

Rush City Aquatic Center

RULES, REGULATIONS AND POLICIES



20254

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POLICY MANUAL

RECREATIONAL SWIMMING

Mission Statement: To initiate, update, and maintain effective, efficient, and progressive aquatic programs for Independent School District #139 and the surrounding communities of the Rush City area. To provide an aquatic environment with a wide range of recreational and instructional activities with capable and enthusiastic leadership based upon the principles of safe procedures.

INTRODUCTION

The position of Lifeguard or Pool Attendant and the responsibilities associated with those are significant. The potential for a patron accident is high in any aquatic setting.

The patrons of any aquatic facility expect and are entitled to a level of management and programming that will ensure their safety and meet their aquatic needs.

The impression given by employees must be one of professional courtesy, interest, efficiency, and helpfulness. Each employee is expected to uphold these high standards by making the safety and the enjoyment of all participants their number one concern.

The responsibility and accompanying liability for the safety of the participant is one automatically assumed by all employees whenever on duty. Attitudes that foster these impressions will do much to elicit the acceptance, support, and respect of our patrons.

This manual is offered as an aid to enhance the capabilities of the staff in the management, operation and safety of a broad range of aquatic activities at the Rush City Aquatic Center.

RUSH CITY SWIMMING POOL

Philosophy

The philosophy of the Rush City Pool and its swim program is to provide a diverse and extended schedule of water activities for the residents of Rush City and surrounding areas. It recognized the fact that the total swim program is made up of the effort of many people. It acknowledges the fact that the pool is operated for the needs of the community. Our philosophy includes:

- **The safety of everyone using the pool is the most important criteria.
- **A responsible staff and quality program, both instructional classes and recreational swims.
- **Complete accountability to the community.

Pool Priorities

The primary purpose of the Rush City swim program is water safety. First priority is instructional classes. Priorities for the use of the pool areas as follows:

- **Community programs of instruction
- **Community recreation swims
- **Pool rentals on limited basis

General Objectives

- **To develop good safety habits in all aquatic situations.
- **To develop confidence, courage, and poise in and through all aquatic activities.
- **To develop sufficient skill in swimming and diving to make aquatic activities a pleasurable leisure time activity.
- **To encourage regular participation in aquatic activities.

STANDARD PROCEDURES - COMMUNITY USE

Application Procedures

1. Employment consideration for any Rush City Pool staff positions is the same for everyone without regard to race, color, national origin, religion, sex, or handicap. Must be 15 years of age to apply for positions at Rush City Pool.
2. People wishing to apply for any Rush City Pool staff position may do so by o applying via the school district website.
3. The Pool Manager may require further information, interviews, or training qualification courses of applicants at the applicant's expense and may make employment contingent upon such actions.
4. All employment applications are kept on file for one year from the date of application.

Hiring Procedures

1. All staff are hired and trained by the Pool Manager.
2. Each employee will provide the Pool Manager with a completed application, current W-4, I-9, social security card(or birth certificate), drivers license (if applicable), personnel form, direct deposit form, asbestos notification

form, vaccination consent/declination forms, criminal background check form, employee right to know verification, drug & alcohol testing acknowledgement, drug free workplace acknowledgement and copies of current certifications where appropriate.

3. All employees, with the exception of the Pool Manager, will be on a straight hourly wage, with no benefits.

General Operating Procedures

1. Whenever the pool is in public (open swim) use, there shall be six (6) certified lifeguards on duty. Certified shall mean a current Red Cross Lifeguard Training certification or equivalent, a nationally recognized current CPR/AED certification, and a nationally recognized current First Aid certification. During private pool rental or swimming lessons the number of lifeguards on duty will depend on what parts of the pool will be in usage.
2. Whenever feasible, there shall be both males and females on duty for groups of combined sexes.
3. Employees are responsible for all assigned hours. The Pool Manager may assign additional duties or cut back hours when program participant changes warrant such actions.
4. Employees shall work no more than 40 hours per week (Sunday - Saturday) without prior approval from the Pool Manager.
5. The Pool Office, equipment, and store rooms are off limits to those other than staff.
6. Payroll is the responsibility of the employee. Automatic deposits are received on the 15th and last day of the month. Time sheets are filled out and authorized by the Pool Manager/Asst. Managers. All authorized begin and end times, programs worked, hours recorded in decimal form, and time sheets need to be signed by the employee.
7. In the event of an anticipated absence, an employee is responsible to find a substitute. Substitutes must be from the approved staff list, and must be approved with the manager/assistant manager.
8. Employees must participate in mandatory staff trainings and meetings. This requirement may be waived at the PoolManager's discretion.
9. Employees shall perform any other duties as assigned by the Pool Manager.

Dismissal Procedures

1. Any employee's services may be terminated by the Pool Manager.
2. Employee disciplinary action is handled by the Pool Manager or his/her designee. Such action may be oral, or written, or both.

Minor infractions will be on a 1,2,3 out policy per 3 month period. These occurrences need not be the same type of infraction (i.e. two tardies and one failure to show may be grounds for dismissal). Minor infractions shall include but be not limited to - failure to show up to work when scheduled, tardiness, failure to follow substitute procedures, etc.

A major infraction will be grounds for immediate termination. Major infractions shall include but be not limited to - insubordination, refusal to perform assigned duties, neglect in or failure to properly perform any rescue, CPR, or First Aid procedure, stealing from or vandalism to the facility, participation in any illegal act while on duty, or be under the influence of any drug while on duty which impairs performance.

Distinction between major and minor shall be at the discretion of the Pool Manager.

3. Any employee found to have not met or currently not meeting the qualifications for the position(s) for which he/she is hired, the employee's services may be terminated immediately.
4. If any employee's conduct while on duty impairs his/her performance of duties, compromises the safety or well-being of patrons, or creates a poor public image, that employee's services may be terminated immediately.
5. Any terminated employee shall be told in person and in writing by the Pool Manager that he/she is being dismissed and the reasons thereof.

