

# **Willits City Pool**

**Summer 2017**

## **Lifeguard, Staff, and Instructor Handbook**

Table of Contents

Public Relations

Conduct and Courtesy.....Page 5  
Complaints.....Page 5  
Problem Solving.....Page 5

Staff Duties

General..... Page 6  
Pool Manager..... Page 6  
Assistant Pool Manager..... Page 7  
Head Guard..... Page 7  
Lifeguard..... Page 7  
Swim Instructors..... Page 8  
Aquatic Workout Instructors..... Page 8  
All Staff Expectations..... Page 8  
General Staff Rules..... Page 8  
Guard Rules and Regulations..... Page 9

Work Schedule

Personal Hours..... Page 9  
Requesting Days off..... Page 10  
Subbing..... Page 10  
Breaks..... Page 10  
Maximum Hours Per Week..... Page 10  
Pay Periods and Time Cards..... Page 11  
Staff meeting and In-Service Training..... Page 11

Official Dress Code

Lifeguards and Swim Instructors..... Page 11

Head Guard..... Page 11

Operating Procedures

Opening and Cleaning Procedures..... Page 11

Morning Swim Lessons..... Page 12

Transition/Cleaning Procedures..... Page 12

Public Swim..... Page 13

Slow Time Procedure..... Page 13

Evening Swim Lessons..... Page 13

Closing Procedures..... Page 13

Fecal Accident Procedures..... Page 14

Safety Enforcement..... Page 14

Pool Parties..... Page 14

Vandalism..... Page 15

Telephone..... Page 15

Reports and Paperwork..... Page 15

Emergency Procedures

Guard Communication..... Page 15

Minor Accidents..... Page 16

Major Accidents..... Page 16

Life-Threatening Drowning in Progress..... Page 16

Life-Threatening Suspected Head Back or Neck Injury or Unconscious Victim... Page 16

Debriefing..... Page 17

Storm Procedures..... Page 17

## Pool Rules and Regulations

General Pool Rules .....	Page 18
Safety Rules.....	Page 18
Rules for Diving Board.....	Page 19
Adult Break.....	Page 19
Disclaimer.....	Page 20

## **Public Relations**

### **Conduct and Courtesy:**

It is important that you remember your job as a lifeguard consists not only of providing a safe environment for swimmers, but also of managing people. While working as a lifeguard you will be called upon to answer questions, enforce rules, and stop horse play. Remember, as an ambassador of the city of Willits, your response to questions and problems should be polite and fair. We expect you to use the guidelines below to help you handle situations effectively.

- Know and understand the rules.
- Be consistent with enforcing the rules-enforce the same rules in the same way every day.
- Enforce the rules uniformly-if two swimmers are breaking the rules, both should be stopped.
- Explain the rules-remembering you are correcting, not punishing.
- Know where the rules are posted and use them for backup.
- Use the positive approach- i.e. "Walking is safer than running, please walk."
- If a swimmer continues to be uncooperative, you may contact your superiors or ask the swimmer to leave.
- Refer persistent problems to superiors.

### **Complaints:**

As hard as we try to make using the pool a positive experience, we will receive our fair share of complaints this summer. Remember: the people using the pool are our customers and these comments can be constructive feedback. Please use the following techniques when a patron has a complaint.

- Listen to the explanation of the whole problem without interrupting.
- Apologize for the inconvenience if appropriate.
- If there is any way you can assist the patron within our general guidelines, do so.
- Explain the current procedure and the reason behind it.
- Let them know you will relay their complaint to your superiors.
- If they ask, get your superiors to assist them further.
- Always relay problems or complaints to your superiors.

### **Problem Solving:**

Management of our pool requires team effort. To keep the pool running smoothly and the pool patrons happy, please feel free to bring problems to the attention to your superiors. When bringing a problem to the human resource director, follow the guidelines listed below.

- Report the problem promptly so it can be corrected before it worsens.
- Report only the facts.
- Never report a problem without a solution as to how it can be handled next time or how it can be prevented all together.
- Don't forget to report the good news also. Positive comments can be just as helpful as hearing about the problems.

