

Parks/Recreation Committee

Regular Meeting Notice and Agenda

Village of Cross Plains

Rosemary Garfoot Public Library

2017 Julius Street

Cross Plains, WI 53528

(608) 798-3241

Monday, April 11, 2016

6:00 pm

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Public Comment – This is an opportunity for anyone to address the Committee on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.
- III. Reports
 1. Committee Chairperson
 2. Committee Members
 3. Parks and Recreation Director
- IV. Committee Discussion
 1. Discussion and action to approve the minutes from March 14, 2016.
 2. Discussion and action regarding the 2016 Pool Employee Manual and the addition of a private swimming lesson policy.
 3. Discussion and action to make a recommendation to the Village Board regarding the Facility Use Agreement between the Village and Cross Plains Stingrays Swim team.
 4. Discussion regarding the Ice Age Trail Alliance extending their trail through the Glacial Valley and Cedar Glen Conservancies from highway P.
 5. Discussion and update on the dog park.
 6. Discussion to review changing the evening for the Parks/Recreation/Conservancy Committee meetings.
- V. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or matt@cross-plains.wi.us.



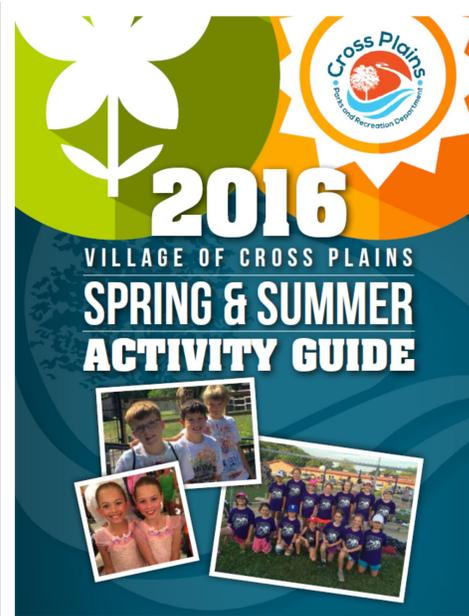
Michael Axon
Director

Director Report

To: Parks and Recreation Committee
From: Michael Axon, Director
Date: March, 31 2016
Re: March Monthly Report

Administration

2016 Activity Guide: This year's activity guide has added a number of new programs for the community. Highlighted programs include: Bricks for kidz, Rec N' Roll, golf, capture the flag, and computer programming to name a few. The 28 page activity guide should be in community mailboxes the week of March 14th.



"We create community through people, parks, and programs"

2016 1st Quarter Budget: The start of 2016 is off to a great start. We're a little ahead of the 2015 pace and have a number of new programs that the community is embracing. With a strong start to 2016, we hope to continue this trend in the 2nd quarter which tends to be our busiest time of the year.



2016 Seasonal Applications and Interviews: We received a total of 36 applications for the 2016 season. Open positions include: Aquatics (1) basketroom, (4) lifeguard, (2) assistant manager, (1) manager; Recreation (4-8) recreation coordinators; Parks (1-2) parks maintenance workers. We interviewed 31 applicants for possible jobs and hope to make decisions for the positions by early-mid April.

Parks

Prairie Seed on Hickory Hill: The Village of Cross Plains, more specifically Hickory Hill, was one of 5 recipients of prairie seed donated by Mr. Ron Endres. The Village of Cross Plains received a total of \$6,000+ of prairie seed to help restore the South-East hillside on Hickory Hill. Kevin Thusius and I were lucky enough to attend the open house at Mr. Endres' home to collect his donation. I've brought a "thank you" card to the meeting for the PRC Committee to express our gratitude.



Cleaning Pool Vessel: Staff has worked diligently to clean out the pool vessel due to the warm temperatures to start the spring. Getting the water drained and leaves out the vessel makes for easier times ahead. Leaving algae in the pool for long periods of time isn't only tough to clean on the surface, it allows for the algae to sit in the pours of the plaster and grow again when the pool is filled. To combat this, I'll be acid washing the plaster with acid magic and a powerwasher mid-April.





Recreation

Youth Basketball: The Cross Plains Youth Basketball program came to an end on March 7th. We received a number of compliments on the season and would like to give a special "Thank You" to Peanut Esser at the Park Elementary for always helping us with questions and or problems throughout the year. Mr. Esser is a great person within our community and a wonderful person to work with.



Easter Egg Hunt: The 9th annual Easter Egg Hunt was held at Baer Park on March 26th. The Cub Scout Pack 87, in conjunction with the Lion's Club and Chamber of Commerce hosted the event. We received no complaints with the event while receiving compliments for supplying heaters within the confines of the shelter.



***2016
CROSS PLAINS
POOL
MANUAL***



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Legal Liability

Wisconsin Statute, Section 895.52 and 895.525

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Employment Information

A HELPFUL GUIDE TO SUCCESSFUL EMPLOYMENT

The staff person:

- X *Respects confidential business of the department and is honorable enough not to disclose it to the public.*
- X *Obeys the rules forbidding smoking, drinking, or the use of narcotics by employees and does their best to see that others also abide by these rules.*
- X *Is open to the ideas, feelings, and wishes of others.*
- X *Is to be exemplary in personal appearance at all times.*
- X *Is courteous and friendly to children and adults alike. Treat every one as you would like to be treated.*
- X *Is honest in filling out all records, reports, and time sheets.*
- X *Never leaves area unsupervised when on duty.*
- X *Devotes the time on duty to business and does not use the time for chatting with friends or playing games.*
- X *Assumes personal responsibility for the protection and safety of patrons using the facility.*

EMPLOYMENT POLICES AND PROCEDURES

To Begin Employment

Before you begin employment with the Village of Cross Plains, you must have completed an application form and it must be on file with the Parks and Recreation Department.

Payroll

A W-4 form, WT-4 form, social security form (to withhold Social Security), an I-9 form (employment eligibility verification) and a work permit (if you are under 18) must be filled out before employment begins. Once these forms have been completed, deduction for Federal income tax, state income tax and social security will be made on paychecks.

Work Permits

All employees under 18 must have a work permit. You need to take the Department letter of employment, a birth certificate, social security number and \$5.00 to the Middleton High School to obtain this permit. You must sign the permit when picking it up. The \$5.00 will be reimbursed to you on or before your first paycheck. It is only necessary to obtain a work permit for our department once.

Summer Employment

All swim personnel are employees of the Village of Cross Plains Parks and Recreation Department. The pool opens May 30th and is open through August 28th, 2016.

Contract Agreement and Days Off

Lifeguards will be scheduled days off according to how many hours each week they are to work. If you have to leave before Labor Day because of school or sports, you need to let your supervisor know.

Scheduling

The scheduling will be done through the second week of August. **You are responsible to get a sub if you can't work.**

Pay Day & Direct Deposit

Checks are issued every two weeks. Time cards are due to the folder in the office **every day** after your shift is complete and should be filled out neatly. The Pool Manager will then turn the time cards in to the Park & Rec office bi-weekly. (Discrepancies in your paycheck should be taken to the Pool Manager). Time cards must be easy to read.

Purchases

Purchasing should be done by Assistant Managers or the Pool Manager. They may authorize others to make purchases for them if necessary. **Receipts of purchases should be itemized and handed in to the Parks and Recreation Director or Pool Manager on the day of the purchase.** Charges can be made at the Hardware Store, Piggly Wiggly, and World of Variety.

Keys

Keys will be issued to all managers, and they are responsible to return them to the Parks and Recreation Director on the last day of employment.

Evaluation of Service

An evaluation of each lifeguard will be compiled by the Pool Manager, (2) Assistant Managers and the Parks and Recreation Director during the first week in July. The Parks and Recreation Director and Pool Manager will discuss each evaluation with the lifeguards. The evaluations' will be signed by the Pool Manager, and Parks and Recreation Director. At the end of the year you will turn in an evaluation form of the season.

Final Report

Each employee will meet with the Parks and Recreation Director and evaluate how the summer went. This report is used by the Cross Plains Parks and Recreation staff to help evaluate the seasons' operation and make improvements for the future.

Change of Address

Anytime during the year, if a staff member has a change in their address, email, cell phone number or home telephone number, please notify the Park and Recreation Department. It is also important to keep the department informed on your school address and any related changes.

Dress and Appearance

Swim Suits – Each pool staff employee will need to purchase 1 new suit each year. The Village pays \$10.00 towards the suit which all of the managers decide to pick out. These suits are expected to be worn while on duty.

T-shirts – T-shirts will be handed out to each staff member at the beginning of the summer. These are the only shirts that can be worn while on duty. They may not be worn outside of work, sold at rummage sales, or given to family or friends. The t-shirts are purchased by the Village of Cross Plains and are for you to keep.

**Footwear, pool hats, or visors may be worn on duty. Umbrellas may also be used, but must be secured. Footwear must be sandals or barefoot. It is also recommended to wear sun glasses while on duty.*

**All employees must be in good physical condition and appearance. Remember that you are representing the Village of Cross Plains Parks & Recreation Department.*

Co-workers

Cooperation is essential to a well-run pool and positive staff morale. Having an atmosphere, which is positive, will be seen by all patrons. You must be respectful to be respected. Try to understand and respect the feelings, attitudes, likes, and dislikes of your co-workers. Also, make an effort to not display PDA with co-workers while at the pool, because it could be seen as inappropriate by patrons.

Telephone

The telephones are to be used to conduct Park & Recreation business. Professionalism, when answering the telephone or when talking to the general public, is vital. When using the phone, answer, Cross Plains pool, _____ speaking.

If someone other than the staff needs to use the phone, encourage them to keep it to a 2-minute time limit. There will be no long distance phone calls for any staff or patron. There is also a voicemail system used to give pool information to the public and for staff messages.

Paging

If a child calls to speak with someone, inform them that it must be an important message. If an adult calls, assume that their call is important. Please be courteous on the P.A. system (or megaphone); May I have your attention please?...[Message]... Thank you. When using the P.A. system, speak slowly, clearly, and politely. All messages should be repeated.

Accidents, First Aid, and Incident Reports

If a person is injured, apply the proper first aid and have someone contact their parents. Do not transport a victim in your car unless authorized by parents, and if no alternatives are available. Fill out all INFORMATION in the accident/incident report form. Be certain the swimmer is calm and fully recovered before allowing him/her to return to swimming. Reassure the victim. Their mental attitude can have a great impact on their recovery. First Aid is done by the lifeguard inside the office, or by any guard that is not guarding at the time.

Accidents To Employees

All Village employees are covered by the Village's insurance if they are injured at work. If an employee is injured while on duty and require medical care, he or she should call the Park & Recreation Office and fill out an accident report form immediately and turn it in within 24 hours to the Park & Rec Office, the Pool Manager or the Recreation Director. The city's insurance will cover all medical bills. When you go to the doctor tell them it is workman's comp.

Lost and Found

1. Clothes should be brought to the lost & found bucket in the Bathhouse. Other items, such as combs, goggles, or rings should be placed on the shelf by the first aid supplies. Only jewelry, keys, and money should be brought to the front desk.
2. Children are to be asked to describe the item missing and the guard will look for it. Adults may look through the lost and found by themselves.
3. Lifeguards should check locker rooms for items left when coming in from breaks. Items left in locker room should be placed in the lost and found.

Season Passes

Swimmers with purchased season passes just give their name at the front window to enter the pool. Employees are able to look up all memberships on the computer.

Employee Break

1. Everyone will be taking a break at 2:50 until 3:00. More breaks are allowed on busy or very hot days. This break time is your time to rest and relax, however, certain guidelines must be followed: All breaks should be taken within the pool facility. A guard or manager must be on duty.
2. The two guards in the guardhouse during rotation are not on break. This is to give you a break from the sun. This is the time to ask, “what can I do to help”? Pick up bath house; pick up garbage, clean guard area, etc.

Answering Problems

Remember that all questions and problems should be dealt with as if they are important. It is important to respond with confidence and professionalism. If you cannot answer the question or feel that you can not handle the problem at hand, the patron should **POLITELY** be referred to a pool manager.

