

STANDARDIZED
POLICIES
AND
PROCEDURES

SCHOOL DISTRICT OF PHILLIPS
PHILLIPS, WI 54555

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PREFACE

- 1.0 The purpose of this manual is to provide written guidelines for swimming pool operational policies and procedures in the Phillips Community Pool. The manual is intended for use by the district administrators, the aquatic director and all pool staff members.
- 2.0 The guidelines in the manual are written to coordinate and give direction to aquatic programs. To that end, the guidelines are to:
 - 2.1 Be comprehensive enough to cover all pool operations.
 - 2.2 Require achievement and maintenance of maximum public safety standards.
 - 2.3 Provide for efficient, effective pool management.
 - 2.4 Be educationally sound.
 - 2.5 Conform to or exceed Wisconsin Health and Social Services standards.
 - 2.6 Ensure continuity of pool management.
- 3.0 Where used in this manual:
 - 3.1 "Pool" indicates the Phillips Community Swimming Pool and Pool Deck Complex at the Phillips High School.
 - 3.2 "L.G." stands for Lifeguard.
 - 3.3 "H.L.G." stands for Head Lifeguard.
 - 3.4 "A.D." stands for Aquatic Director.

AQUATIC FACILITY GOALS

1. To provide a safe and healthy aquatic environment.
2. To educate all users concerning good aquatic safety habits.
3. To offer aquatic instruction to all students.
4. To make swimming a pleasurable leisure time activity.
5. To promote the pool as a community resource by offering a wide variety of aquatic programs.
6. To develop and maintain a high caliber aquatic staff.
7. To provide a budget that ensures quality programming and facility maintenance.

PHILOSOPHY OF USAGE

Public instruction, recreational swimming, rentals, and other programming will be organized to ensure maximum use of the pool during evenings, weekends, and summer months.

Individuals or groups requesting pool time will be scheduled by the aquatic director considering the best interests of the total aquatic program.

Human Resources

School District Organizational Chart

**School District of Phillips
Administrative Staff Position Description**

Position Title	Employee	Date Revised
Aquatic Director	Annie Knudson	July 21, 2008

Administrative Unit: Aquatics, Safety and Wellness

Immediate Supervisor: High School Principal

BASIC FUNCTIONS AND RESPONSIBILITIES

- Directs a wide range of aquatic programs for district students, staff, and surrounding community members. Program development and implementation includes consideration of safety and health codes, marketing pool brand and identity, serving the various populations of pool patrons, and managing aquatic staff, including recruitment and selection, scheduling, training, and evaluation. Determine pool business administration practices including maintaining records, updating policies, and overseeing cash deposits. Serve as liaison between District and Phillips Area Aquatic Foundation, working to create short and long-term plans related to program and maintenance. Provide health and safety instruction for district employees and community.

ESSENTIAL JOB FUNCTIONS

1. Health and Safety

- Works with Facilities Manager and custodial staff to maintain regulations and conditions at or above the standards set by the State Department of Health and Family Services.
- Assists with issues of water clarity, chemistry and temperature, pool security, and air comfort.
- Instructs district employees in CPR, AED, and First Aid in order to meet the requirements of district contracts, and maintains records for all staff.

2. Human Resources

- Directs the recruiting, screening, interviewing, and recommending of qualified candidates for positions on the pool staff.
- Assists in the orientation of new personnel and substitutes.
- Assists in facilitating a comprehensive program of in-service for pool staff.
- Supervises and evaluates staff as to their job performance.
- Assigns and adjusts the working load of staff to meet District needs.
- Informs the High School Principal of staff additions and/or deletions as necessary. Confers with High School Principal regarding major changes.

3. Program Development

- Responsible for the over-all educational process, welfare, and safety of participants in pool activities.
- Assures programs and/or special events are created and implemented in the areas of swim instruction, health and fitness, safety, and recreation.
- Organizes and supervises all pupil registration processes for aquatic programs.
- Evaluates programs utilizing feedback from users, staff, and parents in order to make improvements on existing programs and to develop new concepts.
- Maintains appropriate student conduct and enforces discipline as necessary, respecting due process of the rights of students.
- Provides swimming and fitness instruction.

4. Wellness

- Administer District employee wellness program and any related grants.

- Offer a home school aquatic program.
- Develop a personal training program, including opportunities for individualized and group work-outs.
- Create a corporate membership program and generate interest in increased memberships.
- Coordinates and oversees community use of the pool, including working to continually develop new partnerships.
- Implement a fitness incentive program.

5. Public Relations

- Serves as a liaison to the Phillips Area Aquatic Foundation.
- Maintains good public relations with the community and utilizes community resources to enrich the learning process.
- Create and utilize a pool marketing plan, including general and program-specific press releases, brochures, program fliers, period mailings, newsletter articles, and special promotions.
- Supports and promotes The Phillips WAVE swim team.
- Works to increase pool rental opportunities.

6. General Administrative

- Provides periodic reports to the Board regarding swimming programs, pool usage, pool finances, etc. and charts and communicates progress toward pool goals.
- Oversees total pool operation, including but not limited to, budgetary development, operating procedures, and the administration of staff for the pool program, including maintenance and facility operations.
- Supervises the maintenance, security, and confidentiality of accurate records on the progress and attendance of all students as such relates to pool programs, including summer swimming.
- Is responsible for all such records and reports as mandated by law and required by the Department of Public Instruction.
- Develops and maintains a Handbook for all aspects of Phillips Community Pool operations.
- Plans and supervises drills for emergency preparedness.
- Attends meetings of the Board and its committees as needed.
- Determines and coordinates transportation needs relative to pool use.
- Maintains and archives all required tests, records, and MSDS information.

SUPERVISION RECEIVED

Administrative and functional supervision is received from the High School Principal.

SUPERVISION EXERCISED

Administrative and functional supervision of aquatic personnel.

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Bachelor's degree in Recreation, Physical Education, or related field, AND
2. Two or more years of progressively responsible professional level experience in program development and evaluation, business management, employee supervision, AND
3. Proficiency in MS Word, Excel, Publisher, and FileMakerPro is necessary, AND
4. Certified Pool Operator certification, AND
5. Certification in American Red Cross Lifeguard Training Instructor, Water Safety Instructor, CPR/AED and First Aid Instructor, and in Lifeguarding, CPR, AED, and First Aid, AND
6. Strives to advance professionally through such activities as university course work, seminars, attendance at conferences, and membership in professional organizations, OR
7. An equivalent combination of education and experience from which comparable knowledge and ability can be acquired as necessary.

ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE, AND PERSONAL CHARACTERISTICS

1. Professional in all aspects of public relations, management and administration.
2. Demonstrate interpersonal relations of fairness, good judgment, tactfulness, and works for the respect, cooperation, interest, and enthusiasm of pupils, staff, and public.
3. Demonstrates ingenuity and creativity through unique utilization of staff and facilities.
4. Communicates information clearly and regularly to appropriate groups and individuals.
5. Establishes and maintains a quality learning environment through his/her supervisory style.
6. Marketing and business acumen necessary to successfully operate the facility and maintain client base.
7. Experience in the development and implementation of policies and procedures.
8. Ability to handle complex administrative situations and problems.
9. Demonstrates strong conflict management skills.
10. Ability to lead and coordinate both with and without direct reporting relationship.
11. Ability to think and plan strategically, and integrate and align the work of teams, departments and units.
12. Success and commitment as a team player, including the ability to engage in win-win thinking and to foster consensus.
13. Flexibility, including the acceptance of and willingness to change.
14. A commitment to the mission, purposes and values of the District.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Approved 8/18/2008

AQUATIC DIRECTOR EVALUATION

Board Policy #245.3

SCHOOL DISTRICT OF PHILLIPS

NAME _____ DATE _____

Appraise the administrator's/supervisor's performance by circling the number from five to one which best describes his or her performance (Excellent = 5, Needs Attention = 1).

I. PERSONAL CHARACTERISTICS

- | Excellent | Needs Attention | |
|-----------|-----------------|--|
| 5 4 3 2 1 | | A. Demonstrates interpersonal relations of fairness, good judgement, tactfulness, and works for the respect, cooperation, interest, and enthusiasm of pupils, staff, and public. |
| 5 4 3 2 1 | | B. Demonstrates ingenuity through unique utilization of staff and facilities. |
| 5 4 3 2 1 | | C. Communicates information clearly and regularly to appropriate groups and individuals. |
| 5 4 3 2 1 | | D. Develops long and short range plans within areas of responsibility. |
| 5 4 3 2 1 | | E. Establishes and maintains a quality learning environment through his/her supervisory style. |
| 5 4 3 2 1 | | F. Strives to advance professionally through such activities as university course work, seminars, attendance at conferences, and membership in professional organizations. |

II. STAFF

- | Excellent | Needs Attention | |
|-----------|-----------------|---|
| 5 4 3 2 1 | | A. Directs the recruiting, screening, interviewing, and recommending of qualified candidates for positions on the pool staff. |
| 5 4 3 2 1 | | B. Assists in the orientation of new personnel and substitutes. |
| 5 4 3 2 1 | | C. Assists in facilitating a comprehensive program of inservice for staff under his/her supervision. |
| 5 4 3 2 1 | | D. Supervises and evaluates staff as to their job performance. |
| 5 4 3 2 1 | | E. Assigns and adjusts the working load of staff to meet District needs. |
| 5 4 3 2 1 | | F. Consults with support program supervisors in assigning, coordinating, and supervising all support staff. |
| 5 4 3 2 1 | | G. Informs the Superintendent staff additions and/or deletions as necessary. Confers with Superintendent regarding major changes. |

Appraise the administrator's/supervisor's performance by circling the number from five to one which best describes his or her performance (Excellent = 5, Needs Attention = 1).

