

## **Lifeguarding Rules and Responsibilities**

- **Guard tube must be attached to you at all times. DO NOT pick at the tube or the tube will be your expense. Retail value = \$33.**
- **Separate from other lifeguards/instructors. Do not get distracted by other staff. Your friends should not be coming on the pool deck to hang out with you/distract you.**
- **Breaks:**
  - **4 hr. shift = 15 minute break**
  - **4-8 hr. shift = 30 min. break + 15 min. break**
  - **8+ hour shift = 1 hr. break + two 15 min. breaks**
- **Continuously scan your zone**
  - **Blue head stand = training pool & lap pool**
  - **High stands = lap pool**
  - **Blue training pool stand = training pool**
    - **Should be used only when training pool is exceptionally busy or 3 guards are present**
- **If you need to take a break, notify the other lifeguard. A guard should always be in or around the head blue stand especially if there are swimmers in the training pool.**
- **Be sure to keep the pool deck clean and safe.**
  - **Clean up equipment during and especially at the end of your shift. Do not leave equipment out for the next shift of guards to have to clean up.**
  - **The pool deck gets very slippery. Use the squeegee (pump room) and push water into the drains.**
- **There is to be no cell phones at the pool! If you are caught, it will be taken from you for the day and you will be written up.**

## **Pool Rules**

- **No running**
- **No diving unless on the 10ft ledge.**
- **No diving or jumping off starting blocks. Exceptions: LKSA, swim team**
- **No one should sit on the chair lift except those who are using it.**
- **No hanging off the lane lines.**
- **Exercise equipment (belts, ankle weights, dumbbells, webbed gloves) are for ADULTS ONLY.**
- **LKSA equipment (kicking mats, islands) is for LKSA use only.**
- **If lessons are using a lane in the lap pool or section of the training pool, members are not allowed in that area.**
- **No rough play.**
- **No hanging on the basketball net.**
- **Noodles should not be used for sword fighting/hitting one another.**
- **Fins can be used but you may not walk on the deck in them.**
- **There should be no changing on the deck. Kindly tell members there is a family changing room in between the indoor and outdoor pools, out the double doors in the deep end, turn right and they are on the right.**
- **No eating or glass bottles on the pool deck.**
- **Use your common sense: if you think something is unsafe kindly let the member know to stop.**

## Pool Tests

- Pool tests must be completed on each pool every hour on the top of the hour and be recorded in the pool log
- To take a pool test:
  - Use the testing kit behind the head stand and get a sample of pool water
  - In small cylinder, place a DPD1 tablet. This tests chlorine level.
  - In large cylinder, place 2 drops of green #4 indicator solution and 5 drops of red #2 indicator solution. This test pH level.
  - Cover the testing kit and mix.
  - Match the color to the scale on the testing kit and record.
  - Every other hour a combined chlorine test must be completed:
    - In the small cylinder that should be pink from previous test add a DPD3 tablet. Mix and record the change. This should be recorded as +0, +0.5, +1.0, etc...
  - Repeat for the other pool.
  - \*\* Notify a manager if chlorine is below a 1.0 or higher than a 5.0.\*\*
- Bleaching Out:
  - Sometimes the chlorine can get so high that it “bleaches out”
  - If you do a chlorine test and notice that the sample turns pink but then when you mix it, turns clear, the chlorine level is too high.
  - Notify a manager immediately! The pool may have to be closed when this happens.
  - If you are unsure if the reading is a 0 or it’s bleaching, do another test. You can also see if the water smells chlorine potent on your hand.
  - If no manager present, call.

## **First Aid**

- The first aid box is located on the pool testing table behind the head guard stand
- If you have to perform any first aid, be sure to use gloves.
- You should approach all accidents no matter how extreme they are. Simply go over to the injured party and ask "is everything okay?".
- You must ALWAYS submit an incident report for any first aid or injury that occurs in or around the pool.
  - Incident Reports can be found on the pool testing table in the upper rack.
  - Completed forms should go on the bottom rack. They will be collected and passed on to the appropriate people.
- There will always be at least one backboard located in the indoor pool. It is most likely to be found on the back windows. A second may be found by the side wall guard stand.
- AED Locations:
  - Fitness center (closest to pool)
  - Front lobby desk
  - Across from group wellness 1 (upstairs)
  - Early Childhood (by the imaginarium)
- Extra First Aid Supplies can be found inside the pump room. If you notice items are low inside the first aid box let a manager know or refill them yourself
- If 911 is needed, use the pool phone. To dial press 8-911.