When to Report to Work

1. When teaching swim lessons, you will need to be at the pool 15 minutes before the lessons begin. When you get to the bathhouse, get out any equipment needed and then go to your station on the deck and prepare for your lesson. You will be paid for this 15 minutes of prep time. **Be sure to pick up all of your toys and equipment after swim lessons.**
2. You are also required to be at the pool 15 minutes prior to the beginning of your shift when life guarding. You must be on the deck and ready to go two minutes before your shift. You will be paid for this time. During this time, before the pool opens, check the water slide, check locker rooms, put on sun tan lotion, get your whistle and water, etc.
3. When cleaning the pool, you are required to be at the bathhouse after your shift. You will be paid from the time you begin cleaning until you are done. (If you write down one hour, you must have had cleaned for the entire hour)

PUBLIC RELATIONS

The Cross Plains Parks & Recreation Dept. has maintained that a successful program incorporates three key points; public relations, safety, and cleanliness. These factors govern our entire operation and apply to all employees. Our public relations policy amounts to nothing more than the realization that, as employees, we are there to serve the public. Courtesy must govern our entire operations with the public...starting with the cashier and continuing throughout the staff.

Helpful Hints: Always try to answer all questions courteously and try to find out the answers if you don't know. Explain the problem schedules and rules as many times as needed, never assume that people already know. Try to meet the public needs if they are reasonable. Whenever possible SMILE!!!

Safety is a concern of all. Each employee must strictly and uniformly enforce rules and guidelines. Requiring patrons to conduct themselves in such a manner as to avoid personal injury or injury to others is of primary concern.

Cleanliness starts with each employee's everyday dress and appearance. We must set the example. Cleanliness also refers to the enforcement of all rules relating to the said subject. Patrons should see a clean facility from parking lots throughout the building.

Remember the three key principles: **Public Relations, Safety, and Cleanliness.**

Public relations is a very important responsibility of all personnel. Good manners, willingness to serve, attentiveness to duty, etc can do wonders to improve the public's attitude toward the division. The employee must be courteous with people of all ages. Dealing with dissatisfied patrons requires patience and diplomacy. A slip of the tongue can cause dissension, especially in dealing with adults. Remember that these guidelines apply to talking on the phone too.

Therefore, public relations in the Dept. facilities means:

1. Working with a smile, even if you have to reprimand someone.
2. Doing the job you were hired to do in the way that you were hired to do it, and not the way it might seem at the time.
3. Being clean. This includes clothes, hair, and skin.
4. Being cooperative with your fellow workers.
5. Responding to suggestions with an affirmative attitude. We are open for the benefit of the participants, not the employees. Pass suggestions on to your supervisors.
6. Knowing the rules yourself so you can interpret them to others.
7. Being fair to all participants. (Use the same rules for the people that you dislike that you do for those you like.)
8. Not finding fault with the operation of the facility with the public...If there is something that you feel is wrong with the operation, it should be discussed with your supervisor first. If satisfaction is not reached at that point, you should then go to another person in the organization who can help you. It should NEVER be discussed with the public first.
9. Always ask....“Is there anything else I can do to help?”

Patrons

Make patrons feel at home when they come, but do not neglect your work. A friendly greeting and a pleasant manner does not necessitate neglecting your responsibility.

In extreme cases where help is needed to protect children using city or school property, the Village Police should be called. The Park & Rec. office should be notified at once whenever this action is taken.

EMPLOYEE RULES AND REGULATIONS

BE PROFESSIONAL AND COURTEOUS!

As an employee at the Cross Plains Public Swimming Pool, you are expected to conduct yourself at all times in a manner which will reflect professionalism and goodwill upon yourself, the Park & Recreation Dept., and the Village of Cross Plains at all times. It is important to be thoroughly familiar with all of the following rules, and to enforce them in a uniform manner at all times. It is important that lifeguards and other employees be consistent, fair, and equal when enforcing rules. When an adult disobeys one of the facility rules, they should be politely corrected and reminded what the rule is. The Red Cross recommends that positive wording like, "Sir, it is against the rules to do that. Please stop.", be used.

It is very important that the staff remembers that they are representing the Village of Cross Plains Parks & Recreation Department at all times. Rules should be enforced firmly, yet politely. Patrons need to know that you are there for their safety, yet they need to respect your authority. The most successful lifeguards are those who maintain a safe, but fun area. Many patrons will test your authority, especially at the start of the summer. Be firm, but friendly, and you will have minimal problems.

If a patron questions the reason for a rule while you are guarding, try to briefly explain. If they are dissatisfied, direct them to the Pool Manager. Remember that your responsibility is to watch the swimmers and discussions with patrons will only distract you.

Remember, "SWIMMERS ARE OUR GUESTS!!"

1. Be courteous to all patrons. Being courteous can be hard with a swimmer that continues to challenge you, but be patient.
2. Be consistent in the enforcement of the rules. This will prevent many potentially dangerous situations from occurring. This is the hardest rule to enforce, because there are 9 guards who all interpret these rules differently. Please understand what the rules are and enforce them.
3. Be aware of hazardous areas within and around the facility.
4. Keep the locker rooms and the office area clean at all times. When you are on break this room should be picked up.
5. Walk through and check the bathrooms; for empty toilet paper containers, flush toilets, pick up paper on the floor, check garbage for dirty diapers, have the children get out of the shower if they are abusing it, and pick up clothes that are left in the locker room and put them in the bucket in the guard house.
6. The department does not allow the use of profane language on the job. Do not allow others to use it. Please don't talk about things in the bathhouse that you don't want the public to hear.
7. There is absolutely NO drinking of alcoholic beverages or use of illegal drugs while on duty or at the facility while off duty. Violation of this rule will result in the immediate termination of your job.
8. The department expects all employees to be in peak physical working condition while on the job. There will be a Lifeguard Fitness Challenge. We encourage all to participate.
9. Anyone caught in connection with the theft of any city materials, or other personal belongings, will be prosecuted.
10. No music devices (I-pods, etc.) are permitted while on duty. Only the radio in the bathhouse can be used, provided that the music is kept down and appropriate so the Pool Manager can conduct business.

11. Discourage any friends from visiting with you while on duty. Do not carry on conversations with friends through the fence while on duty or take your eyes off the water and turn around. Please ask them to come back when you are on break. Keep your eyes, ears, and focus on the pool area at all times. If friends come when you are on break, please go outside to talk with them. Please don't visit with them by the window for its gets too congested for the Pool Manager. Your friends are not allowed in the bathhouse.
12. Use your whistle correctly. It is not a toy to be used for your amusement. It is a life-saving device. **No unnecessary calls.** Please don't share your whistle or use others because this in number one way to catch colds, mono, and other viruses
13. There is absolutely NO DIVING from guard stands, even in emergencies.
14. Equipment for reaching assists should be available within easy reach of lifeguards.
15. No smoking will be permitted while on duty. For those who do smoke, it is requested that you limit your smoking to OFF DUTY HOURS only. Your breaks are not time off.
16. Free passes will not be given out to pool staff families. All family members must pay to go swimming at the pool with a daily admission or season pass to the pool.
17. Nobody is allowed to swim after hours at the Cross Plains Pool. The noise must be kept to a minimum for we are in a neighborhood with sleeping children! Head guards it is your responsibility to make sure the guards follow the rules, keep the noise to a minimum and to make sure a guard is guarding.
18. Lifeguards are the only individuals allowed on the guard chairs. When climbing the ladder to the chairs, do not pull on the backs of the chairs or the umbrella stand for any reason.

Discipline for Participants:

The pool staff is responsible for seeing that the pool activities are handled in an orderly and safe manner. No participant should be allowed to disobey or ignore any pool rules.

Be firm, but courteous in enforcing the rules and take a short time to explain the safety reasons behind the rules. Try to make the situation more positive:

1. When a person is running, use your whistle to gain their attention and have them return to where they came from and walk.
2. Destruction of property – Inform the person who caused the damage that they must clean up the mess.

Under NO circumstances should a participant ever to be struck or disciplined with physical measures by an employee!! Any physical abuse to the public will result in immediate dismissal. Lifeguards should not shake or touch or grab children or adults for discipline procedures.

In all misconduct situations or other crimes, the individual(s) should be reported to, in this order:

- 1.The Pool Manager, who in turn will inform the Recreation Director.
- 2.Parents of the individual(s) (Pool Manager will inform the Parents)
- 3.Police, if necessary (The Pool Manager will contact Police)

Participant Disciplinary Policy:

- 1.Minor rule infraction or first time offense:
 - a. Reprimand
 - b. Time out for 15 minutes
 - c. Must leave for the afternoon or evening (Record in book at the front window)
2. Intentional rule breaking and/or repeated offenses:
 - a. Send to Pool Manager for reprimand
 - b. Suspend for 1-3 days (Record in book at the front window)
 - c. Suspend for 1 week, upon approval of the pool coordinator (Record in book)

Note to all employees:

Any suspension should be recorded in the Pool Manager's Book at the front window of the office. If behavior warrants a suspension for longer than 1 day, the Pool Manager should notify the parents as soon as possible. The Pool Manager will then write down the problem in the book. Finally, inform the other guards of who has been causing the problems.

When making a swimmer sit out, make sure that they understand what inappropriate behavior they have displayed. Remember to remind them what behavior is expected from them in the future. Please use your best judgment! We certainly want the participants to enjoy themselves, but safety must come first. If you feel that the actions of a swimmer is placing themselves and/or others in danger, please use whatever discipline that seems necessary.

EXPELLING A SWIMMER

Patrons may be expelled from the facility when they have continually disobeyed the rules (See enforcing rules), they are under the influence of alcohol or drugs, or are behaving in an unsafe manner.

When a lifeguard expels a swimmer, they should be recorded in the Pool Manager's book. The name of person/s expelled and the length of time should be posted.

Most expulsions will be for only one day. In all instances, when a patron is expelled, the lifeguard tells them to report to the Pool Manager. The Lifeguard should get the swimmer's name so they can check with the Pool Manager that they reported to her. The Pool Manager will record it in her book and go through rules with them. When you come in on break make sure you check with Pool Manager that they reported to her.

It is good practice for two lifeguards to work together when asking an adult to leave. If the adult becomes belligerent, the Pool Manager should be contacted, and if necessary, the police should be called.

STAFF RELATIONS/MORALE

It is important to keep good relations amongst the aquatic staff. Cooperation and positive staff moral is essential to a well run facility. Respecting co-workers should be emphasized. In order to keep the morale up, supervisors can give incentives by awarding the staff for job well done.

1. Employee of the Week: Award given at each weekly staff meeting for the employee that may have done an exceptional job that week or just did a little more than the rest. That employee should be recognized in front of the staff and given an award of some sort.
2. Swim Lessons Instructor of the Week: Award given at each weekly staff meeting for the employee who did an exceptional job that week teaching lessons.
3. Cleaner of the Week: Award given each week at the staff meetings to the employee who put forth extra effort in trying to keep our facilities clean.

General Information

CROSS PLAINS SWIMMING POOL
ORGANIZATIONAL
CHART

VILLAGE PRESIDENT

VILLAGE BOARD

PARKS,RECREATION,CONSERVANCY
COMMITTEE

VILLAGE ADMINISTRATOR

PARKS AND RECREATION DIRECTOR

POOL MANAGER

ASSISTANT MANAGERS (2)

LIFEGUARD

BASKETROOM

EMERGENCY PHONE NUMBERS

EMS, Police, Fire.....911
Park and Recreation Department.....798-3241 EXT. 107
Police (non-emergency number).....798-4100

ADMINISTRATION PHONE NUMBERS

Park and Recreation Department.....798-3241
2417 Brewery Road

Park and Recreation Director
Mike Axon.....217-1329 (Cell)

If you have problems with maintenance, please contact the following people, in this order:

1. Mike Axon (if he cannot be reached because he is out of town, contact the person from below that is on call.)
2. Fran Tourdot.....235-1622
3. Norm Esser.....513-5939
4. Randy Briske.....235-1660
5. Joe Pertzborn.....235-1255

*Public
Swimming
Information*

SWIMMING INFORMATION

1. Public Swimming

Monday through Friday 1:00 – 5:00 p.m. and 7:00 – 8:30 p.m.

