YMCA Mission:
To put Christian principles into practice through programs that build healthy Spirit, Mind and Body for all.
Welcome to the staff of the YMCA at Pabst Farms and thank you for your interest and participation in our Aquatic Department.

Our philosophy at the YMCA is to promote the building of a strong spirit, mind and body. You will also have the opportunity to promote this philosophy and positively influence the lives of those who come in contact with you. As a member of our Aquatic Team, you too will have the opportunity to grow in these same areas of your own life.

As a staff member, you will serve in a variety of capacities while performing your duties. These will include: safety, emergency response and care, role model, teacher, public relations, friend, and disciplinarian just to name a few.

The level of responsibility you will carry is tremendous. The lives and safety of our families, friends and community participants depend on your maturity, good judgment and training. As a professional your actions, attitude and appearance influence the behavior, thoughts and most importantly, the safety of those around you.

As your supervisors, we are dedicated to helping you grow and reach your highest level of potential. To this end, we will assist you in obtaining necessary trainings and certifications. Throughout the year, periodic workshops, clinics and meetings are held. They are designed to reinforce and support our objectives. Your participation in these programs will enhance your skills and supplement your initial training.

We encourage you to ask questions and to challenge yourself and others to grow and develop new skills. We ask your assistance in our efforts to continually improve and upgrade our programs. Always feel free to stop in or call when you have questions, concerns and ideas. Our door is always open.

Sincerely,

Peg Loomis                      Kris Robarge  
Aquatic Director                Aquatic Coordinator
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Chapter One

Introduction to the YMCA & the YMCA at Pabst Farms
YMCA Mission & Philosophy

YMCA Mission
To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Philosophy of YMCA Aquatics
The goal of YMCA Aquatics, as in all YMCA programs, is to help people grow spiritually, mentally, and physically. YMCA programs seek to help individuals and families:

Grow Personally
We encourage people to set personal goals and work toward them through programs structured to help develop healthy self-images.

Clarify Values
Programs provide opportunities for reflection on personal values and the relationship between stated values and actual behavior. There is an emphasis on the matching of individual values with Christian traditions and beliefs.

Improve Personal and Family Relationships
The YMCA helps people develop cooperative attitudes and communication skills through programs for individuals and families.

Appreciate Diversity
Programs encourage diversity of thought, cultures, religions, and ethnic traditions leading to communication and understanding among all people.

Become Better Leaders and Supporters
In YMCA programs, shared leadership and support are basic organizational principles which are taught, practiced, and encouraged.

Develop Specific Skills
The development of individual skills is essential in accomplishing personal goals and in improving confidence and self-esteem.

Have Fun
Fun, enjoyment, and laughter are essential qualities of all programs and contribute to people feeling good about themselves and the YMCA!!

Although learning an aquatic skill may be the central activity, the participants’ overall growth and development is the focus of a YMCA Aquatic Program.
CHARACTER DEVELOPMENT

The YMCA teaches character development skills through its staff. The four character development areas are **caring, honesty, respect and responsibility**. We expect our staff to **model and teach** these skills to all members. As Aquatic Staff, there are ample opportunities to teach these skills. For example, when a child breaks a rule, the lifeguard can model caring and respect by enforcing the rule in a firm and tactful manner. The lifeguard can also draw attention to honesty by asking the child what they did and what they could do differently to stop the rule infraction. This also teaches the child responsibility for his or her own actions.

**Caring:**
Take others’ feelings into account while interacting with other staff. Remember tone and Body language mean just as much as the words you say.

**Honesty:**
Be honest with your feelings. If you don’t feel comfortable with what other staff are doing, Tell them in a tactful manner.

**Respect:**
It is your responsibility as Aquatic Staff if you see someone doing something unsafe to say something to them. Take your job seriously. A lot of people are putting their lives in your hands.

Aquatic Staff need to look for teachable moments. At times a child may model a skill correctly and you can draw attention to it and praise the behavior. For example, the child picks up the kickboards without being asked to do so. The instructor or lifeguard can say, “Hey everyone, look at how responsible Jack is being. He picked up all the kick boards without being asked. Who can tell me other ways that we can be responsible?” or thank Jack for being so responsible and picking up the kickboards. In a very short time we have brought these skills home to the children.

We believe that you can model and teach these skills everyday. We ask you to take an active look at how you relate to people and try to make their visit to our YMCA positive.
YMCA at Pabst Farms General Pool Information Sheet

Pools built in 2003 - opened September 2003

1. Competitive Pool - 8 lanes - 25 yards - 226,500 gallons - Temperature between 80 and 82\degree. Depth is from 3.5 feet to 10 feet deep. Pool capacity is 237.

2. Family Pool - 0 depth entry to 3 feet deep - connected to therapy pool, lazy river and catch pool. Three play features, turtle, turtle slide, dumping buckets. Ten geysers are on the side of the family pool. 99,306 gallons - Temperature is between 87 and 88\degree. Family pool area capacity is 313 people.

3. Therapy Pool - 3 lane - 20 yards - Depth of 3.5 to 5.5 feet deep - Temperature of 87 - 88\degree.

4. Flume Tube Slide with Catch Pool - Depth of Catch Pool is 3 to 3.5 feet - Please note that the only acceptable method of riding down the slide is on a tube.

5. Lazy River - Current pool - Depth of 3.0 feet. Lazy River has a right angle water spout and two circular spray devices on the island. Current turned on/off by staff.

MEMBER SERVICE

Membership and our aquatic program are essential to one another. A strong aquatics program helps build membership, and a strong membership builds a strong aquatics program. Poor service may cause members to leave, but excellent service will make members want to be part of the YMCA. What can a lifeguard do to provide excellent service for members using the pools:

- Be courteous and greet members as they enter and leave the pool area (a simple hand wave or head nod works). Be helpful at all times.
- Speak respectfully and positively when reminding members about rules. Please do not shout rules across the pool.
- Act responsibly to the needs of members. Listen closely and try to understand the other side of the situation. Follow up with their concerns to make sure the problem is resolved.
- Be aware of the condition of the pool facility and report irregularities to Head Lifeguard, Aquatic Director, Aquatic Coordinator, Maintenance Staff, Building Supervisor, or Manager on Duty.
- Make safety your #1 concern for members.
- Give your full attention and energy to lifeguarding duties.
- Practice the values of Caring, Honesty, Respect and Responsibility.