III. STUDENT

- | Excellent | Needs Attention | |
|-----------|-----------------|---|
| 5 4 3 2 1 | | A. Is responsible for the over-all educational process, welfare, and safety of students/participants in pool activities. |
| 5 4 3 2 1 | | B. Maintains appropriate student conduct and enforces discipline as necessary, according due process to the rights of students. |
| 5 4 3 2 1 | | C. Organizes and supervises all pupil registration processes for summer swimming programs. |
| 5 4 3 2 1 | | D. Provides swimming instruction to selected students within the program. |

IV. CURRICULUM

- | Excellent | Needs Attention | |
|-----------|-----------------|--|
| 5 4 3 2 1 | | A. Is responsible for the improvement and supervision of the instructional program, curricula, materials, and equipment relative to swimming activities in the pool. |
| 5 4 3 2 1 | | B. Seeks recommendations from staff concerning program improvements and/or changes. |
| 5 4 3 2 1 | | C. Evaluates instructional methods and programs, and recommends such changes and improvements as necessary. |

V. FACILITIES

- | Excellent | Needs Attention | |
|-----------|-----------------|---|
| 5 4 3 2 1 | | A. Establishes and maintains regulations and conditions conducive to maximum sanitation and healthful environment for program participants. |
| 5 4 3 2 1 | | B. Assists in the supervision of custodial staff regarding the maintenance of the pool facilities. |
| 5 4 3 2 1 | | C. Recommends to the Maintenance Supervisor and/or Superintendent needs as regards to maintaining a safe and healthful environment. |
| 5 4 3 2 1 | | D. Schedules the use of the pool facilities by school and non-school groups as provided by Board of Education policy. |

VI. COMMUNITY

- | Excellent | Needs Attention | |
|-----------|-----------------|--|
| 5 4 3 2 1 | | A. Is responsible for maintaining good public relations with the community and for utilizing community resources to enrich the learning process. |
| 5 4 3 2 1 | | B. Coordinates/oversees the community use of the pool. |
| 5 4 3 2 1 | | C. Serves as a liaison between visitors and school personnel. |
| 5 4 3 2 1 | | D. Publicizes various activities carried on in the pool. |

VII. ADMINISTRATIVE

Excellent	Needs Attention		
5	4	3	2 1
		A.	Provides periodic reports to the Board regarding swimming programs, pool usage, pool finances, etc.
5	4	3	2 1
		B.	Is responsible for total pool operation, including but not limited to budgetary development, operating procedures, and the administration of staff for the pool program, including maintenance and facility operations.
5	4	3	2 1
		C.	Supervises the maintenance, security, and confidentiality of accurate records on the progress and attendance of all students as such relates to pool programs, including summer swimming.
5	4	3	2 1
		D.	Is responsible for all such records and reports as mandated by law and required by the Department of Public Instruction.
5	4	3	2 1
		E.	Plans and supervises drills for emergency preparedness.
5	4	3	2 1
		F.	Attends meetings of the Board and its committees.
5	4	3	2 1
		G.	Determines and coordinates transportation needs relative to pool use.
5	4	3	2 1
		H.	Maintains American Red Cross Lifeguard Training and Water Safety Instructor certification.
5	4	3	2 1
		I.	This category may have occupational exposure to blood or other potentially infectious materials.
5	4	3	2 1
		J.	Performs other tasks as assigned by the Superintendent.

COMMENTS: _____

 Evaluator's Signature Date

 Signature* Date

*Signature indicates that information has been discussed and a copy received.

Revised January 11, 1994
Revised May 18, 1998
Revised March 15, 2004

TASK DESCRIPTION

Lifeguard

- 1.0 Protects the life and well-being of each person using the pool facilities.
- 2.0 Qualifications:
 - 2.1 Is at least 16 years of age.
 - 2.2 Holds a current A.R.C. Lifeguard Training, Standard First Aid and C.P.R. for the Professional Rescuer certificates or equivalents.
 - 2.3 Satisfies the A.D. that he/she is proficient in lifeguard skills.
 - 2.4 Is in good health and sufficiently physically fit to perform emergency services.
 - 2.5 Desires to update and improve his/her own knowledge of aquatics.
- 3.0 Duties:
 - 3.1 Provide for the safety of all pool patrons.
 - 3.2 Use the accepted principles and techniques of preventative lifeguarding.
 - 3.3 When necessary, plan and execute a safe, simple rescue with speed and efficiency.
 - 3.4 Remain attentive at his/her assigned guard station until properly relieved.
 - 3.5 Know the location and operation of all available rescue equipment.
 - 3.6 Enforce the rule and regulations of the pool for everyone.
 - 3.7 Be cooperative and gracious with patrons and co-workers.
 - 3.8 Follow all facility policies and procedures.
 - 3.9 Complete all paperwork incident/injury reports, financial reports, tally sheets, immediately as the need occurs.
 - 3.10 Complete all facility maintenance tasks as assigned by the A.D.
 - 3.11 Attend and actively participate in ALL required staff meetings and inservices.
 - 3.12 Check that all lifesaving equipment is operable and in its proper place on a daily basis.
 - 3.13 At the end of each session remain at the assigned guard station until the pool is cleared of swimmers. Scan the pool and double check the bottom before leaving post.
 - 3.14 BE ON TIME---the pool cannot open until ALL lifeguards are present--BE THERE!
 - 3.15 For anticipated absence--notify A.D. as soon as possible, follow instructions regarding substitutes.
 - 3.16 For emergency absence--call the A.D. or H.L.G. immediately.
 - 3.17 Answer phone politely and take complete messages.
 - 3.18 Handle all money and receipts according to pool policies.
 - 3.19 Wear facility approved swimwear, neat and clean.
 - 3.20 Other duties as assigned by A.D. or H.L.G.

TASK DESCRIPTION

Head Lifeguard

1.0 In the absence of the A.D., the pool will be operated by the Head Lifeguard on duty.

2.0 Qualifications:

2.1 Preferably is at least 21 years of age, but 19 years minimum.

2.2 Holds current A.R.C. Lifeguard Training, Standard First Aid and C.P.R. for the Professional Rescuer certificates, or their equivalents. Preferably also Water Safety Instructor certified.

2.3 Is able to take charge of pool operation in the absence of the A.D. Preferably has experience lifeguarding.

3.0 Duties:

3.1 All of the lifeguard duties plus:

3.2 Conduct the pool program in the absence of the A.D., assuming responsibility for pool patrons in the facility.

3.3 Perform scheduled water chemistry testing.

3.4 Unlock all necessary doors, inspect facility to assure that it is well lighted and clean.

3.5 Give necessary instructions to lifeguards and supervise their work.

3.6 Report and unusual occurrences to the A.D. in writing.

3.7 Report maintenance needs to the A.D. as instructed.

3.8 Keep all records as requested by A.D.

3.9 Carry out all further instructions of the A.D.

3.10 BE THE LAST PERSON TO LEAVE the pool, locker rooms, storage areas, lobby and vending areas and outside doors. Securing the facility includes:

A. Clearing facility of all people.

B. Making sure all equipment is in proper places.

C. Closing, locking, and double checking all doors/entries!

D. Turning out lights.

TASK DESCRIPTION

Water Safety Instructor

- 1.0 Teaches water safety and aquatic skills to students from the general community.
- 2.0 Qualifications:
 - 2.1 Holds a current A.R.C. Water Safety Instructor certificate when applicable as well as Lifeguard Training, Standard First Aid and C.P.R. certificates. This requirement MAY be waived by the A.D. in the case of specialized programs (such as competitive diving, scuba classes, etc.). IF the following conditions are met by the instructor:
 - A. Is at least 17 years of age.
 - B. Is certified to teach the specialty area by another certifying agency (ex: PADI: SCUBA).
 - C. Has knowledge and skill in water safety that meets or exceeds the requirements for A.R.C. Lifeguard Training.
 - 2.2 Satisfies the A.D. that he/she is proficient in lifesaving and water safety knowledge and techniques.
 - 2.3 Is in good health and sufficiently physically fit to perform emergency services.
 - 2.4 Understands and is able to utilize sound teaching progressions and techniques:
 - A. Can demonstrate skills in good form.
 - B. Relates lessons and activities to stated objectives.
 - 2.5 Possesses a teaching style that conveys enthusiasm and patience, and the confidence and ability to relate to students.
- 3.0 Duties:
 - 3.1 Be aware of and provide for the safety, instruction and conduct of all students.
 - 3.2 Be cooperative and gracious to co-workers as well as students.
 - 3.3 Enforce all pool rules and regulations.
 - 3.4 Teach and reinforce water safety in all sessions.
 - 3.5 Adhere to standards and regulations of the American Red Cross.
 - 3.6 Use as many learning activities as possible.
 - 3.7 Keep student records up-to-date, and correctly recorded and filed.
 - 3.8 Make lessons FUN for all students.
 - 3.9 Keep pool area clean and safe, particularly regarding equipment.
 - 3.10 Report unusual incidents and maintenance needs to the A.D.
 - 3.11 Know the location and operation of all available rescue equipment.
 - 3.12 Follow all facility policies and procedures.
 - 3.13 Attend and actively participate in ALL required staff meetings and inservices.
 - 3.14 For anticipated absence, notify A.D. as soon as possible. Follow instructions regarding a substitute.
 - 3.15 For emergency absence, telephone A.D. or H.L.G. immediately.
 - 3.16 Wear appropriate swimsuit designed for activity.

Task Description - Aerobic Instructor

Task Description

Summer Program Director

- 1.0 Assists in the implementation of summer programs.
- 2.0 Qualifications:
 - 2.1 Preferably is at least 21 years of age, but 19 years minimum.
 - 2.2 Holds current A.R.C. Lifeguard Training, Standard First Aid and CPR certificates, or their equivalents. Preferably also Water Safety Instructor certified.
 - 2.3 Is able to take charge of pool operation in the absence of the Head Guard. Preferably has experience lifeguarding.
 - 2.4 Must have an interest in program development.
 - 2.5 Summer Program Director will be appointed by A.D. according to their previous work experience, evaluation of performance, and potential to serve as the P.D.
- 3.0 Duties:
 - 3.1 Assist in the implementation of the summer swim program. Doing so includes:
 - A. Act as a liaison for Water Safety Instructors to be certain that American Red Cross standards are being followed.
 - B. Copy, file and send the proper paperwork to the American Red Cross following the completion of swimming lessons.
 - C. Work with the Aquatic Director to develop a swim lesson culture; including creating a feeling of belongingness, fostering an enjoyment of the sport, and creating a buzz of excitement around participation in the summer swim program.
 - D. Compile evaluations and coordinate with the Aquatic Director to ensure lessons meet both parent and swimmer expectations.
 - 3.2 Oversee the implementation of a summer fitness program. Doing so includes:
 - A. Provide instruction for classes or provide training to other interested guards so that they can provide this instruction.
 - B. Create a brand for the fitness program; i.e. combat the worry of body image.
 - C. Develop a specific marketing plan to target more participants.
 - 3.3 Arrange the staff car wash and manage the resulting income.
 - 3.4 Plan special events, including idea development, marketing, volunteer recruitment (if necessary), implementation, and evaluation. Possible ideas could include a family fun night, a lock-in, summer pool bash, splash-in theater, etc.
 - 3.5 Other duties as assigned.

EMPLOYMENT PROCEDURES FOR POOL STAFF

1.0 Application Procedure:

- 1.1 Applicants must obtain an application form from the high school office or the A.D. at the pool. All applicants are to use the "Phillips Community Pool Lifeguard Application Form."
- 1.2 Applicants must provide current certificates at the time of interview.
- 1.3 Applicants will be notified as to interview appointment.
- 1.4 Applicant will complete a pre-employment water test.
- 1.5 A.D. may require further information, interviews, or training qualification courses of applicants at the applicant's expense.
- 1.6 Drug screen and/or physical may be required.