## **Staff Duties**

### **General:**

All staff members are expected to do/perform any and all duties that are necessary to operate the pool in an efficient and safe manner.

All staff members are expected to adjust themselves to any change in their working hours due to weather conditions or any other unforeseen event. (i.e. chlorine leak or A.F.R.)

Any disagreement or misunderstanding between staff members should be discussed with the pool manager directly and then with the city manager if the matter has not been resolved satisfactorily.

### **Pool Manager:**

The Pool Manager is directly responsible to the City Manager for all things (matters) pertaining to the management of the pool. This includes the hiring of staff, making of staff schedules, the safety of patrons and staff, sanitation and order of the pool, the discipline and conduct of his or her staff and patrons, the giving of instructions in aquatic skills and swimming tests, promotion of programs and special events, completion of all records as required, requisition of supplies and equipment, and carrying out a successful and safe operation of the swimming pool and its entirety.

The Pool Manager is in charge of the swimming pool finances, maintenance, supplies, all requests, reports, suggestions, etc.

The Pool Manager will forward the above to the human resource director. He/she is responsible for the attitude, morale, efficiency, and uniform of his/her staff, as well as his/her own.

The Pool Manager shall maintain current certification of American Red Cross Water Safety Instruction, Lifeguard Training Certificates, Title 22, First Aid and CPR for the Professional Rescuer, and any other state requirement for certificates that are required.

Before the Pool opens each day, the Manager is to see that:

- The entire pool and pool area is clean and all safety equipment is in the proper position.

- Staff members are present, in uniform, and at their stations before the pool is open to the public.
- All mechanical equipment is operating properly.

### **Assistant Pool Manager:**

The Assistant Pool Manager is directly responsible to the Pool Manager and is responsible for pool maintenance operations under the direction of the Pool Manager. The Assistant Pool Manager is to supervise the pool operation and staff in the absence of the Pool Manager and to report problems immediately.

The Assistant Pool Manager is responsible for all the above duties (the duties outlined for the Pool Manager) in the absence of the Pool Manager and is responsible for maintaining current registration of American Red Cross Water Safety Instruction, Lifeguard Training Certificates, Title 22, First Aid and CPR for the Professional Rescuer, and any other state requirements for certifications that are required.

### **Head Guard:**

The Head Guard is directly responsible to the Pool Manager or the Assistant Pool Manager in the event of both parties' absence. The Head Guard is responsible for tending to the front counter, taking money from patrons, maintaining the cleanliness of the office, and any other duties assigned by the Pool Manager or Assistant Pool Manager. Head Guards are to keep an accurate account for the permanent pool records of all patrons who use the pool, pool admissions, filing, and any other paperwork.

### **Lifeguards:**

Lifeguards are responsible for the safety of the patrons using the pool.

Lifeguards will enforce pool rules and regulations, prevent accidents, perform rescues, and complete any other related work that may be assigned by the Pool Manager. Lifeguards watch over the activities of the pool, warn patrons of hazards, operate and maintain lifesaving equipment, rescue persons in distress, administer First Aid, rescue breathing and CPR when needed, enforces all pool rules and regulations fairly, and in general assists the public.

Lifeguards may be called on to assist with swim lessons.

Lifeguards are to familiarize themselves with the entire operation of the pool. Lifeguards are also responsible for cleaning the pool deck, bathrooms, pool, and general pool area under the direction of the Pool Manager and Assistant Pool Manager.

Lifeguards are expected to keep in shape and will be expected to perform lifesaving drills any time they are called upon to do so.

### **Swim Instructors:**

Swim instructors are responsible for instructing students of varying age and skill set on how to properly swim. They also will perform duties of the Lifeguard; this includes administering First Aid, CPR and artificial resuscitation if needed.

Swim instructors will assist in pool programs and activities. They will help keep the pool area, restrooms, and deck free of litter and clean. Swim instructors are also required to perform other duties assigned by the Pool Manager or Assistant Manager.