Saturday and Sunday 1:00 – 8:30 p.m. (Unless there's a pool party from 6-8 pm)

2. Swim Team

Monday through Friday 6:00 a.m.-9:45 a.m.

Monday and Wednesday 5:00-5:45 p.m. (Stroke Work 10 yrs) (May not do this)

Adult Swim

(For adults 18 years and older) Tuesday and Thursdays 5:00-5:45 p.m. Sundays 11:45-12:45

\$2.00 per Adult

3. Admission Rates for the Pool

Ages 0-2 (R/NR) Free

Ages 3-10 (R/NR) \$3.00R/ \$4.00 NR (\$12.00 Family Max)

Ages 11 & up (R/NR) \$4.00R/\$5.00NR (\$15.00 Family Max)

4. Season Passes

Individual \$60.00R/ \$85.00 NR

Family - \$100.00/ \$130.00 NR

Daycare Provider Pass \$10.00 R/NR

(Only added to Family Pass)

(The definition of family is the immediate family living in the same household under one roof, including elderly parents living with the family/children, couples not married, and/or foster and/or step children and/or foreign exchange students living under the same household, as well as families with joint placement arrangements. Verification with a tax form may be required if information is questioned.)

Supervision of Children in Groups At the Cross Plains Pool

Policy: The Cross Plains Outdoor Pool has established the standards as listed below for all children entering the facility. These standards are set up for groups. For example, this would pertain to Daycares, Girl Scouts groups, etc.

1. One adult chaperone per 10 children 8 years old and over.
2. One adult chaperone per 5 children aged 5-7 years old.
3. One adult chaperone per 2 children aged 3-5 years old.
4. One adult chaperone per 1 child under 3 years of age.

Chaperons are expected to be able to swim and be in the water. Chaperons are responsible for the conduct and supervision of their children at all times. They are also responsible for explaining pool rules and procedures to the children under their care. Chaperons are expected to maintain visual contact of group members at all times who are 8 years of age and younger. It is the responsibility of the caregivers to evaluate children's swimming ability and see to it that children remain in a safe swimming depth. For children 8 years of age and older, we recommend the use of the buddy system.

1. **Free Swim**
Tuesday night from 7:00 – 8:30 p.m. Everyone gets in for free!
2. **Sunday Fun Days**
Sunday all day. Absolutely no large rafts, squirt guns, tire inner tubes or boats with oars will be permitted in the pool. Swimmers may bring in cushy balls and soft inflatable's for their use. Parents are reminded to supervise (at all times) non-swimmers who are using inflatables.
3. **Rest Period**
Every day from 2:50-3:00p.m there will be a rest. The two guards in the guardhouse before break will be on duty for any lifeguards using the pool, and watching the children so they don't get into the pool. The guards on breaks – one will report and stand in by the shallow end before whistle blows for break. The other guard will take rescue tube and guard lifeguards (that may be swimming) and watch children so they don't go into pool. The pool must be cleared completely except for adults. No children are allowed in the pool or near the water. Lifeguards can swim during rest period, but must follow the rules set for the children, especially on the diving board and slides. Guards should also help basketroom with their duties.

POOL RENTALS

1. The Pool Manager should be familiar with the rental procedure, and should keep the master calendar up to date regarding rental dates. The Pool Manager should also schedule guards for rental (if the schedule hasn't been completed) and check with Park & Recreation Department each week.

Payment for rentals is done in advance at the Village Office.

2. The cost is: \$150.00, this includes at least 2 guards and could be more depending on the number of swimmers.
3. The pool is available to rent from 6:00-8:00 pm Saturdays and Sundays
4. For pool rental, **no lifeguards are on break**. You will rotate every 15 minutes.
5. Shut front door when pool party is there, so it doesn't look like we are open for business. Hang "Private Pool Party" sign on door.

Operating Rules and Regulations

1. To gain admission into the pool, children **under** the age of 8 must be accompanied and supervised at all times by a responsible supervisor. This responsible adult must be 13 years old.
2. Season pass of daily fees are required for all persons who enter the facility. Parents are allowed in with street clothes.
3. Refunds will not be issued. Rain checks will be given if the pool facility closes within 1 hour of opening.
4. Admission will be refused to all persons who have an infectious or contagious condition.
5. Pool chairs are provided by the facility and are available on a first-come, first serve basis. Patrons may also bring in their own personal chairs. For safety reasons, blue chairs should not be taken into the water at the Baby Pool. If there is a shortage, adults are given preference over children.
6. No glass containers, coolers, food, drink or carry- ins. All food and drink are to be consumed outside the pool area.
7. With regard to public safety and the concern of disease-causing bacteria, all patrons under the age of 4 or who are not toilet trained **MUST** wear swim diapers while using the facilities (available for purchase at the front desk). Non-swim diapers are not allowed in the pool. A baby changing station is available in the women's locker room.
8. No inflatables are allowed except on designated days and times and for medical reasons. Goggles and water wings can be used. Children with water wings must remain in shallow water and an adult should be with them.
9. No alcohol, drugs, tobacco or other mind-altering substances are allowed.
10. Foul language is unacceptable; all persons using foul language will have their swim privileges revoked. We ask that you stay off the ropes, don't play on the ladders, don't visit with other lifeguards on duty and couple affection is inappropriate behavior.
11. Horseplay is unacceptable. This includes running, pushing, excessive splashing, chicken fights and dunking. Parents are not allowed to throw children off their shoulder or in the air. No one is allowed to carry another person on his or her shoulders.
12. No diving anywhere in the pool area, except in the diving well off the board. No back dives or flips off the side of the pool at any time.
13. Rest periods are held each day from 2:50-3:00pm.
14. The pool will not open when the air temperature is around 65 degrees, skies are cloudy and the extended forecast is not favorable. The pool will close due to poor attendance (less than 10 patrons one hour after opening) or we will limit areas if the pool remains open.
15. Smoking is not permitted at any of our aquatic facilities. If you choose to smoke, you may do so off grounds and away from bathhouse and children.
16. No hanging on or jumping off of swim team blocks in the five feet area.
17. No hanging or sitting on the rope dividing the diving well from the five feet.

Specific Pool Rules

Diving Board Rules:

1. NO recreational swimming in or around the diving area.
2. Only 1 person is allowed on the diving board at a time.
3. Only 1 bounce is allowed while on the board.
4. Divers must dive straight off the front of the board.
5. Absolutely NO cartwheels, handstands, back flips or twisting front to back while on the board.
6. Divers must wait until the person in front of them is to the ladder on the side of the pool before diving.
7. All divers must swim to the appropriate side of the pool to exit. NO one is allowed to swim back underneath the diving board to exit.
8. If a swimmer is doing something that makes you feel uncomfortable and does not look safe. You may ask him/her to stop. These rules are not inclusive.
9. No sitting on diving board.
10. No jumping towards the edge to get friends wet. Must jump straight off!
11. Water wings and noodles are not permitted, only coast guard approved life jackets are allowed on the diving board.
12. Parents may not catch their child or be waiting for them in the water at the end of the diving board.

Slide Rules

1. One person may be at the top of the slide at a time, and must also wait until the person before them reaches the wall before they go down the slide.
2. Swimmers may only go down head first on their stomach or feet first on their back. Any other forms of sliding down are not permitted.
3. Slowing down or stopping while in the slide is not allowed.
4. Water wings and noodles are not permitted, only coast guard approved life jackets are allowed on the slide.
5. Parents may not catch their child or be waiting for them in the water at the bottom of the slide.

Baby Pool Rules

1. All children must be accompanied by an adult.
2. All children must be age 5 and under.

Guard Rules

1. Guards must never dive off guard chair even if it's an emergency!
2. Guards must never dive into any part of pool except diving well.
3. Not following these rules or rules above will cause suspension from your job for severe injury could result.

Level 3E: Stroke Development

Diving
Front crawl
Back crawl
Elementary backstroke (whip kick)
Butterfly kick
Tread water
Rules for safe diving and reaching assists

Level 3F: Stroke Development

Diving
Front Crawl
Back Crawl with kick proficiently
Butterfly kick and body position
HELP position
Huddle position
Check-call-care

Level 4: Stroke Improvement

Deep water bobbing
Rotary breathing
Endurance swimming
Breaststroke
Sidestroke
Open turns on front/back
Standing dives
Swimming underwater
Treading for one minute
Throwing assists
Caring for conscious choking victim

Level 5: Stroke Refinement

Long shallow dive
Endurance swimming
Breaststroke
Sidestroke
Flip turns on front/back
Tuck and pike surface dives
Survival swimming
Rescue breathing

Level 6: Swimming & Skill Proficiency

Open/Flip turns for each stroke
Endurance swimming
Surface dives
Dive off board with approach and hurdle
Retrieve brick from diving well
Intro to safety procedures demonstrates fitness swimming, etiquette and calculates target heart rate

Swim Team

The swim team is run by a parent group. They hire the coaches for the team. Swim team will practice from 5:00 - 5:45 p.m. in the afternoon and 6:30- 9:45 a.m. in the mornings. They also have scheduled meets which will be posted.

*Weather
Emergencies
And
Storm
Procedures*

WEATHER EMERGENCIES AND STORM PROCEDURES

Inclement Weather Closing Procedures:

The pool managers are responsible for the safety and well-being of all employees and guests at the pool. Closing the pool facility due to weather is a judgment call and will be made by Pool Manager & or Assistant Managers. If any discrepancies, the Pool Manager makes final decision on closing. As a general guideline, when expected high temperature for the day is below 65 degrees, we will not open the pool or teach lessons. Although if the sun is shining and the weather temperature is 65 degrees we will be getting in the water, except for the youngest children. It is necessary to monitor all storms, which are in or are headed to the Cross Plains area. If a storm is headed in the direction of the pool facility:

1. On the P.A., announce that a storm is headed to the area and all those who have bikes walked should consider leaving as soon as possible.
2. Notify the Parks and Recreation Director.
3. If thunder is heard, the pool is to be cleared for 20 minutes after each thunder that is heard.
4. If lightning is spotted in the area, clear the pool and pool area immediately. The pool will remain closed as long as the lightning stays. Patrons should not be allowed back in the water until 30 minutes after the last lightning has been seen. The 30 minutes starts over if you see a new lightning bolt.
5. If the police department contacts the pool of a storm, close the pool immediately.

In the case of an electrical storm (lightning), notify the Recreation Department. No one can be in the pool or against fences during electrical storms. The pool will be closed for the duration of the electrical storm. When the storm or threat of danger passes, the pool may open up again. The Pool Manager and the Assistant Managers will make this decision.

During any storm/closing procedure:

1. Stay calm. Everyone looks to you for security and reassurance.
2. Get inside the bathhouse. Guards should escort all patrons and remain under control.
3. Do not use the showers or the telephone, unless it is an emergency.
4. Do not leave the pool facility. You are still working, it is not break time. The Pool Manager will inform everyone if the pool will not be reopening.

The pool will close if it is raining so hard that the bottom of the pool can not be seen.

Attempts will still be made to hold swim lessons if it is raining or cold. This will also be a judgment call made by the Pool Manager and the Assistant Managers. If weather is questionable before pool hours, all guards must remain on call. The Pool Manager will contact you if the pool will not open or if there is a change in the schedule due to the weather.

*Always assume that the pool will open as scheduled unless informed otherwise by the Pool Coordinator.

TORNADO PROCEDURE

If a tornado warning is in effect for the Cross Plains area prior to scheduled hours of the pool or before you are scheduled to work, wait until the warning has been lifted to report to work.

The following procedures will be put into effect with regard to a tornado possibility:

1. Tornado watch
 - a. Activities should continue. Supervisors are to watch and be aware of possible changing weather.
 - b. Plans by Managers and lifeguards should be made and ready for implementation in the event the watch is upgraded to tornado warning.
2. Tornado warning
 - a. The Managers will announce the warning to the public and inform them that the facility will be closing.
 - b. The facility will be closed immediately. Lifeguards should be sent to the locker rooms to check on swimmers. Lifeguards should maintain control of the crowd and the situation.
 - c. Other lifeguards should be encouraging people to leave the area.
 - d. If a tornado has been sighted in the area:
 - Escort everyone into the pool house, but stay clear of all pipes, valves, and doors.
 - The Pool Manager will notify everyone when it is safe to resume activity.