2.0 Selection Of Pool Staff:

- 2.1 Recruiting and selecting pool staff is the responsibility of the A.D.
- 2.2 Every effort will be made to hire the best pool employee possible recognizing limits of available resources.
- 2.3 There will be no discrimination against individuals based on race, creed, color, religion, sex, or national origin.
- 2.4 Criteria used for pool staff selection include:
 - A. Certifications, current and past
 - B. Experience
 - C. Age
 - D. Recommendations
 - E. Physical aquatic skills
 - F. Knowledge of water safety, first aid, and general aquatics
 - G. Ability to meet specified job qualifications
 - H. Ability to meet work schedules as determined by the A.D.
- 2.5 The A.D. will consider the following when interviewing candidates:
 - A. Continuity - anticipated length of employment
 - B. Cooperation - attitude
 - C. Availability - amount of available time
 - D. Diversity - ability to perform duties of more than one position
 - E. Physical health - physically capable of performing all duties

3.0 Hiring Procedures:

- 3.1 The employee will complete and return directly to the high school business office the following forms:
 - A. Employment Eligibility Verification
 - B. Form W-4
- 3.2 The A.D. will provide any necessary in-service training and/or materials and equipment the employee needs to begin work.
- 3.3 The Phillips School District will provide annually required "Lifeguard" t-shirts and/or swimsuits.

4.0 Discipline Procedures:

Failure to abide by stated requirements of employment may result in one or more of the following actions:

- A. Verbal reprimand
- B. Written reprimand
- C. Loss of work hours
- D. Recommendation of dismissal by A.D.
- E. Dismissal by high school principal

5.0 Dismissal Procedures:

- 5.1 An employee's services may be terminated upon recommendation of the A.D.
- 5.2 If it is found that the employee does not meet the qualifications for which he/she was hired, his/her services will be immediately terminated.
- 5.3 If an employee is inadequately or improperly performing his/her assigned duties, his/her services may be terminated.
- 5.4 If an employee's conduct impairs his/her performance of duties, compromises the safety of patrons or creates a poor public image, his/her services may be terminated.
- 5.5 The employee will be told in person by the high school principal or A.D. that he/she is being dismissed and the reasons for the dismissal. If the employee is not satisfied, he/she may request a meeting with the A.D., himself/herself, and the A.D. supervisor.

6.0 Pool Staff Personnel Records:

- 6.1 A file on all employees, present and past, will be kept by the A.D. and district office.
 - A. File information may be requested by former employees when applying for other jobs.
 - B. Require training information on employees from several years previous and shall be maintained for 20 years after last date of employment.
- 6.2 The employee file will be kept up-to-date and contain:
 - A. Expiration dates of A.R.C. certificates
 - B. Copies of certificates
 - C. Positions held on pool staff
 - D. In-service records
 - E. Original and updated applications
 - F. Work evaluations
 - G. Reason why employment ceased
- 6.3 The employee may review his/her file during or after employment in accordance with Phillips School District policies.
- 6.4 Pool staff personnel files will be kept in a secure environment and confidentiality of personnel files will be maintained when possible.

REQUIREMENTS FOR ALL POOL STAFF PERSONNEL

- 1.0 All pool staff must comply with the following regulations:
 - 1.1 Have available for own use a whistle on a lanyard and wear the whistle as duties require.
 - 1.2 Dress in an appropriate A.D. approved suit.
 - 1.3 Whenever possible, wear the provided L.G. t-shirt while on duty.
 - 1.4 Employees are responsible for the accurate completion of their own payroll sheets each day.
 - 1.5 Employees are responsible for working all assigned sessions. The A.D. may add or delete hours as programs change or rentals occur.
 - 1.6 If the employee has, or is suspected of having, a communicable disease, he/she is forbidden to work at or use the pool.
 - 1.7 Employees may swim during "breaks" or when the pool is closed ONLY with the A.D.'s approval and with a posted staff member as L.G.
- 2.0 While employed, pool staff members are admitted to any open recreational swim without charge.
- 3.0 Required Dress For Staff Members:
 - 3.1 A whistle on a lanyard MUST be worn on duty by lifeguards. Instructors must have whistles available for emergency use.
 - 3.2 Men must wear trunk-style suits.
 - 3.3 Women must wear one piece, conservative suits. Good taste prohibits excessively low cut tops or high cut legs.

PAYROLL PROCEDURES

- 1.0 The A.D. is responsible for keeping accurate payroll records and for their delivery to the Phillips School District bookkeeper.
- 2.0 Pool employees must record their hours on the "Phillips Community Pool Employee Time Sheet" each day. Before submitting the payroll, the A.D. will check the forms for accuracy, then sign each employee's form.
- 3.0 The A.D. will keep a record of the hours worked by each employee at each pay rate and each position worked.

WORK REPLACEMENT PROCEDURES

- 1.0 A schedule will be provided for all employees prior to the day in which work is to be preformed. L.G.s are to report to work 15 minutes prior to the start of their shift. H.L.Gs will report 30 minutes prior to their shift.
- 2.0 When an employee can not work an assigned shift, he/she must find a replacement.
 - 2.1 Employees must document this change by having both the scheduled and replacement employee sign-off that the change is agreed upon.

- 2.2 When an employee requires an unexpected absence, such as an illness, that employee must find a replacement and call the pool office to report the absence and replacement.

Emergency Procedures

EMERGENCY PROCEDURES

- 1.0 The L.G. to notice an incident immediately alerts other guards and becomes the L.G. in charge of directing rescue procedures.
- 1.1 The L.G. determines form of rescue to be made based on American Red Cross Lifeguard Training standards.
- 1.2 Other guards on duty respond accordingly either by covering the first guard's zone or by clearing the pool. If clearing the pool is necessary, it is to be done in a calm, orderly fashion. Panic conveyed by the L.G. leads to chaos.
- 1.3 After the first L.G. has assessed the situation, he/she will determine the need for E.M.S.
- A. If all guards are involved in the water - a patron may be directed to telephone E.M.S. for help by calling 911.
- B. The emergency phone is located on the wall outside of the pool office. Directions for use are posted as follows: Dial 911.
- C. Instruct caller to **STAY ON THE PHONE UNTIL EMS PERSONNEL ARRIVE.**
- 1.4 First L.G. remains in charge of the rescue until qualified medical personnel take over or until the incident is resolved.
- 1.5 Spineboard, straps, and head immobilizer will be located on the wall next to the emergency phone.
- 1.6 L.G.s will approach each rescue with a rescue tube in his/her possession.
- 1.7 An accident/incident report is to be completed immediately following resolution of rescue.
- 1.8 At the resolution of a major incident, such as a water rescue or first aid emergency, the A.D. should be immediately contacted.
- 1.9 L.G.s are responsible for supervision of ALL patrons during a rescue - DO NOT forget the people who are not involved.
- 2.0 In case of a power outage, L.G.s are to immediately calm all patrons - secondary lighting will kick in within several minutes. Quiet all patrons to allow for effective communication.

EMERGENCY DRILLS

- 1.0 Fire
- 1.1 Instructions are posted in the office and next to the emergency phone. Students (or patrons) and staff should move in an orderly fashion to the NEAREST outside exit. A staff member; teacher or H.L.G. should be the last one out. Please instruct people to do the following:

- A. Move rapidly, but do not run.
- B. The first ones out should push open the outside doors and hold them open.
- C. Move well away (at least 100 feet)
- D. Do not attempt to get personal belongings.
- E. The teacher or H.L.G. must see that doors are closed and lights are off to help retard the spread of fire.
- F. Do not reenter the building until signaled to do so.

2.0 Tornado

- 2.1 Tornado Watch: Conditions are right for a tornado.
- 2.2 Tornado Warning: A tornado has been sighted in the area.
- 2.3 In the event of a tornado watch or warning, please follow the following procedures:
 - A. Tornado watches will be monitored over the radio. Information will not be passed on to students.
 - B. If a tornado develops or is sighted, all persons will be notified via the intercom system followed by intermittent signals from the air horn.
 - C. Students/patrons and staff should move directly to their designated area and remain calm and quiet. People should get low, cover their head, and face walls.
 - D. Shut off lights and close doors, if time.
 - E. Do not stand in front of glassed-in areas.
 - F. Staff should remain with students/patrons.
 - G. People not in class or in pool, not under direct supervision, should move immediately to the nearest safe area.
 - H. In general, areas should contain about four square feet per person.
 - I. Most Wisconsin tornadoes come from the southwest or west and move to the northeast.
- 2.4 Designated Areas of Safety
 - A. Physical education classes: locker rooms
 - B. General Public: Locker rooms first. If there are too many people, send a group to the vending area.

FIRST AID EQUIPMENT AND SUPPLIES

- 1.0 The A.D. is responsible for maintenance of ready-to-use first aid supplies and kit.
- 2.0 Minimum supplies to be kept on hand:
 - 2.1 Twenty-four unit first aid kits are required by Wisconsin Code.
 - 2.2 Chemical cold packs
 - 2.3 First aid book
 - 2.4 Two blankets

ACCIDENT PROCEDURES AND RECORDS

- 1.0 During the school day, first aid and severe accidents may be handled by the physical education teacher, lifeguard on duty, and emergency personnel.
- 2.0 Completion of accident reports
 - 2.1 One copy of pool accident report form must be completed and filed in the pool office.
 - 2.2 A.D. must be notified as soon as possible by H.L.G. or physical education teacher.
 - 2.3 A.D. will do follow-up with H.L.G. or P.E. teacher, L.G., and person(s) involved in the accident.
 - 2.4 Under no circumstances is the H.L.G. or L.G. to give information concerning an accident or incident to the media or other unauthorized people. Refer to the A.D., and in the absence of the A.D., to the superintendent or designee.

ADDITIONAL PROCEDURES INVOLVING EMERGENCY INJURY ACCIDENTS

- 1.0 In the event of an emergency injury, all staff members involved in the rescue attempt and/or first aid administration should record in writing a summary of the events prior to and following the incident and be prepared to meet as soon as possible following the incident. The purpose of the meeting will be to debrief the situation and learn from the experience.

In addition to the involved staff members, the following persons are to be informed of the incident: A.D., the building principal, and the Superintendent of Schools or his designated agent. These persons are to attend the meeting at the discretion of the Superintendent.

Under no circumstances are staff members to discuss the incident with the public or news media except by the direction of the Superintendent or his delegated agent. Any questions regarding proper procedure should be directed to the A.D., superintendent or other designee. A complete record of the incident shall be completed by the A.D..