### **Aquatic Workout Instructors:**

Instructors will greet people and introduce themselves daily. They will safely lead a group of patrons in aquatic exercise. Instructors will modify programs for people who cannot do standard aquatic exercise. Instructors are to end class on time and promptly clear the pool. All people are allowed to attend class unless deemed unsafe by on duty lifeguard. Patrons do not have to follow the instructor if they do not want to, as long as they are not interfering with the normal function of the class (Under the discretion of the on duty lifeguard).

Aquatic instructors must be a certified lifeguard or complete WSI training and have a currently certified lifeguard on duty at all times.

Music for aquatic classes cannot contain excessive profanity.

**Before patrons or instructors enter the water the lifeguard needs to be on deck and give permission.**

### **All Staff Expectations:**

The employees of the Willits City Pool are a team. We will treat others with respect and kindness. Our purpose is to serve the public and keep them safe while they are at the pool. Personal issues are to be brought to the attention of management and a meeting is to be scheduled. A summary of the meeting will be created and all parties will sign it; this will be used for future reference. If a conclusion cannot be reached, City Management will be asked to step in.

### **General Staff Rules:**

1. While at the pool all staff members are to observe all pool rules and regulations. Your example is your best method of rule enforcement.
2. No smoking will be permitted while on duty, except during breaks and then only outside the pool area (Hwy 101).
3. Reporting to work after consuming alcohol or using drugs will result in immediate termination.

4. All staff must report to work at least 15 minutes before they are scheduled to start, unless otherwise requested. Staff should be dressed in their uniform and be ready to work on time.
5. Staff members will keep in mind that their assignment is to serve the public. Conduct and attitude on and off the job will reflect upon those with whom they work.
6. Pool personnel shall not leave their posts unless relieved or authorized by the person in charge.
7. In the event of sickness or in an emergency, contact the person in charge of the pool at least one hour before scheduled time to work. However, other than in the case of an emergency, all staff members are responsible for finding replacements for any shift/s they cannot work.
8. Staff meetings will be conducted on a regular basis and attendance is mandatory.
9. No article is to be borrowed by a staff member (including other staff member belongings) unless permission is given.
10. Proper uniforms must be worn at all times. Uniforms are to be kept clean and neat. Any employee who arrives at work without the proper uniform will be sent home to get it on his/her own time.

#### **Guard Rules and Regulations:**

1. Guards must never leave the deck without notifying the person in charge.
2. Regardless of the schedule, no guard is to leave the deck area unless adequate guards are on duty and have been notified.
3. The Pool Manager is responsible for the conduct and assignment of all employees.
4. Be awake and alert for danger all times. Do not become fixed on one area or person. Continually keep the entire pool and/or area in view.
5. Guards are expected to observe all pool rules.
6. Guards are not to engage in immodest behavior while at the pool.
7. Do not yell at patrons. Speaking in a modest tone of voice cultivates less resentment to rules and better compliance.
8. Do not tease, flirt or socialize with patrons.
9. Do not carry on conversations with other guards or patrons (except what is necessary for the proper completion of your job) while on duty.

#### **Work Schedule**

##### **Personal Hours:**

It is highly recommended that all employees report to work 15 minutes early in order to ensure that they are fully prepared for the shift ahead. All employees work on an hourly basis and it is not necessary that all are full-time, especially when the weather conditions make it unadvisable

to operate the pool with a full staff. Employees will be expected to work extra hours at any time due to excessive swim loads, hot weather, and/or emergency situations.

The Pool Manager will assign staff work schedules on a weekly basis; schedules will be posted on every Thursday for the following week. Changes in the schedule can only be made by the Pool Manager and only after the appropriate forms have been filled out and submitted. Final schedules will be posted after all changes have been completed.

### **Requesting Days Off:**

- Pool staff must contact Manager for notification and approval of days off.
- Special requests can be made and will be expected but it is important to remember that the pool needs lifeguards to function, so excessive vacationing will not be tolerated.
- Dates and times of absence should be given to the Manager or the Assistant Manager at least two weeks in advance of planned absence.