*Specific
Employee
Responsibilities*

POOL MANAGER

General Function:

The Pool Manager is responsible for the overall supervision of the co-assistant managers, lifeguards and pool staff, the operation and cleanliness of the pool, working with assistant managers in planning programs, and to help promote good public relations at the pool. The Pool Manager and co-assistant managers work as a team! No decisions should be made or changed without checking with Pool Manager. The Pool Manager has the final say over co-head lifeguards and lifeguards. The Pool Manager will communicate daily with assistant managers on schedules, subs, and events. It is the primary responsibility of the cashier to provide a favorable first impression of the pool to the patrons. The Pool Manager is directly responsible to the Recreation Director and works with him/her to set regulation, rules and policies for the pool. The Pool Manager must know and understand all the information in the Pool Manual, as well as procedures for window operations, collecting time cards, cleanliness, collecting money, and scheduling of lifeguards.

Specific Job Responsibilities:

1. Responsible for all incoming money and balancing the attendance sheets. Main window responsibility. Keep an accurate tally of the number of swimmers that come through the front gate.
2. Must understand and enforce all pool rules and regulations.
3. Work with lifeguards on special events, schedule changes, and any other information that will assist them in better serving the public.
4. Make sure that staff is serving public in a positive way, with a good attitude, friendly personality, providing correct information and being helpful.
6. Watch for people with contagious diseases, such as athlete's foot or open infected wounds.
7. Assist the Co-Managers and lifeguards with any customer complaints, suggestions, and concerns that might help improve the pool or the pool staff.
8. Responsible to oversee the cleanliness of the pool area, locker rooms, and office area.
9. Prohibit loitering in front of the counter and counter area.
10. Responsible for all lost and found items.
11. Responsible for the proper use of all P.A. announcements.
12. Must check and collect time cards from lifeguards after each day. Time cards must be handed in to the Village Office bi-weekly by 8:00 a.m. Monday.
13. Keep the Parks and Recreation Director informed on schedules, programs, lifeguard problems and lifeguard concerns.
14. Assist the Parks and Recreation Director in hiring seasonal staff.

15. Assist the Parks and Recreation Director and assistant managers in mid-term evaluations of pool staff.

Opening Responsibilities:

1. See that all necessary entrances and exits are open.
2. See that Bathhouse and pool area are free of litter.
3. See that both bathrooms are clean and ready for the public.

Qualifications:

1. Mature, responsible personality
2. Ability to delegate authority.
3. Ability to communicate, be courteous, and cooperate with the entire pool staff and public.
4. Ability to stay calm during an emergency and direct others.

The Pool Manager must provide a safe, respectable and clean locker room and office area. They must act as a public relations person for the pool facility and the Parks & Recreation Department. They must listen to compliments and complaints from the public and offer assistance and information where needed. They try to make people feel welcome and encourage them to take pride in the pool facility and its' cleanliness. Lastly, they work with the lifeguards and Parks and Recreation Director to provide a safe and quality pool environment.

ASSISTANT MANAGERS

General Function:

The Assistant Managers are responsible for supervising the lifeguards. They are responsible for the security of all participants that make use of the pool facility. The Assistant Managers must have a complete knowledge and understanding of all information in the Pool Manual. It is important and necessary to communicate with the Pool Manager on a daily basis for a good working relationship. As an Assistant Managers, you also have the same job duties as a lifeguard, but consistently perform that a proficient level and be willing to help others learn their own duties.

Qualifications: *To become an Assistant Manager you must have the following certifications listed below:*

1. You must show thorough knowledge of pool staffing and operations.
2. Thorough knowledge of the rules and regulations regarding the pool facility and the surrounding area.
3. Thorough knowledge of all the laws and ordinances relating to the use of the pool.
4. **Must** be a minimum of 16 years of age for guarding and instructing.

Current certifications in:

- 1) Lifeguard Training
- 2) Standard First Aid & CPR for Professional Rescuer.
- 3) Water Safety Instruction Certificate

Specific Job Responsibilities

1. Make sure that swim team has a certified lifeguard on staff.
2. Work with recreation staff on summer pool scheduling.
3. Coordinate and schedule park patrol along with schedule for guarding.
4. Set up voice mail.
5. Do mid term and final evaluation on staff.
6. Get supplies needed for opening the pool and concession stand.
7. Keep first aid supplies replenished.
8. Run errands when needed.
9. Make sure there is a manager on duty at all times.

10. Work with swim team to make sure public is aware of when swim team meets and that information is posted.
11. Organize lifeguard fitness challenge.
12. Order t-shirts from Top or RB Shirts.
13. Have meeting with Pool Manager and Parks and Recreation Director when needed.

Special Event Coordinator:

1. Plan a special event each month for the pool
2. Organize committees for each event. (For Example, publicity, costume, games, & decorations.)
3. Have the staff clean up after each special event. Clean up the bath house.
4. Coordinate who will be guarding and who will be running the events. Everyone should have the opportunity to run a game if needed.
5. Brain storm for activities and costumes with entire pool staff.
6. Inform staff on costume making days and help staff members with costume ideas.
7. Publicity for each special event should be done (picture in the paper) 2 weeks prior to event.

Qualifications for all lead staff positions:

1. Mature, responsible personality
2. Ability to delegate authority and accept criticism and suggestions.
3. Ability of communicate, be courteous and cooperate with the entire pool staff and public.
4. Thorough knowledge of rules and regulations regarding the facility and the surroundings.
5. Thorough knowledge of all laws and ordinances relating to the use & care of the pool.
6. Valid certification in Lifeguard Training, W.S.I., Pro-CPR, and First Aid.
7. Must have demonstrated a willingness to teach and help other guards when they need assistance with their own duties.
8. At least one summer of experience at the pool

LIFEGUARD

General Function:

Lifeguards are responsible for the safety and security of all participants at the pool. Work with the other lifeguards, Assistant Managers, and the Pool Manager to provide a safe and friendly environment. Lifeguards must provide a positive image by attentive, conscientious and courteous behavior on the job. The primary responsibility of the lifeguard is to protect the life and well-being of each person.

Qualifications:

1. Thorough knowledge of the rules and regulations regarding the pool facility and the surrounding area.
2. Thorough knowledge of all the laws and ordinances relating to the use of the pool.
3. **Must** be a minimum of 16 years of age for guarding and instructing.
4. Current certifications in:
 - 1) Lifeguard Training
 - 2) Standard First Aid & CPR for Professional Rescuer.
 - 3) Have a sense of loyalty to the organization and a feeling of respect toward their supervisors and the public.
 - 4) Must be mature enough to recognize and appreciate the vital nature of their responsibilities.

Specific Job Responsibilities:

1. Thorough knowledge of all information in the Pool Manual:
 - 1) On the job procedures.
 - 2) Danger areas of the pool.
 - 3) Maintenance of the pool facilities and equipment.
 - 4) Checklists and Accident Reports.
 - 5) Personnel information.
 - 6) Employee and patron policies and procedures.
 - 7) Rules and regulations for personnel and patrons.
 - 8) Daily maintenance routines.
 - 9) Substitutions, forms, and days off.
 - 10) Swimming lesson requirements.
 - 11) First Aid procedures.
2. Responsible to watch swimmers, perform rescues if necessary, enforce rules and regulations of the pool, perform maintenance duties, to provide a clean pool and maintain order in the pool and locker rooms.
3. Must be respectable while on duty. Be in proper uniform as outlined in the Pool Manual and show care and concern for all patrons while on duty and on break. No horseplay or any other actions, because this will create a poor image for the pool staff.
4. Authority to correct any violations of the rules, but must be as courteous as possible.

If patron is continually violating the rules of the pool, it is suggested that the guard ask them to sit out of the water for 15 minutes. If a guard feels the patron should be ejected from the pool area, please notify the Pool Manager, or an Assistant Manager.

5. Fill out and complete accident and incident report forms for each occurrence.
6. As little time as possible should be spent correcting infractions. If patron wants to contest the infraction, notify the Pool Manager or an Assistant Manager. Full attention must be given to the water at all times.
7. Authority to question any persons' swimming abilities. If a patron refuses to retake a swimming test, assume they cannot swim with the necessary skills and they should be asked to remain in the shallow water. Lifeguards should feel free to question adults on swimming ability if they are going off the boards. Adults don't take skills test, so it is important to question them.
8. Perform first aid, CPR, and artificial respiration as needed.
9. Review techniques and constantly be in shape. Guards are expected to keep in shape and participate in the fitness challenge each week. In-service training sessions will be held once a week to keep everyone updated on emergency procedures.
10. Upkeep and cleanliness of the pool office, pool deck, outside pool facility, locker rooms, and public restrooms.
11. Attend all In-service training sessions and bi-weekly staff meetings.
12. Keeping track of own hours by filling out a time card and handing it in to the Pool Coordinator every day.
13. Clean public and pool restrooms and bathhouse after pool closes.
14. Politely refer any patron with a complaint or concern about the pool or the Park and Recreation Departments' activities to the Pool Manager or the Recreation Director. They will then explain the policies and answer any questions.
15. Be aware that the public can become easily offended. Choose words carefully when speaking with them, and be as polite as possible. Lifeguards should still be firm when enforcing a rule, not apologetic.
16. Opening and closing procedures, including inspecting the bottom of the pool and surrounding areas of the facility.
17. Be familiar with all the state laws regarding the pool.
18. Do not leave your station until relieved by another guard. All lifeguards must perform appropriate rotations.
19. Must remain in pool facility at all times. You may leave during breaks if approved by the Pool Manager.

20. Do not sit or stand with other lifeguards or patrons while on duty. Everyone has a specific zone to cover.
21. Must be in full uniform while on duty. Uniform consists of staff swimsuit and whistle. Hat or visor, and sunglasses are advised. Staff shirts and warm-ups may also be worn.
22. Know the safe operation of the drop slide, baby pool, and diving board.
23. Have rescue tubes available and easily accessible at all guard stations.
24. Teaching swim lessons.
25. Responsible to find a sub if you are unable to work at the scheduled time.
26. Any other duties as assigned by the Pool Manager or the Assistant Managers.
27. Responsible to work through the time on the contract agreement.
28. Hours and days of the week will vary with no one working more than 40 hours/week if under the age of 18.
29. Administer proper first aid.
30. Perform maintenance tasks as scheduled.
31. Turn in swim lesson sheets attached.

ADDITIONAL JOB FUNCTIONS FOR LIFEGUARD

1. Have a whistle.
2. Be helpful, friendly, and cheerful to the public, and fellow employees.
3. Explain the pool rules to rental before they use the facility.

SPECIAL INFORMATION FOR THIS POSITION

A number of responsibilities could be listed but they are basically common sense. Since you, the lifeguard, are legally responsible for all drowning and accidents if found negligent, YOU must never be sloppy and let swimmers get out of hand. Remember, you are hired as a lifeguard and your major responsibility is to prevent accidents from occurring. If you don't enforce the rules, you can bet that the swimmers won't follow them.

The well trained guard will do this by preventing people from getting into situations that endanger themselves or others. When this fails, they must be prepared to plan and effect a rescue with the utmost speed and efficiency. The principles behind all life guarding are: the prevention of accidents BEFORE

they happen and a quick, simple, and safe rescue if an accident occur. It has often been said, “A good lifeguard seldom has to get wet.”

The guard’s ability to know, recognize, and even anticipate signs of trouble in the water and “tip-off” actions of swimmers and non-swimmers, will often eliminate situations that may require an actual rescue attempt.

Obvious signs of distress are: a call for help, excessive thrashing of the arms, abnormal head bobbing action, a facial expression of fear or panic, disregarding the acknowledgment of a whistle call, or any variety of other signs.

Normally, the guard will keep their eyes moving, constantly watching all swimmers in their assigned area. Look for the unusual, and anticipate danger. If in doubt, get going – **don’t** wait for help or expect the problem to go away. Never let your eyes leave the pool.

