



2.4 Roles and Responsibilities

- A. Manager
- B. Assistant Manager
- C. Head Lifeguard
- D. Lifeguard
- E. Cashier
- F. Concessions Manager
- G. Concessions Worker
- H. Swim Team Coach

2.6 Staff Expectations



A. AQUATICS CENTER MANAGER

OBJECTIVES

The responsibility of the Aquatics Center Manager is for the total operation of the Oelwein Family Aquatics Center. These objectives are four-fold: To assist the Park Supervisor in the mechanical operations of the aquatics center, to take responsibility in all areas of managing and facility operations, to train, supervise, monitor and evaluate the aquatics center staff, with emphasis on supervising, problem solving, and public relations. It will be necessary to interpret pool policies and programs, assume responsibility for facility maintenance, and to promote the department's overall philosophy.

QUALIFICATIONS

- ❖ Must be at least 21 years old
- ❖ High school graduate highly desired.
- ❖ Possess current Lifeguarding, CPR and First Aid Certifications.
- ❖ WSI and Lifeguard Instructor certifications are highly desired, but not required.
- ❖ Certified Pool Operator's certification highly desired, but not required.
- ❖ Possess thorough knowledge of lifeguarding and rescue techniques and water safety practices.
- ❖ Basic knowledge and understanding of pool water quality control and the mechanical functions of pool equipment.
- ❖ Experience as a lifeguard for a public swimming facility.
- ❖ Ability to successfully complete a pre-hire skills test before being hired.
- ❖ Ability to understand and follow oral and written instructions.
- ❖ Ability to prepare and maintain clear and accurate records and reports.
- ❖ Must be able to lift and move heavy objects weighing up to 50 lbs.
- ❖ Ability to work a variety of hours outdoors during the day, mornings, evenings and weekends.

RESPONSIBLE TO

Park Superintendent

ADMINISTRATIVE RESPONSIBILITIES

- ❖ Supervise lifeguards and guarding operations including:
 - ❖ Planning and supervising guard operations.
 - ❖ Assigning guards to daily rotations.
 - ❖ Concession manager and all aquatic center employees
 - ❖ Orienting lifeguards to specific safety problems of facility.
 - ❖ Assisting in the evaluation of pool personnel.
 - ❖ Coordinate and implement all staff trainings and meetings in a planned and organized manner.
 - ❖ Function as a lifeguard if availability of lifeguards is tight.
 - ❖ Assume the responsibility of the total operation of the facility.
 - ❖ Knowledge of all emergency and safety procedures for the facility.
 - ❖ Supervise and monitor the daily operation of the cash register and controlling of daily cash funds, including but not limited to the following:



- ❖ Ensure that personnel charge all patrons who use the facility, whether it be cash or the use of the season pass.
- ❖ Ensure that the cash register is attended at all times by a staff member.
- ❖ Complete related paperwork, including but not limited to daily cash register, daily attendance, and season pass sales reports in a correct and timely manner.
- ❖ Responsible for the nightly deposit of the cash bag.
- ❖ Coordinate schedules with the Oelwein swim team, pool parties and any other groups that utilize the facility.
- ❖ Supervise the Red Cross swimming lessons that the city provides.
- ❖ Complete, in a timely manner, all reports as requested by the Utility Superintendent.

STAFF AND PATRON RESPONSIBILITIES

- ❖ Require patrons to follow personal health and safety regulations as formulated by the Iowa Department of Public Health and the Oelwein Parks and Recreation Department.
- ❖ Require all personnel to follow the set guidelines and policies of operation.
- ❖ Handle and assign all first aid requirements.
- ❖ Handle all public concerns, questions or disciplinary problems in a calm, courteous and professional manner; and fill out the proper documentation for all situations.