- 1.1 Names, titles, employment history and location of assignment of all persons involved.
- 1.2 Extent of training and experience in lifeguarding and first aid techniques of all employees involved.
- 1.3 Time and location of injury or submersion.
- 1.4 Names, addresses, ages or person or persons involved in injury or submersion.
- 1.5 Description of water and air temperatures, and water and facility conditions at the time of the incident.
- 1.6 Population load of pool at time of incident
- 1.7 How did involved employee or employees first become aware of incident? Exact time is essential.
- 1.8 What were initial steps of employee or employees involved? How much time elapsed between incident and first action?

- 1.9 In rescue cases only:
- A. How far did employee have to swim?
 - B. Did rescuing employee have any assistance?
 - C. Were there any impediments to the rescue?
 - D. How much time elapsed before rescue?
 - E. Was any equipment (pole, buoy, etc.) used in rescue?
 - F. What steps (if required) were taken for reviving the victim?
 - G. Was artificial respiration required? If so, give names of persons applying it, length of time employed and description of methods used.
 - H. Was resuscitation or other equipment used?
 1. Describe equipment used.
 2. Was it readily available or did it have to be brought to the scene?
 3. Was equipment in good working order? If not, describe deficiencies.
 4. How long was it used?
- 1.10 Was the injured person or victim identified? By whom?
- 1.11 What was the cause of the injury or submersion?
- A. What was the victim doing at the time of the injury or submersion?
 - B. Could the victim swim? State degree of proficiency.
 - C. Did the victim disregard any of the rules of the pool or any specific orders of the lifeguard? If so, describe in detail.
- 1.12 Were the police, emergency or ambulance squad or doctors called? (If applicable)
- A. Who called them?
 - B. How soon did they respond?
 - C. What action did they take?
 - D. Was first aid given? (If applicable) If so, by whom?
 - E. Was artificial respiration or resuscitation given or continued? If so, by whom and for how long.
 - F. Did a doctor arrive on the scene? If so, did he assume control? When?
 - G. Did a doctor make any declaration as to the victim's condition?
 - H. Was the victim removed from the pool area? If so, by whom and under what conditions?
- 1.13 Please make any additional general comments you think may be relevant or pertinent that were not covered in the specific questions.
- 1.14 If it is pertinent or relevant, please prepare a sketch of the area involved in the injury or incident.

EMERGENCY ACTION PLAN

PRIMARY RESCUER

3 sharp whistle blows
Enter water and perform rescue
Bring victim to 3-foot end (if necessary)
Primary responsibility during backboard

SECONDARY RESCUER

Push emergency button
Unhook diving well lane
Direct patrons out of pool
Secondary responsibility backboard

OFFICE GUARD

Call 911
Direct patrons out of swimming pool
Open doors for ambulance

EXTRA GUARDS

Assist in directing patrons from pool
Damage control

DIVING WELL RESCUE

Primary rescuer is in the 5-ft chair
Secondary rescuer is in the diving well

5-FT RESCUE

Primary rescuer is in the 5-ft chair
Secondary rescuer is in the diving well

5-FT RESCUE (NO GUARD IN 5-FT CHAIR)

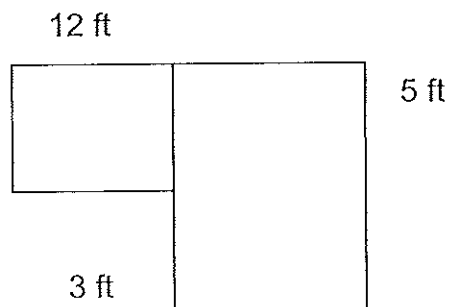
Primary rescuer is in the diving well
Secondary rescuer is in 3-ft. chair

3-FT RESCUE

Primary rescuer is in the 3-ft. chair
Secondary rescuer is in the diving well or 5-ft when 5-ft guard is present

ON DECK RESCUE

Primary rescuer head guard or first guard to respond.



Office Operations

OFFICE EXPECTATIONS

- 1.0 The L.G. on office duty is the first impression offered to pool patrons, therefore, customer care is the first priority. Each customer must be greeted and served. When customers are not in need of attention, the L.G. on office duty must see to the needs of the office (i.e. folding towels, organizing, picking up) before school work takes precedence.
- 2.0 When answering the pool phone, L.G.s must state our business and his or her name. L.G.s must be familiar with the answers to typical questions including pool hours and availability of classes.
 - 2.1 Report all calls requiring a response on the Call Log. Calls could include complaints, suggestions, an absent swimmer from a lesson, an employee scheduling change, or others.
- 3.0 Follow all office procedures, and help with opening and closing procedures as requested.
 - 3.1 Personal phone calls can be accepted only by approval from the A.D or H.L.G. These calls will be accepted only when the L.G. is on duty in the office. Cell phones will not be permitted for phone calls in the office.

PUBLIC CHECK-IN PROCEDURES

- 1.0 L.G. on duty at front desk is responsible for check-in and check-out.
 - 1.1 Views and confirms passes: Takes pool passes upon check-in, and returns them at check-out. Block Passes and Punch Cards are marked accordingly. If a patron forgets their pass, then L.G. confirms his/her membership.
 - 1.2 Receives daily fees, makes change
 - 1.3 Receive pass applications, pass payments and writes proper receipts
- 2.0 Every person to use the pool during public use time will pay a user fee. Pool passes are accepted in lieu of daily fees and will be left at the front counter while patrons are swimming. Each person will sign in on the attendance log. This serves four purposes:
 - 2.1 Allows guards to visually determine payment.
 - 2.2 Keeps running tally of number of patrons in the pool
 - 2.3 Allows patron to come and go with proof (by signature) of payment.
 - 2.4 Provides an idea with who is using the pool at any given time.

MEMBERSHIP AND REGISTRATION PROCEDURES

- 1.0 A variety of pool membership options will be available to the public.
- 2.0 All patrons interested in purchasing a pass or Aerobic Punch Card will complete the Pass Application form, giving their name, address and phone number.
 - 2.1 If a Seasonal or Annual pass is purchased, the L.G. on office duty will create one pool pass for everyone listed on the Application form, and will give this pass to the purchaser.
 - 2.2 Block Passes and Aerobic Punch Cards will be created on white cardstock and colored cardstock, respectively, and will be kept at the pool.
 - 2.3 The L.G. on office duty will record date of purchase and payment on the Pass Application form, and this form will be filed by the A.D.
- 3.0 Patrons interested in registering for a class or event must contact the pool in advance, and must leave their name, phone number and address.

POOL BUDGETING AND ORDERING

- 1.0 The pool operations in regard to staffing and ordering of supplies is the responsibility of the A.D. in conjunction with the School District of Phillips Superintendent and Financial Manager.

POOL REPORT GUIDE

- 1.0 The A.D. will report to the School Board as requested and will present or give written report to each Board member.
- 2.0 Guidelines to report:
 - 2.1 Introduction
 - 2.2 Previous year recap
 - 2.3 Recommendation and goals
 - 2.4 Instructional swim programs
 - A. Elementary Schools
 - B. Middle Schools
 - C. High School
 - D. Special Education
 - E. School year community programs
 - F. Summer swim program
 - 2.5 Special group use
 - A. School use
 - B. Rentals
 - 2.6 Budget
 - A. Receipts

- B. Expenses
- C. Pool statistics - to include:
 - 1) Paid public
 - 2) Group usage
 - 3) Lessons
 - 4) Total swimmer population
- 2.7 Pool use graph
- 2.8 Summary
 - A. Total splashes
 - B. Total students taught
- 2.9 Concluding statement

Daily Operations

PHILLIPS COMMUNITY POOL STANDARDIZED PROCEDURES

- 1.0 In the interests of patron safety, public relations and administration, the following procedures are followed at the Phillips Community Pool.
- 2.0 Minimum Staff On Duty
 - 2.1 Whenever the pool is in public or school use, there will be at least two pool staff or A.R.C. certified faculty members in the pool or on pool deck, NOT in the office.
 - 2.2 There will be at least one lifeguard on duty in a chair or close proximity to patrons at all times.
 - 2.3 When there is controlled, non-public use such as staff swims or staff training, this regulation does not apply.
 - 2.4 A qualified instructor must be on duty when instructional classes are in the pool.
- 3.0 Whistle Signals
 - 3.1 Standardized whistle signals must be used at ALL times the pool is open including physical education classes, recreational swims, and rentals.
 - A. "One Short Blast" is used to call the attention of a swimmer or swimmers.
 - B. "Two Short Blasts" are to get the attention of another staff member.
 - C. "Three Short Blasts" are to signal an emergency and help is needed.
 - D. "One Loud Continuous Blast" is an emergency signal to clear the pool. It MUST NOT be used for other purposes. Our pool has "emergency buttons" in three locations for this purpose also.
 - 3.2 "Whistle" signals do not restrict the use of whistles for other purposes in classes, games, etc. However, "whistle signals" must be used wisely to prevent confusion or disregard by patrons. The use of a whistle does NOT prohibit direct voice communication.

4.0 Discipline of Patrons

- 4.1 The ultimate objective is the development of self-discipline in patrons through education and staff member example. In the event, however, of inappropriate or unsafe conduct, pool staff intervention is required.
- 4.2 Discipline should result in increased awareness of what proper conduct is and the reasons for such behavior.
- 4.3 Corporal punishment is strictly forbidden. Corporal punishment is any physical punishment inflicted on the body.
- 4.4 Reasonable force may be used to restrain a patron from conduct that endangers persons or property.
- 4.5 Except for such reasonable force to restrain a patron from conduct that endangers person or property, the A.D. or H.L.G. should call the Emergency Services (911) to handle uncontrollable and disruptive patrons.
- 4.6 Pool employees are not to engage in debates or arguments with patrons over matter of conduct. Refer such patrons to the A.D.
- 4.7 Posted rules are to be STRICTLY enforced. Failure to do so could result in a reprimand. The posted rules are as follows:

DIVING RULES

No Running, Pushing, or Shoving

Dive only off FRONT of boards

When diving off the board, keep arms stretched out in front to protect the head.

Swimmers in the water have the right of way

Make certain that no one is located where you want to dive

LOOK BEFORE YOU DIVE

Obey lifeguards and other advisory personnel

One bounce only

One person on board at a time

No hanging on the board

VIOLATORS WILL BE EXPELLED

POOL RULES

No swimming unless LIFEGUARD PRESENT!

Swimmers must be able to touch bottom or be with an adult

No running, pushing, shoving, or rough play

No food, drink, gum, or tobacco in pool area

No spitting in pool

Do not swim if you have a communicable disease or open sore

Shower before entry and after use of toilet

Dive **ONLY** where diving is permitted

Obey lifeguards and other advisory personnel

Swimmers must wear appropriate swimwear

Animals are not permitted in the pool areas

Not responsible for lost or stolen articles

No diving except in diving well

Diaper changing on deck is not permitted.