## **Opening/Closing Procedures**

- **To Open:**
  - Get keys which are hanging on a hook outside of the LKSA office
  - To open pool door, use key labeled LKSA
  - Open double doors at the deep end
  - Turn lights on. Use the small prong to flip up on the light switches
  - Open women's and men's locker rooms with 'girls' and 'boys' keys respectively
  - Do a pool test to make sure pool counts in each pool are okay
  - Return the keys to the hook outside the LKSA office
- **To Close:**
  - Get keys which are hanging on a hook outside the LKSA office
  - Lock double doors at the deep end. Be sure that both are locked.
  - Turn lights off with small prong
  - Lock women's and men's locker rooms with 'girls' and 'boys' keys respectively.
  - Turn off lights in pump room
  - Lock door to office with LKSA key
  - Hang up keys on hook outside the LKSA office

## **Pool Hours**

- **Monday – Thursday**
  - 5:30AM – 9:45PM
- **Friday**
  - 5:30AM – 5:45PM
- **Saturday**
  - 7:00AM – 5:45PM
- **Sunday**
  - 7:00AM – 4:45PM

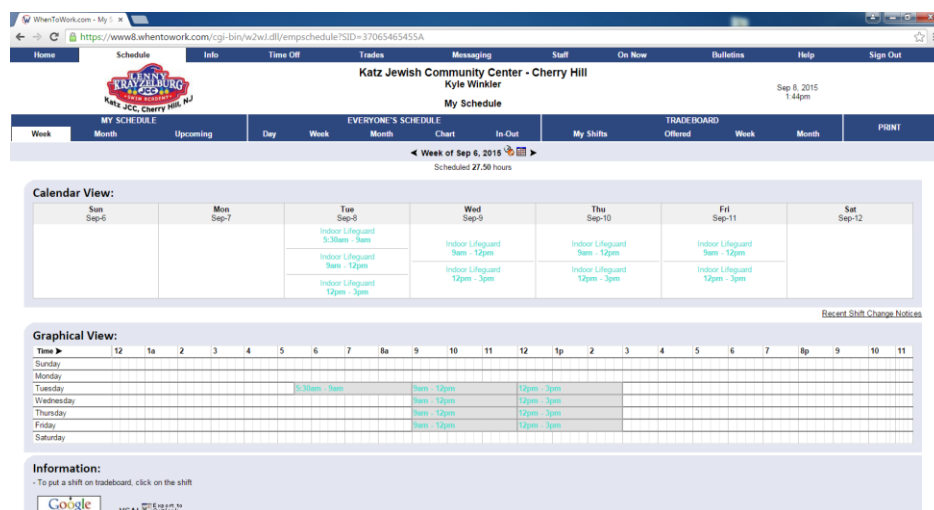
**\*\*THE POOL SHOULD NOT BE CLOSED EARLIER THAN THE TIMES LISTED  
UNLESS OTHERWISE APPROVED\*\***

## WhenToWork

- WhenToWork is the program Aquatics uses for all scheduling. You will use this to check when you are working, if you need a sub for a given shift, or you want to pick up somebody else's shift on a given day.
- To check your own schedule:
  - Log in to WhenToWork. If you have not been sent a welcome email to set up your account, contact a manager.
  - Press the schedule tab. You can then view your schedule and other employee's schedules.
- If you need a sub for a shift:



### 1 Login to WhenToWork



### 2 Click the schedule tab

**Upcoming Shifts:**

Day	Month	Upcoming	Day	Week	Month	Chart	In Out	My Shifts	TRADE BOARD	Week	Month
Tue	Sep 8, 2015	5:30am - 9am	Indoor Lifeguard								
Tue	Sep 8, 2015	9am - 12pm	Indoor Lifeguard								
Tue	Sep 8, 2015	12pm - 3pm	Indoor Lifeguard								
Wed	Sep 9, 2015	9am - 12pm	Indoor Lifeguard								
Wed	Sep 9, 2015	12pm - 3pm	Indoor Lifeguard								
Thu	Sep 10, 2015	9am - 12pm	Indoor Lifeguard								
Thu	Sep 10, 2015	12pm - 3pm	Indoor Lifeguard								
Fri	Sep 11, 2015	9am - 12pm	Indoor Lifeguard								
Fri	Sep 11, 2015	12pm - 3pm	Indoor Lifeguard								