FACILITY MAINTENANCE RESPONSIBILITIES

- ❖ Assist the Park Superintendent in the mechanical operations of the facility.
- ❖ Work involves adopting and enforcing facility rules and policies.
- ❖ Inspect facility for equipment conditions, vandalism, cleaning and supplies.
- ❖ Maintain program equipment in proper condition.
- ❖ Knowledgeable of the functions of all pool equipment, and assume responsibility for testing and maintaining a safe and desirable condition for pool water; regardless if open or closed for operation.
- ❖ Ensure that the entire facility is kept and maintained in a neat and orderly manner, including:
 - ❖ The daily disinfection of changing rooms, restrooms and deck areas.
 - ❖ Cleaning pool and deck area when necessary.
 - ❖ Cleaning and maintaining pool grounds.
- ❖ Daily inspection of waterslide and diving boards, including waxing waterslide per manufacturer's guidelines. Guard stands, pool ladders, deck chairs, perimeter fence.
- ❖ Ensure that the Aquatic Center has been vacated and secured prior to leaving the facility and that the filters have been cleaned.
- ❖ Any additional duties as assigned by the Park Superintendent.



B. ASSISTANT MANAGER

OBJECTIVES

The objectives of the Assistant Manager are three fold: To assist the Aquatics Center Manager in all areas of managing and facility operations, to assume total responsibility of the facility in the absence of the Manager, and to assist in supervising, monitoring and evaluating the lifeguarding staff. Therefore these objectives are similar to the Aquatics Center Manager, with emphasis on supervising, problem solving and public relations. It will be necessary to interpret pool policies and programs, assume responsibility for facility maintenance and to promote the department's overall philosophy.

QUALIFICATIONS

- ❖ Must be at least 18 years of age.
- ❖ High school graduate highly desired.
- ❖ Possess current Lifeguarding, CPR and First Aid Certifications.
- ❖ WSI and Lifeguard Instructor certifications are highly desired, but not required.
- ❖ Possess thorough knowledge of lifeguarding and rescue techniques and water safety practices.
- ❖ Basic knowledge and understanding of pool water quality control and mechanical functions of pool equipment.
- ❖ Experience as a lifeguard for a public swimming facility.
- ❖ Ability to successfully complete a pre hire skills test before being hired for employment.
- ❖ Ability to understand and follow oral and written instructions.
- ❖ Ability to prepare and maintain clear and accurate records and reports.
- ❖ Must be able to lift and move heavy objects weighing up to 50 lbs. over an extended period of time.
- ❖ Ability to work a variety of hours outdoors during the day, evening and weekends.

RESPONSIBLE TO

Aquatics Center Manager
Park Superintendent

ADMINISTRATIVE RESPONSIBILITIES

- ❖ Supervise lifeguards and guarding operations including:
- ❖ Planning and supervising guard operations.
- ❖ Assigning guards to daily rotations.
- ❖ Orienting lifeguards to specific safety problems of facility.
- ❖ Assisting in the evaluation of pool personnel.
- ❖ Assist in the coordination and implementation of staff trainings and personnel meetings.
- ❖ Function as lifeguard when not managing the facility.
- ❖ Assume the responsibility of the total operation of the facility in the absence of the Aquatics Center Manager.
- ❖ Knowledge of all emergency and safety procedures for the facility.



- ❖ Supervise and monitor the daily operation of the cash register and controlling of daily cash funds, including but not limited to the following:
- ❖ Ensure that personnel charge all patrons who use the facility, whether it be cash or the use of the season pass.
- ❖ Ensure that the cash register is attended at all times by a staff member.
- ❖ Complete related paperwork, including but not limited to daily cash register, daily attendance, and season pass sales reports in a correct and timely manner.
- ❖ Responsible for the nightly deposit of the cash bag.
- ❖ Responsible for supervision of concessions manager when the Aquatics Center Manager

STAFF AND PATRON RESPONSIBILITIES

- ❖ Require patrons to follow personal health and safety regulations as formulated by the Iowa Department of Public Health and the Oelwein Parks and Recreation Department.
- ❖ Require all personnel to follow the set guidelines and policies of operation.
- ❖ Handle and assign all first aid requirements.
- ❖ Handle all public concerns, questions or disciplinary problems in a calm, courteous and professional manner.