No glass or shatterable items on deck.

VIOLATORS WILL BE EXPELLED

WADING POOL RULES

No child is allowed in the wading pool unless supervised by an adult
Parents, watch your child
There is no lifeguard on duty in the wading pool area

FOR HEALTH AND SAFETY PLEASE:

Take a soap shower before entering
Watch children and non-swimmers
No running, pushing, or rough play
Know water depths before entering
Dive only where diving is permitted
No food, gum, or glass container.

MAXIMUM POOL ATTENDANCE:

Swimming Pool	267
Wading Pool	23
Whirlpool	9

WHIRLPOOL RULES

No guard on duty in whirlpool area
No running, pushing, shoving, or rough play
No food, drink, gum or tobacco in whirlpool areas
No spitting in whirlpool
Do not use whirlpool if you have a communicable disease or open sore
Shower before entry and after use of toilet
Animals are not permitted in the whirlpool area

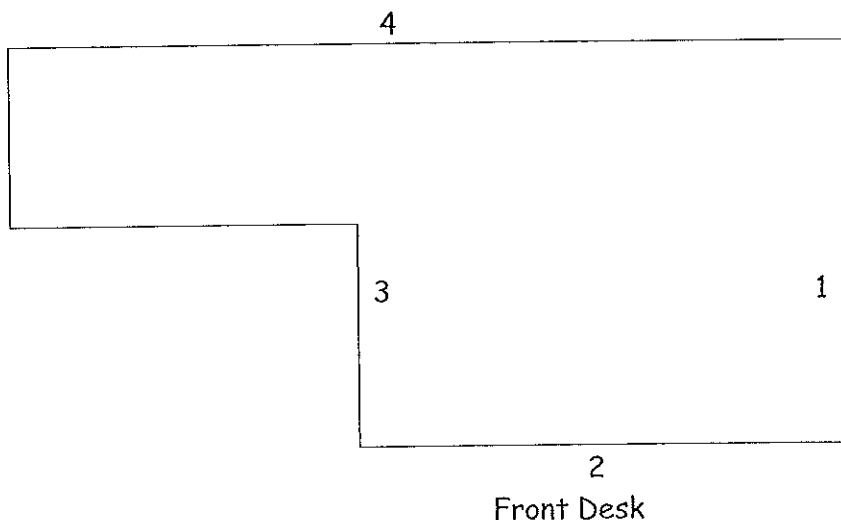
WARNING

Elderly persons and persons suffering from heart diseases,
Diabetes, or high or low blood pressure should not enter the whirlpool
Children who are unsupervised may not use the whirlpool
Persons under the influence of alcohol or drugs may not use the whirlpool
Pregnant women should consult their physician regarding whirlpool usage
Lengthy exposure may be hazardous to your health and may
Result in nausea, dizziness or fainting
Nine persons maximum in whirlpool

- 4.8 Rules to enforce that are not posted:
- A. Kickboards, fins and pullbuoys to be used for workouts.
 - B. Balls/diving toys only with approval of L.G. staff - preferably checked out from check-in desk.
 - C. No one except lap swimmers in lap lanes.
 - D. No shoes or street clothing in pool area.
 - E. Masks, fins, snorkels are NOT to be used except in instructional setting (goggles are permissible).
 - F. No t-shirts or cut-off shorts are to be worn in the pool.
 - G. No carrying people on shoulders (in other words, no "chicken fights"), or throwing people.
 - H. NO touching the hydraulic lift or hoses.
 - I. No one is allowed in or around the exit stairwell in the back of the natatorium.
 - J. No one is to enter or exit from any door except locker rooms.
 - K. Lifejackets not allowed on the diving boards unless for instructional purposes.
 - L. Backdives or backflips not allowed; flips are never allowed from the pool deck.
 - M. "Noodles" are to be used under the discretion of the L.G.
 - N. No goggles on the diving board.
 - O. All children 7 years old and younger must be accompanied by an adult.
- 4.9 L.G.s are to enforce rules uniformly and consistently. If L.G.s observe situations or behavior that is NOT specified, he/she is to use common sense in reacting. L.G.s are encouraged to share ideas with A.D.

LIFEGUARD ROTATION SCHEDULE

- 1.0 No lifeguard will be required to be stationed on a chair without periodic relief.
- 1.1 Every 20 minutes, guards will rotate in a clockwise fashion.



- 1.2 Rotation proceeds as follows: L.G.s will go from the office, to the 3ft chair, to the diving well, to the 5ft. chair, and back into the office. If there is no guard in

- the 5ft chair, guard will go from diving well into the office.
- 1.3 Six or more patrons in the main pool, guard must be in chair. Anyone in diving well, guard must be over there.

LIFEGUARD STAFFING PLAN

A. POOL DATA		
Square Footage	4,688 ft ²	
Maximum Patron Load	267 people	
Hours of Operation	<u>Winter</u>	<u>Summer</u>
	M-F: 6:00-8:00 a.m.	M-F: 6:00-8:00 a.m.
	M, Tu, Th: 4:00-7:00 p.m.	M, Tu, Th: 1:00-7:00 p.m.
	W: 4:00-8:00 p.m.	W: 1:00-8:00 p.m.
	F: 4:00-6:00 p.m.	F: 1:00-6:00 p.m.

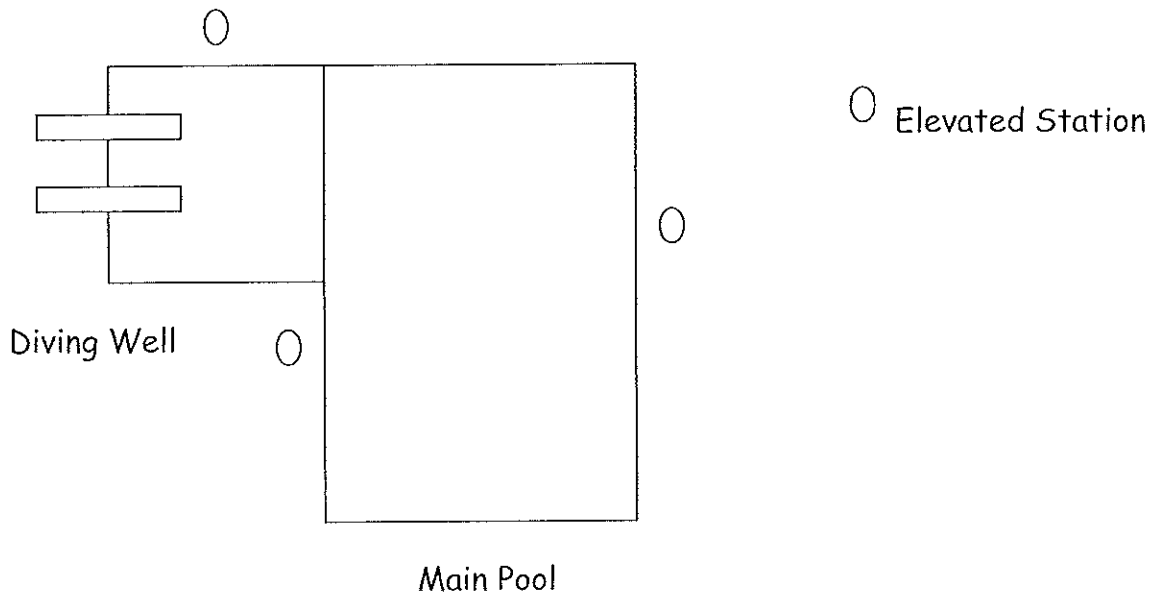
B. LIFEGUARD COVERAGE

There are always a minimum of two lifeguards on duty during public use. One is responsible for the main portion of the pool, while the other covers the diving well or provides back-up to the first guard. During peak coverage, these lifeguards are in elevated stations. A third guard is also stationed in the pool office to aid in concerns or first aid needs. During school functions, there is always at least one lifeguard and one paid employee with CPR and First Aid certification. Swimmers must remain in the portion of the pool covered by the lifeguard's supervision.

C. AREA CLOSURES AND NON-PEAK COVERAGE

The entire pool is open for almost all pool activities. Coverage is based on use. For example, if no one is swimming in the diving well, then the guard assigned to that area will sit as a back-up guard in proximity to the main portion of the pool until someone determines to swim in the diving well. Also, during non-peak times, a third guard will not be stationed in the pool office to aid in concerns or first aid needs.

D. FACILITY DIAGRAM



USE OF EQUIPMENT AND INVENTORY

- 1.0 Some pool equipment is primarily for instructional programs and is not to be used for recreational swims. The A.D. will inform all pool staff and P.E. faculty what the policies are. All equipment purchased for pool use will be shared by various programs. Some equipment is inappropriate for use by certain groups and may be restricted at the discretion of the A.D.
- 2.0 Lifesaving equipment will be located in accordance with Wisconsin State Code. Lifesaving equipment will be restricted to emergency and instructional class use only.
- 3.0 Diving bricks used improperly are a safety hazard and will be used only at the discretion of the A.D.
- 4.0 All equipment will be regularly inspected by the A.D. and H.L.G.
- 5.0 The A.D. or H.L.G. may prohibit use of any school or patron-owned equipment and toys as he/she sees fit.
- 6.0 Inventory of all equipment must be made at least once yearly.

OPENING PROCEDURES

- 1.0 A.D. or H.L.G. responsible will unlock doors, confirm that alarm is set, turn on lights, and put out any equipment necessary for program.
 - 1.1 Lane lines must be put in pool.
 - 1.2 Lane lines stay in the pool except during instruction if removal is deemed necessary by instructor.
 - 1.3 Water must be tested to verify that it is safe before any patrons may enter.
- 2.0 A.D. or H.L.G. responsible for opening will follow the specific directions listed on the Pool Opening Instructions document.

ALARM PROCEDURE


- 1.0 The pool alarm must be set whenever the pool is open for use, and there is no A.D., H.L.G. or L.G. on the pool deck for duty.
- 2.0 When opening the pool, the alarm should not be disarmed until guards on duty have completed their opening tasks including water testing, placing lane lines, and removing pool covers. Only when guards are posted in their proper position should the deck doors be unlocked and the alarm disarmed.

- 3.0 When closing the pool, a L.G. must remain on duty on deck until the alarm has been set. The alarm should be set and deck doors locked as soon as the last patron leaves the pool deck. After this task, L.G.s may continue their closing duties.

