



Gill Family
Aquatic Center
Policy and Procedure Manual

Summer of 2017

Revised by WL 6/12/17

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POLICIES AND PROCEDURES
GILL FAMILY AQUATIC CENTER
SECTION ONE

ADMISSION FEES

Family Season Pass		
Resident \$225.00 (includes tax)	Non-resident \$250.00(includes tax)	
Individual Season Pass		
Resident \$125.00 (includes tax)	Non-resident \$150.00	
Daily Admission		
Resident \$5.00	Non-resident \$7.00	

Children under Age 3 Free

Special Events (free with a season pass)

- **-Family** is defined as a maximum of four people living in the same household. Family may include up to two adults and youth who just graduated from high school and younger, foster children, foreign exchange students and legally guardian youth.
- **-Daily** admission price entitles patron to be stamped and reenter the same day. This applies to anyone entering the gates of the Gill Family Aquatic Center during normal pool hours of 11:00a.m.-7:00 p.m.

POOL HOURS

The normal pool hours for public swim will be 11:00 a.m. to 7:00 p.m. Monday through Saturday and Sunday 12:00pm-7:00pm. Special events (Dive in Movie, Aerobics, Etc.) are scheduled through out the week. The facility may be rented from 7:00 p.m. to 9:00 p.m. Friday, Saturday and Sunday evenings for private parties. 2 Swim lesson sessions are offered in the mornings between 10:00 a.m., 11:00a.m., and 7:00pm.throughout the summer. Signups begin April 1st for the 2 sessions.

WEEKLY SCHEDULE

Monday

11:00 a.m. - 7:00 p.m. Public Swim

Tuesday

11:00 a.m.-7:00 p.m. Public Swim

Wednesday

11:00 a.m.-7:00 p.m. Public Swim

Thursday

11:00 a.m.-7:00 p.m. Public Swim

Friday and Saturday

11:00 a.m.-7:00 p.m. Public swim

7:00 a.m. - 9:00 p.m. Rented for Private Parties

Sunday

12:00p.m.-7:00 p.m. Public swim

7:00-9:00 p.m. Rented for Private Parties

SPECIAL EVENTS

Special events are scheduled through out the summer and the public is encouraged to attend. The admission for these events will be the same as the regular pass fees.

PRIVATE PARTIES

The pool may be rented from 7:00 p.m. to 9:00 p.m. on Friday, Saturday and Sunday evenings for private parties; rental agreements are available at the Danville Parks and Recreation Department office (745-3015), www.danvilleindiana.org/parks or at the pool. The two-hour rental fee varies depending on if you are a resident of Danville or not.

Fees are as follows:

Resident \$150.00/hr maximum of 2 hours

Non-Resident \$175.00/hr maximum of 2 hours

Patrons are permitted to bring in their own cakes for special occasions, such as a birthday, anniversary or graduation. All food and drink must stay on the upper deck of pool. Concessions are available for parties by request only.

Rescheduling may be permitted if another date is available. Refer to rental agreement for details.

SUMMER PARK PROGRAM

The concession stand will not be open during these hours. All patrons are expected to follow all other rules and regulations. Program is 6 weeks long on Fridays from 9:00am -11:00am. Check Danville Parks and Recreation Department for dates.

DAY CARE SWIM

Admission will be free for those under the age of three and free for those who have a season pass. Regular admission prices will be charged for all others. Day care providers need to present the cashier the Day Care Attendance Request Form 24 hours prior to attending the Gill Family Aquatic Center. All children under the age of 16 must have a signed permission form on file at the Gill Family Aquatic Center in order to participate. You must have 1 chaperone per 7 children mandatory.

GROUP RATES

No group discount rates are provided.

SWIMMING LESSONS

1. Two different sessions will continue to be offered at the Gill Family Aquatic Center; classes will begin in June.
2. Dates and times will be determined by the Parks and Recreation Department.
3. Pre-registration and payment are required.
4. There will be no refunds for cancelled lessons.
5. Make up dates will be attempted, but not guaranteed.
6. Guards serving as certified assistants will be assisting with Red Cross lessons; guards with their WSI certification will be managing the lessons.
7. The cost is \$50.00 per student or \$45.00 for residents; each class is 45 minutes.

GENERAL RULES FOR ENTIRE POOL/BATHHOUSE AREAS

1. No smoking or use of any tobacco products is allowed.
2. No one is allowed to enter under the influence of alcohol or drugs.
3. No glass containers are allowed.
4. No foul language or verbal abuse is allowed.
5. No animals are allowed.
6. All electronic devices are prohibited from being used on the pool deck.
7. Patrons are not allowed in the concession stand, storage room or mechanical building.
8. The Town of Danville and/or the Parks and Recreation Department are not responsible for lost or stolen articles.

BATHHOUSE RULES

1. All patrons are required to take a soap shower before leaving the locker rooms. Lifeguards will make visual checks before patrons enter the pool and may ask patrons to take another shower.
2. No loitering or "horseplay" is permitted in the bathhouse.
3. All cell phone use is prohibited inside the bathhouse (due to privacy issues concerning picture phones). Make your phone calls outside the bathhouse locker/shower rooms.

CONCESSION STAND RULES

1. All food, chewing gum and/or drink must stay in the concession stand eating area only; only bottled water may be taken poolside by the lounge chairs.
2. No unauthorized food or beverage shall be permitted unless authorized by Pool Manager.

POOL AREA RULES

1. Children age 8 and under must be supervised by a person at least age 16 or designated as the babysitter on the family pass or Red Cross babysitter certification.
2. Any adult may bring a child into the pool area while dressed in street clothing, as long as they have paid admission to enter the facility and stay on the deck area.
3. Swim diapers are required for any child who is not potty trained; patrons are required to use the bathhouse facilities to change diapers.
4. All patrons are required to wear acceptable swimwear; no thong swimsuits allowed. Street clothing is not permitted in the water except for a t-shirt (preferably plain white) over their swimsuit to protect from sunburn. NO CUTOFFS ALLOWED; all shorts must be hemmed.
5. Persons with open sores are not allowed to swim.
6. There will be absolutely no running, pushing, shoving or horseplay in or around the pool.
7. Injuries should be immediately reported to a lifeguard, Head lifeguard or pool manager.
8. Swimmers will stay off the lifeguard chairs at all times and will not be allowed to converse with the lifeguards on duty unless it is an emergency.
9. Swimmers will stay off the ropes at all times and will not be allowed to play on the ladders, slide stairs or with rescue equipment.
10. Swimmers should face ladders when entering or leaving the water. The ladders must not be used for diving or sitting or as parallel bars.
11. No diving in the shallow end of the pool or in any area marked "NO DIVING".
12. Standing or sitting on other swimmers' shoulders is not permitted.

13. No flotation devices or toys will be allowed in the pool or pool area with the exception of buckets in the zero depth shallow end and sponge (nerf) balls. Use of toys, flotation devices and diving rings may be restricted at the discretion of the lifeguard depending upon safety and how crowded the pool is at the time.
14. Water wings and zip-up swimsuits are permitted in the shallow end only. Goggles, snorkels, masks and nose plugs are permitted anywhere except in the deep end on the diving board and water slides. No hard balls, Frisbees, water guns, air mattresses, inner tubes, kick boards or sharp objects will be allowed at any time anywhere in the pool.
15. Towels are to be kept out of the water at all times.
16. Petting or necking is not permitted. Grabbing, groping, interlocking or hanging on among swimmers must be restricted; patrons are required to "keep their distance" from each other. Young children with an adult (such as an older family member) are an exception.
17. There will be a ten-minute rest period that begins at ten minutes before every hour. All swimmers under age 18 must get out of the pool; they are encouraged to rest during this time and stay away from the sides of the pool.
18. Adults (age 18 and over) may swim laps and utilize the diving board and water slides during the rest periods.
19. Cameras and specialized equipment may only be used with the approval of the pool manager or assistant pool manager.
20. Each patron is responsible for articles brought into the pool area and for their removal; no chairs may be brought in.
21. In case of an emergency, all swimmers will evacuate the pool and the pool area immediately in order to aid the lifeguards in their rescue procedures.
22. Failure to follow rules can result in serious injury and may result in a patron being required to leave the pool, pool area and surrounding premises.

