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MISSION AND OBJECTIVES

Mission
  o To provide safe, enjoyable, quality driven aquatic programs to the Community of Saline and its surrounding areas.

Saline Pool Objectives
  Primary
  o To provide aquatics and water safety instruction to meet the demands of the community.
  
  Secondary
  o To incorporate water safety and survival education and techniques in all swimming and instruction.
  o To develop and provide opportunities for recreational swimming at all age levels.
  o To inform the community of the benefits of knowing how to swim from recreational, health and safety stand points.
  o To provide and develop special programs for all aspects of aquatics.

PERSONNEL

POLICIES

Alcoholic Beverages/Drugs
  o The possession and/or use of alcohol or drugs by employees while on duty, or under the influence while on duty is strictly prohibited. Violations of this policy will result in immediate termination of employment.
  o Employees reporting to work with evidence of prior use of alcohol or drugs shall also be terminated immediately.
  o Participants who have in their possession, who have used, or are using drugs or alcohol will be sent home. Disciplinary action will follow.

Smoking and Chewing of Tobacco
  o Employees of the Saline Parks and Recreation Complex shall refrain from smoking and chewing tobacco while representing this department in public and/or official status.
  o Those employees who are directing youth programs are strictly prohibited from smoking or chewing tobacco while on duty, and are subject to dismissal for such acts.
Employee Relationships

- Employees are expected to treat each other with courtesy, respect and friendship. Cooperation is essential to the success of a recreation program. Grievances, if any, shall be brought to the immediate attention of the Aquatics Coordinator.
- Employee personal relations shall remain private.

Employee Illness

- Employees shall report any illness before reporting to work that may affect personal appearance or job performance.
- Employees with illness of unknown origin or doubtful duration of effect shall consult with a physician for positive identification before reporting to work and association with the general public.
- Under no circumstances will employees with a contagious illness report to work.

Employee Injury

- All injuries to employees no matter how minor must be reported immediately. The employee will be asked for detailed information regarding an injury.
- In the event of on-duty injury that should require the services of a physician, the employee will be sent to the Saline Community Hospital, Occupational Health Services by a supervisor.

Employee Rules, Regulations and Policies

- All employees shall be held responsible to all rules, regulations and policies of the City of Saline Parks and Recreation Department.
- Employees who violate any of the rules, regulations or policies subject themselves to formal disciplinary action that may range from written and/or verbal reprimand to discharge, with or without a probationary period. The specific type of disciplinary action taken in each instance depends on the nature of the employee’s offense, the circumstances under which and the manner in which it was committed.

Certifications

- For Lifeguards and Water Safety Instructors, it is necessary to present all your current certification cards to the Aquatics Coordinator and a copy will be made and kept on file.
- Employees must maintain current certifications. It is not the responsibility of the city of Saline to re-certify employees. Employees must be certified prior to employment.

Time Cards

- Time cards are kept in the employee lounge. All staff members must punch in and out on their time cards. If you forget to do so, you must have the supervisor initial the written time. At the end of the pay period, the cards will be collected.
Paychecks

- Paychecks are issued every other Friday (bi-weekly). You must sign for your paycheck at the front desk.

Schedules

- Weekly work schedules will be posted in the pool office on Wednesdays for the following week. Your requests for days off must be submitted no later than the Tuesday before schedules go out. If the status of your availability should change, please notify the Aquatics Coordinator as far in advance as possible by submitting a new availability form.

Substitutions

- Employees unable to work an assigned shift are responsible for finding a substitute to work the assigned hours. You must fill out the sub sheet in the pool office. The Aquatic Coordinator will adjust the master schedule of any changes and substitutions. Always inform the Aquatics Coordinator of any substitutions.

- If you cannot find a sub, you must show up for work.

- Remember that you cannot exceed 30 hours in one week, so don’t take on additional shifts that will exceed this limit. Also, you may not exceed 10 hours in one day, or work 7 days in one week.

Late Show/No Show

- You are expected to be on time for your shifts and any scheduled meetings or in-service training sessions. It is absolutely mandatory that you are present at all your scheduled shifts and in-service training sessions. Showing up significantly late for a shift or failure to report to work or in-service training will result in a verbal warning. A second infraction could result in a written warning or even termination depending on each circumstance. A third infraction will result in termination. After each infraction, the supervisor will ask for a reason for the absence or tardiness and will fill out a report.

- If circumstances arise in which you are aware prior to your shift that you will be late or unable to report to work, it is essential that you notify the staff on-duty and the supervisor. This means a phone call and explanation so that the situation is expected and can be responded to. Failure to do this will heighten your infraction.

- The supervisor reserves the right to determine the consequences of all infractions individual and separate of each other.
In-service Training

- In-service training sessions will be held periodically with ample notice for you to work it into your schedules. Attendance at these sessions is mandatory. You must discuss your inability to attend with the supervisor. If necessary, a make-up session will be offered.

Staff Bulletin Board

- Take the time to review schedules, programs and notices posted on the bulletin board in the pool office. Please check the bulletin board each time you report to work for new postings.