LOCK UP PROCEDURES

- 1.0 Pool is to be totally cleared of ALL patrons/students. Check and double check the bottoms of all pools.
- 1.1 After all patrons/students are in the locker rooms, key lock locker room doors and set alarm.
 - 1.2 Proceed through the office area and wait until all people have exited the locker rooms and the facility.
 - 1.3 Check ALL doors and lock them.
 - 1.4 A final water test should be completed on each of the pools only upon closing, or when all pool areas are covered by undistracted lifeguard surveillance.
 - 1.5 Walk through each locker room, checking to be sure all people have exited. Pick up any lost-and-found items and/or dirty towels. Close all lockers. Check the shower and restroom areas for general cleanliness.
 - 1.6 After public swims at the end of the day, A.D. or H.L.G. and a second L.G. will count money, and record amount on Daily Guard Report. H.L.G. will follow the closing cash register procedure.
 - 1.7 H.L.G. will also complete the Daily Guard Report at the end of shift, recording water chemistry and temperatures, and reporting any maintenance needs or safety concerns.
 - 1.8 Person who locks up is responsible for security.
 - 1.9 Do NOT EVER give your keys to anyone else!

CASH REGISTER PROCEDURES

- 1.0 H.G.s should follow this procedure:
- 1.1 Upon starting your shift, the Head Guard should use the key to turn the register to "reg." Enter your clerk number (which will be assigned to you), and then press CLK#. Register is now ready for use. This procedure should be followed whether you start your shift at the beginning of the day, or sometime during it.
 - 1.2 At the end of the business day, the Head Guard on duty should print a full sales report. Then, reset these reports so the system is clear for the following day.
 - a. Full Sales Report: Turn the key to X₁Z₁. Press CA/AT/N. Upon completion of printing, press , and then CA/AT/N.
 - 1.3 Staple both reports to the printed Guard Report.
 - 1.4 Remove all checks and cash from drawer, except \$55. Generally, two (2) \$10, four (4) \$5, and ten (10) \$1, plus up to \$5 in coin can be left in the drawer to be used as change for future transactions. The cash and coin that is removed should be placed in a bank deposit bag, and locked in the safe. This will be deposited by the Aquatic Director at least twice weekly.
 - 1.5 Turn register to "off" and return key.

- 2.0 All users of the cash register should follow these steps:
- 2.1 To Make a Sale - For example, someone wishes to pay a youth admission:
- Enter the price. 200 on the round keys for \$2
 - Enter the Department Key for admissions or for classes. (This is marked on the cash register).
 - Display the subtotal by pressing, . Enter the amount received. 500 on the round keys for \$5.
 - Finalize the transaction by pressing if cash is used, or if a check is used. This function will tell you how much change to give, in this case 300 for \$3.
- 2.2 To Print a Receipt - After the transaction, press the key.
- 2.3 For a Repeat Entry Sale - If you have repeat entries (for example 2 youth admissions), press the cost, and then the Department key two times. In this case, 200 . Or, type in quantity (2), then , then the price (200), and Department Key (in this case,).
- 2.4 To Make Corrections:
- If you incorrectly enter a number, press .
 - If you need to correct an entry, press immediately after the entry.
 - If you notice the error later in the transaction, you can still use the key. For example, if you entered 200 for an adult admission, but later realize the cost is 300, then enter 200 , and then enter the proper information: 300 .
- 2.5 For all other cash register questions, please refer to the instruction manual.

MAINTENANCE OF THE POOL

- The School District Aquatic Director is responsible for advising the custodial staff in the maintenance of a pool facility, which is safe, sanitary, and provides a wholesome environment for an aquatic program.
- The maintenance staff is responsible for daily maintenance, chemical balance, and repair of the pool facility. The A.D. or H.L.G. will provide the maintenance staff with chemical test results and water temperatures as requested by the maintenance supervisor.
- If problems occur in the maintenance of the pool, the A.D. will first consult with the facilities managers.
 - If the problem remains unresolved, the A.D. will communicate with Director of Instructional Services.
 - If problems are not resolved, the maintenance supervisor and the A.D. will meet with the Director of Instructional Services.

HEAD GUARD REPORT

- 1.0 At the end of each shift, the H.G. must fill out the Head Guard Report located on the pool computer.
 - 1.1 The morning (or first) shift is responsible for reporting the first chemical readings of the day, the pressure gauge and flowmeter readings, and the air and water temperatures.
 - 1.2 The evening (or last) shift is responsible for reporting the final chemical readings of the day, the maximum attendance, the total attendance of the day, and the amount of money in the cash register and safe. The money should be counted first by a L.G. on office duty, and then by a second L.G. or the H.L.G.
 - 1.3 All shifts should also report any chemicals that are added into the pool, any cleaning or office work completed on the shift, any special notes for full time staff including maintenance issues, and any major incidences including patron behavior, pool closings, power outages, etc.
- 2.0 The Head Guard Report should be printed, the final cash register receipts attached, and left for the A.D.'s review and follow up.

Special Considerations

PROCEDURE FOR POWER OUTAGE

- 1.0 In case of a power outage, L.G.s are to immediately calm all patrons - secondary lighting will kick in within several minutes. Quiet all patrons to allow for effective communication.
- 2.0 The H.L.G. should check the breakers to determine if one was tripped.
- 3.0 The H.L.G. must check the pump after a power outage, as the pump typically turns off with a power surge. To restart the pump, follow these steps:
 - 3.1 Turn the knob from "auto" to "hand."
 - 3.2 Push "reset" on the mechanical device.
 - 3.3 Hit "forward." The pump should return to the flow where it was last programmed. If this does not occur, adjust the speed using the up or down arrow buttons until the Flowmeter reads around 600 GPM.
 - 3.4 Return the knob back to "auto."
 - 3.5 If, when you follow these steps, the pump does not start, contact a maintenance staff person.
- 4.0 Patrons will not be allowed back into the pool until the lights have been fully restored and L.G.s are in their proper place.

CLOSING PROCEDURES - BAD WEATHER

- 1.0 When lightening is seen by a lifeguard or patron, the A.D. or H.L.G. must close the pool for 30 minutes. All patrons should be asked to leave the water and to refrain from using the showers. Upon the discretion of the staff, patrons may stay on the pool deck or be allowed into the locker rooms. Lifeguards must remain on duty; if patrons are allowed on the deck, then L.G.s must also remain on deck.
- 2.0 When weather is severe, patrons should be asked to not leave the facility. Follow emergency procedures for tornados.
- 3.0 When school is cancelled due to inclement weather, the pool will also be closed.

CLOSING PROCEDURES - FECAL ACCIDENTS

- 1.0 Follow all Center for Disease Control suggestions when you discover feces in the pool.
- 2.0 Clear the pool of patrons. If met with resistance, explain that it is imperative to properly disinfect the pool for the health and safety of swimmers. Closing the pool allows for chemicals to kill germs, and thereby prevent the spread of Recreational Water Illness.
- 3.0 Whether there is a formed-stool or diarrheal fecal accident, remove as much of the fecal material as possible using a net, and dispose of this in a sanitary matter. Vacuuming stool is not recommended.
- 4.0 If the accident is a formed stool, raise the bromine 2 ppm for approximately 30 minutes.
- 5.0 If the accident is diarrhea, raise the bromine concentration to 20 ppm and maintain the pH between 7.2-7.5 for at least 12.75 hours. Then backwash the filter thoroughly. Swimmers can be allowed back in the pool only when the bromine level is back into an allowable range.
- 6.0 For all fecal accidents, report the accident in the Fecal Accident Log.

CLOSING PROCEDURES - POOR WATER CHEMISTRY

- 1.0 H.L.G.s are responsible for assuring that the water in each pool is tested each morning before the pool is opened, and at the beginning and end of the last shift. The whirlpool must additionally be tested around 10:00 a.m. Water testing should only occur when the pool is either empty of patrons, or when the person testing is not responsible for supervision of swimmers.
- 2.0 Patrons may be allowed in the pool only when the water chemistry falls within the standards set by the Department of Health and Human Services (DHHS).

- 3.0 When the water chemistry falls beyond the allowable standards, the H.L.G. must close the pool by posting a sign and writing "closed" on the DHHS report.

PROCEDURE FOR POTENTIALLY HAZARDOUS MATERIALS

- 1.0 Handle chemicals with caution: Know the substance with which you are working. Read labels on all chemical containers, be familiar with the MSDS data regarding the chemical, and NEVER mix unlike chemicals together. (This includes mixing different brand names of the same type of chemical).
- 2.0 Trust your intuition: If you notice unusual sights, sounds, or smells, then work to fix the situation if it is safe to do so, or immediately evacuate yourselves and others from the area.
- 3.0 Immediately alert 9-1-1 if there is a chemical spill or unusual chemical reaction: Trained officials have the necessary safety equipment and training to handle the situation. They may determine how major or minor a chemical reaction.
- 4.0 Contact your direct supervisor to make him or her aware of the situation and how it has been handled.

DUMPING PROCEDURE

- 1.0 (Depending on the time of the year):
 - 1.1 Summer - Shut down the boilers one day ahead of planned dump.
 - 1.2 Winter - Isolate the tube bundles on each individual pool directly before you plan to dump.
- 2.0 Shut off feed water.
- 3.0 Pull the drain (Valve # 14), located off the end of the two main drains. This will take about 1½ to 2 hours. Check on the basement frequently to be sure you don't flood the basement. Don't open the valve wide open because the pipe could bounce.
- 4.0 Pull the main drain covers off and pump remaining water with the submersible sub-pump.
- 5.0 In the summer, after 24 hours, turn off the air handling system.
- 6.0 Empty the surge tank: Pull the valve on the tank. A few inches of water may be left on the bottom. Remove by hand.

FILLING PROCEDURE

- 1.0 In summer, check with maintenance staff at least 24 hours ahead of the filling procedure to be sure the boilers are operational. Any time of the year, call the city 24 hours before you fill.
- 2.0 Make sure Valve #14 on the main drain has been closed.
- 3.0 Service the pre-filter treatment system:
 - 3.1 Dump the tanks and replenish the bromine and water mix.
 - 3.2 Backflush the individual filters manually.
 - 3.3 Call US Water (in Wausau) if the beads are worn down or the gears in the meter are worn.
- 4.0 Fill the surge tank.
- 5.0 Flush out the red hose and then use it to fill the pool. This step should take approximately 36 hours for there to be enough water in the diving well to start adding chemicals and adjust the heat.
- 6.0 Thirty-six hours into filling (or at approximately 72 inches of water), start the system by following the bumping procedure (see the appendix).
- 7.0 Assure proper flow by watching the surge tank. Don't run the flow any faster than you have to (about 32-34 hrz). Adjust the main drains to maintain enough water in the surge tanks.
- 8.0 Let the pool fill for 6-8 hours before making any adjustments to the drains (You may need to change the flow through the drain in order to push more water up into the pool, or to stir it up for better chemistry).
- 9.0 Every 24 hours the pre-treat system should be replenished as described on the procedure posted in the basement.
- 10.0 It will take approximately 8 days to fill and heat the pool (The pool fills an average of 1 inch ever 2 hours once the complete surface is covered). When you know you have good flow, bypass the flow control and heater control by getting maintenance help. The pool will not heat until the pump is on auto.
- 11.0 Within a day (or a foot) of being full, add 40 lbs calcium chloride, 20 lbs of sodium bicarb, 2 gallons algaecide, and 2-3 gallons of liquid 15 (depending on the chemical readings of the water). This is a good starter mix. You will need to adjust as necessary over time.
- 12.0 Check all valves to be sure that the throttle is half open, the heater valves are fully open, and valve #10 is half open.