GUARDING PEOPLE WITH SPECIAL NEEDS

The YMCA at Pabst Farms is very fortunate in that we have extremely strong and knowledgeable leadership in the area of serving those with special needs. Therefore it is essential that as lifeguards we are aware of individuals with disabilities. Disabilities are most commonly divided as: sensory disabilities, physical disabilities, developmental disabilities, and mental disabilities.

- Look beyond disabilities and relate to each patron as an individual.
- Recognize common disabilities. Know their characteristics, and what to look for. Some may wear Medic Alert tags.
- Stabilize or lock all equipment, wheelchairs, and devices to prevent tripping, slipping, or moving.
- Be prepared to prevent falls - watch for hazards such as wet spots.
- Contact the Head Guard, Building Supervisor or Manager on Duty when an individual needs to use the lift or water wheelchair. Guards should continue to guard rather than assisting with the lift and water wheelchair. Guards are not responsible for performing a transfer.
- Be alert for signs of stress, fear, and anxiety in participants. Reaching safety may be difficult for members with problems such as spasms and uncontrolled movements. Students under stress may lose their balance.
- Be aware that people with disabilities using floatation devices may not be very stable in the water. Some may not be able to lift their heads above water after falling face-first into the water.
- Be sure patrons with a developmental or communication disability understand the rules and policies of the facility.
WHO CAN HELP WHEN THE DIRECTOR AND COORDINATOR ARE UNAVAILABLE?

Lifeguard Needs HELP

No Senior Lifeguard, use walkie talkie to contact BS/MOD

A Senior Lifeguard is a member of the Aquatic Staff that has gone through further training and skill testing.

Senior Lifeguard

SLG

Building Supervisor

BS

A Building Supervisor is a staff person who maintains order in the building by enforcing rules, working on member relations and helping to provide leadership during crisis situations. The Building Supervisor is sent to your area when an accident/incident occurs. These people are the only staff who should be dealing with accidents/incidents, although as a lifeguard, you will make the initial contact to provide aid. Building supervisors are scheduled on weekdays 4:45 a.m. - 8:30 a.m. and 5:30 p.m. - 10:00 p.m., Saturdays 5:45 a.m. - 6:00 p.m., and Sundays 9:45 a.m. - 8:00 p.m.

Manager-On-Duty

MOD

On weekdays from 8:30 a.m. - 10:00 p.m., Saturdays from 10:00 a.m. - 6:00 p.m., and Sundays from 12:00 p.m. - 8:00 p.m. Management are designated Manager-On-Duty in the building. During their shift, they monitor the building ensuring everyone - members and staff benefit from a safe, clean and well run environment. A MOD also deals with accidents/incidents when the building supervisor is not scheduled.
Chapter Two

* * * * *

Job Description & Advancement
YMCA at Pabst Farms

JOB DESCRIPTION

TITLE: Lifeguard
DEPARTMENT: Aquatics
REPORTS TO: Aquatics Coordinator
FLSA: Part-time, non-exempt

GENERAL SUMMARY:
Maintains safe swimming conditions in the pool, deck and surrounding areas in harmony with the mission statement and policies of the YMCA at Pabst Farms.

WORK ENVIRONMENT:
Individuals in this job will be subject to loud, humid and hot facilities.

QUALIFICATIONS:
Individuals considered for this job must take and pass an advance swimming and rescue skills test and a written guard evaluation. YMCA lifeguard or other nationally recognized lifeguard certification is required. Individuals in this job must be at least 16 years of age and have the following abilities: exercise mature judgment and sound decision-making; relate to people in a positive, but firm manner; observant; safety conscious; react calmly and quickly in an emergency; effectively communicate information of YMCA programs to members and participants; lift a minimum of 50 lbs and have full range of body movement. Lifeguard, CPR for the professional rescuer, First Aid, Oxygen Administration (must be completed with 60 days of hire if not current), AED, Child Abuse Prevention and Blood Borne Pathogens certifications must be obtained and maintained.

ESSENTIAL FUNCTIONS AND DUTIES:
• Maintain safe swimming conditions in pool, on deck and surrounding areas.
• Prevent accidents by scanning assigned zone from bottom to top and covering zone in compliance with the 10/10 rule.
• Perform swim tests as required by Association policy.
• Enforce health and safely rules and maintain emergency readiness.
• Respond to emergency situations in accordance with YMCA policies and procedures. Complete incident and accident reports as necessary.
• Maintain records as required.
• Perform routine maintenance of pool, locker rooms and surrounding areas, to ensure cleanliness.
• Check pool and rescue equipment and promptly report any problems.
• Set up and put away equipment for recreational swims.
• Develop rapport and maintain effective relationships with members, participants and other staff.
• Participation and satisfactory completion of in-service trainings is mandatory.
• Uphold the core values of the YMCA when dealing with people within the YMCA facilities and in the community.
• Work scheduled shifts including Friday evening, Saturday and Sunday rotation. Arrangements for substitutes must be previously approved by the Aquatics Coordinator.

EFFECT ON END RESULT:
Present a clean, safe and friendly aquatic center for a positive public image and member retention.

DISCLAIMER:
Other duties may be assigned to this position at the discretion of the Aquatics Coordinator. Performance evaluation, based on tasks listed above, will be conducted after the first 90 days of employment and annually thereafter.

By signing this job description, I acknowledge that I possess all qualifications stated and am able / unable (circle one) to perform all essential functions without special assistance.
Job description - Sr. Lg
Job description - SI
Certification Requirements/Growth Opportunities

Minimum Requirements

Lifeguard
- 16 years old
- Lifeguard Certification
- Mature, responsible, reliable
- Pass lifeguard skills test
- CPR/AED for the Professional Rescuer
- Standard First Aid
- Oxygen Administration
- Work minimum of 2 shifts per week

Senior Lifeguard
- 21 years old
- Minimum 18 months of lifeguard experience plus 8 months as YMCA Pabst Farms lifeguard
- Maintain a minimum of 9 hrs. per week
- Complete Senior Lifeguard training

Swim Instructor
- 16 years old
- Certification not required at time of hire
- The 5 basic strokes are performed at demonstration quality
- Able to be in the water for long periods of time
- Excellent communication and mentoring skills
Chapter Three

* * * * *

Expectations of the Lifeguard
GENERAL LIFEGUARD EXPECTATIONS

1. Aquatic staff hours are scheduled on a per session basis.

2. Guards are responsible for the hours in which they are assigned. If unable to work an assigned shift, the guard must find a substitute from within the existing Aquatic staff. This arrangement must be posted on the sub sheets in the guard room. If unable to find a qualified substitute because of sudden illness or emergency, notify the Aquatic Coordinator or Director. In the event that you receive the Aquatic Coordinator or Director’s voice mail, you must leave a message on the Head Guard line, which is mailbox 401. Repeated absenteeism from scheduled hours will result in counseling and possible dismissal.