DIVING BOARD RULES

1. Follow lifeguard's instructions.
2. No Diving off boards during breaks.
3. The diving well is only for swimmers using the diving board.
4. There is only one swimmer allowed on the board at a time.
5. All swimmers must wait for the area below the board to be clear before diving.
6. There is only to be one bounce taken on the diving board.
7. Only feet may touch the diving board. No handstands, cartwheels, hanging or sitting on the board.
8. No persons over the weight of 250lbs will be allowed to use the diving board.
9. There will be no cut-away dives, back flips, or gainers allowed.
10. No chain diving or tag is allowed.
11. Divers must leave the water immediately after completing their jump or dive.
12. Swimmers must use the ladder when leaving the water.
13. No horseplay is allowed in or around the diving area.
14. Failure to follow rules can result in serious injury and may result in a patron being required to leave the pool, pool area and surrounding premises.

WATERSLIDE RULES

1. Follow lifeguard's instructions.
2. All riders must be 48" tall.

3. Riders must lie on their backs at all times. No sitting up while riding the slide is permitted.
4. Maximum rider weight 300 pounds.
5. Do not pull or propel yourself into the ride.
6. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cut-off jeans only swim suits allowed. (The attendant on duty will have the right to deny usage of the slide to anyone wearing apparel that will scratch the flume.)
7. Riders must enter the slide in a sitting position and wait for instructions from the guard stationed at the slide starter tub.
8. All riders must ride feet first while lying on their back with arms crossed across their chest.
9. Only one rider at a time. Absolutely no trains or chains of riders are permitted.
10. No tubes, mats or life jackets are permitted on the waterslide.
11. The line should form on the deck with one rider on each landing and one rider in the starter tub. Wait until landing area is clear before entering.
12. Riders must be in good health. Pregnant women or individuals with heart or back conditions should not use this ride.
13. Do not use this slide while under the influence of alcohol or drugs.
14. Follow the instructions of the slide attendant.
15. No running, standing, kneeling, rotating or stopping in the flume. Arms and hands must remain inside the flume.
16. No diving from the slide.
17. Leave the plunge pool promptly after entering.
18. Non-swimmers are not permitted (parents are not allowed to slide down with the children at any time – no exceptions).
19. Warning: water depth is 3 feet 6 inches.
20. Failure to follow rules can result in serious injury (and may result in a patron being required to leave the pool, pool area and surrounding premises)

DISCIPLINE PROCEDURES

In case of a discipline problem, the following steps are to be taken, in this order (depending upon the seriousness), until the problem is solved:

1. **WARNING**
The patron is informed of the rule violation and asked to stop the activity. Explain the reason for the rule and if they continue this behavior, they will have to sit out or, depending on the infraction, may be asked to leave the pool.
2. **SIT-OUT**
The patron is required to sit outside of the immediate pool area under the supervision of the roving lifeguard for 15 minutes. **AN INCIDENT REPORT MUST BE COMPLETED.**
3. **REMOVAL**
The patron will be referred to the manager or assistant manager, who will escort the offender out of the pool and determine the length of time (remainder of the day up to three days) depending upon the seriousness of the offense. The cashier will be informed as to the name of the person being escorted out and the length of time. **AN INCIDENT REPORT MUST BE COMPLETED.**

The Pool Manager or Assistant Pool Manager will notify the Superintendent of Parks and Recreation whenever a patron is escorted from the pool. If the patron becomes violent, verbally abusive or refuses to leave when requested, contact the police. **THIS, TOO, MUST BE DOCUMENTED.**

INCLEMENT WEATHER POLICY

It is the responsibility of the Pool Manager or Assistant Pool Manager to determine whether to open or close the pool due to inclement weather. The public's health and safety are the only considerations in making this determination.

1. The pool will be **CLEARED IMMEDIATELY** if lightening is visible or if severe weather warnings are in effect. All patrons who chose to remain will be requested to seek shelter in the bathhouse. At the discretion of the manager, if lightening does not appear again within one half-hour, the pool may be reopened.
2. If the **TORNADO WARNING SIREN** sounds, all patrons will be requested to remain at the pool and seek shelter in the bathhouse. All children unaccompanied by an adult and employees will be **REQUIRED** to do so.
3. The pool may be closed during rain if the lifeguards determine it is difficult for them to see the bottom of the pool or adequately perform their job.
4. The pool may be closed when the air temperature is not above 70 degrees and is not increasing, subject to the discretion of the manager.
5. The pool may be closed whenever the attendance is less than 25 swimmers, subject to the discretion of the manager.
6. When weather conditions improve, the pool may be reopened. The manager or assistant manager will determine when conditions warrant reopening.
7. There will be no refunds of admission to swimmers due to early closure.

LIFEGUARDS
SECTION TWO

UNIFORMS

Your uniform will consist of a swimsuit, a whistle, lifeguard tee shirt and a hat or visor. The Danville Parks and Recreation Department will provide one swim suit/trunks from designated business, a tee shirt, and a whistle. Lifeguards are responsible for providing any other uniform pieces needed. All other pieces must be either solid red or red marked with lifeguard labeling.

Jewelry such as earrings, bracelets, watches, necklaces, chains, and pins shall not be worn when on duty because they can cause injury to the lifeguard or the victim during a rescue. Long hair must be tied back as it will interfere with your ability to do the best job possible.

