

Opening Mon-Thu mornings

Open Locker Rooms and Gates

Check Deck/Pool for any issues

Lane Line Change to LCWed/FriTake Pool Covers OffMon/Tue/ThuRemove Cover strapsMon/Tue/ThuLC Flags UpMon/Wed/Fri/Sat

Pace Clock (plug on shallow/deep end)

First aid kit on clock cart

Review Lesson Assignments (M/T)

Lesson Items out for classes

White Board-viewing area

Check Viewing Area/Buckets

Move Lane Lines for Classes

Instructors

Instructors

Instructors

Opening Fri-Sat mornings

Open Locker Rooms and Gates

Check Deck/Pool for any issues

Lane Line Change to LC Wed/Fri
Pool Covers Off Mon/Tue/Thu

Pace Clock (plug on deep end)

First aid kit on clock cart

Walk deck (lost and found/trash)

Opening Afternoon

Open Locker Rooms and Gates

Check Deck/Pool for any issues

Pace Clock (plug on shallow/deep end)

First aid kit on clock cart

Review Lesson Assignments (M/T)

Lesson Items out for classes

White Board-viewing area

Check Viewing Area/Buckets

Move Lane Lines for Classes

Instructors

Instructors

Instructors

Closing

Convert Pool to Short Course

Pool Cover Straps-3 on each cover

LC Flags down

Pace Clock-in office First aid kit-in office

Deck Walk (trash and lost and found)

Lesson Items away in box Check Viewing Area/Buckets

Closing

Pool Covers

Convert Pool to Short Course

Pool Cover Straps-3 on each cover

LC Flags down

Pace Clock-in office

First aid kit-in office

Deck Walk (trash and lost and found)

Close Locker Rooms and Gates

Polo Cages put away
Polo Lane Lines moved back to SC

Move Lane Lines moved back to SC

Lesson Items away in box

Closing

Pool Covers

Pool Cover Straps

LC Flags down

Pace Clock-in office

First aid kit-in office

Deck Walk (trash and lost and found)

Close Locker Rooms and Gates

Closing-additional info

Take down the large blue tent if winds are expected to be very strong.

Lead Staff (typically salary) remain on site until 6:15 pm (Mon-Thu)

Lead Staff (typically salary) remain on site until 9:30 am on Fri

Lead Staff (typically salary) remain on site until 10:15 am on Sat

Report any issues to Ricky via text or phone call. Email may be needed as a follow up.

For any immediate issues, contact campus safety at 707-580-6526

M-Th mornings

Mon/Wed (Coaches/Swimmers at 9 am)

Mon/Wed/Fri/Sat

Instructors Instructors

Afternoon

5:40 pm on Mon/Wed

Mon/Wed (Coaches/Swimmers at 9 am)

Mon/Wed/Fri/Sat

T/TH

T/TH

Instructors Instructors

Fri and Sat mornings 9 am Fri/9:45 am Sat

Mon/Wed/Fri/Sat