### **Subbing:**

- All staff members are responsible for arranging substitutes if they cannot work their shift.
- Only management can make changes to the posted schedule in the office.
- If you cannot find a substitute, contact the Manager and they will try to make alternate arrangements. You may still be held responsible for your shift.

### **Breaks:**

- Breaks last 10 minutes, they will be held a couple times each day.
- Guards must be back at their stations on time.
- During breaks, adult swimmers may continue to swim – one guard must be on deck during this time.
- Adults may have one child in the pool with them during breaks.
- Never leave the pool unguarded!
- Guards not on the deck should check bathrooms or toilet paper and cleanliness and help out in the office signing in patrons and selling concessions.

### **Maximum Hours per Week:**

All staff members with the exception of the Pool Management will work less than 40 hours a week and eight hours a day. Staff members between the age of 14 and 15 may only work between 7 AM and 9 PM and no more than eight hours a day. Staff members who are between 16 and 17 years old may work between 5 AM and 12:30 AM and no more than eight hours a day.

### **Pay Periods and Timecards:**

Pay periods conclude every two weeks with payment to be dispersed the week following the conclusion of the previous pay period. In order to receive payment it is necessary that each staff member fill out and sign their bi-weekly timecard, if a timecard is not signed you will not receive your paycheck until the next pay period.

### **Staff Meetings and In-Service Training:**

Staff meetings and in-service training will be held on Friday between 8 AM and 1 PM. This is a time for us to work on our skills. Attendance is mandatory.

### **Official Dress Code**

#### **Lifeguards and Swim Instructors:**

The official uniform for all swimming pool employees is as follows:

- Morning crew must wear closed toed shoes while cleaning the restrooms due to chemicals.
- All staff should be dressed neatly and cleanly at all times.
- Suits must be worn at all times by lifeguards and swim instructors.
- Suits must be red, blue, or black in color.
- Girls must wear one-piece suits.
- When guarding wearing the official tank top is mandatory.
- Whistles must be worn at all times when on the deck.

#### **Head Guard:**

- The head guard should be dressed neatly and cleanly at all times.
- Head guard must wear a swimsuit and red tank top.

### **Operating Procedures**

#### **Opening and Cleaning Procedures:**

Two staff members will be scheduled to open the pool daily.

Upon arrival at the pool guards must:

- Unlock and secure the gate.
- Unlock and open the office and restrooms.
- Turn on breakers.
- Check pool area for vandalism, broken glass, etc.
- Remove pool covers and secure the covers in the proper place for the day.

- Put lane lines in the pool if needed.
- Set out daily sign in sheet and sign in any patrons.

#### Bathroom Duties:

- Spray down locker rooms with chemical solution.
- Hose down entire locker room.
- Check toilet paper and paper towels and soap dispensers.
- Clean hair and paint from drains daily.
- Check all trash cans. If trash cans are halfway filled, empty them.
- Scrub toilets and sinks.

#### Office Duties:

- Sweep entire office.
- Use Clorox wipes to clean the counter.
- Stock the fridge with food and drinks.
- Clean on and around the couch.
- Take recycling to the dumpsters behind the high school if over halfway filled.

#### Deck Duties:

- Spray underneath bleachers.
- Spray off entire entrance to the pool.
- Spray the remaining deck.
- Check trash cans around the pool. If they are over half filled, empty them.
- Clean drains surrounding the pool.
- Clean and spray out the filters in the pool.
- Sweep the deep end of the pool.

#### **Morning Swim Lessons:**

Morning swim lessons will be held Monday through Thursday as weather permits. All water safety instructors are required to help with lessons either as instructors or lifeguards. Lessons will start promptly on the hour and at the half-hour. Swim instructors will refer to the Swimming Lessons Manual for further guidance.

#### **Transition/Cleaning Procedures:**

One lifeguard will be assigned to clean up after some lessons and make the pool ready for open swim. This includes cleaning up of toys and pulling out lane lines.

Duties:

- Pickup kick boards, fins, toys, and other teaching materials that have been left on the deck and return them to their respective locations.
- Remove lane lines in the pool and in an orderly fashion.
- Check restrooms for cleanliness and make sure they are well stocked.
- Help sign in patrons for open swim, and take the first shift.