FACILITY MAINTENANCE RESPONSIBILITIES

- ❖ Inspect facility upon opening for equipment conditions, vandalism, cleaning and supplies.
- ❖ Maintain program equipment in proper condition.
- ❖ Knowledgeable of the functions of all pool equipment, and assume responsibility for testing and maintaining a safe and desirable condition for pool water.
- ❖ Ensure that the entire facility is kept and maintained in a neat and orderly manner, including:
 - ❖ The daily disinfection of changing rooms, restrooms and deck areas.
 - ❖ Cleaning pool and deck area when necessary.
 - ❖ Cleaning and maintaining pool grounds.
- ❖ Ensure that the Aquatic Center has been vacated and the facility is secured prior to leaving.
- ❖ Any duties as assigned by the Aquatics Center Manager or Park Superintendent.



C. HEAD LIFEGUARD

OBJECTIVES

The main objective of the Head Lifeguard is to assist the Aquatics Center Manager and Assistant Manager. The objectives are very similar to that of the Assistant Manager in that it will be necessary to supervise personnel, handle Aquatic Center problems, interpret Aquatic Center policies, and learn all aspects of managing the facility's operations and public relations. It will also be necessary to assume total responsibility in the absence of the Aquatics Center Manager and Assistant Manager.

QUALIFICATIONS

- ❖ Must be at least a second year Guard. High School graduate is highly desired.
- ❖ Possess current Lifeguarding, CPR and First Aid Certifications.
- ❖ Possess knowledge of lifeguarding and rescue techniques and water safety practices.
- ❖ Possess experience as a lifeguard for a public swimming facility.
- ❖ Ability to understand and follow oral and written instructions.
- ❖ Ability to communicate clearly and effectively, both orally and in writing.
- ❖ Ability to lift and move heavy objects weighting up to 50 lbs.
- ❖ Ability to work a variety of hours outdoors during the day, evenings and weekends.
- ❖ Ability to successfully complete a prehire skills test before being hired for employment.

RESPONSIBLE TO

Aquatics Center Manager and Park Superintendent.

ADMINISTRATIVE DUTIES

- ❖ Assign and supervise guarding operations at the pool.
- ❖ Be knowledgeable in guard duties and practices at the pool.
- ❖ Assist in conducting staff meetings.
- ❖ Knowledgeable of all emergency and safety procedures for the facility.
- ❖ Function as a lifeguard when not managing facility.
- ❖ Complete all tasks as assigned by the immediate supervisor/aquatics manager.

STAFF AND PATRON RESPONSIBILITIES

- ❖ Require patrons to follow personal health and safety regulations as formulated by the Iowa Department of Public Health and the Oelwein Parks and Recreation Department.



D. LIFEGUARD

OBJECTIVES

The Lifeguard's main objective is to enforce all pre-established policies, rules and regulations in a prompt, uniform and professional manner. It will be necessary to respond quickly and effectively to all rescue and emergency situations. Following the Department's philosophy and goals, the lifeguard will help educate the pool patrons in the importance of correct water safety practices.

QUALIFICATIONS

- ❖ Must be at least 15 years of age.
- ❖ Possess current Lifeguarding, CPR and First Aid Certifications.
- ❖ Knowledgeable of water safety practices and usage of water safety equipment.
- ❖ Ability to understand and follow oral and written instructions.
- ❖ Ability to communicate clearly and effectively, both orally and in writing.
- ❖ Ability to lift and move heavy objects weighing up to 50 lbs.
- ❖ Ability to work a variety of hours outdoors during the day, evenings and weekends.
- ❖ Ability to successfully complete a pre hire skills test before being hired for employment.

