



Revised July 2019

Dear Course Provider

The staff of Irish Water Safety wishes to assist you as best they can when registering your course. We would appreciate if you would take note of the following items before you commence your course:

Step 1. Registering Your Course with Us

- i. Please complete the necessary registration form for your course. Registration forms are available online at www.iws.ie under **Members/Forms**. If you require any assistance, please do not hesitate to contact us at HQ.
- ii. Before registering a course, please ensure that you are:
 - A current member of Irish Water Safety.
 - That you hold the necessary qualification to tutor a course.
 - That your insurance is valid.
 - That the insurance of your appointed Examiner is valid.
- iii. Course examiners must be appointed and named on your registration form. **We cannot accept T.B.C. (To be confirmed)**
- iv. Please check with your accounts department if a Purchase Order number is necessary before registering course. (if applicable e.g. Hotel Leisure Centres, County Councils etc.)
- v. Please post registration forms to Irish Water Safety, The Long Walk, Galway or email to info@iws.ie, alison@iws.ie or jocelyn@iws.ie. Understandably emailed registration forms will expedite the registration process.
- vi. Please inform the relevant Water Safety Area Committee that you are running a course. Contact details are available from HQ.

Step 2: Ordering Manuals and Course Materials

- Irish Water Safety HQ will no longer hold a large stock of manuals at their premises on the Long Walk. This is due to Health & Safety issues and storage limitations. The majority of large orders will be sent from our Printer in Dublin. Orders will be placed with our Printer every Wednesday at close of business. **Please allow ten working days from the time of registration for the receipt of manuals.** Manuals will be sent from Dublin to the destination indicated on your registration form. Postage costs are: €8.00 (per box) Nationwide, €6.00 (per box) Local (Dublin & Bray).



Step 3: Invoicing and Payment

- i. Invoices are sent at the end of every month. The course organiser named on the registration form will be invoiced. **Our credit terms are 30 days.** Please inform Alison **in writing** (alison@iws.ie) if there are changes in participant numbers **once your course has commenced**. This will allow her to change your registration form and thus issue an invoice for the correct amount.
- ii. Please note that all outstanding balances must be cleared prior to registering new courses.
- iii. **We do not accept manual returns.**
- iv. Fees are as follows:
 - Pool Lifeguard Manual with Lifeguard First Aid Manual €30.00
 - Beach Lifeguard Manual with Lifeguard First Aid Manual €30.00
 - LG Course participant fee €30.00
 - LG Revalidation Course fee €30.00
 - Assistant Swim Teacher course participant fee €20.00
 - Full Swim Teacher course participant fee €30.00
 - Swim Teacher Manual €25.00
 - Assistant Swim Teacher Logbook €10.00
 - Swim Teacher Logbook €10.00
 - Postage fees (as outlined above)

(Fees as of June 2018, subject to change)

Step 4: Certificates

If your local cert secretary is not in a position to input certificates for you, please contact Alison, alison@iws.ie, with regards setting up input rights. **Please do not post exam returns to Irish Water Safety Head Office.**

Please inform course participants:

- Certificates are input locally.
- Certificates are printed on a weekly/fortnightly basis by Irish Water Safety Head Office and returned to the course provider for distribution. There is **no back log** of certificates at Head Office.
- If certificates are lost or mislaid, there is a reissue fee of €20.00 per certificate. Please allow **10 days** for processing reissues.