SWIMMING LESSON INSTRUCTOR

General Information:

1. Be punctual in starting and ending the classes. Everyone should be releasing their classes at the same time. Instructor and participants in each class must be on the pool deck 5 minutes before class starts. This will ensure that all classes stay on time.
2. Don’t be a deck teacher. The only way to teach effectively is to be in the water. Remember that even though you are instructing a class, you are still a lifeguard. Never lose sight of any of your students. If more than one instructor teaching a class, one should be in the water at all times.
3. Be constantly aware that anything you say and do will travel back to the parents.
4. Be willing to speak with the parents. Be polite and if a problem should arise, inform the parents to contact the Pool Manager. Be sure to inform the Pool Manager of the situation immediately.
5. Each instructor will keep a class roll and keep track of absences.
6. Skill sheets must be printed legibly and in ink. They should be completed by the end of the session so the swimmer can be informed of their progress. Completed sheets should be turned into the Pool Manager. A certificate should be awarded to the participants following the session showing progress and indicate what level they have advanced to.
7. All instructors should make an effort to coordinate their teaching methods so that the entire staff will be instructing similar. This coordination will result from the observation and suggestions by the Co-Assistant Managers and the Pool Manager of the guards teaching the classes.
8. Never leave your class. If you must leave the class for an emergency, have the swimmers exit the pool and have another instructor supervise them.
9. Use discretion when instructing adults. Don’t tell them what to do, be sure to be polite.

10. Any criticism handed to you by the Pool Manager or the Assistant Managers is made to help you. This is a learning experience and one that can benefit you.
11. You must attend all in-service training sessions as set by the Pool Manager. You will be paid for these sessions.
12. You must prepare and submit all Red Cross forms to the Pool Manager. They will then be given to the Parks & Recreation office and then forwarded to the Red Cross offices.
13. All instructors should prepare a lesson plan for each class. Lesson plans are great confidence builders and are meant to aid the instructor by providing a brief outline for the class. (Optional)
15. When instructing the older swimmers (Level V and up), it is helpful to explain that it is easier to view the swimmers' strokes from the deck. Have them view other swimmers' strokes from the deck so they develop a better understanding of your role.
16. Learn the children's' names as soon as possible. It helps in teaching and disciplining the students, will impress the parents and children, and provide a more relaxed atmosphere.
17. Use games only to get children into the water and for the last five minutes of class. Otherwise teach only skills.
18. On cold and rainy days, class can be held inside (safety day). If the temperature outside is 65 degrees or less, we will not go in the water.

LIFEGUARD COMMUNICATION

A Lifeguard can communicate with other lifeguards and the swimmers using verbal commands, whistle commands, or hand signals. Verbal commands should be used when explaining rules and handling customer concerns. Whistle commands and hand signals are important in communication between lifeguards during rotations, while surveying your area, during rescues, and during aquatic emergencies.

Common Whistle Commands:

1. One short whistle blast - Used to gain attention of swimmers.
2. Two short whistle blasts - Use to gain attention of another lifeguard.
3. Three short whistle blasts - Used to activate Emergency Action Plan (EAP). This notifies everyone that a lifeguard is entering the water to perform a rescue. All lifeguards should be aware of the situation and help if needed. The lifeguard to the left of the rescue covers the area as well as their own.
4. Two long whistle blasts - Indicates a major emergency. Indicates that lifeguard needs immediate help in the rescue attempts. The pool should be cleared of swimmers and closed immediately. All other guards not involved in the rescue should calm and care for the other swimmers, secure the pool area, and provide help with the rescue where needed.

5. Three long whistle blasts - Indicates that a possible spinal injury has occurred and the spinal injury emergency action plan should be activated. All lifeguards will follow-up with one long whistle blast to clear the pool.
- *6. One long whistle blast by all lifeguards in unison - indicates that the pool will be closing for a short break or signals the end of open swim. All guards are responsible to recognize the command and assist with the closing procedure.

ZONE COVERAGE

Lifeguards at the Cross Plains Pool Facility need to learn and practice visual scanning techniques. Every guard has an area, or zone, to watch and take responsibility for. Scanning a zone should be done back and forth in a slow and thorough manner. It is important to take the scan very seriously and to keep complete concentration on the water. As potential problems arise, the scan can be temporarily interrupted while assessing the situation.

With each station, lifeguards will be assigned a specific zone to cover. All zones will overlap to help ensure the highest amount of safety. By overlapping the zones, more than one guard can be covering certain areas at the same time. As the amount of swimmers in the pool grow or get smaller, the zones will change to accommodate the numbers. With more swimmers in the pool, the zones will be smaller due to the need for more guards on duty. With fewer swimmers, the zones will get larger.

NEVER go on duty until you completely understand what zones you are responsible for at each station and what to be watching for.

5/10 Protection Rule:

This is the most important guideline to be aware of while scanning your area!
- 5 seconds to scan the area for distress, 10 seconds to reach the victim.

Back-up Zone Coverage:

If an emergency occurs, more than one lifeguard may need to enter the water or leave their station and zone. In this case, the remaining guards must shift their stations and zones in order to still cover the entire pool area. If the situation is serious enough, the remaining guards must assist with the rescue and clear the pool immediately.

During an emergency situation when the Emergency Action Plan (EAP) is activated by one long whistle blast, the lifeguard to the left of the rescuer is responsible to cover both zones and serve as a back-up guard. If the rescuing guard needs assistance, this back-up guard will be in a position to help. Once again, all guards must shift positions to ensure that all pool zones are covered.

*Water Safety
and
Emergency
Procedures*

WATER SAFETY AND ACCIDENT PREVENTION

Providing for the safety of the patrons who are using the pool facility is the primary responsibility of the lifeguard. Many individuals see this only as the ability to make rescues and provide first aid when needed. However, preventing those accidents from even occurring should be the first priority in every lifeguard's mind. Having the knowledge and the physical ability to save a person's life is essential, but to have the skill and care to identify potential problems before they happen is foremost. This skill is known as preventative Life guarding.

Preventative Life guarding begins with the training process and is enhanced and improved through experience. It is important to always be aware of and enforce all the rules and regulations of the pool facility. Know and understand everything in the facility, including problem areas and blind spots, and the specific role and responsibilities of the lifeguard. This will enable you to recognize and properly handle any situation in an aquatic environment.

Potential Problems or Trouble Spots:

1. A swimmer who has a weak or ineffective stroke and stands up excessively.
2. The "bobber" who enjoys jumping around in the water and getting in others' way or goes under the water surface with every jump.
3. Children swimming alone or not be sufficiently watched by their parents.
4. Senior citizens who seem to lack confidence in the water.
5. Persons under the influence of drugs or alcohol.
6. An individual helping another person in trouble. This patron or lifeguard may require additional assistance.
7. The weak swimmer who is pushed out of their comfort zone by a more experienced swimmer.
8. A large gathering of people in or out of the water.
9. Facial expressions. The facial expression of a drowning person is one of fear. Eyes will be wide open looking for help. In many cases, the victim cannot yell for help.
10. Swimmers who hyperventilate before entering the water.
11. Swimmers engaged in horseplay.
12. Swimmers who need to hold on to the edge of the pool in order to stay above the water surface while in deep water.
13. Overweight people on the diving board. There is a 250lb weight limit

Potentially Hazardous Areas, Equipment, and Activities:

1. Entrance Areas - A desire to enter the water as quickly as possible leads patrons to run from the bathhouse to the pool. Absolutely no running is allowed.
2. Deck Areas - Patrons who run, usually children, can be injured by falling or running into someone else. Decks are often slippery when wet.
3. Ladders - These can become gathering spots for swimmers. If this is allowed, then the weak swimmer who needs to use the ladders to catch their breath or to exit the pool may be pushed into water over their head. NO one is allowed to hang on the ladders.
4. Shallow Water - Persons may want to dive into shallow water or may scrape themselves while swimming or playing. No diving in shallow water.
5. Semi-Deep Water - Weak swimmers can misjudge the water depths or distance.
6. Overflow Troughs - Overflow troughs may be hazardous to swimmers who use them to enter and exit the pool, to help guide them around the pool and when diving to closely to the side.
7. Deep Water - Swimmers may misjudge their own skill level.
8. Diving Board - To ensure total safety, rules for this equipment must be followed and enforced to the fullest.
9. Maintenance - Be aware of any problems or abnormal changes in the bathhouse, the locker rooms, the pool deck area, and the color and clarity of the water. Problems with maintenance can directly lead to more serious problems and injuries.
10. Swim Lessons - When swim lessons are done, swimmers get out and run to bathhouse because they are cold.
11. Sunbathing - May cause heat exhaustion or heat stroke if not done with discretion. If the bather is in the water too long, they are subject to weakened physical state due to over exertion. Remind bathers to use precaution and apply enough sunscreen throughout the day.

General Safety Procedures:

1. The Cross Plains Pool Facility will follow the standards set forth by the American Red Cross. This includes first aid procedures, drowning and rescues, CPR, and spinal injuries. The pool facility will, however, follow the guidelines and codes during emergencies as set by the Village of Cross Plains.
2. Use whistle commands. Whistle commands and hand signals are vital in the communication process between guards and guards, and guards and swimmers.
3. Accident reports must be filled out completely for every accident.
4. When a patron sustains a minor injury, provide the necessary first aid, fill out an accident report, and notify the parents or guardian to inform them of the situation.
5. The first aid box will be available in the pool office. **If a swimmer receives a bandage to cover an open wound, they will not be allowed back in the water.**
6. In case of an emergency notify the Pool Manager or Assistant Managers.
7. The Pool Manager or Assistant Manager will notify (in this order):
 - 1) 911 - Ambulance
 - 2) Parents
 - 3) Eye witnesses for statements and signature on accident report.
 - 4) Recreation Director
8. When describing the accident to the police or physician, inform them on where the accident is, what happened, and what has already been done. It is very important to follow this up with questions concerning steps to be taken before they arrive.
9. Notifying parents or family members of the injured person can help avoid distress and confusion. It is the responsibility of the witnesses to help describe what happened and provide additional details when needed.
10. Be First Aid conscious. All lifeguards will be trained in First Aid and CPR. It is your responsibility to be comfortable and confident to provide immediate temporary care during any situation. Do not hesitate to contact parents.

FIRST AID, CPR, & SPINAL MANAGEMENT

Non-Life Threatening First Aid Procedures:

* Includes cuts, abrasions, insect bites, sunburn, sprains, broken bones

1. Cuts - Stop bleeding, thoroughly clean cut of any dirt or foreign matter (use the spray), apply necessary sterile bandage.
2. Abrasion - Wound that does not break the skin. Clean thoroughly.
3. Insect bites - Determine type of bite it is. Determine if victim is allergic. Apply ice to eliminate swelling. If allergic, notify parents and contact further assistance.
4. Sunburn - Get out of the sun immediately. Cool area burned with water and ointment. Cover up area with clothing and/or towels.
5. Sprains - Keep area immobile. Elevate and apply ice to keep swelling to a minimum. Notify parents.
6. Broken Bones - Do not move the area, which is suspected to be broke. If it can be done easily apply a triangle bandage. Call EMS and notify parents.

* Fill out an Accident Report for any non-life threatening first aid situation.

Heat Stroke and Heat Exhaustion First Aid Procedure:

	<u>Symptoms</u>	<u>Treatment</u>
1.	<u>Heat Stroke</u> - 1) Speed up of body functions 2) Dry, hot skin 3) High temperature 4) Rapid, strong pulse 5) Redness in face	1) Call EMS 2) Cool off slowly 3) Elevate head and upper body 4) Sip salt and soda solution 5) Apply cool towels to forehead
2.	<u>Heat Exhaustion</u> - 1) Slow down of bodyfunctions 2) Cool, moist skin 3) Normal temperature 4) Slow, weak pulse 5) Paleness in face	1) Call EMS 2) Maintain body temperature 3) Elevate feet and lower body 4) Sip salt solution 5) Place warm towels on abdomen

Life Threatening Water Rescue Procedure:

1. Recognize victim while scanning area utilizing the 10/20 Rule. Determine if assistance can be given from the pool deck (reaching assist), or if entering the water is necessary.
2. Activate Emergency Action Plan (EAP) with one long whistle blast.
3. Compact jump or stride jump into the water (dependent on water depth). Lifeguard to the left of the rescuer will cover area and provide assistance if needed.
4. Communicate with the victim, always reassuring them of their safety until the victim is completely out of danger.
5. Lifeguard who makes the rescue will fill out appropriate accident form.
6. After victim is safe and accident form is complete, the lifeguard that did the save may have a break, if they are jittery, etc.. All zones and activity should return to their original pattern.