POOL MANAGER/ASSISTANT MANAGER:

1. Directly responsible to the Rush City School Board and Superintendent for their policies and regulations.
2. Responsible for all program and policy development and all aspects of the Rush City Pool Program.
3. Responsible for staff selection and their recommendations to the Rush City School Board or Superintendent.
4. Responsible for staff scheduling and handling staff problems.
5. Responsible for all staff training.
6. Will act timely and in a professional manner to all patron complaints and problems.
7. Responsible for making sure that all students are instructed in accordance with American Red Cross standards, tested and placed in their proper class or classification and accurately tested at lesson completion.
8. Makes sure all paperwork (Red Cross forms, accident forms, time sheets, daily money receipts, etc.) are completed and filed in a timely manner.
9. Responsible for pool maintenance, making sure the pool is kept safe and clean for patron use.
10. Works with the Community Education Director by making budget recommendations for the following year.
11. Available when problems occur, or higher than normal patron loads are anticipated. Willing to be available at any time the pool is open, and makes sure the pool is covered with adequate personnel at all times.

RUSH CITY POOL CLOSURE POLICY

The Rush City Swimming Pool may be closed by the Pool Management for any one of the following reasons:

- 1) Air temperature is 68 degrees or below.
- 2) Rain or drizzle
- 3) Hazardous weather, including thunderstorms, lightning, hail or tornadoes.
- 4) Winds above 20 miles per hour.
- 5) Building, pool, pool area, or chemical conditions of the pool below acceptable conditions.
- 6) Inadequate or poor lighting conditions.
- 7) Ten (10) people or less in the pool and the pool has been open for at least one hour.
- 8) Other conditions that threaten safety or comfort of pool patrons.

Note:

- * Once the pool has been closed, it will stay closed until the pool manager or assistant manager feels the pool may be reopened with no danger to pool patrons.
- * No refunds or class extensions will be offered after a closure.
- * Management will attempt to make determinations of pool closing at least one half hour before each shift or period, unless conditions warrant immediate closure.
- * Pool closure information can be obtained by calling the pool (320-358-3074) or school (320-358-4795). Also on the Rush City Schools Facebook page.

REFUNDS:

- * No cash refunds will be given to patrons
- * Passes for a free session of swimming will be given to patrons if the pool is closed due to weather after having been open for less than half of the session.
- * Passes will be given to patrons if the pool is closed at any time due to “other” circumstances or incidents.

RUSH CITY POOL STAFF POLICIES

Chain of Command: Rush City School Board/Superintendent
 Community Education Director
 Pool Manager/Assistant Manager
 Lifeguards/Swim Instructors

Lifeguard Rules and Policies:

1. Arrive at work ahead of scheduled time and is prepared to work on time. Must be dressed properly and with needed equipment. (Whistle, towel, sun block, and sunglasses).
2. At no time will a lifeguard sit in a plastic lounge chair while on duty.
3. All guards are expected to swim at least 500 yards/week.
4. Staff meetings and training sessions are held periodically. Attendance is mandatory.
5. All employees are expected to be polite and business-like while dealing with the public. Problems should be referred up the chain of command.
6. The pool, pool area, wading area, diving area, plunge area, lap pool area, concession area, and changing rooms must be kept clean, neat, and safe at all times, and is the responsibility of all employees.
7. Perform all other tasks as assigned.
8. While on duty, keep personal phone calls and text messages to a minimum. Please keep dealings with friends and family to a minimum. No cell phones allowed on deck.
9. Must maintain all lifeguarding equipment in a usable, safe, and working condition.

10. Must maintain current Red Cross certification in:
 - A) Lifeguard Training (includes First Aid; must be recertified every 2 years)
 - B) Professional CPR (completed every year)
11. Enforce all rules and regulations as outlined in the "Rush City Pool Policies Manual."
12. Must keep eyes, ears, and mind on the pool at all times. Continually check pool and pool bottom, and always be on the lookout for swimmers having difficulties.
13. Supervise pool, pool area, wading area, diving area, plunge area, lap pool area, concession area, and changing room area. Lifeguard should have a rescue tube with them at all times while on duty.
14. Perform rescues, first aid and CPR as needed in accordance with American Red Cross standards and Rush City Pool Emergency Procedures.
15. Write **detailed** accident or incident reports immediately following accident or incident situation and report them to the pool manager/assistant manager.
16. Responsible for scheduled work hours. You are expected to keep assigned hours as much as possible.
17. Guards on duty during swimming lessons will be stationed in the area between the slide and the diving well. You are to patrol all classes going on.

LIFEGUARD INFORMATION AND PROCEDURES

GUARD RESPONSIBILITIES

- A. The guard at station #1 will be at the top of the 165' slide regulating and controlling the individuals coming down the slide. Primary job is to regulate the spacing of individuals.
- B. The guard at station #2 will be IN THE WATER when the slide is busy or out of the water patrolling the pool directly alongside the slide and is responsible for the bathers coming out of the end of the slide. The primary responsibility is to ensure safety as the bather enters the water and also to get them to the stairway in an orderly fashion.
- C. The guard at station #3 is responsible primarily for the shallow half of the lap pool and also for the two "entrances" to the lap pool via the plunge pool and the zero entry area. Be aware of non-swimmers "straying" from zero entry.
- D. The guard at station #4 is responsible for the entire zero entry area of the pool. The guard will be IN THE WATER when the area is busy and "patrol" the area during their shift.
- E. The guard at station #5 is primarily responsible for the deep end of the lap pool and also glances into the diving well. When not in guard stand, guard should patrol from basketball hoop to deep end of lap pool. Be aware of non-swimmers "straying" from zero entry.
- F. The guard at station #6 is responsible for the diving well and glances at the deep end of the lap pool. Sit in stand or walk back and forth on the pool deck in your area monitoring at all times.
 - *All guards will be responsible for monitoring and enforcing the rules on the deck area.
 - *Guards will rotate to their next station every 25 minutes.
 - * Rotation should be done as per Red Cross guidelines and at a quick pace

WATER SLIDE RESPONSIBILITIES

Person at top of slide:

- 1) Individuals under 4 ft. tall will not be allowed to go down the waterslide unless accompanied by someone meeting the height requirement and being 16 years of age or older or wearing a diving well wristband.
- 2) Tell patrons how to ride down the slide (Sliding in a feet first and face up position.
- 3) Make sure all patrons are tall enough to use slide (48" high)
- 4) Dispatch patrons (riders) at the right intervals
- 5) Be on alert at ALL times.