RESPONSIBLE TO

Aquatics Center Manager and Park Superintendent

STAFF AND PATRON RESPONSIBILITIES

- ❖ The Lifeguard's foremost responsibility is to ensure the safety of all patrons and participants.
- ❖ The Lifeguard must use judgment in prohibiting ANY activity or practice that may endanger the patron, other patrons, or any spectator. The Lifeguard's authority must not be questioned, so he/she must always be sure of his/herself and steadfast when enforcing the rules.
- ❖ The Lifeguard must be tactful in handling disciplinary problems and must use self-restraint in language, temper and manners.
- ❖ Because the Lifeguard is a direct reflection of the facility, the Parks and Recreation Department and the City of Oelwein she/he must act and present herself/himself in a professional manner at ALL times, in all situations.
- ❖ Require patrons to follow personal health and safety regulations as formulated by the Iowa Department of Public Health and the Oelwein Parks and Recreation Department.
- ❖ Knowledgeable of all personnel and operational policies, specific Aquatic Center rules and regulations, and specific emergency procedures for the Aquatic Center.
- ❖ Handle and assign all first aid requirements as directed and accurately complete the necessary forms and paperwork for every situation.
- ❖ Handle all public concerns, questions or disciplinary problems in a calm, courteous and professional manner.
- ❖ Report any behavioral or disciplinary problems to supervisors.



- ❖ Cooperate with and complete all tasks as assigned by immediate supervisors and/or aquatic center manager.

FACILITY MAINTENANCE RESPONSIBILITIES

- ❖ Assist in opening the facility by inspecting equipment conditions, looking for vandalism to the facility, do the proper cleaning and restocking supplies.
- ❖ Ensure that the entire facility is kept and maintained in a neat and orderly manner, including:
- ❖ The daily disinfection of changing rooms and restrooms.
- ❖ Cleaning pool and deck area when necessary.
- ❖ Cleaning and maintaining pool grounds.
- ❖ Assist other personnel members with their assignments and duties during rush periods, or minor maintenance work during off periods.
- ❖ Ensure that the pool has been vacated and the facility secured prior to leaving.



E. Front Desk

OBJECTIVES

The objectives of the front desk worker are to provide knowledgeable information, registration and service in a courteous pleasant manner. The front desk worker is often the first place a patron makes contact. Maintaining good public relations at all times in all situations is vital to your job performance. It will be necessary to be knowledgeable in all areas of the program and to be able to educate the public of this information. You will be responsible for controlling cash funds, operating a cash register, and correctly completing the required paperwork.

RESPONSIBLE TO

Aquatics Center Manager and Park Superintendent

QUALIFICATIONS

- ❖ Must be 14 years of age or older and preferably have some experience in dealing with the public.
- ❖ Ability to follow oral and written directions.
- ❖ Ability to sort and compare numbers accurately and rapidly.
- ❖ Ability to maintain order and cleanliness in dressing rooms.
- ❖ Ability to get along well with others.
- ❖ Current standard First Aid and CPR Certifications.

STAFF AND PATRON RESPONSIBILITIES

- ❖ Present a good public image; be polite and smile!
- ❖ Whenever possible address the patron by name. In other cases use a formal mode of address, such as "Sir" or "Young Lady".
- ❖ VOLUNTEER INFORMATION! Always answer questions as completely as possible. Ask the question, "May I help you?"
- ❖ Must be competent and efficient in processing patrons for public swim.
- ❖ Must take complete notes and telephone messages for staff including name, date, time, message, and the name of the person taking the message.
- ❖ Assist the pool personnel in emergency or first aid requirements.

FACILITY MAINTENANCE RESPONSIBILITIES

- ❖ Keep the front desk area cleaned and organized.
- ❖ Picking up trash in front of and around the counter and front door areas, sweeping and mopping.
- ❖ Keep windows clean with window cleaner and front of desk free of dirt and tape residue.
- ❖ Responsible for posting neat signs and notices.