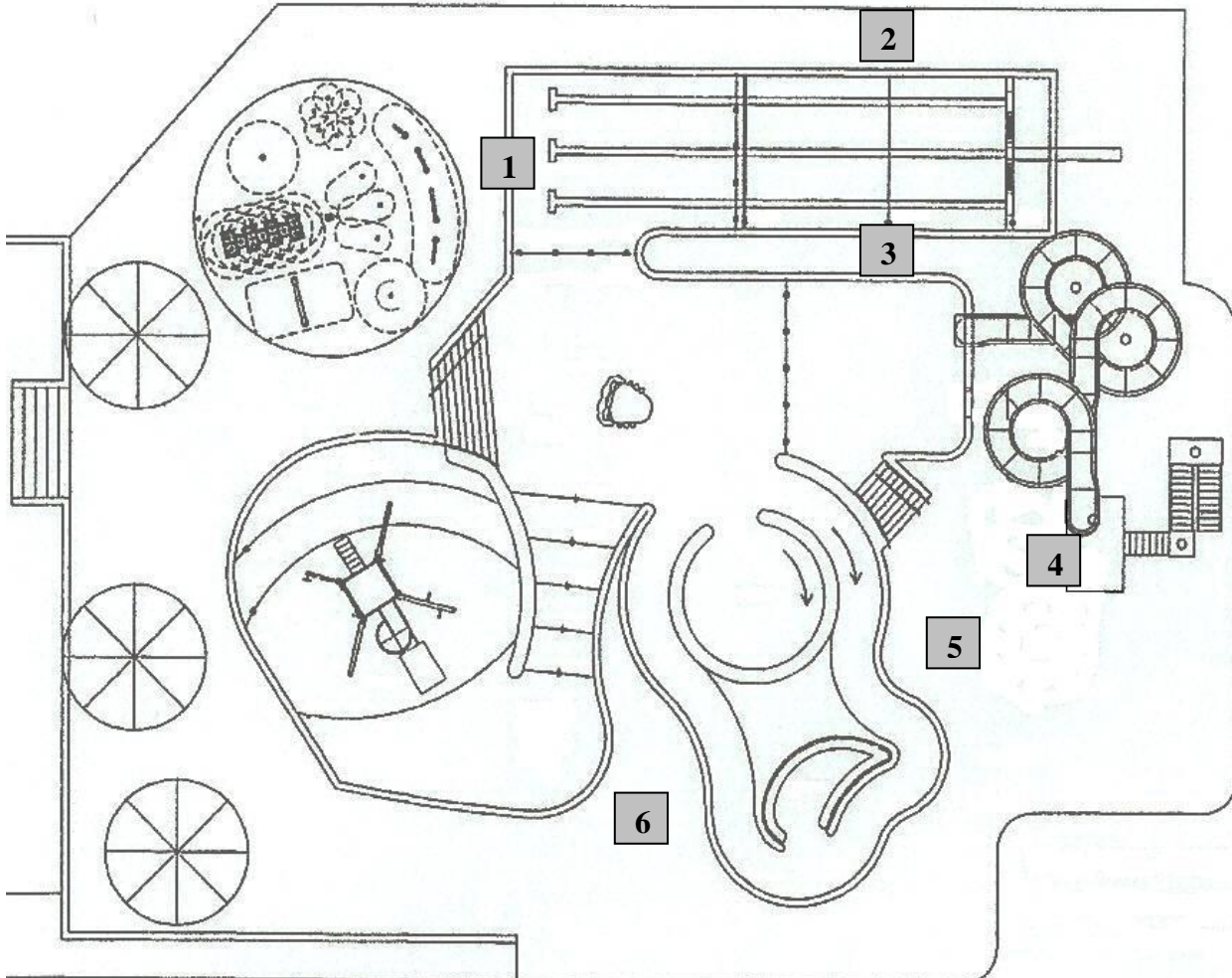
PHYSICAL FITNESS CONDITIONING

Guards must continue their training and conditioning to stay in peak shape.

WORK SCHEDULE

Timely communication with the manager or assistant manager regarding schedule changes is of the utmost importance. If there is a day or days you need off, you need to advise the manager or assistant manager prior to that schedule being made. If something comes up after the schedule is made, a staff switch is possible but must be approved by the manager. The manager is not responsible for finding the replacement. GFAC works on a split schedule with an am and pm shift.

ROTATION SYSTEM



1. There will be eight (7) lifeguards on duty at all times. Six (6) guards will be on deck while one (1) guard will be attending the first aid room.

Stations 1-6 will be manned by four (6) six guards who will rotate every twenty (10-15) minutes. The rotation will go as follows: Break to station 1 to station 2 to station 3 to station 4 to station 5 to station 6.

There are seven different lifeguard positions that must be filled:

- 5 chairs around the pool
- 1 position working on top of the waterslide tower.
- 1 guard in the first aid room

PROCEDURES FOR RELIEVING LIFEGUARDS

The incoming lifeguard takes a position next to the stand and observes the area of responsibility for that stand. When the incoming lifeguard has scanned the area and is aware of the ongoing activity, the new lifeguard signals the lifeguard in the stand, who can then climb down.

Once on the deck, the outgoing lifeguard takes a position next to the stand and scans the area, then signals the incoming lifeguard to get up in the stand. The incoming lifeguard is in charge of the area after climbing up in the stand and scanning the area. The new lifeguard then signals that the outgoing lifeguard can leave. The outgoing lifeguard should continue to observe the activity in the water and on the deck while going to the next station.

LIFEGUARD POISE

You must always present yourself in a mature, responsible manner. Our patrons constantly critique us by what they see and hear. Posture, facial expressions, body English, and communication styles must be presented in a proper and respectable manner. In all you do, your actions affect the staff around you. Our staff must work together and share responsibilities. Rotation, pool surveillance, and cleaning duties are shared considerations that must be mutually addressed. If a particular staff member is affecting the efficiency of our operation negatively, the issue must be presented to the Pool Manager or Assistant Pool Manager. Constructive communication among the staff is very important.

EXPECTATIONS OF LIFEGUARDS

1. Arrive for work at least 15 minutes before scheduled opening or sufficiently long enough before shift change to make an orderly transition possible.
2. When on guard duty, be in assigned area at least two minutes prior to start time, look and act professional, wear proper attire and keep eyes on assigned area at all times.
3. Proper attire includes one-piece bathing suits in the sport or tank style only. No tennis shoes or socks while on duty. No towels, coats or non lifeguard apparel should be worn in the stands.
4. Behavior must at all times reflect a professional attitude and a respect for the facility and the patrons.
5. Conversations with patrons, except in relation to the job at hand, will not be allowed.
6. All portable devices are not allowed on the lower deck. Devices are to be left in your locker and are only to be checked while on break. Ex: Cell Phone, Tablet or musical device.

7. Inform Pool Manager or Assistant Pool Manager well in advance of times you will be unavailable to work. If unable to work assigned times and inform the Pool Manager or Assistant Pool Manager. Follow all scheduling request procedures for optimum outcome.
8. Help with all opening, cleaning and closing duties as assigned by the Pool Manager or Assistant Pool Manager. Leave the facility only when dismissed by the Pool Manager or Assistant Pool Manager.

EMERGENCIES

Whenever an emergency exists, you will have to document all of the conditions concerning the dilemma. A detailed explanation of what was seen, heard, and said must be written. Written documentation is very important if it should come to a legal or pending situation. Incident reports must be written and dated immediately after the occurrence while the particular occurrence is fresh in memory.

If the situation involved witnesses, you should record names, addresses, and phone numbers. If other staff members witnessed segments of, or the whole situation, explain the importance of a detailed account and have them write their perceptions of the incident.

The Superintendent of Parks and Recreation must be notified in cases of major emergencies as soon as possible. Such cases include CPR, near drowning, robberies, and substantial vandalism. If the Superintendent cannot be reached, notify the Assistant Superintendent:

Will Lacey	Superintendent	625-3524
Eric Lobosky	Assistant Superintendent	750-9995

POSSIBLE DROWNING SITUATIONS

The following are concerns that you should familiarize yourself with when guarding your particular area. These conditions are subject to possible drowning situations:

- Hyperventilation
- Gutter riding
- Tiring/poor swimmer
- Forceful contacts (pushing, shoving, dunking, etc.)
- Shallow water diving
- Elderly/out of shape swimmers

A good guard will recognize and tune in to these situations.

SIGNS OF DISTRESS

The majority of drowning victims thrash their limbs, choke (audible), make frantic efforts for movement with no or negative success, and have an intense facial expression of fear/panic (big eyes). Do not rely on a cry for help!

Other drowning victims may give no sign at all. Your guarding procedure for these types of victims, while on duty and rotation, is to visually check the pool bottom for submerged swimmers.

OUR ACCIDENT AREAS

Every swimming facility has its own particular area of additional concern. These areas require added attention on your part:

- Ladders
- Diving boards
- Below guard stands (most ignored)
- Slides

ACCIDENT REPORTS AND FIRST AID

Accidents, such as bumps, nosebleeds, cuts, abrasion, laceration, chipped teeth, sprains, strains, broken bones, etc., are occurrences that may take place regularly within the facility.

Sometimes prompt action is needed to aid an accident victim. At other times, there is no need for haste, and efforts will be directed toward preventing further injury, obtaining assistance and reassuring the victim, who may be emotionally upset and apprehensive, as well as in pain.