3. **NEVER** leave the pool unguarded. If the relieving guard does not report as scheduled, notify the Senior Guard, who will make calls. If a Senior Guard is not on duty, contact the Building Supervisor or MOD. The lifeguard on duty is responsible for the safety of all persons in the pool until relieved by the next scheduled guard.

4. All guards should be on deck at least five minutes before actual starting time. This time is to be used to check pool area, check equipment, etc.

5. All staff are responsible for keeping certifications current. Trainings for First Aid, CPR PRO/AED, O2, lifeguarding and Child Abuse are held periodically throughout the year at the YMCA at Pabst Farms.

6. Aquatic staff are required to attend **ALL** scheduled staff meetings. Staff must inform the Aquatic Coordinator if they are unable to attend. Unexcused absences will lead to disciplinary action.

7. All Aquatic staff are expected to know Emergency Procedures and act in accordance with these procedures whenever necessary.

8. All staff are responsible for knowing posted information on guard room bulletin boards and checking mailbox each shift worked for additional notices, handouts, etc.

9. It is the employee’s responsibility to become thoroughly familiar with the information in this Aquatic Staff Handbook as well as the YMCA Employee Handbook given to you at the time of your employment.

10. If an accident occurs, follow the YMCA at Pabst Farms EAP.

11. Maintain a clean, safe environment.

12. Maintain order in the pool, foresee possible trouble and take steps to prevent it.
13. While sitting in the chair, the guard must remain alert at all times. This means erect posture and constant scanning, which includes head moving up, down, and to the sides.

14. A guard must always follow through when a correction is made. He or she must make sure that the patron obeys the rules given them.

15. A guard on duty does not carry on conversations with patrons or other staff, this applies during a change in rotation position as well.

16. Use whistle for emergencies, otherwise use whistle sparingly.

17. Whenever you encounter a situation you cannot handle, notify the Senior Guard, Aquatic Coordinator, Director, or Building Supervisor/MOD.

18. Good, plain, ordinary common sense and common courtesy will go a long way to accomplishing your job and making your duties pleasant and satisfying.

**UNIFORM POLICY**

1. Men will wear black trunks. Women will wear red one piece suits and a black pair of shorts. Guards will obtain their suits from All American Aquatics, 300 Chaffee Road, Oconomowoc.

2. All Lifeguards will be given a YMCA Lifeguard shirt and whistle.

3. Do not wear large or hanging jewelry while on duty. That could cause harm to you or participants in a rescue scenario.

4. For safety of the Guard, hair that is longer than shoulder length, or long enough to cover the mouth/nose when wet should be pulled into a pony tail or somehow fixed so as not to interfere with vision/breathing

4. When taking breaks outside the pool, staff must be fully clothed and wear footwear.

**GUARD POSITIONING**

Each position in the rotation holds a specific area of responsibility in the pool. However, these areas overlap and while guarding you must be aware of the entire pool.

- Pool and deck areas will be divided into zones to accommodate guard positioning.
- Guards will rotate every 20 minutes.
- Guards must move to heavy use areas, within their zone as necessary.
**PERFORMING PREVENTATIVE GUARDING**

1. Stop activities that could potentially cause accidents.

2. Direct activity, i.e., lap swimmers to appropriate lanes, open swimmers play, rules with rental/special groups, etc. before allowing them to enter water.

**SUB SHEET PROCEDURES**

- Sub sheet posted
- LG takes and signs sheet, then places it in Aquatic Coordinator’s mailbox
- Aquatic Coordinator makes a copy for each guard and places it in their mailboxes
- Original copy goes in sub sheet file
- Once you take the sub sheet, you are responsible for the hours
- The original guard is responsible for their shift if a sub is not found

**AQUATICS TIME OFF/SUBSTITUTE REQUEST FORM**

DATE: ________________

NAME: __________________________ PHONE NUMBER: __________________________

DATE(S) NEEDED OFF: ________________ TIME(S) NEEDED OFF: ________________

REASON: __________________________ TYPE OF WORK: HLG ___ LG ___ SI ___

SUB NAME: __________________________ SUB SIGNATURE: __________________________

SUPERVISOR INITIALS: ____________ SUB PHONE: __________________________

IF SWIM CLASS, WHAT CLASS OR CLASSES?

CLASSES: __________________________ TIMES: __________________________
Chapter Four

* * * * *

Emergency Procedures
EMERGENCY PROCEDURES
Blow long whistle
Rescue victim
Incident at station …

Notify MOD/BS on walkie talkie
Clear pools,
guard watch water in each room,
Call 911,
Assist where needed

Bring:
- AED/O2 bag
- backboard
- towels & blankets
- lock locker room doors

NO ASSISTANCE NEEDED
Other Guards: adjust positioning

Primary Guard:
Removal from water
Provide care
MOD/BS fills out incident form and HG
fills out rescue report
EMERGENCY PROCEDURES – ONE GUARD ON DUTY

Assess situation
Clear pool?

YES

Notify MOD/BS
1 long whistle blow
Rescue victim
Remove from water with help from MOD/BS

Assess victim’s needs
MOD/BS will call 911, lock locker room doors & bring AED/O₂ bag, towels

Provide care
MOD/BS fills out incident form
Guard fills out rescue report

NO

Provide necessary care
MOD/BS assists as needed & fills out accident report

Resume normal activities
PROCEDURES FOR GIVING ASSISTANCE FOR MINOR INJURIES

1. Notify Head Guard or use walkie talkie to contact the Building Supervisor or MOD. When using the walkie talkie, indicate that there is a minor injury.

