LIFEGUARD RESPONSIBILITIES

1. To prevent injuries by minimizing or eliminating hazardous situations and behaviors.

2. To enforce all rules and regulations of the Summit Pool in an effective, fair, and consistent manner.

3. To educate the patrons and inform them of the purpose and need for rules and regulations.

4. To maintain a safe and sanitary facility.

5. To recognize and respond quickly and effectively to all emergency situations.

6. To administer first aid or CPR in injury or emergency situations.

7. To inform other lifeguards and facility staff when more help or additional equipment is needed.

8. To complete all required records and reports on schedule and turn them in to the proper person or office.

9. To demonstrate pride in your job and your place of employment.

10. To represent the district at all times in a professional manner.
KEYS TO SUCCESS

1. Learn and Follow Procedures
   Attend all in-service training unless excused by the Summit Pool Management Staff. Provide daily input to managers and gain their feedback on questions or concerns. Have skills tested periodically – CPR, First Aid, and Swimming Skills.

2. Communicate
   UP – Communicate up the communication ladder to supervisors and administrators.
   DOWN – Communicate down the communication ladder to those under your supervision.
   ACROSS – Communicate across the communication ladder to all co-workers. Pay attention to detail in all written reports and daily logs.

3. Professional Image
   Care about confidentiality for patrons, supervisors, and co-workers. Employees of the Summit Pool must be positive at all times. (This takes some effort but must be done) Employees must handle patrons in a firm, fair, and friendly manner at all times.
JOHNSTON COMMUNITY EDUCATION

JOB TITLE: Lifeguard Job Description

DEPARTMENT: Summit Swimming Pool

BASIC FUNCTION:
This aquatic facility is used for educational swimming, recreational swimming & play, lap swimming, and other special programs throughout the year. Lifeguards are employed to supervise the aquatic area while the facility is in use. In addition, lifeguards are employed to perform any other assigned duties when not actively serving in the role as a lifeguard.

KEY RESPONSIBILITIES:
Duties include, but are not limited to, the following:
* Work as a team to supervise the Summit Pool
* Perform basic maintenance
* Recognize and respond effectively to emergencies
* Responsible for coverage of assigned schedule
* Relate to public needs
* Prevent accidents and provide a safe and enjoyable swimming environment by implementing the rules of the facility
* Be a good role model and mentor to young swimmers

HOURS:
* Work afternoon and evening shifts
* Work weekends
* Work special events

MINIMUM QUALIFICATIONS:
* Must be 16 years of age
* Posses current Lifeguard Training, First Aid, and CPR-PR Certifications (copies will be kept in the pool office)
* Complete the Mandatory Reporter, OSHA hazardous chemicals, and Blood Borne Pathogen training on line, within a month of being hired. (See Pool Manager for more information.)
* Previous experience a plus
* Ability to work and enforce policy and procedure with no supervision
* Relate well with public and be highly reliable
* Attend regular in-services and meetings
LIFEGUARD POLICIES

Fitness
All guards of the Summit Pool are expected to “Stay in good shape.” You will be required to swim the Red Cross 500-yard swim every two weeks and have a supervisor sign the sheet after it has been completed. This will be done on your own time, and not while you are scheduled to be on duty.

Proper Work Attire
1. All guard staff will be expected to purchase a RED one piece Speedo guard suit at Action Accents. There will be a discounted price available for you. Johnston Community Education will provide a whistle, lanyard, and a Summit Pool T-shirt. Flip-flops are allowed if you are the rover guard, but must be removed when you are on a guard chair. T-shirts may be worn while you are on duty. There will be NO sweatshirts, shorts, or sweatpants while you are on duty.

2. Guards may not wear jewelry that could cause injury or complications during a rescue. The management staff reserves the right to prohibit jewelry considered inappropriate. (hoop earrings)

3. You will be responsible to have your whistle and lanyard at the pool when you are on duty. There will be space available for you to leave these at the pool, if you wish. Do NOT twirl your whistle when on duty!

4. Hip packs will be provided and contain pocket masks, rubber gloves, and all needed emergency supplies. The packs will be placed on the guard chairs whenever the pool is open. If a rover guard is needed, they will wear a hip pack.