The following steps are to be taken for minor personal injuries:

1. Refer the injured person to the concession stand.
2. Administer first aid and call parent/guardian if necessary
3. Document on the Minor Accident and First Aid Treatment Form
4. If an injury is severe enough to call parent/guardian or get medical attention, an Accident Report Form is REQUIRED.

Extreme care and precise terms are mandatory for filling out accident reports. If additional space is needed under a particular section of the report, continue on the back with a referral notation.

Be very explicit when describing the accident and what was done for the victim. It's important that you document all addresses and phone numbers of witnesses.

RESCUES

When a distressed swimmer has been spotted, the lifeguard must make every possible attempt to bring the victim to safety without getting in the water. **ONLY UNDER CIRCUMSTANCES WHEN NO OTHER COURSE OF ACTION HAS WORKED WILL THE LIFEGUARD(S) BE ALLOWED TO ENTER THE WATER.** You have had the necessary training to deal with these situations. Use your good judgment when faced with these situations.

WHISTLE SIGNALS

The following signals are to be used to communicate:

- 1 short whistle — need attention of a patron
- 2 short whistles — need attention of another lifeguard
- 3 short whistles — Begin Emergency Action Plan
- 1 long whistle — Break all patrons out of pool

A blow horn will be available in the office in case an urgent announcement, such as inclement weather closing, needs to be made by the pool management.

ASSESSING SPINAL INJURIES

In trying to determine whether the spinal cord has been injured you must take into consideration the cause of injury. The following is a general list of situations that may indicate a spinal cord injury:

- Any fall from a height greater than the victim's height
- Any person found unconscious for unknown reasons
- Any significant head trauma
- All diving accidents

GENERAL OVERVIEW OF PROCEDURES FOR ASSISTING THE VICTIM

- Activate the emergency action plan
- Ease into the water

If the victim is face up, use the hip and shoulder support technique:

- Submerge your body to chest depth in the water
- Face the victim's side
- Slide one arm under the victim's shoulders
- Glide your other arm under the victim's hipbones and support the victim
- Support the victim using the hip and shoulder support until help arrives
- Do not move the victim after administering hip and shoulder support

If the victim is facedown, use the head splint support technique:

- Stand facing the victim's side
- Gently float the victim's arms up alongside the head, parallel to the surface
- Grasp the victim's arms midway between the shoulder and elbow
- With your right hand, grasp the victim's right arm; with your left hand, grab the victim's left arm
- Position the arms so they are extended against the victim's head
- When the victim's arms are extended over the head and body, apply pressure to the arms to splint the head (this is called in-line stabilization); your hands will be approximately at the victim's ears
- Lower your body to chest depth in the water and start to move the victim slowly forward; gliding the victim's body to the surface (this reduces body twist when the turn is made)
- Once the victim is horizontal in the water, continue moving and rotate the victim toward you by pushing the arm closer to you under the water, while pulling the victim's other arm across the surface to turn the victim face-up (as you do this, lower your shoulders in the water)
- Rest the victim's head in the crook of your arm, but not on your arm.

CALLING THE EMS

Situations requiring the activation of EMS include near drowning, spinal injuries, cardiac or respiratory emergencies, the presence of severe bleeding, medical conditions or acute illness such as severe asthma, repetitive seizures, diabetic emergencies, stroke or poisoning and trauma-related accidents resulting in possible fractures or multiple injuries.

Have the cashier make the call to EMS. The lifeguards will report to the Pool Manager or Assistant Pool Manager (whichever is on duty) and tell what the dispatcher said. It is very important to stay on the phone after you have given all of the information listed below in case the EMS dispatcher has any further questions. Make sure that the dispatcher has all the information to get the right help to the scene quickly. Be prepared to tell the dispatcher:

- The location of the pool — 600 East Main, Ellis Park
- The telephone number being used –745-7774
- What Happened?
- The number of victims

- The victim's condition
- The help being given

Remember... do not hang up first... because the dispatcher may need more information.

MEDIA RELATIONS

No personnel are to confer with the media. All communication to the media is to originate from the Superintendent of Parks and Recreation, Will Lacey, or the City Attorney. Unintentional misinformation can mar a reputation indefinitely.

PUBLIC RELATIONS

Being aware that we are employees, supplying a public service, we must keep in mind that our wages are being paid by the taxpayers (our patrons). Since they can justifiably criticize any time, we must listen with great intent, try to understand, and communicate in an extremely courteous manner.

LIABILITY IMPLICATIONS

Failure to supervise:

- No lifeguard is on duty
- An insufficient number of guards on duty
- An instructor or guard leaves the area unattended

Failure to provide security:

- Door, gates, or windows have been left unlocked
- Fence around the facility is lacking

Failure of an employee to properly inform:

- Socializing while on duty
- Leaving his/her post of duty
- Engaging in unapproved activities

Improper action:

- Doing more than necessary when giving assistance
- Giving instruction that is too advanced for a learner's level of ability
- Forcing a learner to do something she/he objects to doing
- Giving medication or treatment beyond approved first aid practices
- Giving incorrect first aid treatment
- Handling an injured person roughly
- Permitting activities that are dangerous to others
- Issuing equipment that is dangerous to the user

Lack of action:

- Failure to apply first aid treatment
- Failure to advise person to obtain follow-up treatment
- Failure to act promptly in effecting a rescue
- Failure to enforce all regulations
- Failure to give safety instructions to class members
- Failure to inspect the facility and equipment
- Failure to exclude the introduction of dangerous objects

Failure to administer properly:

- Employing or assigning unqualified personnel
- Knowingly permitting dangerous conditions to exist

ENFORCEMENT OF RULES

Methods of dealing with discipline problems have been a subject of great concern to lifeguards and the management personnel of aquatic facilities for a long time. The patrons who come to a facility have paid to use the facility either through membership fees or general admission fees. Some patron's feel that this gives them the right to do just about anything they want to do. They do not stop to think what the results of their actions might be, such as injury to themselves or to another person, or perhaps to a small child who is injured while attempting to imitate their actions.

Lifeguards, through their training and experience, must be aware of actions that may result in an injury and must know why rules must be enforced. Their concern must be for the safety of everyone in the facility, no matter what certain individuals may think.

The enforcement of rules is meant to help establish correct attitudes of safety among patrons. It is not meant to be degrading or to be viewed as punishment. Many people who violate rules may be unaware that a specific rule exists.

Teenagers and adults want to be treated as mature individuals. A simple correction and an explanation of the rules should suffice. If not, or if the individual continues to violate the rules, the manager should be notified immediately.

TIPS FOR GOOD DISCIPLINE

Your enforcement of all of these regulations is mandatory to provide a safe and controlled facility. You must tune in to each and every patron in your area of supervision and reprimand the particular patrons that are unaware of or are ignoring our rules.

You're responsible for all action in your area. Your tuned-in supervision is not only to save lives in the event of an accident; it also is our best preventive measure. You are expected to contribute and uphold a favorable disciplinary reputation — one that is reasonable, consistent and fair. Should it become necessary to discipline a participant, it is important to find out the facts before reprimanding.

Guards are to refrain from all conversation until they are off duty. Reprimanding and brief staff communications are the only exceptions. In these cases, the guard must continue to watch his/her area of supervision.

1. When possible in enforcing a rule, explain the reason "why" and the dangers or consequences involved.
2. Be familiar with all rules and regulations, know reasons for each, and mindful of their enforcement.
3. Help enforce another lifeguard's disciplinary actions even though you may feel that they are unjust — discuss it later. We need to present a unified front to the public.
4. Be fair and equal in your action — do not play "favorites". It will be hardest to enforce those rules to your friends; however, these are the most important situations.
5. Be consistent in your action.