Red Book

- This is a vehicle for employees to communicate with each other. Please check the red book each time you report to work.

Dress Code

- It is important for staff to be properly identified when working. The lifeguard staff must wear swimsuits and a staff shirt. Socks and shoes should not be worn during shifts.

Pool Usage

- You may use the pool and weight room in order to stay in shape. Try to do this before or after your shifts.

POOL PROCEDURES

Opening Procedures

- Turn lights on
- Lane lines and flags are in place
- Walk through both locker rooms
- Chemical Tests on all pools
- Daily Pool Tally sheet
- Clear trash from bleachers
- Unlock Emergency Exit doors
- Check traps in Leisure Pool and Spa

Whistle Commands

- One short blast: Gains attention of swimmers for acting incorrectly.
- Two short blasts: Gains another lifeguard's attention. Raise your fist in the air to identify that you have blown the whistle.
- One long blast: Indicates you are going in the water to perform a rescue. At this time, backup coverage should take effect.
- Two long blasts: Activates the emergency procedure for suspected spinal injury.
Daily Maintenance

- Chemical Tests every hour
- Record pool tally every hour
- Sweep deck
- Keep swim and aerobics equipment neat and orderly
- Clean chrome railings
- Check pool traps
- Help move lane lines for aerobics, swim lessons etc.

Closing Procedures

- Put flags up
- Lane lines in place
- Clear the pool and pool deck of toys and equipment
- Skim the pools of any debris
- Hose down the deck
- Put pool tally in binder
- Tidy the office
- Return radios to the charger located in the front office
- Make sure emergency doors are locked
- Turn off the lights

RULES AND REGULATIONS

These rules, necessary for the safe and efficient operation of our pool, are for the safety and benefit of our members and guests. Lifeguards are responsible for the enforcement for these rules and are authorized to suspend pool privileges for violations. Parents are requested to caution their children to observe all rules and obey the instructions of the staff in order to promote the safety and enjoyment for all.

Things to Remember When Enforcing the Rules

- When possible, in enforcing a rule, explain the reasoning why and the dangers involved.
- Be familiar with all rules and regulations, know the reasons for each and be mindful of their enforcement.
- Be fair and equal in disciplinary actions.
- Be consistent
- Do not overuse your whistle to the point where swimmers ignore you.
- Help enforce another lifeguard’s disciplinary actions.
- Be firm, but not rude in all actions taken.
- Any situation that the lifeguard experiences difficulty in controlling should be turned over to a supervisor.
- Report any patrons not abiding by the rules to a supervisor.
The pool staff is responsible for seeing that the pool activities are handled in an orderly fashion.
No participant should be allowed to disobey or ignore any pool rules.
Under no circumstances should a staff member physically touch a patron or another employee.
You may at some point feel the need to call the police on a situation that warrants it. Verbal abuse, physical abuse or threats are definite grounds to contact the authorities. Do not leave the pool area unattended…allow a supervisor to call.
Any severe infractions (intoxicated person, theft, indecent exposure etc.) should be brought to the immediate attention of a supervisor.

Pool Rules

- No running or horseplay
- No splashing or dunking
- Lifefajackets/Flotation Devices must be coast guard approved (water wings not allowed)
- Diving in the deep end of competitive pool only
- No gum, food or drink in pool area
- Soap showers required before entering the pool
- No open sores
- Kickboards, Barbells, Pull buoys for swim lessons and competitive use only. Aqua belts and pool noodles for adult use only.
- No street shoes on pool deck
- No playing on ladders, ramps or guard chairs.
- No spitting
- No climbing on bleachers
- Fins for lap swimmers only
- No profanities or yelling
- Diving board will be opened at the discretion of lifeguard
- One person on the board at a time
- One bounce only on the board
- No flips, back dives
- No running on diving board
- Diving blocks for supervised swim or dive practice only
- Pets not allowed
- One toy per child in leisure pool
- Toys and pool noodles not provided by Saline Recreation Complex
- Children in life preservers must be supervised by an adult
- Deep end tests are required for children swimming in deep end, using dive board or dolphin toy
- No hanging on lane lines
- No hanging on dive board
- Children under 10 must be accompanied by an adult
o An aide must accompany disabled swimmers at all times while on pool deck or in the pool. Under no circumstances should they be left unattended by their aide.

o Swimsuits are required. No T-shirts or cut off shorts.

Spa Rules

o All pool rules apply to spa
o Use by children under the age of 14 is prohibited
o No more than 7 people in the spa at a time
o Maximum length of use is 15 minutes
o Elderly people, pregnant women and those with health conditions requiring medical care should consult with a physician before entering the spa.

SALINE POOL EMERGENCY ACTION PLAN

Signs of Accident Situations
Preventative Lifeguarding – the term applied to a technique that prevents an accident by eliminating the hazard or hazardous behavior. An important aspect of preventative lifeguarding is knowing what to look for:

o The ability to know the signs of impending trouble in the water
o To recognize, even anticipate tip off actions or behavior of swimmers and non-swimmers

Activities that can result in a drowning situation

o Children pulling themselves along the gutter into deep water or along a rope dividing shallow and deep water.
o Underwater breath holding or distance swimming contests.
o Poor swimmers who are obviously tiring.
o Pushing, particularly in deep water.
o Head first dives into shallow water
o Dunking other swimmers.
o Children using flotation devices in water over their standing depth.
o Gum chewing while swimming.
o Improper use of snorkel equipment.