### **Public Swim:**

Guards will rotate every 10 minutes and take a 10 minute break a couple times every afternoon. Guards will be responsible for the safety of the patrons attending the pool. The Head Guard will be in charge of the rotation order and delegating any additional duties that they deem important or necessary.

### **Slow Time Procedures:**

These procedures are to be accomplished on slow days, at times when the Head Guard, Assistant Manager, or Manager deem appropriate. More tasks can be added as needed.

- Pick up the grounds.
- Sweep/hose the deck.
- Clean and hose out garbage cans.
- Clean/organize office.
- Clean tiles.

### **Evening Swim Lessons:**

Evening lessons will be held Monday through Thursday and as the weather permits. All WSI team members are required to help with lessons as instructors or guards. Lessons will start promptly on the hour and half hour. Swim Instructors will refer to the Swimming Lessons Manual for further guidance and information.

### **Closing Procedures:**

The pool will be closed in the same manner every day. Pool covers will be put on the pool every evening unless the Pool Management or maintenance crew says otherwise. Locker rooms will be cleared of patrons and then locked. The equipment shed will be locked, as well as all the gates around the pool facility. All breakers that are not meant to be kept on are to be shut down. The Pool Office will be secured and all revenue will be removed before the office is locked. The front gate will be locked once the pool facility is cleared of all patrons and staff.

### **Fecal Accident Procedure:**

In the event that a fecal accident occurs in the main pool the following procedure will be followed:

For accidents that includes solid fecal matter that can easily be removed from the pool:

- Immediately clear the pool.
- Remove all visible fecal matter with the net.
- At a small amount of granular chlorine to the affected area, allow swimmers to return approximately 30 minutes after the chlorine has been added.

For severe accidents that include fecal matter not easily contained and/or removed:

- Immediately clear the pool of patrons.
- Remove all visible fecal matter with the net.
- Call the Pool Maintenance personnel to deal with the fecal incident.
- Re-open the facility once the Pool Maintenance personnel have okayed the facility.

### **Safety Enforcement:**

- One short blast on the whistle is used to get a swimmers attention – after you have their attention give the swimmer further instructions. Remember to be positive and explain the reason for the rule.
- If this swimmer continues to break the rules, ask them to step out of the pool and send them to the Head Guard for documentation.
- If after sitting out for a period of time under the supervision of the Head Guard the patron still is uncooperative, send them back to the office and the Head Guard will deal with calling the parents and any further paperwork that is required.
- A modified incident report will be filled out by the Head Guard following each benching. If a patron is disciplined more than three times in one day they are to be sent home.

### **Pool Parties:**

Pool parties are scheduled through the Pool Management. The rules for pool parties are as follows:

- All regular pool rules apply – with the exception of flotation devices.
- Absolutely no alcohol in the pool area.
- Food can be brought in, but is only allowed in designated areas.
- Any extensions to the contracted time must be approved in advance.
- Grills or barbecues are allowed on the western side of the deck next to the Otters' shack.

**Vandalism:**

Be sure to report any vandalism damage to the Willits Police Department and the City Manager as soon as it occurs.

**Telephone:**

Always answer the Pool telephone, "Willets City Pool, \_\_\_\_\_ speaking." If you are called to the phone, greet the caller by saying, "This is \_\_\_\_\_," do not just say "Hello." Always be courteous and helpful – if you can't answer a question, take a message and have a superior get back to the caller.

The phone is to be used for business purposes only. Personal phone calls are not to be made by the pool staff. Please use the following guidelines when pool patrons ask to use the phone:

- The phone is to be used in emergencies only. No Exceptions.
- Remind the swimmers to arrange for rides before coming to the pool.
- Long-distance calls for anyone are prohibited, as the phone is not equipped for them. You may tell people, "I am sorry, this phone will not allow long-distance."

**Reports and Paperwork:**

There are various reports and paperwork that are filled out during the day; these are kept in the Pool Office. When filling out paperwork make sure to use a blue or black pen and write legibly. If there are reports or forms that need replenishment notify the Pool Manager as soon as possible.