Person at bottom of slide responsibilities:

- 1) Supervise riders on the slide and help them get out of the water quickly.
- 2) Watch for riders who may hit their head on the bottom of the catch pool.
- 3) Watch for riders who could be knocked off balance by flowing water and held under water.
- 4) Watch for riders who stop, slow down, or stand up on the slide.
- 5) Watch for riders who may hit their head on the side of the slide.

6) Must be in water while in that area or out of the water directly on the edge of pool alongside the end of the slide.

LEGAL ASPECTS OF LIFE GUARDING

Excerpts from Lifeguard Training, Principles and Administration

The owner or operator of a swimming pool is normally required to use what the law calls ordinary, due or reasonable care for the safety of his patrons, and to guard them from injury or infection. Any equipment or appliances provided for sanitation, safety or use are to be reasonably fit for the purpose for which they are designed and for which they are to be used, and must be in reasonably good condition, repair and working order.

It should be made clear that every incident, whether apparently serious or trivial, may be the basis for a lawsuit against the owner, supervisor, or lifeguard, or all of them. The courts are open to all, and anyone may start a lawsuit against anybody, at any time. It is essential that all personnel proceed with these possibilities in mind.

The lifeguard and manager of a swimming pool may be called upon in court to defend himself against allegations of a patron seeking to establish that infectious disease, injury, or even death resulted from negligence on the part of the owner, operator, or employee.

The mere fact that any accident or injury happened does not mean that the owner, operator, or employee is legally responsible for it. This is why accurate written reports of accidents, injuries, near drownings, and drownings must be dated and kept.

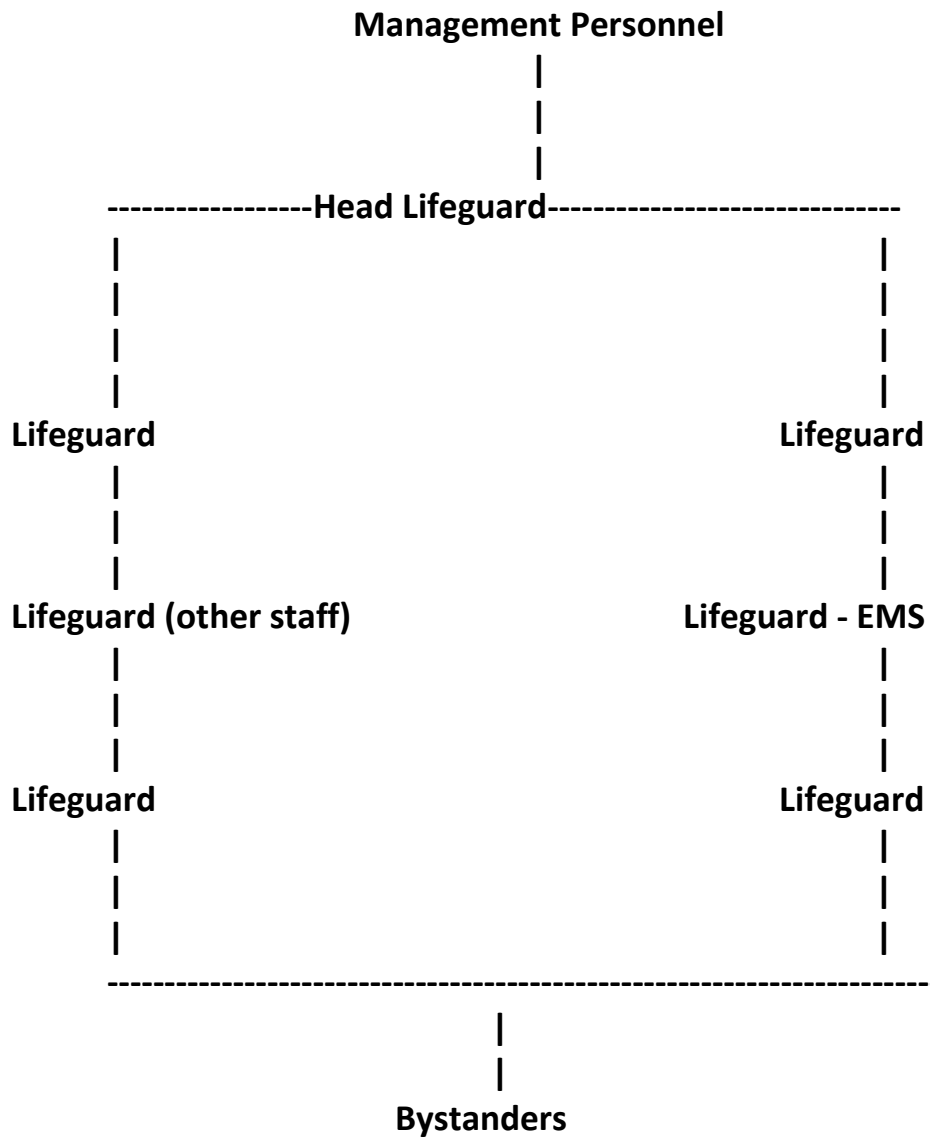
In cases in which there has obviously been a serious injury; or in all cases involving the use of rescue and resuscitation; or where the police or paramedics were summoned, it is suggested that an informal hearing be conducted as soon as possible after the accident, so that all relevant information can be obtained and gathered together for a written report. This report will be invaluable in providing a defense based on fact, freshly recalled after the incident if a claim or lawsuit does result.

Judges in various states have found owners, operators, supervisors, or lifeguards legally liable for drownings and injuries in the following cases.