6. Do not overuse your whistle to the point that patrons ignore you.
7. Be firm, but not rude, in all actions taken.
8. Any situation that the lifeguard may have difficulty in controlling should be turned over to the manager or assistant manager.

Occasionally you may run across an unhappy patron. Listen to their concerns with great intent and try to settle the difficulty. If they're still upset, notify the manager or assistant manager to get involved. If this particular situation gets out of hand, you may have to document in writing what you have said, heard and/or seen.

DISCIPLINE PROCEDURES

In case of a discipline problem, the following steps are to be taken, in this order (depending upon the seriousness), until the problem is solved:

1. WARNING

The patron is informed of the rule violation and asked to stop the activity. Explain the reason for the rule and if they continue this behavior, they will have to sit out or, depending on the infraction, may be asked to leave the pool.

2. SIT-OUT

The patron is required to sit outside of the immediate pool area under the supervision of the roving lifeguard for 15 minutes. AN INCIDENT REPORT MUST BE COMPLETED.

3. REMOVAL

The patron will be referred to the manager or assistant manager, who will escort the offender out of the pool and determine the length of time (remainder of the day up to three days) depending upon the seriousness of the offense. The cashier will be informed as to the name of the person being escorted out and the length of time. AN INCIDENT REPORT MUST BE COMPLETED.

The Pool Manager or Assistant Pool Manager will notify the Superintendent of Parks and Recreation whenever a patron is escorted from the pool. If the patron becomes violent, verbally abusive or refuses to leave when requested, contact the police. THIS, TOO, MUST BE DOCUMENTED.

GUIDELINES FOR RULE INFRACTIONS, WHICH MAY INCLUDE BUT ARE NOT LIMITED TO:

- Running - warn, sit out, and leave pool
- Horseplay - warn, sit out, and leave pool
- Hanging on ropes - warn, sit out, leave pool
- Not going to ladder - warn, sit out, leave pool
- Slide Misuse - sit out, no more use for the day, leave pool
- Pushing - sit out, leave pool
- Jumping on someone - sit out, leave pool
- Flips off the side - sit out, leave pool
- Shallow end diving - sit out, leave pool
- Street clothing - send to manager
- Floatation devices - remove when necessary, need guard approval
- Open sores, Band-Aids, bandages - must stay out of the water
- Leave during sitting out time - out for the remainder of the day

UNIVERSAL PRECAUTIONS FOR INFECTION CONTROL

Try to anticipate contact with blood and body fluids by thinking ahead. There are many ways you can protect yourself; even a simple step like washing your hands can make a difference. Know the right actions to take and follow policies on infection control.

1. Wash hands thoroughly if you come in contact with any body fluid. Work up a good lather, clean thoroughly between fingers and around nails and rinse well.
2. Wear disposable gloves any time you expect to come in contact with body fluids, mucous membranes, or broken skin. Change gloves between patients and after each task involving body fluids and dispose of gloves properly.
3. Take care of your hands. Do whatever you can to keep skin intact to prevent viruses entering and infecting you.
4. Wear protective barriers like masks and eye wear during procedures where your eyes, nose or mouth might be splashed by body fluids to protect your mucous membranes.
5. Keep ventilation devices handy. Disposable and reusable devices, including resuscitation bags and mouthpieces, should be visible and within easy reach.

INFECTION CONTROL AND BLOOD BORNE PATHOGENS POLICY

CDC and OSHA regulations will be followed:

1. All employees will be instructed regarding use of universal precautions.
2. Disposable gloves shall be worn whenever an employee may come in contact with blood or other body fluids and during all cleaning up of body fluids.
3. Gloves shall be discarded after one use.
4. Hands shall be washing thoroughly after removing gloves.
5. Any skin area that contacts body fluids shall be thoroughly washed immediately.
6. Pocket masks, mouthpieces, or resuscitation bags will be available for resuscitation.
7. Surfaces and equipment contaminated with blood or body fluids shall be disinfected with a household bleach solution (one part bleach to ten parts water).
8. Disposable supplies, which are contaminated with body fluids shall be bagged, sealed, and placed in a trash container.
9. Employees at substantial risk of directly contacting body fluids shall be offered Hepatitis B vaccinations free of charge.

EMPLOYEE DUTIES
SECTION THREE

POOL MANAGER DUTIES

1. Count out opening money, open two registers.
2. Schedule staff for all pool functions
3. Time Cards: add hours, make copies, and turn in to Town Hall.
4. Turn on all pool pumps and spray pad feature.
5. Take water and air temperatures, record and post on board.
6. Document water chemistry levels at 10:30am, 1:30pm, and 3:30pm.
7. Count money and account for concessions and admissions separately; money receipts must equal daily records; keep change for next day and deposit daily receipts to Town Hall
8. Vacuum and clean pool (guards shall help)
9. Lock and secure entire facility
10. Turn of lights
11. Make sure entire facility is vacant when closing

CONCESSIONS OPENING PROCEDURES

1. Clock in 15 minutes before your scheduled time.
2. Start Time is 10:30am, Sunday 11:30am, Park Program days 8:30am
3. Prepare all food for the days concessions
4. Stock all shelves
5. Fill ice container
6. Prepare drink station, check CO2
7. Check cash registers for proper change
8. Fill sanitary bleach buckets.
9. Inventory Supplies each Monday.
10. Maintain an hourly check on food deck for trash, spills, wipe tables, chairs.

LIFEGUARD OPENING PROCEDURES

1. Clock in 15 minutes prior to scheduled time
2. Starting time 10:45am, Sunday 11:45am, Park Program 8:45am
3. Put up all safety equipment (even if raining)
4. Umbrellas up.
5. Put in ropes for any lap swim when needed.
6. Bathrooms clean and doors propped open.
7. Public restrooms clean and doors unlocked.
8. Open Concessions door.
9. Front door to the pool is to Open at 11:00am, Sunday 12:00pm, Park Program 9:00am or unless instructed otherwise.
10. Assist with food deck cleanliness, trash, spills, etc
11. Skim top of water for bugs, insects, debris
12. Hose deck as needed

STAFF DAILY DUTIES

1. Inspect restrooms and shower areas every hour, clean and replenish toilet paper and soap as needed and initial sheet to confirm. Pick up all trash in restrooms
2. Clean up spills, litter, etc. as needed in the bathhouse and entire area to maintain a clean, neat sanitary facility.

CONCESSIONS CLOSING PROCEDURES

1. Floors are to be swept and mopped every night, unless directed otherwise by manager (includes front and back of counters)
2. Tables and chairs are to be cleaned with soap and water every day.
3. All counters must be cleaned.
4. All supplies must be put away and cleaned.
5. All machines used that day are to be cleaned with the proper cleaner.
6. Storage room must be kept organized and cleaned (especially the fridge)
7. Rugs must be shaken everyday (swept)
8. NO FREE FOOD IS TO BE GIVEN OUT!! (includes staff)
9. Trash is to be changed everyday or when gets full, deck area, behind the counter, in front of the pool house and the first aid room. Place in dumpster.
10. Any problems with the cash register, please find a manager
11. No one is to clock out or leave the facility until everything is clean!!