Comment to show on tradeboard:

**Information:**  
 - To post shifts to Tradeboard select boxes for Trade and/or Drop, include a comment if wish, then click "Post"  
 - Problems or questions about your schedule? Please [contact your Manager](#)

**3 Under the tradeboard tab, click my shifts. If you are just looking to get coverage for a shift select 'drop' on that post then click post. If you have already arranged for someone to pick up that shift, be sure to write on the comment 'for ....'. If you want to trade a shift with another guard (i.e you work their shift, they work yours, choose 'trade'. To pick up other staff's shifts click the 'offered' tab and accept a an unassigned or traded shift.**

- **Aquatics Policy:** It is your responsibility to find coverage for a shift that you cannot work. Posting a shift on the tradeboard does not get you off the hook for that shift. Once someone accepts the shift or you find coverage and post it to WhenToWork, then the shift is no longer your responsibility. A manager will have to accept the coverage request for it to appear on the WhenToWork schedule.
- You should check WhenToWork regularly as to avoid missing any of your shifts.
- You should also check periodically the bulletin board as it's the best way to communicate info quickly to the entire staff.

## **Accidental Fecal Release (AFR)/Accidental Gastrol Release(AGR)/Blood**

- **If someone has an accident or gets sick IN the pool:**
  - **Confirm that the specific scenario has occurred. (Use the skimmer)**
  - **Notify a manager. If none present, call.**
  - **Close the pool**
  - **Continue to remove all remnants of the accident. Throw all deposits into trashcan.**
  - **Check chlorine level. If level is too low, adjustments will be made.**
  - **Pool will reopen depending on the severity of the accident. Decision to reopen will be made by a manager.**
  - **Call maintenance at ext. 1155 to remove the trash bag. If no one answers, call or talk to the Health & Wellness control desk (ext. 1150) and ask them to walkie maintenance for trash removal.**
  - **Disinfect all equipment that was in the pool at the time. Disinfectant can be found inside the pump room.**
  - **Notify Health & Wellness Desk, Main Lobby Desk, Spa Desk (Whirlpools must be closed). When pools reopen notify these desks that pools are open.**
- **If someone has an accident, gets sick OUTSIDE the pool or blood on the deck:**
  - **Block off the area of the accident.**
  - **Notify manager**
  - **Call maintenance at ext. 1155 to clean off the deck. If no one answers, call or talk to the Health & Wellness control desk (ext. 1150) and ask them to walkie maintenance for cleanup.**



## **Thunder/Lightning Procedures**

- **In the event of a thunderstorm, once a rumble of thunder is heard or strike of lightning is seen the pool must be immediately cleared and closed.**
  - **Blow your whistle and have the members leave the pool.**
  - **All members must leave the pool deck. It is a hazard to have them on the pool deck.**
  - **Once the deck is completely cleared, all doors should be locked as if you were to close. This includes double doors to the hallway, men's and women's locker rooms.**
  - **Guards should then proceed to the office and wait for direction. You may want to check the outdoor pool to continue to monitor the storm. If no supervisor is present, be sure to continue to monitor the storm on your own.**
  - **From the first rumble or strike of lightning the pool is to be closed for 30 minutes. For every additional rumble or strike 20 minutes is to be added. (Example: Storm strikes at 11:30, pool is closed until 12:00. Another strike of lightning occurs at 11:45, pool is closed until 12:05.**
  - **Notify Health & Wellness Desk, Main Lobby Desk, Spa Desk (Whirpools must be closed). When pools reopen notify these desks that pools are open.**

## **Pool Closures**

- **In the event of any pool closure: AFR/AGR, Thunderstorm, Chlorine levels out of control you must notify the following people:**
  - **Health & Wellness Control Desk**
  - **Main Lobby Desk**
- **In the event of a thunderstorm you must also notify the Spa Desk. Whirlpools must be closed during thunderstorms.**
- **Be sure to notify all desks when pools are reopened.**