1. Where there were insufficient, illegible, or missing depth markers.
2. Where there was failure to provide a lifeguard.
3. Where, although lifeguards were provided, they were insufficient in number or insufficiently trained.
4. Where the operator failed to provide proper resuscitation equipment or persons skilled in artificial resuscitation.
5. Where the lifeguards, although sufficient in number and properly qualified, were inattentive.
6. Where it was shown that proper rescue efforts were not undertaken promptly.
7. Where there were insufficient or inadequate underwater lights.
8. Where there was discoloration or turbidity in the water which concealed dangers or hampered location or rescue.
9. Where there was failure on the part of the lifeguards to prevent boisterous play in the pool.
10. Where it was shown that the pool sidewalk or ladders were slippery or defective.
11. Where a diver injures a swimmer by striking him, perhaps the most dramatic example and common example of the effects of lack of control over patrons by the lifeguard on duty. These are not cases of a spontaneous leap into the continued lack of control by the personnel on duty.
12. Where a swimmer cut his foot on broken glass at the bottom of the pool.
13. Where there was eye injury caused by excessive chlorination.

In all these cases the owners, operators, and lifeguards were required to show that they performed their jobs in a competent and proper fashion without any negligence or omission. If the utmost care is taken by each person connected with the operation of the facility, the number of incidents will be greatly reduced and those that do happen will truly be accidents for which the personnel are not legally responsible.

SAFETY TEAM



Emergency action plan flowchart-multi-lifeguard facility

Emergency Action Plan Flowchart

Multi-Guard Facility

Lifeguard Recognizes
Emergency and Acts

Other Lifeguard Provides
Back up and Coverage

Contacts Victim and
Moves to Safety

Assesses Victim's
Condition

Victim is OK

Completes Report

Equipment Checked
and Replaced

Any Corrective
Action Taken

Returns to Duty

Staff Discussion

Victim Needs Care

Other Lifeguard Assists

First Aid Provided

EMS Notified
by Team Member

Pool Cleared by Backup
Lifeguard if necessary

Superior Notified

Witnesses Interviewed

Report Completed

Equipment Checked
and Replaced

Any Corrective Action
Taken

|
Returns to Duty
|
Staff Discussion

EMERGENCY ACTION PLAN

FIRSTAID AREA LOCATED IN MAIN HALLWAY WEST OF BOYS LOCKER ROOM AREA.

Minor Emergency

- Talking; reassuring victim
- Reaching
- Basic First Aid
- Calm Patron
- Complete Accident Report

Major Emergency

3 sharp whistles to clear pool

1 Pool person (secondary lifeguard, concessions person, or Pool Manager)

deals with control of the situation.

- * Call 911
- * Contact District Office
- * For Backboard rescue - find 5 volunteers

1 Lifeguard deals with the emergency

- * Bring correct equipment
- * Start rescue breathing immediately
- * Bring backboard victim to shallow end
- * Secure onto backboard; remove from water
- * Treat for Shock
- * Complete Accident Report

EMERGENCY ACTION PLANS

There are separate Emergency Action Plans, dependent upon the number of staff on duty at any given time. All staff must be familiar with all plans and which plans are to be used in any situations.

General Definitions

1. Minor accident - abrasion, minor cut, possible broken bone or sprain.
2. Victim in distress - person in trouble in water over their head.
3. Major accident - seizure out of water, seizure in water, suspected spinal injury, any hyperextension or compression head injury, submerged victim, double drowning.

PLAN 1 - Multiple Staff on Duty (3-4-5-6 Lifeguards)

This could be a rental or Recreation swim.

Accident or situation: Any unexpected situation that would demand immediate action on the part of a Lifeguard.

Lifeguard Awareness: The Lifeguard becomes aware that a patron needs assistance.

Victim Recognition: The Lifeguard will distinguish whether the victim is in distress, the accident is minor, or the accident is major.

Lifeguard Reaction: If the Lifeguard must enter the water for any victim he/she will blow one long whistle blast and verbally announce he/she is entering the pool to notify staff of the situation.

Minor Accident or Distress Victim

Lifeguard enters water?

No - (no whistle necessary)

Lifeguard takes victim to office, if victim is mobile, gets assistance, if the victim is not mobile. Lifeguard performs a reaching, extension, or wading assist if the victim is close to the side.

Yes - (guard MUST whistle)

If it is necessary for a Lifeguard to enter water over his/her head, Lifeguard will take some piece of rescue equipment into the water. If the victim is in shallow or middle section and the Lifeguard can stand, a reaching or wading assist is proper.

Victim to safety:

Once contact is made, Lifeguard will bring the victim to the nearest edge.

Victim O.K.

No - If the primary Lifeguard needs assistance to properly care for the victim, the primary lifeguard alerts second staff. Second staff blows one long whistle blast. Staff proceeds as under emergency action plan for a major emergency.

Yes - If the victim is not injured and is capable of caring for self, primary Lifeguard should return to duty.

Major Accident

Lifeguard enters water:

(Lifeguard must whistle and verbally announce) Lifeguard enters the water and affects a proper rescue for emergency. Proper rescues: (See General Rescue Procedures)

Second staff clears pool:

Secondary lifeguard begins to clear the pool and alerts staff of the emergency.

Pool is clear and ambulance called:

Secondary lifeguards finish clearing people out of the pool into the locker rooms. Concessions people call an ambulance - (911) on the phone in the Concession Area. Instructions on the wall by phone, then meets the ambulance in the East pool door to escort the ambulance crew to the pool area.

Second Lifeguard renders assistance:

Secondary Lifeguard will assist primary Lifeguard in rendering any first aid needed (2-man CPR, deep water spinal injury support)

Ambulance crew takes over:

Lifeguards will follow the directions of the ambulance crew.

Victim's family notified:

If the ambulance is called, the Pool Manager, Lifeguard, or Concession Person will make an attempt to contact the immediate family as soon as possible. Caution should be exercised when talking to the family to prevent undue alarm or unnecessary worry.

Chain of command notified:

The Pool Manager or Head Lifeguard will notify appropriate people in the chain of command.

Reports completed:

A narrative report of the facts will be filled out by each employee involved in the rescue. Such a report will be filed with the Pool Manager. Under no circumstances will employees talk with anyone other than District or Police personnel.

Facility Reopens:

Only if staff is capable of working.