5. The management staff reserves the right to ask a lifeguard to cover any inappropriate tattoos. (sex, drugs, alcohol, nudity, profanity, etc…)

Work Schedules
1. All staff will receive a schedule and a copy will also be posted in the pool office…guard area. The original schedule should be strictly followed. Changes are not allowed unless pre-approved by the Summit Pool Manager. Each guard is responsible for finding their own replacement for their shift.
2. All guards that do get a substitute need to fill in a sub form and have it signed by the substitute and a supervisor before the date of substitution.

3. Each employee will have a sign in/out time sheet kept in the pool office. In order to be paid for the hours you worked, you must mark the amount of time you spend guarding, each time you work. Be sure all your hours are on one time sheet and it has been signed.

4. Time sheets will be turned in on the first Monday of each month. If you work on that weekend, the hours for Sunday, will go with the following month’s time sheet.

5. All paychecks will be issued on the 19th of each month. They can be picked up either at the POOL or the ARC, mailed directly to your home address, or set up for direct deposit. If the 19th happens to fall on a weekend, your check will be ready on the Friday before.

6. Hourly rates will be based on a Step scale.

**Coverage**
We will generally operate with two or three lifeguards on duty. The bather load and activities present in the pool at any one time, will determine where the guard chairs will be located and if a rover is necessary. Coverage zones will be discussed at your in-service training.

**Vigilance**
The most important tasks of the lifeguard, even before prevention, is that of vigilance. To a guard this means many things: being alert, being aware, being able to recognize an event and then being capable of reacting correctly and immediately. A number of elements work to ensure vigilance. These include breaking the pool area into zones, rotating guards, and scanning the pool area.

**Zones**
Each guard is responsible for certain zones. Each guard will have a primary and secondary zone depending on staffing configuration and different user load conditions. While the guard should give their primary attention to their primary zone, they should also be aware of the rest of the facility. Potential danger areas of our pool would include the locker-room entrances and the steps leading into the water.

**Rotations**
Guards should rotate, at minimum, every thirty minutes. If the pool is busy or guards are looking inattentive, increase the rotation to 20 minutes or less. When you rotate, make sure the guard is in the chair before
walking away. Also be sure to ask the person rotating out if there are any problem swimmers.

Scanning
Scanning is the periodical searching of the pool and the facility to either spot a potential problem before it occurs or to locate a person in distress. Learning to scan is learning to read the pool. You can do this by:

- Keeping your heard moving – do not rely on your eyes to scan across the pool
- Looking on and in all of the water – It is not enough to simply look at the water. The guard must actively search the water. This means to look not only at the surface, but also to look in all of the water all the way to the bottom.
- Remaining active – Regularly perform specific tasks (scanning, counting, pinpointing problem swimmers) in five-minute segments. After each five-minute segment, the guard changes his or her posture. This keeps the guard alert and gives the participant the perception that the guard is paying attention.
- Moving quickly but not too quickly – a guard should be able to cover their entire primary zone in 10 – 15 seconds. Scanning in less than 10 seconds, however, usually means the guard is not searching the water and usually omitting the bottom and the area at his/her feet.

Anticipate Problem Areas
A proactive guard is in the best position to ensure a safe and secure pool environment. In scanning, make a mental note of potential trouble spots including:

* Children playing with their nose up in the air in shallow water. They have their nose up because they are uncomfortable with their face in the water.
* People who show hesitance when entering the water. They may take a step backward before entering as if they are getting their nerve up.
* A non-swimmer accompanying a swimmer wading out into deeper waters. This has a high potential of becoming a double drowning. An adult with a Child is a classic example.
* People attempting to engage in horseplay.
* People who are extremely overweight. They may have trouble standing if they lose their balance.
* People who look uncomfortable in the water for any reason.

Factors that Adversely Affect Vigilance
There are several factors that will reduce the ability of the eye to see a victim or potential victim. These might include temperature, stress, exhaustion, drugs and alcohol, conversation or boredom. There may be time when the user load is
exceptionally light. When the guard gets bored, their attention starts to wander. They become less focused on the task of recognizing a hazard. This is one of the main reasons that guards should be rotated regularly.

**Communication Tools**

1. **Phone**
   If you use phone messages to communicate with other staff, you must get a confirmation from the other staff member for the issue at hand; it is not “good enough” to simply leave them a message.

2. **Person-to Person**
   If you are going to talk to the staff member personally about the issue at hand, do not leave them messages. You must talk to them in person to get a confirmation from them about the issue and there must be a witness during the conversation to confirm any discrepancies in the future.