2. Give victim clean towel to contain blood until BS/MOD arrives and takes over first aid and filing of Accident/Incident Report.

3. Return to lifeguarding duties.

POWER FAILURE

1. Lifeguards clear the pool. Swimmers should wait on deck.

2. All staff should initially remain in the work area and keep members calm. Assistance may be needed in the locker rooms.

3. All On and Off-Duty Staff should be prepared to clear the building if the power will remain off for an extended period of time.

POWER OUTAGE AT NIGHT PROCEDURES

1. Flashlights are located in the middle cabinet above the desk in the Aquatic Office.

2. Clear pool.

3. Have all persons sit on deck next to wall.

4. Do not allow anyone to leave pool area.

5. Using flashlight, check pool to make sure all persons are out of the water.

6. CHECK, CHECK, CHECK, again to make sure that all swimmers who were in the pool are on deck and accounted for.

7. Stay with the group until power is back on, or until you get information from BS/MOD allowing people into locker areas or children being released to parents.

8. DO NOT ALLOW ANYONE TO RETURN TO THE WATER UNTIL POWER IS RESTORED.
GENERAL EVACUATION PROCEDURES

Head Guard will assign duties.

1. All guards blow whistle, clear pool.
2. Announce:
   a. Evacuate to the West Baseball Fields due to an emergency.
   b. Indicate exit to be used
   c. Meet relatives in other programs at Summit Elementary School Parking lot.
3. Assign guards as follows:
   a. Lead people out the appropriate exit.
   b. Take evacuation bin to appropriate exit and distribute.
   c. 1 male and 1 female
      i. Sweep locker rooms
      ii. Inform patrons they need to evacuate
      iii. Anyone who refuses to leave is staying at their own risk.
      iv. Lock locker room doors
      v. Return keys to head guard.
   d. Sweep pool area, guard room and equipment room to ensure all areas are evacuated
   e. Head guard
      i. Confirm all areas are evacuated
      ii. Take walkie talkie and keys
      iii. Post pool cleared sign at exit
      iv. Evacuate and check in with MOD/building supervisor

PARTIAL AQUATIC STAFF:

Highest Ranking Aquatic Staff Member present will assume head guard duties listed above.

Assign the tasks above to the staff that are present. If only one staff is present, request back-up from MOD/building supervisor via walkie-talkie.

EVACUATION BIN
Towels, blankets, tarp, foot protection are available in “Evacuation Bin” located near bleachers in competitive pool

PRIMARY EXIT - WEST ENTRANCE

FIRST ALTERNATE EXIT - FAMILY POOL, SLIDE DOORS

SECOND ALTERNATE EXIT - FAMILY POOL, CAFÉ DOOR

Please advise the adults not to go to the locker room to retrieve their belongs, as we must exit the building immediately
**SEVERE WEATHER POLICY - AQUATICS**

In cases of severe weather, staff will be informed by MOD or Building Supervisor. However, Guards may be the first to inform MOD/Building Sup particularly if lightening is observed. Please consult with MOD/Building Sup, before closing pools, unless time does not allow.

**SEVERE THUNDERSTORM WARNING**

In the event of severe storm warnings (high wind, hail, dangerous lightening):
- Evacuate all patrons to locker rooms
- Lock locker room doors
- One aquatic staff should stay in each locker room to help maintain calm/order
- Remaining staff must be off deck - seek shelter in Guard room

**CLOUD TO GROUND LIGHTENING**

Lightening observed between
- the Y and I - 94 (to the South)
- the Y and Hwy 67 (to the West)
- the Y and Pabst Road (to the North)
- the Y and Sawyer Rd (to the East)

Pools may reopen 20 minutes after last strike is observed

Swimmers may remain on deck but restricted to the Café areas.
Guards remain on deck to supervise and continue to ensure safety.
Instructors, attempt to do “dry land” safety with your classes. Classes may be combined for presentation of information.
If duration of storm will be for an extended period of time, clear patrons to locker rooms and lock all doors (check with MOD/Building Sup).

**SHEET OR HORIZONTAL LIGHTENING**

Pools do not need to be cleared, unless lightening is accompanied by high winds or hail (severe TS warning).

**TORNADO WARNING**

All classes will be evacuated immediately to the Locker rooms - fill in this order, Family, Girls, Boys, Adult and finally racquetball Courts. Instructors will stay with their classes until all clear is sounded.

Please read and know these policies. As an Employee, patrons look to you for leadership and guidance during emergencies.
Chapter Five
* * * * *
Pool Rules & Procedures
YMCA at PABST FARMS
POOL POLICIES
(Updated Fall 08)

General Policies
• All swimmers must shower before entering the pool and after using toilet facilities (WI Code).
• Anyone not completely toilet trained must wear a swim diaper *completely* covered by a snug fitting swim suit.
• Shoes and strollers (except as provided by the YMCA) are not permitted on deck (WI Code).
• Appropriate swim wear is required - the YMCA is a family environment.
• A lifeguard must be on duty before anyone may enter the pool (open swimmers, private/group lessons/exercise classes must always be guarded by a guard whose sole responsibility is to guard).
• Swim suits with floatation built in are not allowed - unless USCG approved (ex. Speedo, Sterns)
• Water wings and other personal inflatable floatation devices are not permitted.
• Swim lesson bubble belts may be used - only if using as an instructional device. Parent must be within arms reach at all times.

😊 Extended underwater breath holding can lead to drowning. Never allow this activity.

😊 Face masks that cover the eyes and nose and snorkels are only allowed in the Competitive Pool.
  o Triathletes and anyone who is able to demonstrate proficient ability may use mask and snorkel.
  o Proficient means the ability to perform 3 surface dives in succession, where the snorkel completely fills with water. The swimmer must then clear the snorkel without lifting the face out of water.
• Face masks and fins may only be worn if the swimmer is swimming laps or practicing snorkeling skills.
• Goggles that cover only the eyes may be worn in any pool.
• Goggles/glasses may not be worn while riding the slide.

Supervision requirements during open swim
• Parent/caregiver (16 yrs or older) must be dressed in appropriate swimwear and supervise any child 7 years and younger.

😊 Regardless of age, all weak and non-swimmers must have a parent/caregiver within arms reach at all times.
• Regardless of age, parent/caregiver must be holding onto weak or non-swimmer when beyond the rope in the Family Pool (includes Lazy River) or in Therapy or Competitive pools.