PLAN 2 - 2 LIFEGUARDS ON DUTY

This could be a swimming lessons session or rental.

Accident or situation:

Any unexpected situation that would demand immediate action on the part of a Lifeguard.

Lifeguard Awareness:

The Lifeguard becomes aware that the patron needs assistance.

Victim Recognition:

The Lifeguard will distinguish whether the victim is in distress, the accident is minor, or the accident is major.

Lifeguard reaction:

Primary Lifeguard blows one long whistle blast to notify other staff of possible emergency, if the situation warrants entering the water.

Minor Accident or Distress Victim

Lifeguard enter water?

No - Lifeguard treats a minor accident victim or performs a reaching, extension, or wading assist if distress victim is close to side or in guard standing depth water. (See General Rescue Procedures)

Yes - If it is necessary for a Lifeguard to enter water over his/her head, Lifeguard will take some piece of rescue equipment into the water.

Victim to safety:

Once contact is made, Lifeguard will bring the victim to the nearest edge.

Victim O.K.?

No - If primary Lifeguard needs assistance to properly care for the victim, primary Lifeguard alerts second staff. Staff proceeds as under major emergency.

Yes - If the victim is not injured and is capable of caring for self, primary Lifeguard returns to duty.

Major Accident

Lifeguard enters water:

(Lifeguard MUST whistle and verbally announce) Lifeguard enters the water and effects a proper rescue for the emergency. Proper rescues: See General Rescue Procedures.

Second Lifeguard to clear pool:

The second Lifeguard should begin to clear the pool and appoint a responsible adult and instruct that adult to finish clearing the pool and meet the ambulance at the east pool doors. Concession person calls the ambulance (911) on the phone in the concession area. Instructions are on the wall.

Second Lifeguard assistance:

Second Lifeguard assists primary Lifeguard in rendering any first aid (2-man CPR, spinal injury support).

Victim's Family notified:

If the ambulance is called, the secondary Lifeguard, Pool Manager, or concession person, contact the immediate family as soon as possible. Caution should be exercised when talking to family members to prevent undue alarm or unnecessary worry.

Chain of command notified:

Pool Manager or primary Lifeguard will notify appropriate people in the chain of command.

Reports completed:

A narrative report of the facts will be filled out by each employee involved in the rescue. Such report is to be filed with the Pool Manager. Under no circumstances will employees talk with anyone other than District or Police personnel.

Facility Reopens: If staff are capable of working.

PLAN 3 - 1 GUARD ON DUTY

This would be a small rental, lap swimming, or aerobics.

Accident or situation:

Any unexpected situation that would demand immediate action on the part of a Lifeguard.

Lifeguard Awareness:

The Lifeguard becomes aware that a patron needs assistance.

Victim Recognition:

The Lifeguard will distinguish whether the victim is in distress, the accident is minor, or the accident is major.

Lifeguard reaction:

Lifeguard blows one long whistle blast to alert others in pool of possible emergency if the situation warrants a guard entering the water.

Minor Accident or Accident Distress Victim

Lifeguard enters water:

No - Lifeguard treats a minor accident victim or performs a reaching, extension, or wading assist if the victim is close to side or in guard standing depth water. (See General Rescue Procedures)

Victim to Safety:

Once contact is made, Lifeguard will bring the victim to the nearest edge.

Victim O.K?

Yes - If the victim is not injured and is capable of caring for self, Lifeguard returns to duty.

No - If primary Lifeguard needs assistance to properly care for the victim, Lifeguard proceeds as under major emergency.

Major Accident

Lifeguard enters water:

(Lifeguard must whistle and verbally announce) Lifeguard enters the water and effects a proper rescue for the emergency. Proper rescues: (See General Rescue Procedures)

Pool is cleared and ambulance called:

Lifeguard appoints a responsible adult to finish clearing the pool and meet the ambulance at the east pool door. Also requests a second responsible adult to phone an ambulance. (911) on the phone in the Pool Office. Lifeguard also informs this individual of instructions on the wall.

Ambulance crew takes over:

Lifeguard follows instructions of the ambulance crew.

Victim's Family notified:

Lifeguard will make an attempt to notify the Pool Manager and immediate family as soon as possible. Caution should be exercised when talking with family to prevent undue or unnecessary worry.

Chain of Command:

Lifeguard will notify appropriate people in the chain of command.

(Be prepared to give this information to the EMS dispatcher)

1. Location: Street Address: 305 South Eliot Avenue
The pool entrance is located on the East side of the Rush City Multi Purpose Center.
2. Telephone number from which the call is being made: (320) 358-3074
3. Caller's name:
4. What happened?
5. How many people injured?
6. Condition of victim(s).
7. Help (first aid) being given:

Note: Do not hang up first. Let the EMS dispatcher hang up first.

Important Phone Numbers

Fire, Police, Ambulance **911**

CHAIN OF COMMAND:

Paul Kirby Pool Manager 763-222-8867 – Cell

Tom Martin~~Eric Telander~~ Asst. Manager 763-333-4121~~763-298-0887~~ – Cell

Charlotte Thill Asst. Manager 651-319-7027 - Cell

Brooke VandeKamp Asst. Manager 320-224-4531 - Cell

Lee Rood Community Ed. Director 320-358-4855 - Work / 612-961-4925 - Cell

Brent Stavig Superintendent 320-358-4855 - Work

Michael Ramstad Custodian 763-267-2618 - Cell

Weather Bureau: WCMP 320-629-7575

GENERAL RESCUE PROCEDURES

Distress Victim:

Lifeguard performs reach, extension, or wading assist if the victim is close to the side. If necessary to enter the water, Lifeguard will use ring buoy, rescue tube, or rescue buoy as described in the American Red Cross Lifeguard Training Manual or may make any reasonable modifications to such rescues as the situation warrants.

Major Accident:

- a. Seizure on deck - head support and breathe check once seizure is complete.
- b. Seizure in water, equipment support, deep water rescue breathing check while moving to side, removal from the water if CPR is needed, CPR.
- c. Submerged victim-bring to surface, deep water rescue breathing, removal from water if CPR is necessary, CPR.
- d. Spinal injury, head injury - head/chin or head splint support, victim to side, check breathing, boarding without straps if CPR is necessary, continued support in water if CPR is not needed.
- e. Double drowning - equipment extended to the most stable of two victims if possible to rescue simultaneously. If necessary to split victims, equipment use rescue of most unstable victim first.