Signs of Distress

o Excessive thrashing of arms.
o Abnormal head bobbing in fear of panic.
o A facial expression of fear or panic.
o A complete disregard of, or failure to acknowledge a whistle.
o Frantic efforts to proceed in one direction, but body remain in a stationary position or moves in opposite direction.

o A cry for help.
o Watch out for a swimmer whose face remains on the surface, with arms extended, thrashing and who cannot level himself off or stand up.

**Accident Procedures**

- For a minor incident, give two sharp blasts of your whistle to alarm other guard(s).
- For a major incident, give one long blast of your whistle.
- For a suspected Spinal Injury, give two long blasts of your whistle.

If you are the only guard on duty during a major accident, blow your whistle and clear the pool, radio the building supervisor or hit the emergency button.

- Following American Red Cross methods and procedures, whoever is closer to the victim immediately signals an emergency, enters the water, approaches the victim, and performs an active, passive, submerged, or spinal injury victim rescue, swimming extension rescue, reaching assist or other appropriate rescue or assist.
- The other person clears the pool, sends swimmers to the locker room if appropriate, notifies EMS and the Building Supervisor, then returns to help with the rescue.

**Spinal Injury Victim**

- Following American Red Cross methods and procedures for spinal injury, whichever Lifeguard is closer to the victim immediately signals an emergency, shouts “EVERYBODY FREEZE”, enters the water, approaches the victim, and performs in-line stabilization.

- The other Lifeguard calls 911, and the building supervisor, clears the pool and sends swimmers to the locker room after the first rescuer has applied in-line stabilization, then returns to help with the rescue.

- A Building Supervisor must be notified to help provide appropriate first aid care, supervision, or directions to EMS on how to enter the pool. Building Supervisor will be responsible for contacting Aquatics Coordinator and Facility Director

- EMS should be instructed to enter the pool via the emergency exit doors for the pool on the South side of the Recreation Complex. The Building Supervisor should be waiting for them to guide them to the emergency. The doors should be propped open for EMS.

- Rescuers will follow universal precautions when giving fist aid.

**Distressed Victim**

- The first rescuer moves the distressed victim to safety, and assists the victim from the pool. If a victim is unable to exit the pool with assistance then both rescuers remove the victim from the pool using the two-person removal from the water as taught in the American Red Cross Lifeguard Training.
If EMS has not been called and if the victim is unable to exit the pool with minimal assistance and must be removed by both rescuers, immediately call EMS.

Once the victim has been removed from the water the first lifeguard administers appropriate first aid and follows universal precautions.

If EMS has not been called and if the victim’s condition worsens or if any other life threatening conditions are found during the primary or secondary surveys, immediately call EMS.

**Active Drowning Victim**

The first rescuer moves the victim to safety, and assists the victim from the pool. If a victim is unable to exit the pool with assistance then both rescuers remove the victim from the pool using the two-person removal from water as taught in the American Red Cross Training.

Once the victim has been removed from the water, the first lifeguard administers appropriate first aid and follows universal precautions and waits for EMS. Even when the victim seems not have sustained any serious harm, any active drowning victim should be evaluated by EMS.

**Passive Drowning or Submerged Victim**

The first rescuer moves the victim to safety, and both rescuers remove the victim from the pool using the two-person removal from water.

Once the victim has been removed from the water, the first lifeguard administers appropriate first aid and follows universal precautions and waits for EMS.

**Accident Reports**

An accident report must be completed as soon as possible after the emergency and given to the Aquatics Coordinator.

In the event of a drowning or other serious accident the Aquatics Coordinator will arrange for critical incident stress debriefing and class cancellations or substitute instructors as needed.
Weather/Other Emergency Situations

Tornado Watch/Warning
The police department will notify the Rec Complex if there is a tornado watch/warning. Guards will then clear the pool immediately. Blow your whistle to gain the attention of the patrons, and announce that you have to clear the pool due to tornado warning. Help to guide them to the multi-purpose room in order to keep them safe. No minor (under 18) unaccompanied will be allowed to leave until the police department has notified us. We will highly encourage adults to remain in the facility, but it is their decision if they wish to leave.

Fire
Clear the pool immediately. Pull the fire alarm, and escort all patrons outside through the pool emergency exits toward the parking lot. Evacuate to parking lot at least 300 feet away from the building. Note location of fire extinguishers for small fires.

Severe Thunderstorm
Our facility is grounded, therefore, swimming during a lightening or thunderstorm is permitted. Be alert to respond to a possible tornado warning.

Other (gas leak, pump room fire etc.)
Notify Building Supervisor/ Front desk of the emergency. Clear the pool immediately. Evacuate to at least 300 feet (far end of parking lot).