- ❖ Allow only pool personnel behind the front counter and in the office areas.
- ❖ Maintain order in the lobby, locker areas and parking lot.

CASH CONTROL RESPONSIBILITIES

- ❖ Responsible for daily operation of cash register and control of cash funds. Never leave register unattended! Even during session breaks, the front desk must be staffed to answer questions and answer the phone. If you must leave the position have your supervisor attend it for you.
- ❖ Double check with the aquatics center manager or supervisor to ensure proper staffing, then promptly admit patrons for public swim sessions.
- ❖ Ensure that all patrons are admitted paying the daily admission fees or by using season passes.
- ❖ Complete and submit to your supervisor all paperwork and reports correctly and in a timely manner. Daily reports may include but are not limited to:
 - ❖ Daily cash register report
 - ❖ Daily attendance report
 - ❖ Season passes sold
- ❖ Cashier is responsible for all cash funds while on duty, including cash overages and shortages.
- ❖ Cooperate with and complete all tasks as assigned by immediate supervisors and/or aquatics center manager.



F. CONCESSIONS MANAGER

OBJECTIVES

The objective of the Concession Manager position is two-fold. Primarily duties including planning, organizing, stocking, ordering, scheduling and supervising the daily operations of the concessions facilities and doing related work as required.

QUALIFICATIONS

- ❖ High School graduate with finance or business management skills plus 1 year of supervisory experience.
- ❖ Possess current First Aid and CPR Certifications
- ❖ Possess a valid Iowa Driver's License.
- ❖ Ability to prepare and maintain accurate records and reports.
- ❖ Ability to follow oral and written directions.
- ❖ Ability to work with groups and maintain discipline.
- ❖ Ability to organize, lead, and supervise concession personnel.
- ❖ Ability to establish and maintain effective working relationships with other employees and the general public.

RESPONSIBLE TO

Aquatics Center Manager and Park Superintendent

ADMINISTRATIVE RESPONSIBILITIES

- ❖ Supervise concessions personnel and concessions operations including:
- ❖ Planning and supervising workers.
- ❖ Assigning workers to daily schedules.
- ❖ Orienting workers to specific safety problems of facility.
- ❖ Complete evaluations of concessions personnel.
- ❖ Coordinate and implement all staff trainings and meetings in a planned and organized manner.
- ❖ Function as a concession worker.
- ❖ Knowledge of all emergency and safety procedures for the entire facility.
- ❖ Supervise and monitor the daily operation of the cash register and control of cash funds, including but not limited to the following:
- ❖ Ensure that personnel charge all patrons for purchases.
- ❖ Ensure that the cash register is attended at all times.
- ❖ Complete related paperwork, including but not limited to:
- ❖ Daily concession Stand Balance Sheet
- ❖ Nightly Inventory Sheet
- ❖ Responsible for the nightly deposit of the cash bag
- ❖ Complete, in a timely manner, all reports as requested by the Aquatics Center Manager or Park Superintendent.



- ❖ Maintain a quality inventory of food stuffs to be sold. Determine what products sell well and what doesn't and make recommendations to the Aquatics Center Manager.
- ❖ Assist the Aquatics Center Manager with recommendations on policies, rules and regulations.

STAFF AND PATRON RESPONSIBILITIES

- ❖ Require all patrons and personnel members to follow personal health and safety regulations as formulated by the Iowa Department of Public Health, and the Oelwein Parks and Recreation Department.
- ❖ Require all personnel members to follow set policies and guidelines.
- ❖ Handle and assign all first aid requirements.
- ❖ Handle all public concerns, questions or disciplinary problems in a calm, courteous and professional manner.
- ❖ Assist the lifeguard personnel in emergency or first aid requirements.