FIRST AID PROCEDURES FOR COMMON INJURIES

1. Bleeding:

- a. Nose
Possible neck or back injury, do not try to control nosebleed, stabilize head and neck.
 1. Gloves on
 2. Have victim lean forward - chin toward chest
 3. Compress nose shut - have victim compress own nose if possible
- b. Other (cut/abrasions)
 1. Gloves on
 2. Apply direct pressure on wound with dressing
 3. Disinfect it and bandage it leaving the pool, may return to the pool if bleeding stops.

2. Fracture, sprain, dislocation -- 'care' for all as if fracture

Signs: grating, snapping, obvious deformity, pain, tender to touch, swelling, discoloration, bruising, loss of movement

Treatment:

If victim is a child:

1. Stabilize victim
2. Apply cold pack nearest injury if possible to do without pain
3. If victim is a minor, call parent or grandparent to ask if they wish to transport minor or if they wish us to call an ambulance.
4. When parent arrives, immobilize area as best as possible without pain to the victim.
5. If there is no parent response, call the ambulance. Wait for the ambulance. Do not splint.

If victim is an adult:

1. Stabilize victim
2. Apply cold pack nearest injury if possible to do without pain
3. Suggest adult seek qualified medical attention
4. Ask adult if they wish we call the ambulance or if they wish another adult to transport.

3. **Diabetic**

Medical Alert tag, ask victim if conscious
Conscious person give sugared pop
Unconscious check ABC, call ambulance

4. **Feces in Pool**

Close down pool area affected. Make any attempt to clean the affected area with a net or mop. If able to sufficiently clean area, allow patrons back into the pool. If unable to clean the area, send them home. Give all patrons a complimentary coupon.

GENERAL FIRST AID PROCEDURE

Procedure for handling any body fluids.

Sources:

Feces, urine, respiratory secretions (saliva, nasal discharge), vomit, bleeding (cuts, abrasions, nosebleed)

General Procedure:

1. Wear disposable gloves before making contact with any body fluids during care, treatment or cleaning procedures.
2. Discard gloves after use.
3. Wash hands after handling any body fluids.
 - a. Soap and warm water
 - b. Scrub between fingers, knuckles, back of hands, nails.
 - c. Rinse under warm running water.
 - d. Thoroughly dry with paper towels.
4. Discard all disposable items.
 - a. Band aids, dressings for cleaning, pressure bandages.
5. Use paper towels to pick up and discard solid waste materials such as vomit.

Disinfecting the Deck:

1. Put on gloves.
2. Use a bleach solution of one part bleach to 10 parts water (1 1/2 cups to one gallon water).
3. Spray area with hospital disinfectant.
4. Dump bucket contents down drain.

EMERGENCY PROCEDURES

In the event of an emergency, common sense should dictate the procedures necessary in an emergency situation. There are no hard and fast guidelines that can be followed in every situation. Therefore, each individual will need to exercise his/her own judgment. The emergency procedures that follow are designed to give guidance to those who have the responsibility of the people in the pool area.

POOL EMERGENCIES

There will be multiple lifeguards (6) on duty when the pool is open for open swimming. There will always be at least 1 guard on deck when the pool is open for swimming lessons and/or pool rentals.

In the event of an emergency, the Lifeguard seeing the problem should sound three (3) sharp blasts on his/her whistle. This will alert the other pool staff of the situation and they should immediately proceed with clearing the pool and contacting 911. The other pool staff will make the necessary rescue and, if needed, start mouth to mouth resuscitation.

Be sure to inform 911 of the type of emergency and that you need an ambulance at the East door of the swimming pool. Have someone wait outside and flag the ambulance down.

- Then:
1. Get statements from any witnesses.
 2. Fill out an accident report, be thorough.
 3. Notify the Pool Manager.
 4. Notify the District Superintendent.

OTHER EMERGENCIES

Bomb Threat

If a phone call to the pool is a bomb threat:

1. Clear the pool and locker room of all patrons and have them exit to the east to the city park.
2. Call 911 from the closest available business.
3. Call school administration.

Fire Alarm

If the fire alarm should go off:

1. Clear the pool and locker room of all patrons and have them exit to the east to the city park.
2. Check locker rooms to ensure that everyone has exited.
3. Call 911 from the closest phone.
4. If a fire does not exist, call the Head Custodian.
5. For a false alarm; once the alarm has been reset, patrons may re-enter the building and continue swimming.
6. Fill out an incident report.

Tornado

Indicated by city siren or by radio.

DAYS IN SESSION: Signal with three sharp whistle blasts and announce clearly, tornado coming. Keeping track of the number of children, proceed to the locker room (girls/boys) and remain kneeling against a west wall until the all clear is given. Be sure to lock the pool door.

OPEN SWIM: (Weeknights and weekends) Signal with three sharp whistle blasts and announce clearly, tornado is coming. Keep track of the number of pool participants, proceed to the west wall of the locker room. Have everyone kneel by the west wall. Lock all the pool doors. Stay near the west walls of locker rooms until all clear is given.

Power Out

If the power should fail - lights go out:

1. Auxiliary lighting will go on in locker rooms.
2. Evacuate the pool, let people dress and send them home.

Phone Out

If no phone is available to use in an emergency:

1. Don't open the facility.

RUSH CITY AQUATIC CENTER RULES AND REGULATIONS

All patrons must enter and exit through "north east" doors. No one is to go through City Hall.

*****IMPORTANT:**

All children eight and under must be accompanied by someone 16 years of age or older. One adult can accompany no more than three children.