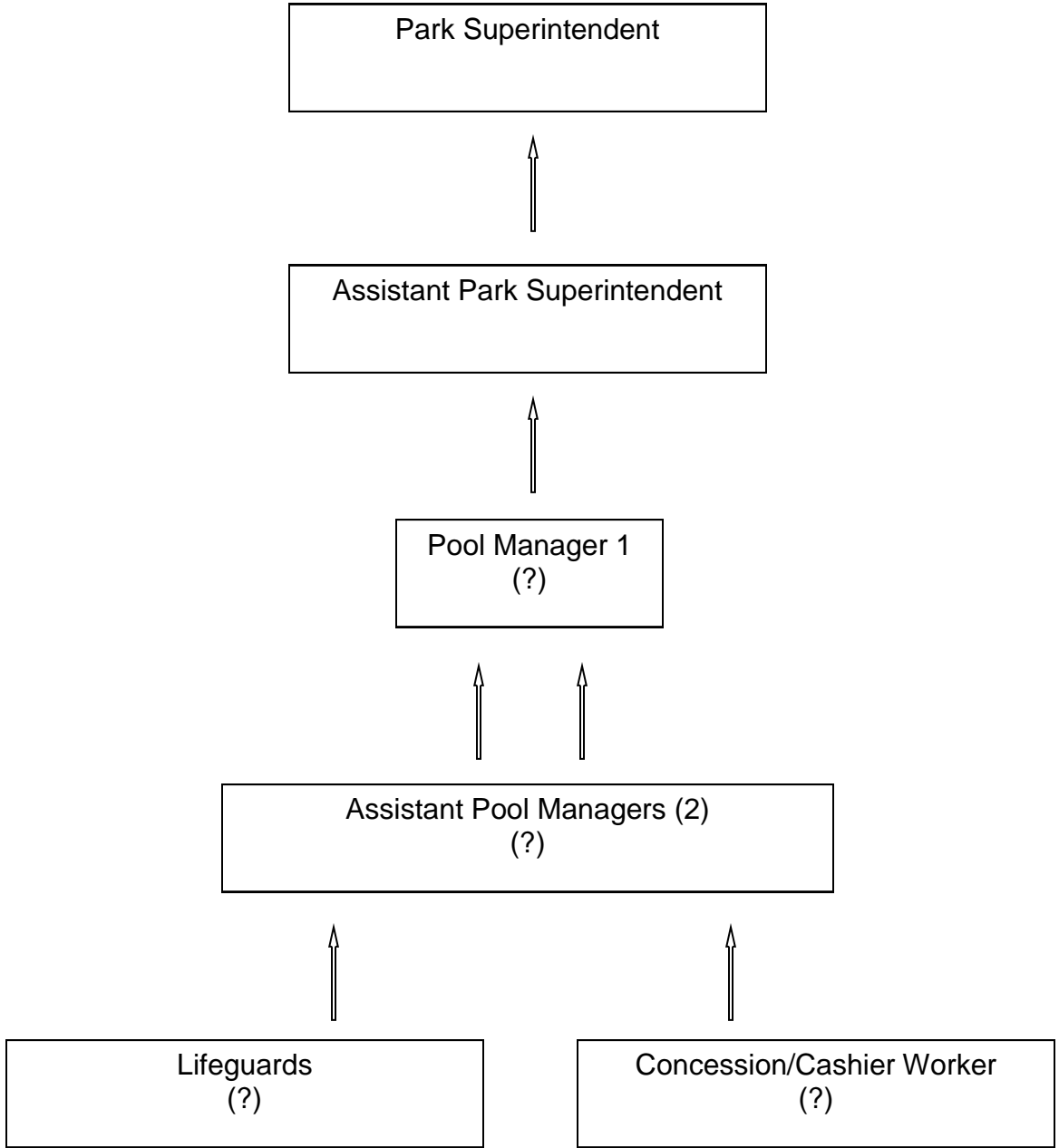
LIFEGUARD CLOSING PROCEDURES

1. Toilets and sinks are to be cleaned every day (cleaned with comet) along with hand sinks in the concessions area and first aid office.
2. Soap and Hose floors every night unless told otherwise, this includes in front of the counters.
3. Clean pool area and grounds surrounding pool, empty trash and sweep floors
4. Deck needs to be hosed off every night and clear of trash and food (please do not hose food/trash onto the lower deck or onto grass by fences. Pick it Up.
5. Make sure that the walkways by the public restrooms are free of trash and food; this area needs to be hosed off too (there are hose hookups in the public restrooms.
6. Remove any flotation devices from pool (crab, lane ropes, etc)
7. All equipment needs to be put away neatly in the storage rooms (do not just throw away on floors)
8. Hoses need to be wrapped up and put onto holders when done.
9. First Aid office needs to be kept clean and organized at all times (all used first aid supplies must be discarded in the "Biohazard" box.
10. All cleaning supplies are to be kept in the back storage room and put up neatly.
11. No one is to leave until everything is done, plan to stay after 7pm.
12. Crank umbrellas down.

CHAIN OF COMMAND
SECTION FOUR

CHAIN OF COMMAND

Where there is a problem, concern, or conflict, the chain of command needs to be followed. Using the diagram is required by all staff, so that proper measures can be taken. Please do not skip persons on the chain. Thank You.



JOB DESCRIPTIONS
SECTION FIVE

Position Description
Gill Family Aquatic Center
Pool Manager

JOB SUMMARY

Under general supervision, directly supervises the overall operation and maintenance of the Gill Family Aquatic Center.

RELATIONSHIPS

Reports to: Parks & Recreation Superintendent or Assistant Superintendent

Supervises: Assistant Pool Managers, Lifeguards and Concessions/Cashier staff

Works with: Parks & Recreation staff and general public

MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY

- Schedules and administers regular staff in-service training sessions; orientates and trains new staff; assists Parks and Recreation Superintendent with preseason orientation and staff training
- Manages pool staff on daily basis; makes sure staff is prepared for duty, complete assigned tasks, report on time, perform to standards, adhere to policies, etc.
- Prepares all regular employee work schedules, verifying hours worked; oversees that all time cards and forms are properly completed and submitted on time
- Develops marketing plan to maximize use of the pool and directs special pool promotions; sees that all promotions are carried out according to established procedures and guidelines; makes sure staff are aware of all promotional information
- Schedules staff for special pool events and use; sees that special use and pool rental attendance and payment procedures are followed and carried out
- Reviews daily logs and prepares all necessary records and reports; makes sure records and reports are up to date, accurate and organized
- Oversees that all written policies and procedures are adhered to and carried out
- Assures that all pool guests are treated properly; handles all guest relations, concerns and/or problem
- Reviews conditions of and makes all necessary corrections to maintain the quality of the pool water to meet acceptable standards as set by the State Health Department
- Knows the function of all pool equipment including the filter system and chlorinator
- Makes decision when to close the pool due to inclement weather or unsafe pool

conditions

- Evaluates the operation of the pool and recommends improvements in methods and procedures
- Evaluates staff and existing programs
- Inspects all safety equipment and materials
- Knows the emergency safety procedures
- Assists in life guarding or in other areas as needed.
- Performs other duties as assigned by the Parks and Recreation Superintendent or Assistant Superintendent

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Work involves standing and/or walking 70% of the time, standing approximately 20% of the time, sitting approximately 10% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, inspect pool equipment, read meters and gauges, recognize emergency signals, see across and through pool water at both near and far distances, identification and recognition of colors.

Environmental Conditions: Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one hour, chemical hazards, and possibly slippery walking surfaces.

QUALIFICATIONS

- High school education or GED required; must be at least 18 years of age
- Current certification in Lifeguard Training, CPR and First-Aid required
- Certified Pool Operator (CPO) designation preferred
- Water Safety Instructor (WSI) certification preferred
- Previous experience in delivering exceptional customer service is required
- Knowledge of management principals and previous experience in directing staff and operations of a swimming facility preferred.
- Effective written, oral and listening skills are essential; ability to effectively convey information and handle complaints from the public and other city staff
- Ability to establish effective working relationships with supervisor, co-workers and assigned staff; ability to deal effectively with the general public

Position Description
Gill Family Aquatic Center
Assistant Pool Manager

JOB SUMMARY

Under general supervision, directly supervises the overall operation and maintenance of the Gill Family Aquatic Center.