😊 The only exception to the above is if the parent/caregiver is very obviously working with the child on swim skills (or learning to jump in). Then parent/caregiver must be within arms reach of the child.

😊 Even if child has passed the swim test:
  o Children 7 yrs and under must have a parent/caregiver, *in* water and positioned to see and supervise their child’s activities.

Competitive Pool Policies
• Diving blocks: may only be used by swim team and by Flying Fish and above swim levels (and only when a coach/instructor is present).
• Diving is permitted from the sides of the pool.

😊 Dives may only be straight out and down - flips and back dives are not permitted.

😊 During open swim times, a lifeline MUST be in place. The line must be placed so that it is on the SHALLOW side of the black line (on pool floor).
• Lap Swim: Lg’s are expected to help place swimmers with others of similar ability, help initiate circle swims if appropriate, inform lap swimmers if they will need to move to another lane due to changes in scheduling, and generally ensure safe, enjoyable swims for the lap swimmer.
Family & Therapy Pool Policies

- Zero Depth
  - Regardless of age, all weak and non-swimmers must have a parent/caregiver within arms reach at all times when in the zero depth area.

- Turtle
  - When climbing the Turtle, swimmers must use both hands and knees or feet.
  - When sliding down Turtle, swimmers must go feet first and in a seated position.
  - Only hands are allowed to cover the sprayer.

- Water Sprays
  - Only hands (not fingers) are allowed on sprayers.
  - Parents and children may not sit on the ledge/grates

- Turtle Slide
  - Individuals may not slide until the blue pad is cleared of other individuals.

- Diving
  - Diving is never permitted in the Family and Therapy pools

- Lifeline
  - The lifeline must always be in place during open swims.
  - Please be sure “bobbers” on lifeline are evenly distributed along length of line (twist each end in opposite directions to “lock” in place).
  - Please do not allow children to hang on line.

- Lazy River
  - Jumping into the Lazy River is never allowed.
  - If there is no guard at station #7, no one is allowed in the Lazy River (rope off and post signage).

Slide Policies

- Riders must be at least 48 inches tall.
  - Tube is required to ride the slide.
  - Rider must keep hands on tube handles while riding the slide.
  - Double riders must use a double tube and each rider must be seated in one of the tube holes.
  - The smaller, lighter rider must ride in the front hole of the tube.

Lazy River

- Children must have a wristband when in the Lazy River except when they are within arms reach of a parent.
- Jumping from the wall or island is never permitted (tiles too slippery).

Whirlpool Policies

(Failure to follow these rules can result in serious or fatal injury)

- Shower before entering whirlpool.
- Limit use to 10 minutes.
- Ages 12 and over only.
- Diving or jumping is prohibited in the whirlpool.
- Food or drink is prohibited in the whirlpool.
- Underwater submersion is prohibited in the whirlpool.
- Whirlpool use is not recommended immediately after intense physical activity or after sauna use.
- Pregnant women and patrons with epilepsy, cardiovascular or respiratory problems are not permitted in the whirlpool.
YMCA at Pabst Farms Swim Test Policies

Swim Testing
The swim test is designed for safety; it can be done in shallow water. In addition, the test is objective; it allows greater numbers to be tested at one time, and finally it is an extremely reliable predictor of one’s ability to be safe in deep water.

How the test is conducted:
Jump into approximately chest deep water, completely submerge and resurface. Once the swimmer resurfaces, they may not touch bottom until the test is completed.

• During a 30 second period, tread water using any style of kick (hands may be used to assist). Ears and chin must remain out of the water during the treading phase.
• After treading is complete, swimmers return to the side in any fashion as long as they do not touch bottom.
• Anyone who touches the bottom during the test will be given one more chance to pass the test that day. If they are still unsuccessful, they may try again on another visit.

Who is tested:
• Anyone 12 years and younger who wishes to:
  1. go beyond ropes in family pool (includes Therapy Pool)
  2. be in the competitive pool in the open swim lanes
• YMCA at Pabst Farms Members, guests, Child Care and Day Camps and rental groups

When test is conducted:
• For groups, prior to being allowed to swim
• For general membership and their guests:
  1. any time there is open swim
  2. guests must re-test every time they visit the pool

Designation of swimmers passing the test:
• Any swimmer who successfully passes the test will be given a neon green wristband, by the testing Guard, that will be worn on the right wrist.
• To prevent being retested, swimmers go to Member Services and have their picture taken. They must have wristband to show they passed the test. On succeeding visits, a new wristband will be issued at check-in.
• All groups will also have a second band worn on the left wrist that identifies them as a member of rental group (this identifies individuals who have a higher risk of becoming a victim of near drowning or drowning incidents).

Parents and young children:
• Children 5 and under must still be accompanied by a parent/caregiver at all times. Parent must be within arms reach of the child.
• Children 6 -7 years must have a parent/caregiver within the pool area and positioned to be able to see and supervise their child’s activities.
Parents/caregivers must always be dressed in appropriate swim attire while supervising their child.
Expectations for Swimming

Child Care Staff Expectations
- Staff should position themselves in areas that create easy viewing of the children in the pool - preferably at waters edge.
- Staff should follow pool rules by removing their shoes and not eating or drinking while in the pool area.
- To maintain safety Staff must help manage appropriate behaviors and redirection of children.
- Staff will assist with the clearing of the pool at the end of the swim session.

Lifeguard Expectations
- Lifeguards will be ready to start on time with the water features running.
- Features will be turned on or off to accommodate Senior water exercise classes.
- Lifeguards will whistle to signal that all activity should stop and children should listen for direction from the lifeguard.
- 2-3 minutes before the end of the swim time the lifeguards will blow the whistle to indicate that it is time to pick up toys and exit the pool.

Pool Rules and Guidelines during Child Care Swim
- Children must WALK on the deck and into the water; once they are IN the water they may run.
- When moving from the shallow end to the deep end of the family pool, child must climb OVER the rope.
- Children may not stand/sit on the ledge area between the family and whirlpool.
- Children may jump in at the deep end, forward facing, feet first ONLY.
- Children may hold onto the wall dividing the Family and Therapy pools. However, they may not climb on them.
- The basket of toys may be used during swim times. Noodles and kickboards may not be used.
- Childcare and lifeguard staff will work cooperatively to insure that a safe, enjoyable swim time is achieved.