Daily Rates & Types of Passes:

Hours: 12:30 - 6:30 Sunday through Saturday

If you come to the pool between 12:30 & 3:00 p.m., this will allow you to swim the entire day until 6:30:

- ◆ 8 and under \$6.00
- ◆ 9 - 61 9.00
- ◆ 62 and up 6.00
- ◆ Household Pass 30.00 (Household pass includes all family member living in a single household)

If you come to the pool between 3:00 & 5:00 p.m., this will allow you to swim until 6:30:

- ◆ 8 and under \$5.00
- ◆ 9 - 61 7.00
- ◆ 62 and up 5.00
- ◆ Household Pass 21.00 (Household pass includes all family member living in a single household)
- ◆ \$1.00 admission charge for anyone who enters the pool and does NOT swim.

Pool patrons who choose to leave and return during the open swimming session must get their hand stamped before leaving. You will then be allowed to re-enter on this same day at no charge. If you do not get your hand stamped, you will have to pay to re-enter. Household Passes, Individual Season Passes and Household Season Passes are also available. Admission for daily rates and all passes are non-refundable and non-transferable. Nightly Special: 5:00-6:30 p.m. - \$2.00 per person.

Wrist Bands:

Any individual using the diving well will be tested and banded.

Observation: Parents/guardians with children in the wading pool will be allowed on the pool deck to watch their children, provided they remove their shoes before entering the pool area. All other posted rules must be followed.

Emergency Signal:

The emergency signal or lifeguards use is three (3) sharp whistle blasts. All swimmers must proceed to the nearest pool wall and exit the pool. Please sit at the pool edge and wait for further instructions.

Swim Break: The pool will be cleared out for a 10 minute break at: 1:50-2:00; 3:20-3:30; and 4:50-5:00. In addition, if extremely warm, more frequent breaks may be taken if as determined by the pool manager or assistant manager. The pool clearing sign is one long whistle blast.

Take a Shower: Body oils, deodorants, and suntan lotions all reduce the effectiveness of the filter system. Even a quick shower will remove the majority of these items.

Walk: Decks and locker room floors can become wet. Please walk slowly to prevent possible accidents.

No Horse Play: Shoving, dunking, shoulder rides, throwing of others, fighting or wrestling can endanger yourself and the safety of others and is strictly forbidden.

Toys Allowed:

Face masks, goggles, snorkels and fins, owned by patrons will be allowed.

No Personal Flotation Devices: Lifejackets, styrofoam blocks, flotation toys, and blow up armbands give a non swimmer/swimmer a false sense of security and do not replace proper supervision, and thus will not be allowed. However, kickboards, lifejackets, and armbands will be available for students involved in swimming lessons. These items will be provided by the aquatic center.

Diving: Diving is allowed in the diving well only.

No Back Diving or Flips from Pool Sides: These dives are not allowed in the Rush City Pool under any circumstances.

Ladders: The ladders are for entering or exiting the pool. They are not to be used as gymnastics equipment or for play.

No Smoking/Vaping: Smoking/Vaping is not allowed on the pool grounds.

No Gum, Food, or Drink: Please help keep the pool and locker rooms clean. Individuals cannot bring food or drink from the outside (home) into the aquatic center, or fenced in concessions area. All items sold at the concession stand, if consumed in pool area, must be confined to the fenced in concessions area.

Wear a Swimsuit: Cut-offs (even hemmed) or other street clothes are not allowed in the pool. No zippers or metal of any type on any type of clothing will be allowed. These types of clothes are not suitable for swimming, and may hamper your swimming ability.

T-shirts: Clean white T-shirts will be allowed for use in chest deep or less water only. T-shirts causing possible swimmer distress will be removed. T-shirts with inappropriate language or sayings will not be allowed.

No Street Shoes: Street shoes including tennis shoes are not permitted in the pool area. Wet areas are safer with bare feet, however, sandals will be allowed.

No jewelry allowed.

By State Law: Persons with open sores, boils, skin rashes or communicable diseases cannot be allowed in the pool.

Alcohol and Drugs: Alcohol and drugs will not be allowed on pool grounds. Swimmers under the influence will not be permitted in the pool.

Phone Use: The pool phone is for emergency use and business use only. Please arrange pick-up times prior to drop off. We will not operate as a message service.

Management Discretion: The pool management reserves the right to add or delete rules that are in the interest of the patrons for a safe, well run pool for all. This list of rules is meant as a guideline only, and should not be considered to be a final listing of all rules or policies. Furthermore, all staff employees, through supervision of management, have the right and duty to protect and enforce all necessary rules and regulations to protect the safety of all. Management has the right to remove any patron who does not follow rules and regulations in regards to safety of all individuals. The removal of an individual could carry a 24 hour eviction, 3 day eviction, 10 day eviction or removal for the summer.

DIVING AREA REGULATIONS

I. Deep Water Test: All swimmers must be tested by a lifeguard before being allowed to swim in deep water. They must be able to swim one pool width using a reasonably good front crawl stroke with proper breathing. Those that pass the test will be banded to help the lifeguards distinguish who can be in the deep water end.

2. Dive from the end of the Board: Diving from the sides of the board will not be allowed. All diving must be straight out from the end.

- 3. One Bounce:** Only one bounce on the board will be allowed.
- 4. One Person Only On Diving Board and Ladder:** Only one person at a time may be on the diving board, platform, or stairs. Only after the dive is completed shall the next diver proceed up the steps.
- 5. Feet Only on the Board:** The feet are the only part of the body allowed to make contact with the board. Cartwheels, handstands, or other dives are not allowed.
- 6. No Swimming:** Swimming is not allowed in the roped off diving area when the board is in use. No T-shirts allowed because of the water depth.
- 7. Exiting:** After use of the board, swimmers must exit using the ladder on the east side of the diving well.

WADING POOL REGULATIONS

1. The wading pool is for the use of children six (6) years of age and younger. All children in the wading pool must have parent or guardian supervision. No throwable, inflatable or flotation devices are permitted, but other small toys will be allowed in the wading pool area only with lifeguard approval. All other pool regulations apply to this area.
2. No pushing or shoving will be tolerated on any of the play features.