RELATIONSHIPS

Reports to: Pool Manager

Supervises: Lifeguards and Concessions/Cashier Worker

Works with: Parks and Recreation staff, and the general public

MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY

- Assists in schedules and administers regular staff in-service training sessions; orientates and trains new staff; assists Parks and Recreation Superintendent with preseason orientation and staff training.
- Assists in managing pool staff on daily basis; makes sure staff is prepared for duty, complete assigned tasks, report on time, perform to standards, adhere to policies, etc.
- Assists in organizing all regular employee work schedules, verifying hours worked; oversees that all time cards and forms are properly completed and submitted on time.
- Assists in developing marketing plan to maximize use of the pool and directs special pool promotions; sees that all promotions are carried out according to established procedures and guidelines; makes sure staff is aware of all promotional information.
- Assists in scheduling staff for special pool events and use; sees that special use and pool rental attendance and payment procedures are followed and carried out.
- Assists in reviewing daily logs and prepares all necessary records and reports; makes sure records and reports are up to date, accurate and organized.
- Oversees that all written policies and procedures are adhered to and carried out.
- Assures that all pool guests are treated properly; handles all guest relations, concerns and/or problem.
- Reviews conditions of and makes all necessary corrections to maintain the quality of the pool water to meet acceptable standards as set by the State Health Department.
- Knows the function of all pool equipment including the filter system and chlorinator.
- Makes decision when to close the pool due to inclement weather or unsafe pool conditions.
- Evaluates the operation of the pool and recommends improvements in methods and procedures.

- Evaluates staff and existing programs.
- Inspects all safety equipment and materials.
- Knows the emergency safety procedures.
- Assists in life guarding or in other areas as needed.
- Performs other duties as assigned by the Parks and Recreation Superintendent or Assistant Superintendent.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Work involves standing and/or walking 70% of the time, standing approximately 20% of the time, sitting approximately 10% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, inspect pool equipment, read meters and gauges, recognize emergency signals, see across and through pool water at both near and far distances, identification and recognition of colors.

Environmental Conditions: Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one hour, chemical hazards, and possibly slippery walking surfaces.

QUALIFICATIONS

- High school education or GED required; must be at least 18 years of age
- Current certification in Lifeguard Training, CPR and First-Aid required
- Certified Pool Operator (CPO) designation preferred
- Water Safety Instructor (WSI) certification preferred
- Previous experience in delivering exceptional customer service is required
- Knowledge of management principals and previous experience in directing staff and operations of a swimming facility preferred.
- Effective written, oral and listening skills are essential; ability to effectively convey information and handle complaints from the public and other city staff
- Ability to establish effective working relationships with supervisor, co-workers and assigned staff; ability to deal effectively with the general public

Position Description
Gill Family Aquatic Center
Lifeguard

JOB SUMMARY

Under direct supervision, supervises the slides, water area, water play features, and pool decks of the aquatic center, enforces rules and regulations, prevents accidents, safeguards swimmers from drowning, maintains a high level of physical and mental fitness, and participates in an active training program which may include daily swimming.

RELATIONSHIPS

Reports to: Pool Manager, Assistant Pool Manager

Supervises: N/A

Works with: Parks and Recreation staff, and the general public

MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY

- Provide a safe, healthful and enjoyable swimming environment
- Supervise and maintain an adequate view of the pool, deck and surrounding areas; pay particular attention to blind spots
- **NEVER leave the pool unattended — NO EXCEPTIONS.**
- Know, enforce and adhere to the safety regulations and pool rules; maintain order in the pool at all times; be strict, but courteous
- Always be in proper uniform while on duty
- Know the emergency signals and procedures; be prepared to rescue, resuscitate and give first-aid to drowning or injured persons
- Be familiar with the location of all emergency equipment and first-aid supplies and know how to use them without further endangering the injured person
- Accurately complete an accident form when necessary
- Inspect and report any broken safety or mechanical equipment
- Be thoroughly acquainted with general pool areas, supervision, assignment and procedures.
- Attend in-service training meetings or practices and special meetings at the request of the pool manager
- Assist in cleaning the pool when assigned; vacuum the pool and test pool water as required by regulations

- Assist pool manager in opening and closing the pool for the season
- Responsibilities shall include guarding for pool parties and special events on a rotational basis
- Perform other duties as assigned by the Pool Manager or Assistant Pool Manager

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, grasping.

Physical Characteristics of Work: Work involves sitting approximately 60% of the time, standing and/or walking approximately 40% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, read directions and use water test kits, recognize emergency signals, see across and through pool water at both near and far distances, identification and recognition of colors.

Environmental Conditions: Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one hour, chemical hazards, and possibly slippery walking surfaces. May be subject to stressful situations if a life-threatening incident occurs.

QUALIFICATIONS

- Must be at least 16 years of age
- Current certification in Lifeguard Training, CPR and First Aid required
- Water Safety Instructor (WSI) certification preferred
- Previous lifeguard experience preferred
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable and responsible
- Be in good physical condition
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the general public

Position Description
Gill Family Aquatic Center
Concessions/Cashier

JOB SUMMARY

Under direct supervision, welcomes pool guests, sells concessions and assists in maintenance of facility

RELATIONSHIPS

Reports to: Pool Manager or Assistant Pool Manager

Supervises: N/A

Works with: Parks and Recreation staff and the general public

MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY

- Sell snack bar items in a pleasant, courteous manner at all times
- Charge guests in accordance with established prices
- Keep snack bar area clean, counters wiped off and concession items on shelves
- Clean snack bar and store room, snack bar machines and equipment
- Keep accurate counts on snack bar items sold and inventory
- Never leave snack bar area unattended
- Assist guests with basket pick-up for their personal belongings
- Occasionally answer incoming phone calls, take messages for staff
- Prohibit loitering in front of snack bar area; listen for horseplay and loitering in dressing rooms
- Fill out closing list
- Participate in lifeguard rotation, as needed, at the top of the water slide and/or in the shallow end of the pool
- Enforce all general pool rules in a courteous manner and refer all complaints to manager; refer difficult guests to manager
- Perform other duties as assigned by the Pool Manager

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Required Physical Activities: Walking, standing, stooping, lifting, reaching, talking, feeling, hearing, finger dexterity, grasping, and repetitive motions.

Physical Characteristics of Work: Work involves standing approximately 90% of the time, standing and/or walking approximately 5% of the time, sitting approximately 5% of the time. Requires the exertion of up to 10 pounds of force frequently, exertion of up to 25 pounds routinely, and exertion of up to 50 pounds infrequently to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to read labels, directions, cash register keys, and the reading and completing of forms.

Environmental Conditions: Work is performed in a typical swimming pool concession stand environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one hour, cleaning chemical hazards, possibly slippery walking surfaces and works near hot food cooking equipment.