## **Lockdown/Fire Procedures**

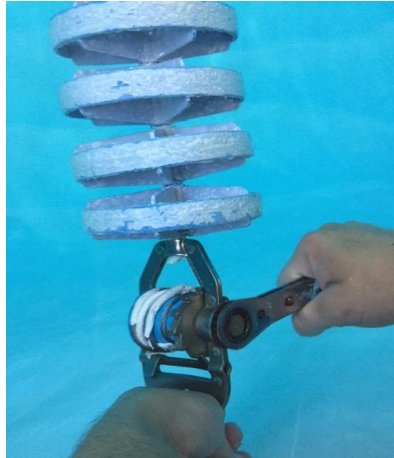
- **Lockdown:** situations where they may be a threat in or around the building.  
**Purpose:** seek shelter in a disclosed place out of any main eyesight (windows)
  - On the speaker you will hear “Lockdown, Lockdown, Lockdown”
  - Immediately blow your whistle and have patrons quickly exit the pool.
  - They are to be directed into the locker rooms and into the shower area
  - A guard should get the keys hanging on the hook outside the LKSA office and lock every door: double doors by the hallway, womens and mens locker rooms then the main door by the office.
  - Guards should then go into the LKSA office door closed.
  - Once given the “all clear”, you can re-open the pool and continue per normal.
- **Fire:** In the event of a fire or fire drill, fire alarms will be activated.
  - Immediately blow your whistle and remove all patrons from the pool. This should be quick.
  - Members should make their way to the outdoor pool and out the outdoor pool gate.
  - Keys for the outdoor pool gate are located inside the office in the pencil holder. There are two locks for the gate. One is a chain lock and the other is a lock attached to the gate.
  - Direct members out towards the parking lot.
  - If time permits, a guard should go in the locker room and clear members out if it has not been done already and all doors should be locked as if the pool was closing.
  - Once given the “all clear”, re-open the pool and continue the day per normal.

## Changing a Lane Line

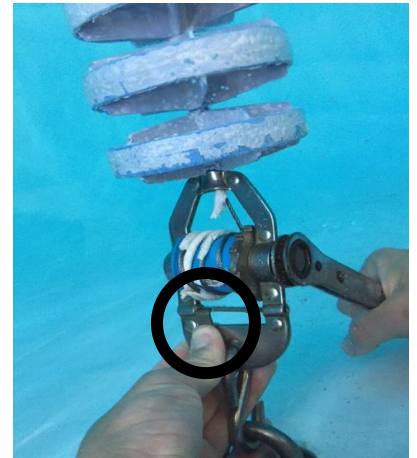
- Use wrench found on the top of the tall stand in the deep end
  - To move lane over:



**1** Change lane line from deep end side



**2** Place wrench on knob. When you push clockwise, wrench should lock. If this is not the case use the other side of the wrench.



**3** To loosen: push down on button and spin wrench counterclockwise. To tighten just spin wrench clockwise. You do not have to push down on the release button to tighten.

## **Operating Chair Lift**

- **If member asks you to use the chair lift to enter the pool:**
  - **Get battery from LKSA office, on the ground next to filing cabinet**
  - **Connect the battery to the chair lift by matching up the magnets**
  - **Turn the power on. A green light should turn on.**
  - **Have member sit on the lift holding firmly. You will have to manually push the chair lift so the patron is over the pool.**
  - **Use the buttons on the lift to lower the patron into the pool**
  - **Repeat the process for taking the patron out of the pool.**
  - **Return the battery to the office and plug in**

## **Birthday Parties**

- **On occasion, birthday parties rent out pool space, most likely on weekends.**
- **If a birthday party is to occur let members who are swimming in the space that will be closed off know the party is coming and they'll have to swim in a different area of the pool.**
- **Birthday party guards are on a sign-up basis and pay separate from your regular lifeguarding rate. Sign-ups will be posted on aquatics office window or white board**
- **Guarding a Birthday Party**
  - **2 Guards Assigned – 1 On Deck, 1 In Pool**
  - **Unless otherwise notified, you will be expected to play a game or few games during the time. You should speak to the birthday party staff and parents of the birthday child.**
  - **A Few Game Suggestions:**
    - **Relay Races**
    - **Splitting kids into separate teams, putting a lot of toys into the pool and having them place toys into their teams bin. Most toys win.**
    - **Sharks and Minnows (age dependent)**
  - **If you're working a birthday party you should have a plan before you come in to work.**
  - **Best set up for birthday party swim:**
    - **15-20 min free swim**
    - **15-20 min game**
    - **Remaining Time: Free Swim**