SLIDE REGULATIONS

1. Must be 48" tall or have a band from the diving well test. If not, person must go with individual who meets 48" requirement and is at least 16 years of age or older.
2. No horseplay on steps or platform.
3. Must go down the slide on your back, feet first.
4. Individuals cannot go down the slide until a lifeguard instructs you to do so.
5. No chains allowed. Individuals cannot stop anywhere on slide and allow others to hook up with them.
6. T-shirts are allowed if appropriate sayings are on them.

LAP POOL REGULATIONS

1. Children must be 48" in height or pass the swim test to swim in the lap pool. If the child does not meet the minimum height, or pass the swim test a parent must accompany the child in the pool and the child must be no more than an arm length away from the parent in the shallow end of the pool.

DROP SLIDE REGULATIONS:

- 1) Only one person may use the slide at a time. Absolutely no chaining.
- 2) Must go down slide feet first, on your back.
- 3) Individuals must exit using the ladder to your right or west side of the pool.
- 4) Individuals cannot go down the slide until the person in front of them is exiting the pool. (going up ladder)

- 5) Must be able to pass a swimming test administered by a lifeguard. (See Diving Area Regulations)
- 6) No t-shirts allowed because of water depth.

POOL FORMS

RUSH CITY POOL PARTY AGREEMENT

1. A pool party entitles use of the Rush City swimming pool and facilities for the time specified on the pool party application.
2. All groups will designate a person or persons who will be responsible for the party, check party members in, and keep the front entrance secure.
3. Party group size will be limited to two hundred (200). Group size is determined by the total number of people in the facility.
4. Party members agree to enter, clean up, and leave the facility at the time specified on the pool party application.
5. Food may be brought in and served in the concession area only. The party is responsible for their own cleaning supplies and making sure the facility is clean by their specified end time.
6. All Rush City pool open swim regulations will apply. Rush City pool will supply lifeguards to help insure swimmer safety. The cost of two (2) lifeguards is included in the party fee. Larger groups may be charged extra for additional lifeguards.
7. A pool party application form, must be filled out and returned to the pool manager at least ten (10) days in advance of the desired party date.
8. Full payment must be received at least seventy-two (72) hours before the start of the pool party.
Make checks payable to the Rush City Schools.
9. Changes to pool party plans will not be allowed less than seventy-two (72) hours before the start of the pool party.
10. Pool parties may be canceled at any time by pool management, for any reason deemed necessary to insure public safety. The group may be entitled to a full refund.
11. Pool party applicant acknowledges having read and agrees to abide by the items and policies set forth in the "Rush City Pool Party Agreement", "Rush City Pool Regulations", and "Rush City Party Application".

Rush City Pool Party Application Form

Organization or party requesting usage: _____

Contact Person: _____

Phone: _____

Event/Activity: _____

Date of Event/Activity: _____

Time Needed: _____ Open Time: _____ Close Time: _____

Number of people will determine the number of lifeguards that need to be on duty.

Please check area of pool that you are requesting for usage:

_____ Wading Pool _____ Lap Pool _____ Diving Pool _____ Plunge Pool/Slide Area

****Birthday parties:** Restricted to following times: 10:00 a.m. - 12:00 p.m. - Saturdays - \$150.00 per hour
(Rate could increase if large party uses pool)

****Private parties:** Available on request. Limited to two (2) hours. \$150.00 per hour.

****Pop and food is confined to the concessions area only.**

Important:

*Application forms must be submitted to the pool manager at least ten (10) days in advance of desired party date.

*Full payment must be received at least seventy-two (72) hours before the start of the pool party.

*Pool management may deny request for pool usage for any reason.

SIGNATURE

DATE

FOR OFFICE USE ONLY

Request: _____ Approved _____ Denied

Charge: Yes No If yes, amount owed: \$ _____

Authorized Signature: _____ Date: _____

RUSH CITY POOL INJURY/INCIDENT REPORT

Circle One: Rescue First Aid Other _____

Date of Injury: _____ Time of Injury _____

Name of Injured Person: _____ Age: _____ Sex _____

Address: _____

Telephone Number: _____ Family Contacted: Yes _____ No _____

Name & Telephone Number of Family Contact: _____

Location of Incident: _____

Type of activity victim was involved in at time of incident: _____

Name other person(s) involved: _____

Did victim disregard rules or orders of lifeguard? Yes _____ No _____

Explain: _____

Description of incident and treatment given: _____

Number of Lifeguards on Duty: _____

Name(s) of Lifeguard(s) Making Rescue: 1. _____ 2. _____

3. _____ 4. _____

Was rescue breathing used? Yes _____ No _____ How Long? _____

Was CPR used? Yes _____ No _____ How Long? _____

Was defibrillator used: Yes _____ No _____ How Long? _____

Was EMS called? Yes _____ No _____ How Long? _____

Who responded? _____ Arrival: _____

Action Taken: _____

Name, Address, Phone Numbers of Witnesses:

1. _____

2. _____

3. _____

Number of People in pool at time of incident: _____

Pool Conditions:

PH _____

CL _____

Temp. _____

Environmental Conditions: _____

Was Victim Released? Yes _____

No _____

To Whom: _____

Signature of person victim was released to: _____

Signature of lifeguard filing report: _____

Diagram of Incident Area - Show Victim Location and Positions of Personnel:

RUSH CITY POOL EVICTION FORM

Name: _____ Date: _____

Address: _____

Age of evictee: _____ Time: _____ Guards on Duty: _____

Reason for Eviction:

Specific Warnings this person has received:

Previous number of evictions:

Evictee may not return until eviction period has expired in full.

The eviction period does not begin until this form has been signed by the evictee and the guard on duty. The period of time will begin over if the evictee attempts to enter during the eviction period.

Eviction periods:

1st Eviction: 24 Hours

2nd Eviction: 3 Days

3rd Eviction: 10 Days and call to parent (if under 18)

4th Eviction: out for the summer

Guard _____ Evictee _____
Signature Signature

Pool Manager's Initials _____ School Administrator's Initial _____

STAFF PROCEDURE FORM

I have read and understand the policies and procedures in the 202⁵⁴ policy manual for the Rush City Pool Staff. I am familiar with the written job and physical description, and agree to follow them to the best of my ability.

Employee Signature: _____

Date: _____