Life Threatening CPR Procedures: **For all procedures use the protective mask.**

- Adult CPR:
1. Establish a response.
 2. NO response, call for help, notify EMS (911)
 3. Open airway, Look – Listen (for breathing) – Feel (for circulation)
 4. Administer 2 slow breaths, check pulse.
 5. IF victim is not breathing, but has a pulse:
 - 1) Give 1 slow breath every 5 seconds. Continue for 1 minute (12 cycles).
 - 2) Recheck pulse and breathing.
 6. IF victim is not breathing and has no pulse:
 - 1) Find hand position. Use both hands.
 - 2) Administer 30 chest compressions, then 2 slow breaths.
 - 3) Continue 3 more sets - 30 to 2.
 - 4) Recheck pulse and breathing.
 7. IF the breaths do not go in (possibly choking):
 - 1) Retilt head, give 2 slow breaths.
--If they do not go in--
 - 2) Administer 5 abdominal thrusts.
 - 3) Jaw thrust, blind finger sweep.
 - 4) Give breaths again.

- Child CPR:
1. Establish a response, and get consent, if possible, from the child's parent.
 2. NO response, call for help, notify EMS (911)
 3. Open airway, Look - Listen - Feel.
 4. Administer 2 slow breaths, check pulse.
 5. IF victim is not breathing, but has a pulse:
 - 1) Give 1 slow breath every 3 seconds. Continue for 1 minute (20 cycles).
 - 2) Recheck pulse and breathing.
 6. IF victim is not breathing and has no pulse:
 - 1) Find hand position. Use 1 hand only.
 - 2) Administer 5 chest compressions, then 1 slow breath.

- 3) Continue for 1 minute, 12 cycles - 5 to 1.
- 4) Recheck pulse and breathing.
7. IF victim is choking:
 - 1) Retilt head, give 2 breaths.
 - 2) Administer 5 abdominal thrusts.
 - 3) Jaw thrust, finger sweep ONLY if something is seen.
 - 4) Give breaths again.

- Infant CPR:
1. Establish response and get consent, if possible, from the child's parent.
 2. NO response, call for help, notify EMS (911)
 3. Open airway, Look – Listen (for breathing) – Feel (for circulation)
 4. Administer 2 slow breaths, check pulse.
 5. IF victim is not breathing, but has a pulse:
 - 1) Give 1 slow breath every 3 seconds. Continue for 1 minute (20 cycles).
 - 2) Recheck for pulse and breathing.
 6. IF victim is not breathing and has no pulse:
 - 1) Find hand position. Use 2 fingers only.
 - 2) Administer 5 chest compressions, then 1 slow breath.
 - 3) Continue for 1 minute, 12 cycles - 5 to 1.
 - 4) Recheck pulse and breathing.
 7. IF victim is choking:
 - 1) Re-tilt head, give 2 breaths.
 - 2) Position victim facedown on forearm, administer 5 back blows.
 - 3) Position victim face up on forearm, administer 5 chest thrusts.
 - 4) Lift jaw, finger sweep ONLY if something is seen.

* If a second rescuer is necessary, communication is vital. The second rescuer must identify that they are there and take over some of the responsibility. Each rescuer will help ventilate and assist on compressions. The switch should take place after a cycle is complete.

* Artificial Respiration and CPR should continue until notified to stop by EMS staff or the victim dies.

Neck Injuries

1. 95% of all diving injuries occur in shallow water.
2. There are over 800 spinal cord injuries each year. 94% of these injuries result in quadriplegia. Only a minimal amount of force is required to break a neck and cause damage to the spinal cord.
3. 50% of all quadriplegia occur in the 15 to 25 year age group. 82% are male.
4. Children rarely have neck injuries due to the fact that they are shorter, weigh less and lack the strength to generate the force to cause a neck fracture. Yet they are still at risk.
5. The most common diving injury occurs when the head strikes the bottom and the chin is forced into the chest and extreme flexion of the neck causes fractures and dislocation of the cervical vertebrae.

Revived Victims Information

1. 74% were under 17 years of age. 26% were over 17 years of age.
2. 74% were male. 26% were female.
3. 64% were residents of the area where the accidents occurred.
4. 82% were with other persons at the time of the accident.
5. 36% of the victims were fair to excellent swimmers.
6. 52% of the victims had some swimming ability.
7. 30% had taken some kind of formal water safety instruction.
8. 78% did not call for help.
9. 95% had no knowledge of when the rescuer reached them.
10. 95% felt the quick action of a trained person was the single most important factor in saving their life.

Life Threatening Suspected Spinal Injury Procedure:

1. Recognition of suspected spinal injury.
2. Two long whistle blasts indicating a major emergency. Three long whistle blasts indicate a possible spinal injury. This should alert all guards of the emergency and to use the guidelines for spinal management.
3. Notify EMS - 911
4. Bring victim to the surface (if necessary) and turn to face up position:
 - A) Head - chin support
 - B) Head splint
5. A second rescuer will check airway, breathing and circulation.
* If rescue breathing or CPR is needed, immediate removal using the back board is necessary. Don't wait for EMS to get there to help them out. Start CPR right away. In this situation, time should not be taken to strap the victim on the board, but extreme caution and care should be taken.
6. Pool Manager or an appointed lifeguard should meet EMS at the gate by the flag pole.
7. Move the victim to standing depth, in the shallow end of the pool.
8. Call for further assistance and place board under the victim by:
 - A) Sliding board under the water.
 - B) Position board under victim.
 - C) Guide board up to the victim slowly!!
 - D) Rescuers' hands slide from under the body to under the board while always maintaining in-line stabilization of the victim.
 - E) Always keep one rescuer maintaining stabilization of the head.
9. Strap the victim (unless rescue breathing or CPR is needed), using assistance from all available lifeguards. Guards should assist with the straps nearest to them and should be put on in this order:
 - A) Strap under the armpits and across the chest.
 - B) Hips, including securing arms and hands.

- C) Thighs and shins.
- D) Head. Use the head splint to immobilize the head.
- E) Any extra space between the victim and the board may be filled by any available towels.
- 10. When immobilizing the head, place the pads in place and strap the forehead and chin.
- 11. Re-test the tightness of the straps.
- 12. We don't remove unless life threatening. Life before limb!
- 13. Monitor the victims' vital signs and give first aid as needed.
- 14. Treat for shock. Replace wet towels with dry blankets.
- 15. Complete a written accident report form and any additional information necessary.
- 16. If the victim is conscious, alert and breathing, talk to them constantly. Remember, the primary rescuer is responsible for the victims' safety.

ADDITIONAL EMERGENCY INFORMATION:

All employees of the Cross Plains Pool Facility are responsible to know and understand the previous emergency information and procedures. Accident and emergency reports must be completed and given to the Pool Manager after any of the above situations.

During any accident or emergency, DO NOT:

1. DO NOT give elaborate first aid. Give only immediate care. Paramedics and/or Police will arrive within minutes. Remember to maintain an open airway (restore breathing and pulse when necessary) and stop any excessive bleeding first.
2. DO NOT discuss the accident with bystanders or the media. In the case of a serious injury or even death, the proper chain of command will be notified to handle the public and the media.
3. DO NOT panic. In any emergency situation, take 2 deep breaths, try to relax, and stay **calm.**

TAKE PRECAUTIONS FOR INFECTION CONTROL

4. Don't call parents until the police arrive. Check with the police on calling parents.

The following are examples of some in service training session possibilities:

Spend 15 minutes on one of the following:

1. *Pool Maintenance*
2. *Review CPR*
3. *First Aid*
 - strokes*
 - shock*
 - cuts and open wounds*
 - heat stroke and exhaustion*
 - broken bones*
4. *Artificial Respiration*
 - Adult*
 - child*
 - infant*
5. *Spinal Injury Procedures*
 - Deep and Shallow*

6. Severe weather procedures

Then spend an additional 15 minutes on an actual emergency situation at the pool facility:

1. Heart attack in the parking lot
2. Choking child at the concession stand
3. Diabetes reaction
4. Allergic reaction to bee sting
5. Heat exhaustion of lifeguard

PRECAUTIONS FOR INFECTION CONTROL

ALL EMPLOYEES of the Cross Plains Pool Facility are expected to follow these practices:

1. **Wear gloves** during potential contact with all bodily fluids. This includes caring for cuts and abrasions, clean up of bathroom accidents, cleaning urine, feces, vomit, etc.
2. When administering CPR, wear a protective mask or use an airway device.
3. Handle all blood and body secretions as potentially infectious. This includes blood, stool, tissue, vomit, saliva, semen and vaginal fluids.
4. **WASH HANDS!** Good personal hygiene and careful hand washing with soap for 15 seconds following contact with any body secretion is the single most important practice in infection control.
5. All disposable items soiled with blood or bodily fluids must be properly bagged.
6. Treat all clothing and uniforms soiled with blood or other bodily fluids as infectious and disinfect with proper laundering.
7. Personal items such as whistles or suits must not be shared.
8. Soiled equipment must be washed and disinfected (1 cup bleach to 1 gal. water).
9. Store gloves and masks in all first aid packs and keep replacement gloves available.

Feces Control

1. Act quickly and efficiently to remove the waste from the pool.
2. When you are cleaning it up and if people ask questions, tell them the truth.
3. Use skimmer, pail, bucket, cheesecloth, rubber gloves to remove the waste. Disinfect the area with an appropriate amount of bleach in a 10% solution. Pour bleach on deck, slide or in pool to clean the area. If on the deck or slide, rinse it with fresh water.
4. Get people out of the immediate area of the accident by clearing the pool. Use your discretion if you need to clear an area or the entire section.
5. Never allow anyone but staff to clean up the accident.
6. We have checked with several outdoor City Pools and no one shuts down their pool for accidents. If the Feces is not runny, close the section for 20 minutes.
7. If a stool is not cleaned up immediately it will turn soft and runny within a half hour. That's why it is important to clean up immediately!

HEPATITIS B VACCINATION INFORMATION:

All jobs, which are at risk of exposure to blood borne pathogens, will be required to attend an informational meeting held by the Advanced Safety Technology, Inc. This meeting will explain what an exposure is to blood borne pathogens, how to protect yourself, and information on the vaccine. Employees determined to be at risk will be offered the vaccine free of charge. Employees have the option of accepting the three series of vaccinations or signing a declination form turning down the vaccine. If employees decline the vaccine, they will always have the option of receiving it while employed by the Village of Cross Plains.

*Sun Care
and
Skin Cancer
Prevention*

SUN CARE AND SKIN CANCER PREVENTION

“FRY NOW, PAY LATER!”

“SUN IS TO THE SKIN, WHAT CIGARETTES ARE TO THE LUNGS!”

Some Facts About Skin Cancer:

1. High risk workers include:
 - 1) Light-skinned, light-eyed persons.
 - 2) Persons with red or blond hair.
 - 3) Persons with freckled skin that reddens or burns easily.
 - 4) Those with a family history of skin cancer.
 - 5) Persons taking certain drugs like Retin-A and anti-acne medication.
 - 6) Smokers.
2. The ultraviolet radiation in sunlight is most concentrated at midday.
3. Lifeguards are at high risk!
5. 1 out of 6 Americans will get skin cancer in their life. 1 out of every 3 light-skinned, blond or red haired people will get skin cancer.
6. Skin cancer is malignant. This means that it attacks adjacent tissue and damages it. The longer one waits for medical attention, the larger the “hole” will be when the cancer is surgically cut out.
7. Some skin cancers will metastasize. This means they disperse from the cancerous tumor and travel (through the bloodstream or lymphatic system) to a different part of the body where it starts to reproduce).
8. If excessive sun exposure is allowed, the skin will become damaged (wrinkling, leathery texture, etc.).
9. Skin cancer has an approximate 15 year tail. This means that a sunburn that appears to heal in a week, may reappear 15 years later as skin cancer.
10. The further south, the greater chances of getting skin cancer.
* Tucson’s skin cancer rate is 2 times that of Detroit.