QUALIFICATIONS

- Must be at least 16 years of age
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable and responsible
- Background in handling money desirable; able to accurately make change
- Have basic mathematical skills
- Become knowledgeable in the use of a cash register
- Become knowledgeable of all fees, charges and related rules, policies and procedures
- Able to demonstrate ability to fill out required forms
- Be in good physical condition
- Have a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the general public

Revision Date: June 12, 2017

FORMS
SECTION SIX

Gill Family Aquatic Center Pool Party Procedures

1. Pool parties may be reserved starting April 1st of that same year. They are reserved on a first come first serve basis. After the aquatic center is open to the public, reservations need to be made at the pool with the Pool Manager. You can call 745-3015 or stop by the aquatic center between 11:00a.m. And 7:00 p.m.
2. Private pool parties will be offered on Friday, Saturday and Sunday evenings from 7:00 p.m. to 9:00 p.m.
3. Pool parties can be booked for the opening day through the closing day of the pool season or as designated.
4. The pool staff will call the day before the party to confirm.
5. To guarantee the date of the party, the rental agreement must be completed, signed, and returned with full payment.
6. The deposit is non-refundable for the following reasons: (a) when the pool manager or designated employee cancels the party due to unforeseen conditions such as lightning, problems with the facility, etc; or (b) when the lessee cancels the party.
7. Cancellations must be made by calling the Gill Family Aquatic Center at 745-7774
8. The rental agreement must be signed by an adult.
9. Sales tax is included in the hourly price shown in the lease agreement.

Gill Family Aquatic Center Accident/Incident Report Form

Name _____ Age _____ DOB _____ Phone _____ M/F

Address _____
Street City State Zip

Parent/Guardian Name _____ Relationship _____ Phone _____

Address _____
Street City State Zip

Activity/Program Name _____

Type of Incident: Behavioral Accident Illness Other (please describe) _____

Incident Details: Date _____ Time _____ Location _____

Please describe in detail the accident/incident: _____

Extent and location of injury (if applicable): _____

Describe emergency procedures followed at time of accident/incident: _____

Was:
First Aid given? Yes No If yes, by whom? _____
If no, was it refused and by whom? _____
EMS called? Yes No Name of attending officer: _____
Time called: _____
Victim transported to a hospital? Yes No If yes, where? _____
Patron asked to leave the facility? Yes No If yes, is he/she allowed to return/when? _____

Name/Addresses of witnesses:
1. _____
2. _____
3. _____

Victim's Signature _____

Parent/Guardian Signature (if applicable) _____

<p>Report Prepared By: Name: _____ Position: _____ Manager on duty: _____ Employee Signature: _____ Manager Signature: _____</p>

Gill Family Aquatic Center Employee Conduct Report

Employee Name: _____

Position: Concession Lifeguard Pool Manager Assistant Manager

Topic of Concern: _____

Date & Time of Incident: _____

People involved: _____

Manager on duty filling out form

Date completed and turned in

Please describe incident:

Employee Response:

Meeting date set to discuss report with employee: _____

Date

Time

Probationary period set? Yes No If yes, dates of probation: _____

A copy of this report must be placed in the employee's personnel file.

Employee Signature

Pool Manager Signature

Recreation Coordinator Signature

Asst. Sup/Superintendent Signature

Gill Family Aquatic Center
Daycare Permission Forms

I, _____, hereby give permission for my child,
_____, to swim at the Gill Family Aquatic Center in Ellis Park
located in Danville, IN.

This child is under the responsibility of _____ (Day
Care Name).

Allergies (specially related to first aid): _____

Emergency Contact: _____ Relationship: _____
Primary Phone: _____ Secondary Phone: _____

WAIVER STATEMENT

For and in consideration of the above-named individual's participation in the above-identified activity/event, the parent(s) or legal guardian(s) of the participant and the undersigned waive, release and/or relinquish any and all claims, rights and causes of action including, but not limited to, claims or causes of actions for personal injury, property damage and/or wrongful death, arising out of the above names individual's participation in the aforementioned activities/event, wherever or however they occur, and for such period said activities/event may continue. By signing this Agreement, all claims, rights, and causes of action that the participant or anyone claiming on behalf of or through participant may have hereby waived, released and/or relinquished, and the participant [or parent(s)/guardian(s)] does (do) so on behalf of my/our and participant's heirs, executors, administrators and assigns.

It is the purpose of this agreement to exempt, waive and release Releasees from any and all liability to the above-named participant or any individual or entity claiming by or on behalf of participant for personal injury, property damage, and wrongful death or any other claim, right, or cause of action, even if such liability, claim, or cause of action is the result of the alleged negligence, if any, of Releasees. "Releasees" shall include Town of Danville, Park and Recreation Board of the Town of Danville, event hosts, other participants, Danville Park and Recreation Board Members and employees, Town of Danville employees, and their insurers.

In the event of any medical emergency, I authorize the Danville Parks and Recreation officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my minor child for immediate care and agree that I will be responsible for payment of any and all medical services rendered.

Participant and/or participant's parent(s)/guardian(s) acknowledge that they understand and have read each of the above paragraphs and have not relied upon representation of Releasees, that they are fully advised of the potential dangers of the above-mentioned activity/event, and that participant and/or participant's parents/guardians, have all legal authority to sign this Waiver and Release.

I HAVE READ THIS DOCUMENT AND UNDERSTAND THAT IT IS A RELEASE OF ALL CLAIMS. I SIGN IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE. _____ (Initials)

Parent's Signature

Date

Gill Family Aquatic Center Daycare Attendance Request Form

Group Name _____ Address _____

City/State/Zip _____

Contact Name _____ Phone _____

Requested date _____

Requested time _____

Instructor in charge _____

Total number of attendees* _____

*All children under the age of 18 must have a signed permission form on file at the Gill Family Aquatic Center in order to participate.

Method of Payments:

	<u>No. of patrons</u>	<u>Fee</u>	<u>Total</u>
Total number of patrons with a pool pass	_____	<u>\$0</u>	<u>\$0</u>
Total number of Danville Residents	_____	<u>\$4</u>	_____
Total number of Non-Residents	_____	<u>\$6</u>	_____
 Total Cost			 _____

Please make sure that you have the appropriate number of adult-to-children ratio for supervision and safety purposes. Also, a list of all attendees, with ages and any pertinent health/allergy information, is requested upon arrival.

If you have any questions, please contact the pool managers at 745-7774. Thank you.

OFFICE USE ONLY

Date: _____ Cash: _____ Check #: _____

Received by: _____

Gill Family Aquatic Center Employee Availability Form

Please check position employed

Concessions Assistant Pool Manager
 Pool Manager Lifeguard

Name: _____
 Phone: _____
 Email: _____

In order for the Danville Park & Recreation Department to put together summer work schedules, we need your assistance. **Please answer the following questions and return this form before you leave the meeting today.**

1. Within the first two weeks of opening are there any days that you are not available for work?

2. Please list below the hours that you are available on a daily basis for the summer (Every attempt will be made to grant preferences)

Pool Hours: Daily 11:00 a.m. – 7:00 p.m. (Fridays: Public swim from 9:00 – 11:00 a.m.)

Sunday _____
 Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____

3. Are you available and willing to do swim lessons? Yes No

4. If yes, which sessions/times are you available? (Please circle)

Session 1: June 1-11, 2015 (M-Th)
Session 2: July 6-16, 2015(M-Th)
Little Guppies: June 15-25, 2015 (M-Th)

5. Are you available and willing to work pool parties? Yes No
 (Pool parties are generally Friday and Saturday nights from 7:00 p.m. – 9:00 p.m.)

6. What will be your last day of work for the summer? _____

*For any requested days off after June 1, please use the request off forms. Request off forms may be picked up at the pool house and copies are available today. All request off forms will be granted on a first come, first serve basis.

GILL FAMILY AQUATIC CENTER
MANUAL AGREEMENT FORM

I _____ (print name) have read and been informed about the content, requirements, and expectations of working for the Gill Family Aquatic Center. I have received a copy of the Gill Family Aquatic Centers Policies and Procedures Manual. I will abide by the policy guidelines as a condition of my employment and my continuing employment.

I understand that if I have questions, at any time, regarding any of the policies and procedures, I will consult with my immediate supervisor.

Please read the policies and procedures manual carefully to ensure that you understand all rules outlined before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____