**Summit Pool Communication Signals**

1. One (1) Short Whistle Blast - used to gain patron attention
2. Two (2) Short Whistle Blast, and pointing – used for an emergency in the pool and gain the attention of another guard
3. Three (3) Short Whistle Blasts - alerts the staff that you are leaving the chair to make a save
4. One (1) Long Whistle is used for break times or to clear the pool

**Summit Pool Guidelines**

1. Every lifeguard must act in a professional manor. It is easy to get to know the kids, but they should not be hanging out by your chair. A lifeguard must be able to balance being friendly with being firm and do not allow children to rotate with you during your shift.
2. Cell phones are to be shut off and placed in your locker during working hours.
3. The pool radio should only be operated by management staff and should be kept to a low level at all times. Use it as background noise and in no way should it become a distraction.
4. Smoking and smokeless tobacco are not allowed on school district property. (inside & outside included)
5. Patrons must show the ability to swim 25 yards in good form before being allowed to swim without supervision by a responsible adult. (16 years or older) Recommended height for a child to participate in the pool is 3’9”.

6. All participants at the pool must wear a regulation style swimsuit. Cut-offs, thongs, sweatpants, street shorts, and shoes are prohibited. Parents watching from the stands are allowed to be in street clothing. Children in diapers need to wear swim diapers.

7. Kickboards and pull buoys are available at the pool and may be checked out from a lifeguard for use during lap swim. Inflatable toys are not allowed unless promoted for special events. The following items are prohibited in the pool area: glass, band-aids, strollers, play pens, shoes, street clothes, food, drinks, gum, super soakers, squirt guns, and inflatables.

8. The pool is handicapped accessible. The pool is equipped with a chair lift. This device is simple to operate and can be quickly set up at your request. If there are special needs for pool use, please call Community Education prior to attendance.

9. If you’ve lost an item at the pool, call the pool or Community Education as soon as possible. Lost and found items cannot be loaned out to the public.

In-Service Training & Evaluation Procedures

1. Various in-service training, staff meetings, and emergency drills will be scheduled. All guards must attend, unless excused by the Summit Pool Manager. A written report will be made of who attend, who do not attend, reasons for attendance truancies, and meeting notes. Staff meetings/training sessions are yet to be scheduled. There will be a guard meeting once a month along with in-service.

2. It is policy of the Summit Pool to utilize in-service training for different emergency drills as the management staff sees necessary. These drills are planned and conducted by the Summit Pool manager. They are coordinated during the in-service training and/or staff meetings. There are three main purposes for the in-service training:
   A. To assist staff in remaining sufficiently familiar with emergency procedures.
   B. To educated the staff of what to expect and how to cooperate effectively in a real emergency situation.
   C. To provide management with an effective tool with which to evaluate staff performance and to ensure sufficient in-service training in all areas being addressed.
Performance Evaluations

1. Communication is the key to an effective working team. The pool manager will provide input to you on a regular basis, relating to positive aspects of your job performance and areas which warrant improvements.

2. The pool manager will oversee written evaluations on each staff member throughout the year. These evaluations will be reviewed with each staff member individually and kept in their file. (Evaluations will be at 6 months, one year, and each year thereafter.)

3. All pool staff is encouraged to provide input to the pool manager on a regular basis. Problems or concerns should be addressed to the pool manager.

4. All staff will have the opportunity to submit written evaluations covering areas such as facility needs, policy recommendations, and work environment at the end of each quarter. (winter, spring, summer, and fall)

5. Skill reviews will be conducted at the in-services. Lifeguards are expected to maintain strong and effective skills throughout the year. Although skills alone do not determine the quality of a lifeguard, they are a physical requirement of the job. If the manager is concerned about the skill level of an employee, the manager will set up a time to meet with them individually and review for 30 minutes to practice and improve that skill. This practice must be held as soon as possible, but no later than within five days of the in-service. If the guard is unable to demonstrate acceptable improvement, the manager must review the situation. The management staff may determine it necessary to temporarily remove the guard from guarding duties until the skills are improved or the situation is resolved.

Life Guard Guidelines

1. The American Red Cross Lifeguard Training Course provides the core philosophy and guarding guidelines to be used at the Summit pool and while guarding for swim lessons.