Tips on Preventing Skin Cancer:

1. Avoid sunburns, especially the blistering types. Persons with a history of 3 or more blistering sunburns are at a higher risk.
2. Cover up! Especially during the three or four hours per day when the sun is at its highest (11:00 a.m. to 3:00 p.m.). As a lifeguard, use:
 - 1) Umbrellas
 - 2) Hat or Visor
 - 3) Shirts
 - 4) UV-protected sunglasses
3. Use at least an SPF 15 or greater sun block over ALL exposed skin. Over 1/3 of all skin cancers occur on the nose. Don’t forget the ears, lower lip, and tops of feet.

Pool Maintenance

MAINTENANCE RESPONSIBILITIES

The Cross Plains Pool Facility and equipment are provided to give the public the best possible service and to make the employees jobs easier. It is important to take care of the facility and to put forth the effort to keep it in excellent condition. A dirty, poorly maintained facility will make work conditions uncomfortable and will portray a very negative image to the public. A well maintained, clean facility will demand respect from the public and peers. This respect must be earned, but will make the job more enjoyable and easier.

Be alert in your daily duties to any rundown, dirty, or dangerous conditions or equipment in any part of the pool or bathhouse. If the situation cannot be fixed or changed through your immediate initiative, report it to the Pool Manager. Proper care of supplies and equipment is a primary responsibility of all employees at the pool toward the overall success of operations. Staff members will be required to keep the supplies and equipment for the job in superb condition.

Inspection of the ladders, locker rooms, showers, pool deck, entrance areas, guard chairs, diving board, drop slide, and first aid equipment is essential to maintain a safe facility for patrons and staff members. This inspection should be done daily. Any piece of equipment that is found to be unsatisfactory should be removed or restricted for use until it can be repaired or replaced.

Legal Liability

LEGAL LIABILITY

What is the Degree of Care of the Pool Employee?

If you assume control, you must control the situation. Be sure that all games, slides and the diving well are safe. Make routine inspections of the pool facility, including baby pool, safety equipment, and bathhouse. Make sure that depths for diving and swimming are properly marked. If you are in charge of a situation, you should indicate what should and should not be done.

Example: If it is not your job to test the water, then don't attempt to do it. However, make sure it is tested before going on the job.

What is Your Knowledge or Constructive Notice in Being Liable?

In the area that you control, it is your responsibility to know of the dangerous conditions presented whether or not you have actual knowledge. If an employee sees a hazardous condition, but fails to report it, his employer is deemed to have constructive notice and is liable.

Who is Liable and who is a Party to a Suit?

If a wrongful act has been committed, the person so committing the act is liable. However, if the act was done while performing for another, the employer may also be liable. A minor is also responsible for their wrongful or negligent acts and may be sued. Although the law allows joining agent and principal, it will only allow one recovery even though several defendants may be liable.

Liability Emanating from Position:

1. If a child falls into deep water and the lifeguard is unable to handle the situation and pulls the child out of the water too late and gives artificial respiration and CPR too late, then the pool owner is liable for the negligence of the lifeguard.
2. A pool is crowded and an individual is struck in the nose by someone throwing a ball. One of the pool rules prohibits ball playing in the pool. The swimmer who is struck sinks to the bottom. A lifeguard brings the swimmer (who has suffered a bloody nose) to the deck. In this situation, the lifeguard has fulfilled his duty and will call for additional help if needed.
3. The lifeguard in the above example may have to stop the bleeding without assistance. If the guard does not have the first aid training required to be in the position, yet still proceeds with attempts to stop the bleeding, there might be trouble.

Example: A bystander has suggested to the acting lifeguard in the above situation to place a pebble under the top lip of the victim to help stop the bleeding. The lifeguard takes the advice and does stop the bleeding. However, the pebble has also blocked the victims' airway. As a result, the victim suffers brain damage due to lack of oxygen. Since the medical treatment was given in a negligent manner, the lifeguard is liable.

Control Liability:

1. The owner of a pool facility may be liable for failure to mark all depths throughout the pool if an accident should occur due to unmarked and/or insufficient water depths.
2. A pool owner may be liable when a person pushes another off the diving board if horseplay is allowed on towers or boards.

Knowledge Liability:

1. A pool owner is liable when an umbrella is blown by the wind (even though this is an “Act of God”) because they should know that this could happen and should have fastened them properly.
2. If a diver is struck by another diver after going off the board and before they hit the water, the owner of the pool is liable. There is no assumption of risk by the diver.
3. If broken glass is left on the pool deck and cuts a persons □ foot, the
expected to keep the pool deck clean and clear of such objects. Even if a guard sees the glass, but does nothing about it, the owner is still liable.

Negligence of Hiring:

1. If an accident results from a negligent, unqualified employee, then the hiring institution is negligent in their hiring and can be sued.

Example: Hiring a lifeguard who cannot swim or not hiring enough lifeguards to handle the amount of swimmers in the facility.

Acts of God:

You are liable for the failure to clear the pool upon warning of an electrical storm, tornado, etc.

Maintenance:

A duty is imposed upon the owner to keep his premises safe:

1. Safe and proper use of chemicals and storage.
2. Rescue equipment is in good working condition and in open view.
3. Ladders and diving structures are safe and in good order.
4. Adequate and safe lighting, safe underwater lights.
5. Good sanitation of pool water.
6. Clarity of water - good visibility.
7. Clear pool depth markings at all changes in water depth. Shallow and deep ends must be clearly marked.
8. Check for all hazards.

NOTICE
WISCONSIN LAW PROVIDES
(SECTIONS 895.52 AND 895.525 WISCONSIN STATUTES)

A participant in a recreational activity accepts the risk inherent in the recreational activity of which the ordinary prudent person is or should be aware. As a participant in the city's aquatic center, you are entering and using the city facility with the full understanding and acceptance of the inherent risks involved in this recreational activity. Furthermore, except as may be provided in section 895.5 Wisconsin Statutes note that the city, its' officers, employees or agents are not responsible for any personal injury or damage to personal property that might result from the use of this recreational facility. Participants are required to do all of the following while using the facility:

1. Act within the limits of his or her ability
2. Heed all warnings regarding the use of the facility
3. Maintain control of his or her person and any equipment used
4. Refrain from acting in a manner that may cause or contribute to injury to himself or herself or to another person.

920752/FINN

*Additional
Forms
and
Reports*

*Cross Plains Municipal Pool
Employee Evaluations*

Name _____

Date _____

Things you do well:

Things to improve on:

Parks and Recreation Director's Comments:

Employees Concerns/Ideas/Comments:

Pool Manger Signature/Date _____

I have reviewed and understood the contents of my evaluation and have had the opportunity to discuss and questions, concerns, and other comments I have.

Employee Signature/Date _____

Recreation Director Signature/Date _____

Fecal Accidents in Swimming Pool Water

In regard to public safety and concern for disease-causing bacteria, we are reviewing our policy for handling fecal accidents in the swimming pool water. This policy shall address fecal accidents that are comprised of either formed or unformed stool. The state has addressed fecal accidents which involve unformed stool. Unformed stool may contain the disease-causing bacteria, cryptosporidium. The state has recommended steps for dealing with fecal accidents that involve unformed stool. Please review the enclosed fact sheet.

As you can gather reviewing the fact sheet, the steps that need to be taken if a pool is either suspected of or is know to be contaminated with cryptosporidium are very involved, time-consuming and costly. The steps outlined state to close the pool, raise the chlorine level to 50 ppm, stabilize the pH, clean/brush the walls of the pool, recalculate the water at a high chemical level for at least 12 hours, backwash the filter and disinfect the filter. These steps are all time-consuming and costly processes that will certainly shut down our operation for well over 48 hours. These procedures however are necessary as the cryptosporidium bacteria is highly resistant to the chemicals found in pool water.

Again, it should be noted that these steps are required only if the fecal accident involves an unformed stool.

After speaking to other recreation departments, our Health Department and the State Inspector who inspects our facility, the issue of what to do for fecal accident clean-up that involve unformed stool is set. However, the steps to take for fecal accidents that involve formed stool are anyone's guess. We have concluded that everyone is wrestling with this issue and are searching for an effective, less costly, more common-sense approach to dealing with fecal accidents, under the professional guidance of the Department of Health and Social Services, we have developed the following policy when dealing with fecal accidents.

CROSS PLAINS PARKS & RECREATION DEPARTMENT POLICY/PROCEDURES FOR HANDLING FECAL MATTER IN SWIMMING POOL WATER

In regard to public safety and concern for disease-causing bacteria, fecal matter found in swimming pool water shall be removed in a appropriate manner as outline in the procedures below.

1. Removal of unformed fecal matter stool that is found in swimming pool water and is unformed shall be treated as possible cryptosporidium contamination. In accordance with the recommended steps for handling unformed fecal matter in swimming pool water as outlined by the state Department of Health and Social Services, the following shall take place:
 - A. Close the pool and notify the local public health authorities.
 - B. Add Chlorine to raise the disinfectant residual to 50 ppm. Stabilize the pH to 7.2 to 7.8 so the chlorine is effective. Run the recirculation equipment for 12 hours with the high level of chlorine.
 - C. Clean and brush down the walls of the pool
 - D. Backwash the filter thoroughly
 - E. Disinfect the filter. For D.E. filter: clean the D.E. off the filter, dispose of the D.E., soak the tank and septums in a 100 ppm solution of bleach.
 - F. Restart the recirculation system and neutralize the chlorine slowly back to normal or fill.
 - G. Balance the water and reopen.
 - H. Monitor the disinfect levels carefully.

2. Removal of formed fecal matter stool that is discovered in swimming pool water and is formed shall be treated in compliance with the Blood borne Pathogens policy:
 - A. Upon discovery of fecal matter, clear the immediate area
 - B. Using the skimmer net, remove the matter and dispose of properly in the toilet facility
 - C. Disinfect the area with liquid chlorine followings the steps below:
 1. Block off the immediate area of the pool by using the designated rope
 2. Using liquid bleach, distribute one gallon into the area where the fecal matter was discovered
 3. Agitate the pool water with the designated paddle to distribute the bleach
 - D. Disinfect the skimmer net and paddle in accordance to the Blood borne Pathogens Policy (clean all cleaning utensils with a 10% bleach solution immediately after cleanup)
 - E. Staff shall wash hands thoroughly as soon as possible with antiseptic hand cleaner or towelettes if running water is not available
 - F. Allow patrons to return to the area after approximately 30 minutes.
3. Patron requirements:

The pool facilities shall require pool patrons to follow rules/regulations that are set up for their safety.

 - A. Signs are posted at the entry way of both locker rooms instructing that user of the facility who have flu-like symptoms and /or watery diarrhea within the last two weeks shall refrain from going in the water
 - B. No diapers are allowed. Patrons who are under 4 year of age or who are not toilet trained must wear a swim diaper
 - C. Parents are encouraged to educate their children on appropriate places to go to the bathroom.
 - D. Parents are encouraged to educate their children to not drink the pool water.
 - E. Soiled clothing, soiled diaper, etc shall be disposed of in an appropriate manner.
 - F. All patrons shall comply with hygiene rules such as taking a shower before entering the pool.

Help us keep you healthy!! By following a few common-sense practices, we can work together to keep our pool clean and you and your family healthy and safe from bacteria-borne illnesses.

1. Patrons who have had flu-like symptoms including watery diarrhea with the past two weeks should not go swimming. By following this guideline, we can keep potential hazards out of our pool water!
2. ALWAYS take a shower before entering the pool!
3. ALWAYS wash your hands after using the toilet facilities and/or changing diapers before returning to the pool!
4. Patrons who are under 4 years of age or who are not toilet-trained MUST wear a swim diaper. This product is available at the front desk for a nominal fee.
5. Please do not change your baby's diapers on deck; a baby changing station is available in the mens/women's bathhouse. Please dispose of soiled disposable diapers in an appropriate location (trash can).

Following these guidelines, we can reduce the risk of bacteria contamination in our pool!

THANK YOU FOR YOUR ASSISTANCE!!

RECORD OF SEASONAL/PART-TIME Pool Manual

Please sign and date below, remove this page from the back of the handbook and return it to your supervisor.