Family and Therapy Pool Policies
- Turtle
  -When climbing the Turtle, swimmers must use both hands and knees/feet.
  -When sliding down the Turtle, swimmers must go feet first and in a seated position.
  -Only hands (not fingers) may cover the sprayer.
- Water Sprays (ledge)
  -Only hands (not fingers) may cover the sprayers.
  -Parents and children may not sit on the ledge/grates.
- Turtle Slide
  -Individuals may not slide until the blue pad is cleared of other individuals.
- Diving
  -Diving is never permitted in the family or therapy pool.
  -The lifeline must be in place during daycare swim.
  -“Bobbers” on lifeline should be evenly distributed along the length of the line.
  -Swimmers are not allowed to hang on the line.
- Lazy River
  -Children are not allowed in the Lazy River area.
Day Care Swim Testing

A lifeguard will swim test children interested in swimming in the deep end (Family Pool) to determine swim ability. The swim test will be conducted with a PFD. At no time will children be allowed to swim in the family or therapy pool without a PFD (due to ratios).

The Test
- Jump in unassisted
- Submerge
- Paddle on front from Therapy Pool wall to Lazy River and back
- Demonstrate a barrel roll
- Show no sign of fear

Swimming Pool Policies for Camps and Parties

The following policies have been adopted by the YMCA at Pabst Farms to ensure safety at our pool for your group. Guidelines are to include: Camp Sunshine, Schools Out, Day Camp and all rental groups.

Camp Sunshine
- 10:1 ratio.
- Swim test will need to be successfully completed in order to go beyond the rope (see Swim Test below).
- All campers who do not pass swim test must wear a lifejacket.
- Staff must be at least at waters edge and actively help supervise children.
- Staff must keep a list of children who have passed the swim test.

Schools Out and Day Camp
- 6:1 ratio for participants 5 and under.
- Swim test will need to be successfully completed in order to go beyond the rope (see Swim Test below).
- Staff must be at least at waters edge and actively help supervise children.
- Staff must keep a list of children who have passed the swim test.

Parties
- 3:1 ratio- This means adults in the pool with participants since this is offered during open swim time.
- This ratio includes siblings.
- All participants must have wristbands on.
- All participants must go through a brief orientation with the lifeguard before entering the pool.
- Recommend that participants eat AFTER swimming.

Swim Test
- Jump and completely submerge in chest deep water.
- Surface and begin treading for 30 seconds.
- Swim back to the wall on the front.
- Chin and ears must remain out of water during the treading phase of test.
Test must be completed without touching bottom (except if touch on jumping in).
LIFEGUARD STATIONS

Deck Duties/Break guard - all guards must work on deck duties for the first 5 minutes of the 20 minute rotation
- Pick up and return dirty towels to desk
- Get clean towels
- Chair and table clean-up
- Locker room clean-up
- Equipment check and cleaning
- Check with the Head Guard for an assignment
LIFEGUARD ROTATION

Lifeguards rotate every 20 minutes. Initiation is either by the guard on deck duty or the Station 1 guard. If there is not a deck duty guard, Station 1 must stand between the Competitive Pool and Therapy Pool at the doors, while Station 3 moves to the next station. Station 1 is responsible for the Competitive Pool and half of the Therapy Pool. Station 7 adjusts and scans their zone along with half of the Therapy Pool.

Station Responsibilities:

Station 1 - Competitive Pool
- Entire pool, deck and bleachers.
- Pool and deck are cut in half diagonally when Station 2 is in use.
- Stand or stroll during swim lessons.

Station 2 - Competitive Pool
- Half of the pool cut diagonally, deck, and bleachers.

Station 3 - Therapy Pool
- Entire Therapy Pool, pool wall between Therapy and Family pools, and deck under slide, along Therapy Pool, and by café area.
- Whirlpool
- Stand or stroll during swim lessons.

Station 4 - Family Pool, shallow area
- 0 degree entry to lifeline
- Deck area spanning from whirlpool to family locker rooms to windows
- Stand on ledge, but must be in water during busy times

Station 5 - Lazy River
- On deck when current is off.
- In water at Lazy River entrance when current is on.
- Assist patrons on and off tubes
- Catch pool is included in scan when it has volleyball or lessons.

Station 6 - Catch Pool
- In water assisting people as they exit the slide. Stand between the windows and froth.
- Deck area around catch pool, near men’s and women’s locker rooms and walkway to slide entrance.
- Signal to the Slide Attendant to dispatch next rider.

Station 7 - Family Pool, deep area
- From lifeline to deep end, deck area around lifeguard chair.

Station 8 - Slide Attendant
- Provides information, rules, and safety to patrons at top of slide.
- Watches for signal from Catch Pool guard to send next rider.
- Confirms child is 48” tall.

Station 9 - Deck Duties
- Assists with deck duties around pool and in locker rooms.
- First 5 min of 20 rotation consists of deck duties.
- Head Guards may assign duties.
GUARD SIGNALS

One short whistle - rule violation
Two short whistles - communication between guards
One long whistle, tube vertical over head - clear pool, back-up needed, other guards bring backboard, first aid kit, and towels to emergency location
One long whistle, tube horizontal over head - clear pool, body fluid contamination, assistance needed

SLIDE ATTENDANT DUTIES

*Bring water to drink. It’s hot at the top.

Make sure riders meet the **height requirement** which is **48 inches**. Use mark on pole attached to rail.

**Instruct riders:**
- face forward, no spinning tube, hands remain in/on tube, no goggles
- it is dark
- riders should stay on tube until they reach stairs
- do not attempt to steer or slow down by pulling back on handles as this may result in tube tipping over
- if double riding, shorter/lighter rider must be in front
- double riders must always be seated separately - one may never sit on another’s lap

If denying a rider access to slide due to height or much apprehension, keep tube at top of slide.

If you need help for any reason, notify the guards with your whistle.

Riders ascending stairs must carry the tube at their side. Climbing while in the hole of the tube is not allowed.

* **Slide attendant must always** be standing so they can see and give direction to riders as well as see and communicate with the catch pool guard. Be ready to use the emergency shut-off switch to stop water flow in the event of an emergency.