FACILITY MAINTENANCE RESPONSIBILITIES

- ❖ Inspect facility upon opening for equipment conditions, vandalism, cleanliness and supplies.
- ❖ Maintain all equipment in working condition.
- ❖ Maintain the concessions area in a clean and organized manner, picking up trash around the window area and in the eating areas poolside and next to the mini-golf course.
- ❖ Responsible for posting neat advertisements and signs.
- ❖ Allows only the appropriate personnel members in the concessions area.
- ❖ Inspects the outside restroom facilities prior to, during and after scheduled shifts.
- ❖ Ensure the proper use of mini-golf facilities. Return balls to concession stand from ball pit.
- ❖ Cooperate with and complete all tasks as assigned by immediate supervisors and/or aquatics center manager.



G. CONCESSION WORKER

OBJECTIVES

The objectives of the Concession Worker will be to serve snacks, food and drinks to the patrons in a courteous, pleasant and timely manner. All foods must be serviced in a quick, but sanitary manner. The Concession Worker will be responsible for controlling cash funds, operating a cash register and correctly completing the required paperwork.

QUALIFICATIONS

- ❖ Must be at least 16 years of age due to the equipment used.
- ❖ Ability to follow oral and written directions.
- ❖ Ability to sort and compare numbers accurately and rapidly.
- ❖ Ability to maintain order and cleanliness in work area.
- ❖ Ability to get along well with others.
- ❖ Current standard First Aid and CPR Certifications.

RESPONSIBLE TO

Concession Stand Manager and Aquatics Center Manager

STAFF AND PATRON RESPONSIBILITIES

- ❖ Present a good public image; be polite and smile! Ask the question "May I help you?"
- ❖ Allows only pool personnel behind the front counter and in the office areas.
- ❖ Must be quick and efficient in preparing patrons order.
- ❖ Assist the pool personnel in emergency or first aid requirements.

FOOD PREPARATION RESPONSIBILITIES

- ❖ Prepare all food per instructions.
- ❖ Allows only pool personnel behind the front counter and in the office areas.
- ❖ Keep food prep areas clean and sanitary.

FACILITY MAINTENANCE RESPONSIBILITIES

- ❖ Include keeping the concession area cleaned and organized, picking up trash in front of the counter and general cleaning as directed by the supervisor.
- ❖ Clean exterior restrooms prior events starting, making sure there is a good supply of toilet paper, paper towels and soap. Ensure the glass and partitions are wiped down.
- ❖ Keep floors swept and mopped.
- ❖ Keep counters and equipment clean and sanitary.



- ❖ Responsible for posting neat signs and notices.
- ❖ Tour the exterior boundaries of the facility to pick up wrappers and other trash.
- ❖ Empty trash receptacles inside stand and in the eating areas poolside.

PAPERWORK/CASH CONTROL RESPONSIBILITIES

- ❖ Responsible for daily operation of cash register and controlling cash funds. Never leave register unattended.
- ❖ Ensures that all patrons and employees pay for the food or drinks they purchase.
- ❖ Correct and timely completion of related paperwork, including but not limited to:
 - ❖ Daily Concession Stand Balance Sheet
 - ❖ Nightly Inventory Sheet
- ❖ Cashier will be responsible for all cash funds while on duty, including overages and shortages.
- ❖ Assist the Concessions Manager with the inventory by informing him / her when an item is running low, so more may be ordered. May make recommendations on product that does or doesn't sell well.
- ❖ Cooperate with and complete all tasks as assigned by immediate supervisors and/or aquatics center manager.



