

# Lifeguard Policies

1. Be on time for your shift. Also, be on time to your rotation. It shows a lack of respect for your coworkers to leave them on the stand longer because you are late.
2. You may not clock in more than five minutes before the start of your shift. Don't forget to clock out. You do not clock in for swimming lessons or parties. These are paid differently.
3. You are responsible for getting your sub when you cannot be at work. The manager must know who is coming in for you!
4. Cell phones will be placed in your basket at the beginning of the shift and will stay there. You may step out of the pool area to check your phone briefly-3 minutes- when on your break. If you ever have one while on the stand, you will no longer have a job!
5. **You will wear the pool-provided guard shirt for the duration of your shift. Girls will wear a one-piece suit. Boys will wear trunks.**
6. A guard must be on the stand when anyone is in the pool. Two guards must be on the stands when 25 people or more are in the pool (or actively involved with the pool).
7. The guard on the west stand will guard the deep end and middle of the pool. The guard on the east stand will guard the middle and the shallow end.
8. When rotating, the replacement guard watches the pool as the other guard climbs down. He/she in turn, watches the pool while the replacement climbs up.
9. Avoid talking to our members when on the stand. If someone asks you a question, try to answer as briefly as possible without taking your eyes away from the pool.
10. If there are complaints or other issues arise, refer the member to the manager.
11. **Your break is not your own.** The manager will have something for you to do. If he/she does not, feel free to get in the pool and cool off or just chill out—in the pool office.
12. If you break an item, it may come out of your paycheck. If something does break, report it to the manager immediately.
13. Only the managers will deal with the pool chemicals.

14. If you have issues with someone not obeying rules, and you have warned them more than once, you may sit them out of the pool for a period of time. If the behavior persists, the manager will handle the problem. HE/SHE WILL HAVE YOUR BACK!
15. ONLY MPS EMPLOYEES ARE ALLOWED IN THE OFFICE!
16. Lifeguards are not pool members unless your family either lives in the neighborhood or has purchased a non-homeowner family membership.
17. **Greet every member and that comes into the pool area.**  
**Always be friendly and courteous to everyone.**
18. Make sure everyone signs in. Homeowners should show their tags, and non-homeowners should show their family cards.
19. Be proactive about collecting guest fees (in a nice way).
20. You may have unlimited water every day you are working. Stay hydrated! You may also have a snack from the concession stand (up to \$2.00). Anything else you must buy.