The various forms and reports that are in the office and available for use as follows:

- Disciplinary Incident Form
- Incident Report Form
- Late Guard Report Form
- Pool Party Request Form
- Pool Party Appraisal Form
- Substitute Request Form
- Sign In Sheet
- Reconciliation Sheet

**Emergency Procedures****Guard Communication:**

One short whistle blast and point – used to get the attention of a swimmer.

Two short whistle blasts – to get attention of another staff member.

Three short whistle blasts – tells other guards that there is an emergency and help is needed.

One long blast – clears the pool in the event of an emergency or to signal a break. It also lets people know that it's okay to get back in the pool.

**Minor accidents:** (light falls, small cuts, bumps, bruises, bee stings, etc.)

- Administer appropriate first aid.
- Try not to use band aids if possible especially if the swimmer is returning to the water – they tend to fall off.
- Fill out and file incident report form if first aid treatment was required or patron refused treatment.
- If bleeding persists or swimmer does not feel well, call the parents.

**Major Accidents:** (major falls, large cuts, broken teeth, severe sprains, etc.)

- Call 911 immediately if situation warrants. Do not wait to call parents first!
- Administer appropriate first aid.
- The person not dialing 911 or administering first aid should call the parents immediately and inform them of the situation.
- Accident reports must be filed with this type of injury.

**Life-Threatening – Drowning in Progress:**

- Remember to remain calm and authoritative at all times.
- Guard who first sees individual in trouble blows his/hers whistle with three short whistle blasts, then proceeds to rescue swimmer.
- Head guard will dial 911 if necessary relaying information about the accident, open the gate, and then call the parents of the victim.
- Guards not involved in the rescue should adjust their positions to watch the rescuing guards' area as well as their own/get everybody to side of pool away from the gate (this will help EMS. They should also clear debris from walkway).
- In a severe situation, guard closest to rescuer assists. Other guards clear pool of all swimmers, keeping them away from the accident.
- A written report by each guard explaining what they did during the emergency must be put in the accident report notebook within 24 hours.

**Life-Threatening – Suspected Spinal Injury or Unconscious Victim:**

- Remember to remain calm and authoritative at all times.

- Guard who first sees individual in trouble blows his/her whistle with three short whistle blasts, then proceeds to rescue the swimmer.
- Head Guard will dial 911 relaying information about the accident and meet the ambulance at the proper gate, then call the parents of the victim.
- Guard closest to the rescuer will alert the third guard to clear the pool and then be prepared to assist the first.
- The other guards should clear the pool using one loud whistle blast and then control the crowd and move them away from the accident area (north eastern corner).
- The third closest guard will retrieve the backboard and assist the rescuers in the case of a spinal injury.
- No more patrons will be admitted into the pool area.
- Once the first guard contacts the victim and assesses their breathing, they will inform the other guards of the victim's status. At this time the other guards will enter the water and begin suspected spinal injury procedures. Begin CPR or artificial respiration as needed.
- Once EMS has arrived and transported the victim, guards can resume their positions and allow patrons into the pool if all safety equipment is present.
- First rescuer should complete an accident form immediately and both the Manager and Assistant City Manager should be notified immediately of the accident.
- If media contacts pool personnel they should be referred to the City Administrator. Under no circumstances should pool employees discuss an accident with the media.

### **Debriefing:**

In the event that a life-threatening drowning, suspected spinal injury or unconscious victim rescue does occur a debriefing will follow the events that day, as well as, follow-up debriefings to be held if the need for one is deemed necessary and appropriate.

### **Storm Procedure:**

The pool will close in the event of lightning thunder. After closing the pool for the safety of the patrons, call the city of Willits to inform them of the closure. The pool can reopen one to two hours after the last sighting of lightning and/or the last sound of thunder. If there is no lightning or thunder, but it is raining very hard, you may still need to close the pool. If the surface of the water is so turbulent that the bottom of the pool cannot be seen, the pool must be cleared and closed. You may reopen the pool when the rain subsides sufficiently so that the bottom of the pool can be readily observed.