If nobody is using the slide and the pool is busy, scan the entire family/therapy pool area from the top of the slide or the landing over pool. Extra eyes are very helpful.
- If you see behavior that needs correcting or a swimmer needing help, blow whistle LOUDLY and point to area of concern. Guards below will check area being noted by you.

If no one is using the slide and the pool is not busy, the Slide Attendant may sit at the bottom of the stairway until another rider arrives. While at the bottom, however, continue to watch deck/pool for safety violations.

PLEASE NEVER READ AT THE TOP OR BOTTOM OF THE SLIDE.

SLIDE POLICIES

- Riders must be 48 inches tall to use the slide. Tubes are required.
- Riders sit in the hole of the tube, rather than standing or kneeling.
- Riders must go down feet forward, no spinning or stopping in slide.
- Glasses and goggles may not be worn while riding the slide. Riders also should not wear their goggles around their neck.
- Patrons should keep their hands in close to the tube while going down the slide.
- Double riders must use a double tube. The smaller lighter rider must sit in the front hole. Children must sit in their own hole rather than sitting on a parent’s lap.
- Yellow tubes are for children and blue tubes are for adults and older children.
EQUIPMENT POLICIES

Members come to the YMCA to enjoy themselves. They are permitted to use certain equipment when conditions allow them to do so safely.

<table>
<thead>
<tr>
<th>RECREATIONAL SWIM</th>
<th>EQUIPMENT ALLOWED</th>
<th>EQUIPMENT NOT ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN SWIM</td>
<td>Small, soft, hand-sized toys brought from home (must be clean).</td>
<td>Inflatable rings/rafts Water wings Inner tubes Kickboards Noodles (Family Pool) Mask, fins, snorkels</td>
</tr>
<tr>
<td></td>
<td>Toys in green bin</td>
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<td></td>
<td>Balls</td>
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<td></td>
<td>Coast Guard approved Lifejacket if child is within arm’s reach of an adult (16 yrs. or older).</td>
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<td></td>
<td>Eye goggles</td>
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<td></td>
<td>Noodles (Therapy &amp; Competitive Pools only)</td>
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<tr>
<td>LAP SWIM</td>
<td>Kickboards, pull buoys, and fins</td>
<td></td>
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<td></td>
<td>Masks &amp; snorkel if they are able to demonstrate proper method of clearing and lap lane is not being used for circle swimming.</td>
<td></td>
</tr>
<tr>
<td>SPECIAL GROUPS</td>
<td>Balls</td>
<td>Masks, fins, snorkels Kickboards</td>
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<tr>
<td>(birthday parties, scouts, rental groups)</td>
<td>Noodles (Therapy Pool)</td>
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<tr>
<td></td>
<td>Toys in bin</td>
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<td></td>
<td>Eye goggles</td>
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</tbody>
</table>
ADDITIONAL EQUIPMENT POLICIES

1. Only staff are permitted in the equipment room. Swimmers may not enter for any reason. The only exceptions are swim team members who get their own equipment.
2. Equipment must be put in its proper place when not being used. Instructors are responsible for returning equipment to its proper place. Lifeguards should assist only in keeping the deck picked up safety reasons.
3. Goggles that cover the eyes may be used. Face masks that cover eyes AND nose are not permitted in the Family and Therapy pools.
4. Face masks and snorkels may be used in the Competitive pool only if the swimmer is able to demonstrate the ability to clear the snorkel during a series of at least 3 surface dives.

LAP SWIM PROCEDURES

To ensure safety and enjoyment of all swimmers during lap swim, it is essential that you take an active role. Please help swimmers follow these simple rules.

1. During Lap times, a minimum of one lane is always open for lap swim.
2. When any section has more than two people, circle swim in a clockwise direction.
3. When turning, swim toward the right corner and angle as you kick away from the wall.
4. If you want to rest, rest only at the left corner of the lane. Others will swim past you.
5. To join a circle, try to select a lane with swimmers whose ability is similar to yours. Try to fit when there is adequate space between swimmers.
6. Youth are allowed to lap swim if they swim continuously. They cannot play in the lap lane.
7. Equipment in lanes, such as kick boards, pull buoys or fins may be used if its’ use does not, in anyway, interfere with other lappers in the lane. Masks and snorkels may also be used for surface swimming only.

LIFEGUARDS WILL TAKE AN ACTIVE ROLE WITH ORGANIZING THE ABOVE PROCEDURES.
OPENING AND CLOSING PROCEDURES

The guard opening the Competitive Pool should:
1. Arrive 15 minutes before the shift begins.
2. Get the pool key from the Welcome Desk (a spare key is located in Peg’s mailbox in the workroom).
3. Pick up a walkie talkie from the Aquatic Office.
4. Make sure the pool lights are on.
5. Be properly dressed with lifeguard shirt, fanny pack, and rescue tube strap across chest.
6. Check fanny pack contents (at minimum gloves, rescue mask, bandages, gauze, ice pack, biohazard bag, report forms).
7. Take pool readings as required (Air temperature, h₂O temperature, CL, ALK, Ph).
8. Open all six locker room doors.
9. Put lane marker(s) in for lap swim (if not already in).

The guard opening the Therapy Pool should:
   Follow each step above except #2, #8, and #9.

The guard closing the Competitive and Therapy Pool should:
1. Ensure the pool deck and pools themselves are clear of all equipment/toys and debris.
2. Ensure lane marker(s) are in for lap swim the next morning (if not already in).
3. Take any towels left by swimmers to the Courtesy Counter.
4. Take pool readings approximately an hour before close (Air temperature, h₂O temperature, CL, ALK, Ph).
5. Lock all six locker room doors.
6. Post “Pool Closed” signs for each pool.
7. Completely circle and scan the bottom of each pool.
8. Return walkie talkies to the Aquatic Office and place in chargers.
9. Return the pool key to the Welcome Desk.
Appendix
# COMPETITIVE POOL – APRIL, 2009

<table>
<thead>
<tr>
<th>DAY</th>
<th>5:00 - 7:00 AM</th>
<th>7:00 - 11:00 AM</th>
<th>11:00 AM - 3:00 PM</th>
<th>3:00 - 6:00 PM</th>
<th>6:00 - 9:30 PM</th>
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<tbody>
<tr>
<td></td>
<td>Lap Open</td>
<td>Cls/Grp</td>
<td>Lap Open</td>
<td>Cls/Grp</td>
<td>Lap Open</td>
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</table>