I hereby acknowledge that I have received and read a copy of the Seasonal/Part-Time Employee Handbook for the Cross Plains Parks & Recreation Department.

Employee Signature

Date

Employee Name (please print)



Village of Cross Plains

Parks and Recreation Department

P.O. Box 97
Cross Plains, WI 53528

PH:608-217-1329
FAX: 608-798-3817

April 11, 2016

Re: Private Swimming Lesson Policy

Parks and Recreation Committee:

Private Swimming Lesson Policy

Private swim lessons may be scheduled during open swim hours. Requests for private lessons may be made with the Parks and Recreation Department or Pool Manager. Private Lesson Fee: \$30 resident/ \$40 non-resident per ½ hour lesson.

- A lane line will be added to lane 1 for the remainder of the season during open swim.
- Upon receipt by the Parks and Recreation Department or Pool Manager, a Private Swim Coordinator will review the request, and your request will be processed in the order it was received.
- We will attempt to place your child with an instructor based on the availability you provide. We appreciate your flexibility.
- Payment is required before the first lesson.
- Participants must sign up one week in advance of their specific lesson. This will allow for sufficient staff to be scheduled for the program.
- At least 12 hours cancellation notice is required to be given to Pool Management or you will be charged for a lesson.
- All private lessons must be taught by a Village of Cross Plains employee.
- Private lessons should not be conducted at a time outside of the designated private lesson time unless permission is given in writing by the Parks and Recreation Director. Sufficient staff must be obtained for any/all private lessons to take place. (EAP Requirements)
- We will do our best to fill your request with a specific instructor; however this optional request line item will not be a guarantee.
- If you are granted a specified instructor, said instructor will contact you with options for available teaching time.

Private Lessons Offered

- 1:00 pm – 5:00 pm (Sunday-Saturday)

Online registration will be available so users can look at availability and conveniently sign up.

Village of Cross Plains
FACILITY USE AGREEMENT

THIS AGREEMENT is entered into effective as of the last date of signature by and between the Village of Cross Plains, a Wisconsin municipal corporation (hereinafter the “VILLAGE”) and the entity identified below (hereinafter the “LICENSEE”).

LICENSEE: **Cross Plains Stingrays: Melissa Hinz, Co-President/ Julie Blaha, Co-President**
ADDRESS: **2214 Woodside/ 1718 Ludden Drive**
CITY/STATE/ZIP CODE: **Cross Plains, Wi 53528**

In consideration of the mutual covenants contained in this AGREEMENT and for other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties agree as follows:

1. **SCOPE OF USE.** The VILLAGE hereby grants the LICENSEE the right to use the following facilities during the periods identified:

FACILITY: **Cross Plains Community Outdoor Pool/Guard Office**
Cross Plains Community Outdoor Pool Storage Building

PERMITTED USE:
Swim Team Practice, swim team home competition meets at the outdoor pool that includes the use of the entire main swimming pool and diving well excluding the wading pool, municipal shelter for concession use

DAYS & TIME USE IS AUTHORIZED (hereinafter the “AUTHORIZED PERIODS”):

Practices

- Preseason practices will begin the Tuesday after Memorial Day with times to be: (10 and Under) 3:00 pm-4:15 pm (11 and up) 4:15 pm-6:00 pm.
- Regular season morning practices will begin once the pool is open for regular hours and swim team practices shall be from 6:00 am – 9:45 am Monday – Friday. The team will have full use of the swimming pool and diving well during this time.
- Swim team will have access to the pool on Monday and Wednesday evenings from 5:00 pm-5:45 pm for additional practice time.
- Regular season evening practices will begin once the pool is open for regular hours and swim team practices shall be from 8:30 pm – 9:30 pm on Tuesday and Thursday evenings. The team will have full use of the swimming pool and diving well during this time.
- Lifeguards will be on duty and rules will be enforced during swim team practices that are enforced during open swim times. No swimmers shall enter the water until the lifeguards give the ok to do so.
- Swim team coaches must clean up the guard office prior to the end of their practice. All food must be put away and the desk must be clear for regular staff use.
- Team will have full use of the shower and changing rooms. Swim Team coaches are expected to monitor behavior of participants in the locker room before and after practices.

Swim Meets

- Swim Team will have full use of the shower and changing room facilities during swim meets and swim team officials shall be responsible for the conduct of participants during those times.

- Swim Team will have use of the pool (wading pool excluded) for no more than 4 home swim meets per calendar year with final approval of dates given by Parks & Recreation Director. Swim team will be given use of the Municipal Pavilion during all home swim meets.
- Swim meets will not have swimmers in the water before 6:30 am without written approval from the Parks & Recreation Director. Volunteers are allowed to be on the deck before 6:30 am for the purposes of setup. No amplified music shall begin before 7:00 am. Short announcements are allowed before 7:00 am. All meets must be completely done and cleaned up with the facility being ready for Open Swim by 1:00 pm.
- (2) Lifeguards will be on duty during swim meets; reimbursement will be paid by the swim team at the end of the season for their lifeguard usage. No coaches, spectators or participants shall interfere with lifeguards including use of lifeguard stands for purposes of announcing, starting or filming races.

Storage

- All equipment used for the swim team shall be stored in the designated storage building.
- 5 set of pool keys will be issued at the beginning of the season and all sets must be returned to the Parks & Recreation Director by September 15th. Keys not returned by September 15th will be deemed lost and new locks and doors will be rekeyed at the expense of Swim Team.
- Any repair or replacement of diving blocks will be the responsibility of the Swim Team.

Miscellaneous

- The Club is responsible for the administration and on-site supervision of their program including actions of their staff and registered participants as well as the equipment and supplies that are the property of the team.
- Village of Cross Plains shall not be held responsible for lost or stolen items at the pool during Swim Team rental period.
- Village of Cross Plains shall notify Swim Team President of staff recommendation of any pool rental increases for the next budget year and inform Swim Team President of dates of meetings of the Parks and Recreation Committee and Village Board meetings at least 30 days in advance of any recommendations or decisions made by the board.
- No swimmers or parents shall be allowed in the Lifeguard Office during team practices or meets unless preapproved by the Parks & Recreation Director or by emergencies only.
- Any request that is not covered in this agreement shall be given to the Parks & Recreation Director at least 24 hours in advance of when request is needed.
- Violations of this agreement will result in written and verbal warnings to the Swim Team President and may result in a security deposit for additional agreements to deduct from for additional cleaning and damage to the facility.

2. **CONSIDERATION.** In consideration of the above identified use of the FACILITY, LICENSEE shall pay the VILLAGE sum of **\$ 25 per Swim Team member (\$5.00 per Swim Team member to go directly towards pool improvements), \$350.00 rental fee outside of normal practices/meets. (June 3, June 25, July 16, July 23, August 2)** Swim Team will also provide the VILLAGE with a roster of all participants in program and payment by **SEPTEMBER 1ST**. Swim Team will continue to coordinate with the village on equipment purchases and pool improvements

3. **TERM/TERMINATION.** The term of this AGREEMENT shall commence on **January 1, 2016** and terminate on **DECEMBER 31, 2016**. The VILLAGE may, for any reason or no reason at all, terminate this AGREEMENT upon thirty days notice.

4. **PROPERTY CONDITION.** The VILLAGE makes no representations or warranties as to the condition of the FACILITY or its adequacy for LICENSEE'S intended use other than compliance with Chapter DHS 172 of Wisconsin

Administrative Code – Safety, Maintenance and Operation of Public Pools and Water Attractions. LICENSEE agrees to take the FACILITY as is and acknowledges that it shall be LICENSEE’S responsibility and obligation to assure that the FACILITY is in safe condition to be used for the purpose anticipated. LICENSEE acknowledges that it shall be obligated to regularly inspect the FACILITY and to promptly take affirmative steps where necessary to warn users or rectify hazards in order to prevent injury to property and persons.

5. VILLAGE ACCESS. The VILLAGE reserves the right to enter the FACILITY at any time during the AUTHORIZED PERIODS for any reasonable purpose. In the event the VILLAGE enters the FACILITY during AUTHORIZED PERIODS in a manner which interferes with LICENSEE’S use, LICENSEE’S sole remedy shall be refund of the CONSIDERATION paid for the periods of interference or termination of this AGREEMENT.

6. LICENSEE RESPONSIBILITIES.

A. LICENSEE shall remove all its property and equipment from the FACILITY outside of the AUTHORIZED PERIODS. LICENSEE is solely responsible for ensuring their property and equipment used is safe and properly maintained. LICENSEE shall have sole responsibility for the protection of LICENSEE’S property and agrees that the VILLAGE shall have no liability for injury to persons during LICENSEE’S activities or damage to, or theft of, property located therein. LICENSEE shall be allowed to maintain one storage facility on the pool deck for storage of necessary equipment of LICENSEE of a size and location approved by the Parks and Recreation Director. The VILLAGE shall have no obligation regarding liability for that property.

B. LICENSEE shall provide, at its sole expense, an adult on-site manager during the AUTHORIZED PERIODS, who shall be responsible for supervision of all individuals participating in the activities conducted pursuant to this AGREEMENT.

C. LICENSEE shall comply with, and ensure all of its participants comply with, all rules and regulations which shall be instituted by the VILLAGE from time to time.

D. LICENSEE shall repair all damage to the FACILITY caused by its employees, agents and participants, keep the FACILITY clean and orderly at all times, and not conduct any activity which would reasonably disturb others using the FACILITY. LICENSEE shall not be responsible to clean or maintain FACILITY outside of the intended use of LICENSEE. LICENSEE is under no obligation to leave FACILITY in a condition better than found. LICENSEE may contact the village to notify them of repair/cleaning issues that are encountered that are the responsibility of the village.

7. INDEMNITY. To the fullest extent allowable by law, the LICENSEE hereby indemnifies and shall defend and hold harmless the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys’ fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the LICENSEE or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this AGREEMENT regardless if liability without fault is sought to be imposed on the VILLAGE. The LICENSEE’S aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the VILLAGE, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this AGREEMENT.

In any and all claims against the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of the LICENSEE, any sub-LICENSEE, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the LICENSEE or any sub-LICENSEE under Worker’s Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this indemnification clause shall give rise to any duties not otherwise provided for by this AGREEMENT or by operation of law. No provision of this indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any contract. This clause is

to be read in conjunction with all other indemnity provisions contained in this AGREEMENT. Any conflict or ambiguity arising between any indemnity provisions in this AGREEMENT shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

The LICENSEE shall reimburse the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. The LICENSEE'S obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

8. INSURANCE. LICENSEE shall, at its sole expense, maintain in effect at all times during the term of this AGREEMENT insurance coverage acceptable to the VILLAGE and, upon request, provide a copy of the insurance policy to the VILLAGE.

9. MISCELLANEOUS PROVISIONS.

A. ENTIRE AGREEMENT: This AGREEMENT supersedes any and all agreements previously made between the parties relating to the subject matter of this AGREEMENT and there are no understandings or agreements other than those incorporated in this AGREEMENT. This AGREEMENT may not be modified except by an instrument in writing duly executed by all the parties.

B. PARTIES BOUND: This AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. It is expressly understood the LICENSEE may not assign any rights or obligations under this AGREEMENT without the prior written consent of the VILLAGE.

C. SEVERABILITY: If any provision of this AGREEMENT shall under any circumstances be deemed invalid or inoperative, this AGREEMENT shall be construed with the valid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.

D. NOTICE: Notices shall be deemed delivered as of the date of postmark if sent by certified mail, postage prepaid.

E. NEUTRAL CONSTRUCTION: The parties acknowledge that this AGREEMENT is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and adequate opportunity to have it reviewed by, and to obtain the advice of, its own legal counsel. Nothing in this AGREEMENT shall be construed more strictly for or against either party because that party's attorney drafted this AGREEMENT or any part hereof.

IN WITNESS WHEREOF, the parties have executed this **AGREEMENT** effective as of the last date of signature below.

VILLAGE OF CROSS PLAINS

By: _____
Pat Andreoni, Village President

Attest: _____
Matthew Schuenke, Village Administrator/Clerk Treasurer

Date

Date

LICENSEE (Swim Team President)

By: _____

(Name & Title)

Date



Danie