2. Safety Checks:
   A. When arriving and before leaving your chair, scan your entire area and pool bottom for any problems or safety concerns.
   B. Perform the safety checks when each break is called, and at the pool opening and closing.
   C. Perform the safety checks in a timely manner (quickly and effectively.)

3. Be very aware of swimming rules and enforce them. Also, set a good example for all swimmers. Guards have a double responsibility to adhere to
swimmers’ rules. Rules apply to all ages and all swimmers.

4. Put an immediate stop to horseplay and splashing that bothers other patrons or infringes on their personal rights.

5. Adults are to adhere to the rules outlined. When you have a problem with an adult, handle it; but remember that adults should be approached in a fashion appropriate for their age. (sir or ma’am)

6. A guard’s whistle is only effective if it is used. All guards must be assertive in their approach of their job responsibilities.

7. Everyone needs to stay in his or her chair until the last swimmer has exited the water.

8. Guards are responsible for memorizing the emergency action plans.

9. Guards must be familiar with and know how to use the emergency clean up kit located on the lifeguard stand or in the pool office.

10. Guards are responsible for filling out accident reports when any type of first aid is necessary.

11. Guards may NOT swim when on duty.

PUBLIC RELATIONS & ENFORCEMENT OF RULES

Our goal at the Summit Pool is to provide a safe, friendly, and clean environment, and to set appropriate examples and role model for the youth of our community, while promoting positive and family involvement.

Protecting the rights of all swimmer and pool patrons through effective enforcement of rules and standards is the best public relations we can have.

Our patrons have the right to know what to expect of us, therefore, we post all rules and work hard to be consistent.

Dealing with Patrons in the Pool Area

1. When disciplining or dealing with a problem: guards must project a professional and friendly attitude in all situations. Pool staff must demonstrate fairness, consistency, common sense, emotional stability, tact, judgement, and encourage the philosophies of the Summit Pool.

2. When enforcing rules: pool staff must always briefly explain why so the patrons understand our concern for safety and fun. Many new swimmers simply do not know the rules. Enforcement of rules is meant to help establish correct attitudes and not to punish patrons. The pool staff can not forget to smile while on duty. 😊

3. When dealing with children, be sure to take into consideration their natural exuberance! A child’s intentional misbehavior is more serious than unintentional.
4. If a discussion is initiated while you are in the guarding position, do not look away from your designated area. Be sure to scan and guard your area while talking with the patron. The proper way to minimize conversation is to tell the patron that you can not give them your full attention at this time and ask the patron to locate the pool manager on duty for further assistance.

**Taking Corrective Action**

1. Serious misconduct may cause a lifeguard to remove a patron’s swimming rights. When a patron’s swimming rights are revoked, the guard that was involved must fill out a form stating why the swimmer was removed from the pool. This will be done on the guard’s break. A serious misconduct is considered:
   A. Flagrant disregard for safety
   B. Continual disregard of the rules
   C. Disruptive behavior that sets a bad example for other swimmers and/or monopolizes the guards’ attention.

2. These are the parameters of the lifeguard’s authority and procedures to follow:
   A. Remove privileges for the rest of the day
      i. Fill out incident report form and give it to the manager on duty
   B. Remove privileges for the rest of the day and next day
      i. Fill out incident report form and give it to the manager on duty
      ii. Inform the attendant at the cashier stand
      iii. The manager will call the involved swimmer’s parents to inform them of the situation.

3. In cases where a patron is unwilling to accept the authority of the pool staff, the involved pool staff will call the pool manager to come and remedy the situation.

**General**

1. Take corrective action in any and every instance where the safety of the patron is involved.
2. Take corrective action in any and every instance where the personal rights of a patron is involved.
   A. No harassing of other swimmers.
   B. No dunking of other swimmers.
   C. No splashing of other swimmers.
   D. Do not allow any behavior that might infringe on the rights of other patrons.
3. Take corrective action in any and every instance of socially unacceptable behavior such as profanity, spitting, etc…
4. Do not allow running, playing on ropes or ladders, or throwing objects.
5. Keep everyone out of the water during breaks. One guard must be supervising the deck during break.
6. No patrons are allowed on the guard chairs or to visit with guards on duty.

**Adults Supervising Children**
1. Adults are exempt from showering if they will not be entering the water.
2. Adults may wear street clothes over swim wear, if they are supervising their children from the deck.