## **Pool Rules and Regulations**

### **General Pool Rules:**

1. Swim only when lifeguards are on duty.
2. Walk! Don't run.
3. No diving in the shallow end of the pool (designated by a red line).
4. No glass containers allowed in the shower, locker rooms or pool areas.
5. No full swim masks are allowed in the pool, only swim goggles.
6. No swimming is permitted in the diving well, unless specified by a Lifeguard on duty in the specified area.
7. Non-swimmers must stay in the shallow end of the pool.
8. Novice swimmers will not be permitted to pass the blue line indicating major depth change.
9. A ten minute break will be taken one, maybe two, times a day.
10. Food and drink will not be permitted in the pool. Patrons may eat or drink on the deck or in the grass around the pool.
11. No smoking will be permitted in the pool complex or on school grounds.
12. Only employees are allowed in pool office or patrons requiring first aid assistance.
13. All swimmers must be clean, shower, and use the restroom before entering the pool.
14. Children who are not toilet trained must wear swim diapers, no regular diapers are allowed.
15. Gum, chewing tobacco, or alcohol will not be permitted in the pool areas or on school grounds.
16. Patrons will not be allowed to wear excessive clothing into the pool, other than what can be classified as a swimsuit. A clean, short sleeved T-shirt may be worn or other appropriate swimming apparel.
17. Cutoffs must be hemmed and no long pants are permitted.
18. Only U.S. Coast Guard approved personal flotation devices will be allowed in the pool.
19. Any and all flotation devices must stay in the shallow end.
20. Profanity is not permitted in the pool area.
21. All persons known to be or suspected of being affected with a disease that is infectious shall be excluded from the pool except on presentation of a written permit of current date from a doctor.
22. Children under the age of 5 must be accompanied with an adult at all times in the pool they are not allowed to be more than an arms reach away in the water.

### **Safety Rules:**

1. No swimming under any conditions unless a lifeguard is on duty.
2. Walk, no running will be permitted.
3. No climbing on or over the fences.

4. Horseplay or running on the deck or bleachers in not permitted.
5. No calls for help when not in distress.
6. Pushing, dunking, wrestling or any other horseplay is not allowed.
7. Masks, skin diving equipment, or inflatable devices will not be permitted (goggles and noodles are permitted for use).
8. Diving will be permitted only in 5 feet of water or deeper.
9. No glass containers of any kind are allowed in the pool area.
10. Towel snapping or related horseplay will not be permitted.
11. No unnecessary talking to Lifeguards while they are on duty.
12. Prescription type glasses may be worn by those who need them in the pool.
13. Do not hang on railing used for entry or exit of the pool.
14. Alcoholic beverages and persons under the influence of alcohol or drugs will not be allowed in the pool area.

**Rules for the Diving Board:**

1. Only one person at a time on the diving board.
2. No double bouncing on the diving board.
3. Only jump/dive straight off.
4. No jumping to the deck. Patrons must go in the water from the end of the board or exit back down the ladder facing forward.
5. Back flips, inwards, gainers, spins, or any other unsafe entries will not be allowed.
6. Parents can have kids jump to them while a Lifeguard is supervising and they may use a tube to float on.
7. No prolonged swimming in the diving well. Diver must swim directly to the ladder, not to opposing walls or out into the general pool area.
8. Patron must reach the ladder before the next patron may approach the diving board.
9. No running on the diving board.
10. No flotation devices may be worn when jumping.
11. Patrons must be able to swim unassisted in deep water.
12. Dives will be forward facing dives only.
13. Patrons may be asked to complete a 25 (1 lap) monitored by head guard or management before attempting to go off diving board.

**Adult Break:**

1. The pool will be cleared of all children every hour, on the hour, for 10 minutes for an adult break.
2. One child may accompany an adult in the pool.
3. The adult must remain with the child at all times.

**Disclaimer:**

**The City Pool and Staff are not responsible for any articles left, lost or stolen at the pool.**

**Failure to obey the Guards or Pool rules will result in expulsion from the pool area.**