*CLASSES/GROUPS – WATER EX, LESSONS, SWIM TEAMS, ETC.*
<table>
<thead>
<tr>
<th>MONTH</th>
<th>AIR TEMP.</th>
<th>H2O TEMP.</th>
<th>CHLORINE(Cl)</th>
<th>PHENOL(PH)</th>
<th>ALKALINE</th>
<th>CLARITY</th>
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<tbody>
<tr>
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<td>CLOUDY</td>
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YMCA at Pabst Farms Body Fluid Contamination Form

Date _____________  Time _____  Pool Affected __________________

Name of Staff Member in charge ____________________________________

Body Fluid was: _____ Diarrhea    ____ Formed Stool   ____ Vomit    ____ Blood

Number of people in pool affected at time of incident ______

Procedures to follow to respond to body fluid contamination - please initial when complete:

____ Clear Pool
____ Put on Gloves
____ Removal of contaminant using net/necessary tools
____ Dispose of contaminant in bio-hazard bag (to MOD or Aquatic Director)
____ Disinfect tools used to remove body fluid contaminants
____ Put used gloves in bio-hazard bag
____ Wash hands thoroughly with disinfectant soap for at least 15 seconds
____ Take chlorine readings at 3 locations (shallow water, transitional, and deep water) 1. _________         2. __________         3. __________
____ Take pH reading - needs to be within 7.2 - 7.5 range. pH Level: ______
____ Notify maintenance to turn up Ozone/chlorine level (via walkie-talkie)
____ Notify front desk to put a sign up that _________ Pool is closed until ______
      a.m./p.m. due to body fluid contamination
____ Notify Teen Room that _____________ pool is closed until ________.
____ Notify Manager on Duty that ____________ Pool is closed until ______
      a.m./p.m. due to body fluid contamination

<table>
<thead>
<tr>
<th>Formed Stool, Vomit, Blood Procedure</th>
<th>Diarrhea Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>If chlorine is under 2.0 raise to 2.0,</td>
<td>Time ozone/chlorine turned up for 8 hours</td>
</tr>
<tr>
<td>scoop up body fluids,</td>
<td>Scoop up residual body fluids</td>
</tr>
<tr>
<td>add 1 gallon chlorine in immediate</td>
<td>1 gallon chlorine added at incident</td>
</tr>
<tr>
<td>area of contamination, mix, after</td>
<td>site, mix into water</td>
</tr>
<tr>
<td>reaching 2.0 wait ½ hour and open pool</td>
<td>Time pool closed for 8 hours</td>
</tr>
<tr>
<td></td>
<td>If necessary contact maintenance</td>
</tr>
<tr>
<td></td>
<td>to vacuum pool</td>
</tr>
</tbody>
</table>

| ____ Time/Date pool is able to open | ____ Time/Date pool is able to open |
| ____ Pool Readings at opening       | ____ Pool Readings at opening |

Head/Lead Guard:

____ Please accommodate as many activities and patrons in the pool that remains open as safety permits.
____ Check schedule and staff to insure activities/patrons are notified of closure i.e. Birthday parties, swim lessons, swim team, Saturday night programs, rental groups (calendar on wall in Aquatic Director’s office by the desk)
____ Keep extra guards on open pool to accommodate larger number of patrons.

Return this form to the Aquatic Director. Date_____  Time____  Aquatic Director’s initials _____
### YMCA at PABST FARMS
#### LIFEGUARD CODE OF CONDUCT

1. Lifeguards will never guard from standard height chairs (plastic lawn chairs).

2. Lifeguards will actively scan from an elevated chair or platform or standing/strolling at the edge of the pool.

3. Lifeguards should be easily identifiable, wearing only the issued uniform. Guards will wear rescue tube with strap across the chest and wear a whistle and fanny pack.

4. Lifeguards will swim test and mark all children. Swim tests will be conducted in accordance with Association protocols.

5. Lifeguards will attend scheduled in-service trainings. Water and safety skills will be tested regularly during in-services.

6. Audits will be conducted on a regular basis. Lifeguards will be held accountable for their performance.

7. Any pool that has people in it, on its deck, or is not locked and secured will be actively guarded by at least one qualified YMCA staff lifeguard.

8. Lifeguards will actively scan their entire area of responsibility every 10 seconds, even if swimmers are only in a portion of it. The scanning should produce a constant awareness of presence and activity on and below the water’s surface, on the pool bottom, and the pool deck.

9. Lifeguards will not compromise their scanning activity by ancillary (ex. moving lane lines) duties or extraneous (ex. giving a swimmer tips) activities.

10. Lifeguards should be aware of the swimming capabilities and/or physical challenges of everyone in the pool and will ensure that individuals are not allowed in areas that place them at undue risk.

11. Lifeguards will position themselves so that their view of the pool bottom of their entire area of responsibility is not compromised by glare, building components, or stationary or floating play structures.

12. Lifeguards will position themselves so that they can reach any area of their responsibility (zone) within 10 seconds.

13. Lifeguards will limit conversations while on active duty. If conversation is needed, lifeguards should keep their eyes on their zone of coverage with extreme minimal eye contact with the person talking to him or her.

14. Lifeguards should conduct the 5/5/5 sit/stand/stroll rule when guarding.

15. When changing stations, the entering guard will do one patrolling scan of the pool/zone. The lifeguard should do an entire lap around the pool looking at every part of the pool including below the water, corners and the deck.

---

I understand the Code of Conduct and its promise to YMCA members, patrons and fellow staff that I will perform my duties as trained and outlined above.

_________________________    ______________________    ________________
Employee Signature                                            Supervisor Signature                                                Date
I have received a copy of and reviewed the Lifeguard Staff Manual. I agree to comply with the policies and procedures contained in the handbook. I understand that aquatic department job responsibilities deal with life and death situations. I understand the importance of consistent rule enforcement in an aquatic environment. I understand that I am an “at will” employee at the YMCA at Pabst Farms and failure to follow the policies and procedures contained in the handbook can lead to immediate termination.

__________________________________  __________
Employee Signature                    Date

__________________________________  __________
Supervisor Signature                  Date