and does not have savings or other financial resources.

3. Which courses and order does one need to complete them in to become an Instructor/Lifeguard?

Course requirements:

Course Name	Course Length
Bronze Medallion	20 hours
Bronze Cross	20 hours
Standard First Aid & AED	16 hours
NLS - Pool	44 hours
NLS - Waterpark	24 hours
Swim for Life Instructor	40 hours
Lifesaving Instructor upgrade	16 hours
Lifesaving Instructor full course	32 hours

4. How much of the Instructor/Lifeguard courses will be subsidized for those that qualify?

The City of Richmond will subsidize up to 90 per cent of the cost of each individual course.

5. Does the ILSP cover first aid courses needed for a career that is not related to becoming an Instructor/Lifeguard?

The ILSP is only intended to cover courses for those who are interested in a career or position as an Instructor/Lifeguard and must demonstrate that they will be taking all of the applicable courses.

6. How does one qualify for subsidy for the Instructor/Lifeguard courses?

Applicants need to complete an Instructor/Lifeguard Subsidy Program (ILSP) application form that can be downloaded from richmond.ca/aquatics or picked up at any City of Richmond recreation facility, the Richmond Cultural Centre, the Public Works Yard or Richmond City Hall.



You may qualify, if you meet **all** of the following requirements:

- You are a Richmond resident.
- You are 13 years of age or older (legal guardians need to complete the ILSP application for those 18 years old and under).
- You are able to swim 400m continuously using recognizable swimming strokes.
- You are able to complete a swim assessment, if required.
- You are motivated and committed to complete Instructor/Lifeguard Training courses.
- You exemplify interest in a career or position in aquatics.
- You are in financial hardship and either A or B applies:
 - A. You receive one of the following government financial assistance:
 - Youth Agreement or Agreements with Young Adults (AYA).
 - Income Assistance or Disability Assistance from MSDPR.
 - Resettlement Assistance.
 - BC Housing Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER).
 - Guaranteed Income Supplement (GIS).
 - B. Your annual net income(s) for the tax year 2023 do not exceed these threshold(s):

Family Net Income	
Line 23600	
Family Size	Maximum
1	\$24,183
2	\$34,200
3	\$41,886
4	\$48,366
5	\$54,075
6	\$59,236
7	\$63,982

Other Financial Limits			
Proof of Income Statement (Option C print)		Maximum	
		Family Size 1	Family Size 2+
Interest and Investment Income	Line 12100	\$250	\$500
Rental Income	Line 12600	\$1,000	\$2,000
Capital Gains	Line 12700	\$500	\$1,000
RRSP Contributions	Line 20800	\$1,000	\$2,000

If you have questions about your financial eligibility, email subsidy@richmond.ca or call 604-247-4909. For all other questions about the Instructor/Lifeguard Subsidy Program, email aquatics@richmond.ca or call 604-238-8017. More information is available at www.richmond.ca/aquatics.

7. How to submit an application form(s)?

Completed ILSP applications and supporting documents can be submitted in one of the following ways:

- **Email:** subsidy@richmond.ca
- **Mail:** Lifeguard Subsidy Program, Community Services Division, 5599 Lynas Lane, Richmond, BC V7C 5B2



- **In-person:** at any City of Richmond recreation facility, the Richmond Cultural Centre, the Public Works Yard or Richmond City Hall.
- 8. How long will it take to process an application?**
Processing can take up to one month if an application is complete with all supporting documentation. Application status will be communicated via email.
- 9. When can the new ILSP subsidy be used?**
Subsidies for this program start from the date of approval to December 31, 2024.
- 10. How long will the ILSP be available?**
This program is currently a pilot and is available until December 31, 2024 or until funds are fully allocated to applicants within the term. In 2025, this program will be reviewed to determine if there will be an extension.
- 11. Are Instructor/Lifeguard courses to be taken in a certain order?**
Yes. View the chart in question 3 or visit <https://www.richmond.ca/parks-recreation/about/about/jobs.htm> for more information.
- 12. Is previous swim experience required?**
Yes. To determine if you are eligible to take Instructor/Lifeguard courses, email aquatics@richmond.ca.
- 13. What are the ways to learn more about the Instructor/Lifeguard Subsidy Program?**
- **Online:** richmond.ca/aquatics
 - **Email:** aquatics@richmond.ca
 - **Phone:** 604-238-8017 (Aquatic Centre)