- 13.0 Return the heat and flow valve back to normal. See backflush guidelines for further instruction.
- 14.0 When the pool is full, call the city and let them know; they will remove the sewer part of the bill.

APPENDIX

LIFEGUARD APPLICATION FORM

REFERENCES: (List three: teachers, employers, etc.)

Name	Relationship	Address	Phone
1. _____			
2. _____			
3. _____			

Please list any activities that you are involved in that would conflict with pool work hours (6-8 AM and 4-8 PM Weekdays, Noon – 5 Weekends)

1. _____
2. _____
3. _____

WHEN WOULD YOU BE AVAILABLE TO BEGIN EMPLOYMENT?

(Do not write below this line).

Date of Interview:

Interviewer(s):

Recommendations:

Date ARC cards expire: LGT _____ SFA _____
 CPR _____ WSI _____
 Other _____

Results of pre-employment tests:

PHILLIPS COMMUNITY POOL

INJURY ACCIDENT REPORT

NAME _____ AGE _____ GRADE _____

PARENT NAME _____

ADDRESS _____ PHONE _____

DATE OF INJURY _____ TIME _____

FIRST AID PROVIDER _____

DESCRIPTION OF INJURY:

HOW WAS THE NATURE OF THE INJURY DETERMINED?

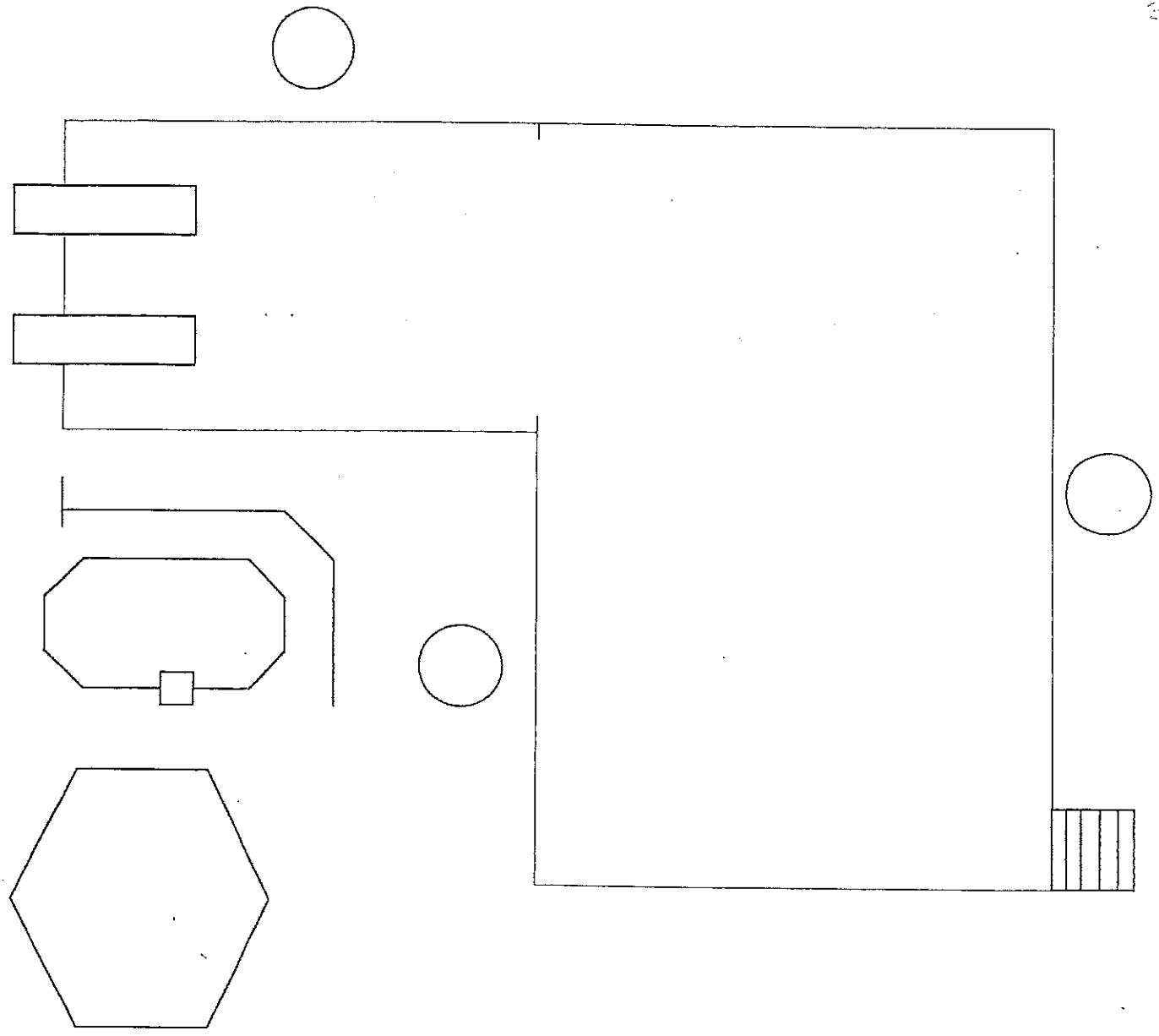
HOW WAS THE INJURY TREATED?

HOW DID THE ACCIDENT HAPPEN?

DID THE INJURED PERSON DISREGARD ANY POOL RULES OR ORDERS?
EXPLAIN.

WAS PARENTAL CONTACT ATTEMPTED? WAS CONTACT MADE?

IN WHOSE CARE WAS THE INJURED RELEASED?



MARK WHERE THE ACCIDENT OCCURRED WITH AN (A). MARK WHERE THE STAFF WAS STATIONED WITH AN (S).

FIRST AID PROVIDER

H.L.G., A.D., OR P.E. TEACHER

School facilities are intended, primarily, for school purposes. Therefore, school groups shall have priority over outside groups. This may result in cancellations. In such instances, the school will attempt to give adequate notice when cancellations become necessary.

Since the schools belong to the people of the School District, and since plant facilities are established, maintained, and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare, or recreational activities that do not interfere with school.

1. A responsible person in charge of the activity shall be named and this person must be present and in control of the activity and of those participating in the activity during the entire time the building is in use.
2. The building is to be used only for the purposes stated in the permission form.
3. Permission for free use of the building may be granted subject to the regulations of the Board as herein stated or implied. Applications for such use must be submitted in writing to the office of the principal or aquatic director.
4. Permission for public dances in school buildings may be granted by the principal.
5. Religious, political, and partisan groups may be granted permission to use school facilities only with the approval of the Board of Education.
6. Reputable noncommercial organizations or community groups may be granted use of buildings for meetings, banquets, recitals, etc., subject to the fee schedule set by the Board upon written application.
7. Civic groups granted building use for a function where admission is charged, collected, taken, or other attempts made to raise monies, shall be subject to the fee schedule set by the Board.
8. Commercial users of the facilities will be subject to pay the identified fees. Pool use by individuals or groups who charge fees for their services will be charged 10% of their service or \$35.00 per hour whichever is less.
9. Youth or community groups may be granted free use of the building by the principal subject to the regulations and exceptions as set by the Board and herein stated or implied.
10. When deemed necessary by the principal or aquatic director, a teacher or a custodian will be assigned for the time of building use. The group or individual granted permission to use the building will be responsible for the cost of a janitor or supervisor.
11. Permission for overnight use of school facilities may be granted to groups who apply and 1) receive permission from the building principal and 2) make a fifty dollar (\$50.00) refundable security deposit to cover damage and/or clean-up costs as needed.
12. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when and where required must be by a qualified personnel.
13. Organizations wishing to bring unusual equipment, materials, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board.

14. Kitchen equipment is not to be used without prior authorization of the building principal. Qualified or knowledgeable District personnel may be required, and if so, the costs of this service will be added to the regular fee.
15. Being in parts of the building not signed out, inappropriate behavior, or not following rules set by the School District shall be grounds for immediate cancellation or denial of permission to use the building in the future.
16. Normally, school facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, and Memorial Day.
17. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applications will hold the Board harmless from the claims arising out of the school buildings or grounds, for the function being sponsored, on the specified date or dates.
18. Prior to use of school facilities, the applicant should review the use requirements with the building principal or designee.

Limitations of Use:

1. The Board has the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the Board deems it necessary in the public interest.
2. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
3. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of sex, age, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap.
3. No school facility, building or grounds will be used for unlawful purposes.
4. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission from a building principal.
5. Alcoholic beverages and controlled substances will be not permitted on school district property at any time.

Special Considerations:

All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules and regulations of the Board, the permit is subject to immediate cancellation. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Procedures for Requesting Use of School Facilities:

1. Responsible individuals or community groups representing the use of a school facility should obtain an Application for Use of Facilities Form from the involved building principal. The building principal or designee should assure that the conditions of the School Board Policy are met. The appropriate section of this form should be completed by the requestor.
2. User agrees to pay and be responsible for any harm or damage to District's property caused by User, its agents, employees, or guests.

3. User agrees to indemnify and save District harmless from any and all claims by, or on behalf of, any persons or firms pursuant to the within activity or arising out of User's use of district property pursuant to this agreement. User further agrees to indemnify the District for any attorney fees or other expenses incurred by the District in defending any claims arising out of or during the course of User's use of district property pursuant to this agreement.
4. User may be required to obtain a policy or policies of liability insurance, naming the District as an additional insured. Evidence of such insurance shall be furnished to the District prior to the time and date of use. User agrees and understands that District insurances do not cover User, its activities or its property, or any of User's agents, employees or guests (this paragraph is not applicable if the event or activity is a District sponsored event or activity).
5. The completed facilities use form will be submitted to the building principal. Copies will be distributed to the requestor, the District office, and custodial staff.
6. If necessary, the School District will bill all requestors and payment will be submitted to the District office.
7. It is the responsibility of the building principal to assure that all requested equipment and services are provided and that requested facilities are available.