**Potential Dangers to Watch for in Specific Areas**
If any of the following are seen, the guard must either fix the potential area or report the danger to the manager for corrective action:

1. **Entrances & Locker Rooms**
   A. Standing water
   B. Soap on floors
   C. Obstructions on floor
   D. Open lockers
   E. Leaking faucets, toilets, etc…
   F. Plugged drains and toilets

2. **Deck**
   A. No running
   B. All swimmers’ personal belongings must be kept in the bleachers

3. **Ladders & Steps**
   A. No horseplay on or around the ladders and/or steps
   B. Defects or sharp objects on the ladders and/or steps

4. **Shallow Water**
   A. No diving
   B. No unacceptable horseplay
   C. No splashing
   D. No misuse of water equipment

5. **Semi-Deep Water (4-8 feet)**
   A. Any swimmer reluctant to let go of the side of the pool or the gutter should be sent back to the shallow end

6. **Diving Well**
   A. All swimmers in the water must be clear of the landing area before the next diver accesses the diving board
   B. No splashing other swimmers when jumping off the diving board
   C. One bounce per jump off the diving board
   D. All dives, jumps, etc. should be executed straight off the board and not at an angle
   E. Defects in diving board

7. **Underwater Swimmers**
   A. Warn a swimmer on the deck if they are going to jump on or close to the underwater swimmer
Swimmer Rules to Enforce

Front Area
1. There will be no loitering at the cashier counter
2. Food will NOT be allowed in the pool area

Lockers & Showers
1. Locker rooms should be used for dressing and bathroom usage only (no horseplay)
2. Swimmer’s personal belongings should be kept in lockers or with self in the pool area. Guards will collect any articles left behind in the pool area and locker room area at the end of the day. All Lost & Found items will be kept in the pool office and cannot be loaned out to the public.
3. Patrons are welcome to bring their own padlocks, but must take them home at the end of the day. All locks left in the locker rooms, will be removed each night.
4. All swimmers must shower before entering the pool.

Apparel
1. Only swimwear is allowed in the pool.
2. Adults may wear glasses in the water, but should be encouraged to wear straps.
3. Only swim diapers will be allowed.

Diving Well & Exit Ladders
1. Diving is allowed only in the designated areas and off of the diving board in the diving well. Life guards will put a stop to any entries into the water they consider unwise or unsafe. Patrons are not allowed to use sailor dives to enter the water.
2. Only one person is allowed on the diving board at a time.
3. Diving Well Specifics:
   A. After leaving the board, swim directly to the nearest ladder.
   B. Flips are allowed at the discretion of the guard.
   C. One bounce per dive.
   D. No balls are to be thrown to divers during any time.
Water Conditions

1. If a water clarity problem is noticed, it must be reported to the manager.
2. Fecal Contamination
   A. Formed Stool or Vomit
      i. **Clear the pool**
      ii. Remove the material as completely as possible with a skimming net
      iii. Dispose the material to the sanitary sewer
      iv. Test the water directly from the pool. Raise the free available chlorine level to 2 ppm and ensure the pH is between 7.2-7.5.
      v. **Wait 30 minutes (with NO bathers)**
      vi. Clean and disinfect any equipment used to handle the material.
      vii. Establish an AFR Accidental Log. Record the date, time, AFR type, and the chlorine level at the time of the event. Note the response taken to the event, and the total time taken for disinfection. Record the time the pool is reopened for use.
   B. Diarrhea in the pool
      i. **Clear the pool**
      ii. Remove as much material as possible using a skimmer net
      iii. Raise the free available chlorine level to 20ppm and ensure the pH is between 7.2-7.5.
      iv. **Close pool for 8 hours**, maintaining the 20ppm chlorine level.
      v. The filtration system should be operating the entire disinfection time.
      vi. Backwash after 8 hrs. The filter effluent should be directed to waste, and not back into the pool.
      vii. Return chlorine level to normal levels (sodium thiosulfate may be used.
      viii. Clean and disinfect any equipment used to handle the material.
      ix. Record information into the AFR Accidental Log.

Maintenance Expected of Life Guard Staff

General daily maintenance before opening and after the pool has been closed for swimming, will be expected of the guard staff. These duties will be determined after the official opening of the pool. A daily check off schedule will be printed, and kept at the guard station.