1.6 Staff Expectations

- ❖ All staff is required to be knowledgeable of all Recreation Division rules and regulations to enforce them to the best of your ability and to act as an example of proper behavior to the public.
- ❖ At all times respect the patrons. Be friendly, courteous and patient with each individual. When conflicts arise do not argue with the patron. Refer such problem to the Aquatics Center Manager.
- ❖ Whenever on active guard duty all staff must be in a standard uniform swimsuit. These suits will be red with an absolute minimum of extra color. Men may wear deck suits. Women may wear racing style suits.
- ❖ Any gear worn to cover the upper body must be a department approved tank top or sweatshirt. Gear with inappropriate slogans, symbols or sponsors (i.e. alcohol) is prohibited.
- ❖ Women may wear either shorts or a staff shirt but not both. No one on active duty may wear sweatpants. Jewelry may be worn if it's not distracting or potentially dangerous to a victim.
- ❖ A whistle is a part of your uniform and must be carried at all times. For safety reasons guards may not twirl their whistles.
- ❖ While on duty guards are to attend to business matters only and remain alert and attentive to the crowd. Distractions including reading, writing, personal phone calls or long conversations are strictly prohibited. No cell phones use or texting while on the pool deck. In case of emergency use phone at pool.
- ❖ The aquatic center radio may be used as long as the volume is kept low and the music is appropriate for the crowd. The radio is to be turned if requested by a patron.
- ❖ Guards must provide coverage of the pool and pool area at all times. Never leave the pool unattended. Remain alert and move quickly when changing positions.



- ❖ All staff is required to report to the Manager on duty before scheduled shift. Before leaving a facility for a break or at the end of the shift staff must report to the manager to check for additional duties and receive permission to leave.
- ❖ Each staff member is responsible for her/his own shift and finding a substitute when needed. A proper substitute sheet, including all necessary initials, must be filled out by the person requesting a substitute and be posted at the pool.
- ❖ Staff will receive breaks throughout their shift as crowds allow. Breaks in time and duration and are up to the discretion of the Manager. When possible, requests for breaks will be honored, but are not guaranteed.
- ❖ While on break staff continues to be on duty for emergency situations and maintenance duties. Staff will remain in the facility unless excused by the manager on duty and stay alert to whistles and alarms. Any break longer than 30 minutes requires signing off on the time sheet for that time.
- ❖ Personal phone calls can only be made and received on breaks. All calls on the aquatic center line will be brief in order to keep lines open for business. Cell phones are to remain in guard house at all times.
- ❖ Patrons and non-aquatic staff members are not allowed in staff only areas (i.e., behind the desk, in offices). Staff may receive guests during their breaks, but should meet them in an area, which does not conflict with traffic flow or staff duties. Guests must pay admission to use the pools.
- ❖ Common staff areas are to be kept neat and clean. Necessary gear is to be stored on hooks, in bags or lockers.
- ❖ The aquatics center manager will generally assign guarding location and rotation. When necessary the guard should take the initiative to move themselves to areas, which provide the best coverage. Staff should also alert the aquatics center manager if the crowd becomes too large to comfortably handle alone.
- ❖ When guarding water over five feet deep, a rescue tube must be worn in proper form.
- ❖ When guarding water less than five feet deep, a rescue tube may be stored on a footpad but the strap must in the seat.



- ❖ When roving, a rescue tube must be carried in proper form.

- ❖ Before closing a section of the pool, guards must receive permission from the aquatics center manager.

- ❖ During periods of low attendance staff will be asked to either perform maintenance duties or will be sent home. Staff should respond positively in these situations.

- ❖ While on duty, all staff is required to be able to perform at top efficiency. Any staff member demonstrating the inability to effectively carry on their job, either physically or emotionally, will be relieved of duty.

- ❖ Staff is to stay in shape and fit at all times. Swimming and participating in water fitness classes are free of charge and are highly encouraged. Staff in service day, at which you could be required to perform a variety of skills, can be called at any time. Anyone unable to perform will be subject to suspension until improvement is made.

- ❖ Keep good lines of communication open. If a question or problem arises, take it immediately to the aquatics center manager. Do not let little problems grow into big ones.

Any person who is supervising a child 5 years and under, and anyone using the pool must be wearing a swimsuit. A RESPONSIBLE ADULT (one 14 years or more) may supervise up to four non-swimmers at a time. The adult has sole responsibility of these swimmers and must stay with them and be attentive to them at all times. Infants cannot be left alone on the deck. Staff will not hold or take responsibility for individual children.