Fees:

1. When the administration determines that janitorial services are specifically required or if special arrangements are required such as for banquets, etc., a janitorial service charge shall be made at a rate determined by the administration, including the requirement of the janitor's presence in the building, except upon mutual agreement to waive or to reduce the charge. The janitorial fee shall be paid to the District and the District shall reimburse the janitor through regular payroll procedures.
2. Where the regulations require a charge for building use, the per use fee, plus the charge for janitor services and attendance shall be as follows:

PHILLIPS HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$ 50.00
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

PHILLIPS ELEMENTARY SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 20.00
IMC	\$ 50.00
Classrooms	\$ 20.00

PHILLIPS MIDDLE SCHOOL

Gym	\$100.00
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

CATAWBA MIDDLE SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 20.00
Classrooms	\$ 20.00

PHILLIPS COMMUNITY POOL

\$35/hour with 1 ½ hours minimum
plus the cost of lifeguards

Commercial Fees if Applicable:

All fees shall be paid directly to the District office. The principal or aquatic director will forward to the District office verification of use so that appropriate record keeping may be maintained.

The School District of Phillips shall not discriminate in the allocation of its facilities on the basis of sex, age, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

<i>Approved</i>	<i>8/14/90</i>
<i>Revised</i>	<i>5/11/93</i>
<i>Revised</i>	<i>1/11/94</i>
<i>Revised</i>	<i>5/17/99</i>
<i>Revised</i>	<i>5/17/04</i>
<i>Revised</i>	<i>4/21/08</i>

SCHOOL DISTRICT OF PHILLIPS
Application for Use of Facilities

1. Advanced permission must be obtained from the building principal or aquatic director during school hours. Facilities use may not occur without a signed approval of building principal or aquatic director.
2. The individual(s) signing below as the adult supervisor(s) must be present and in control of the activity during the **entire** time the facility is in use and will:
 - a. Be responsible for seeing that a medical response is made for anyone who may be injured while the facility is in use.
 - b. Report any such injuries to the building principal or aquatic director.
 - c. See that the facility is left in clean/neat condition.
 - d. See that the facility is secure as appropriate when leaving.
 - e. Be responsible for key(s) issued and not allowing others to use key(s).
 - f. Return key(s) issued the following school day.
3. The administration will determine who may be considered satisfactory as a responsible adult for supervision purposes.
4. Inability to comply with the guidelines and policies related to the use of facilities may result in a denial of continued and/or future use.
5. Pool users must read and agree to Pool Rules Policy #830.1, Rule 1. All guards will be hired by the aquatic director.
6. Complete the Facilities Use form and return it to the building principal or aquatic director for signature and approval. Please note that if the use is to be overnight, a \$50.00 deposit must be submitted at the time this application is placed. The deposit will be returned to the requestor after the custodial staff assesses the facilities for any damage, disorder, etc.
7. Where the regulations require a charge for building use, the per use fee, plus the charge for janitor services and attendance shall be as follows:

PHILLIPS HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$ 50.00
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

PHILLIPS ELEMENTARY SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 20.00
IMC	\$ 50.00
Classrooms	\$ 20.00

PHILLIPS MIDDLE SCHOOL

Gym	\$100.00
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

CATAWBA MIDDLE SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 20.00
Classrooms	\$ 20.00

PHILLIPS COMMUNITY POOL

\$35/hour with 1 ½ hours minimum
 plus the cost of lifeguards

Commercial Fees if Applicable:

SCHOOL DISTRICT OF PHILLIPS
APPLICATION FOR USE OF FACILITIES

Name of Group _____

Type of Activity _____

Name of Adult Supervisor(s) _____
(Must be present at activity)

Facility Requested: [] PHS [] PhMS [] PES [] CS [] Pool

Space Requested: _____

Date(s) Requested: _____ Hours of Use _____

Custodial Services needed: [] Yes [] No Please specify any special set up
needs you may have: _____

Signature of Requestor: _____
Address: _____
Date: _____ Phone _____

Alcoholic beverages and control substances will not be permitted on school district
property at any time.

FOR OFFICE USE ONLY

Certificate of insurance required: [] No [] Yes Certificate received [] No [] Yes

Please circle one: [] Permission Granted [] Permission Denied

Keys Assigned: [] No [] Yes Yes - Key # _____ Date Returned _____

Fees Due to District: [] No [] Yes
Yes - Specify _____

Signature _____ Date _____
Principal or Aquatic Director

Copies: Building Office Requestor District Office Custodial/Maintenance

Daily SWIM Sign-In Sheet

Date:
Daily Total:

	Swimmer Name	Student	Adult	Annual	Seasonal	Block Pass
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Daily AEROBIC Sign-In Sheet

Date:
Daily Total:

	Participant Name	Punch Card	Session Fee	Daily Fee
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

PASS APPLICATION

Last Name: _____

Household Names:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Address: _____
(Street)

(City, State, Zip)

E-Mail: _____

Phone Number: _____

** Rates Valid thru June 30, 2008 **

12 Month Pass

_____ Household \$285.00
 _____ Couple \$210.00
 _____ Single \$110.00

6 Month Pass

_____ Household \$185.00
 _____ Couple \$125.00
 _____ Single \$65.00

Office Use:
Date: _____
Ck #: _____
Pass: Y
Receipt: Y

Block Pass Coupons = 10 daily uses

_____ Ages 0—18 \$15.00
 _____ Ages 19+ \$25.00

Aerobic Punch Card = \$35

Good for any 10 aerobic classes.

(Please make checks payable to: Phillips Community Pool).

PASS APPLICATION

Last Name: _____

Household Names:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Address: _____
(Street)

(City, State, Zip)

E-Mail: _____

Phone Number: _____

** Rates Valid thru June 30, 2008 **

12 Month Pass

_____ Household \$285.00
 _____ Couple \$210.00
 _____ Single \$110.00

6 Month Pass

_____ Household \$185.00
 _____ Couple \$125.00
 _____ Single \$65.00

Office Use:
Date: _____
Ck #: _____
Pass: Y
Receipt: Y

Block Pass Coupons = 10 daily uses

_____ Ages 0—18 \$15.00
 _____ Ages 19+ \$25.00

Aerobic Punch Card = \$35

Good for any 10 aerobic classes.

(Please make checks payable to: Phillips Community Pool).

PASS APPLICATION

Last Name: _____

Household Names:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Address: _____
(Street)

(City, State, Zip)

E-Mail: _____

Phone Number: _____

** Rates Valid thru June 30, 2008 **

12 Month Pass

_____ Household \$285.00
 _____ Couple \$210.00
 _____ Single \$110.00

6 Month Pass

_____ Household \$185.00
 _____ Couple \$125.00
 _____ Single \$65.00

Office Use:
Date: _____
Ck #: _____
Pass: Y
Receipt: Y

Block Pass Coupons = 10 daily uses

_____ Ages 0—18 \$15.00
 _____ Ages 19+ \$25.00

Aerobic Punch Card = \$35

Good for any 10 aerobic classes.

(Please make checks payable to: Phillips Community Pool).

Session AEROBIC Roster

Dates:

Cost:

	Participant Name	Phone Number	Punch Card	Session Fee	Daily Fee
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

PHILLIPS COMMUNITY POOL

COURSE _____ COST _____

DAY _____ TIME _____

DATE BEGINS _____ DATE ENDS _____

NAME	DAYTIME PHONE #	ADDRESS	PAID
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

POOL OPENING PROCEDURES

(Revised 12/07 due to re-key of building).

1. Use the P1 key to enter Door #23 (the front entrance closest to the middle school), and the pool office.
2. MANUALLY unlock office doors (you'll be locked out if these doors close behind you and you've forgotten your key).
3. Retrieve the P2 key from the bathroom. Your P1 key will open this door should it become locked.
4. Take the STATE REPORT LOGS clipboard, use the P2 key to get into the basement, and read the Pressure gauges and Flowmeters. Get the alkalinity reading from the forms on the bulletin board basement.
5. Return to the pool deck, making sure to relock the basement door with the P2 key.
6. Retrieve the light key and the Hex key from the office bathroom.
7. Check that the locker room alarm has been set.
8. Use the small hex key to unlock the back (stairwell) entrance doors. Push the bar in, insert the hex key in the hole in the bar...while holding bar in...turn key ¼ turn to the right. The bar should stay locked down.
9. Use the light key to turn on lobby lights before going up the stairs and through the double doors.
10. Go through to the vending lobby. Use the P2 key to open the set of double doors leading into the pool's office lobby.
11. Use the P2 key to open one of the doors leading into the high school, so that people can fitness-walk the school halls.
12. Use the P2 key to open the set of double doors leading into the glass viewing area lobby. Turn lights on.
13. Use the P2 key to unlock the main entrance door (#26) leading outside to the high school.
14. Return to the pool office lobby, and use the P2 key to unlock the locker room doors leading in from the lobby. (Be sure the alarm is set for the deck side locker room doors or that you have a guard posted on the deck by the doors).
15. Test the pH and Bromine for all three pools. Record these readings at approximately 5:30 a.m., 10:00 a.m. (whirlpool only), and again at the opening and closing of the final shift. ***Do not ever record an 'illegal' number...CLOSE the pool and write "CLOSED" in the space for chemistry!***
16. Put an "X" under "clear" (UNLESS the water is horribly cloudy...in which case you CAN NOT open).
17. Take the water temperature on all three pools. Whirlpool CAN NOT open if the temperature is above 104 degrees.
18. Initial each form in the last column.
19. The other lifeguards should now be getting the rest of the pool ready for opening (i.e. putting in/taking out lane lines, taking covers off the wading/whirl pools, etc.)
20. Return the P2 and Hex keys to their proper location.
21. Walk around the deck to do a safety check.
22. ONLY ONCE YOU HAVE TESTED THE POOLS AND ARE READY TO OPEN SHOULD YOU DISARM/UNLOCK THE LOCKER ROOM DECK DOORS. Follow the procedure to disarm the locker room deck doors.
23. At the conclusion of your shift, fill out the Guard Report, communicating any concerns with the next shift.

FECAL ACCIDENT LOG

DATE	TIME	pH	BROMINE LEVEL	STOOL TYPE	DESCRIPTION OF ACCIDENT AND ACTION TAKEN	HEAD GUARD
	(During event)			FORMED	Procedures followed in responding to fecal contamination:	
	(Prior to re-opening pool)			LOOSE	Number of patrons in the pool: Length of time between occurrence, detection, and resolution of incident:	
	(During event)				Procedures followed in responding to fecal contamination:	
	(Prior to re-opening pool)			FORMED	Number of patrons in the pool: Length of time between occurrence, detection, and resolution of incident:	
	(Prior to re-opening pool)			LOOSE	Number of patrons in the pool: Length of time between occurrence, detection, and resolution of incident:	

PHILLIPS COMMUNITY POOL
EMPLOYEE MANUAL AGREEMENT FORM

I have thoroughly read and understand the

**PHILLIPS COMMUNITY POOL
STANDARDIZED POLICIES AND PROCEDURES MANUAL**

I agree to follow all procedures as stated.

Name

Date