

# **2019 Black Mountain Pool Employee Handbook**

## ***Purpose***

The purpose of this manual is to convey rules, regulations, procedures and operating policies for the Black Mountain Pool. It is intended to provide direction and to outline responsibilities for each staff member.

Each chapter of this manual is important for all personnel. They should know the contents of this manual and where to find information if needed for the efficient operation of the facility. This manual should be used as a guide to ensure the safe, efficient use of the Black Mountain Pool.

Black Mountain Pool personnel are also subject to the Town of Black Mountain's policies and procedures as described in the employee handbook.

## ***Statement of Goals***

The following goals have been prescribed for the Black Mountain Pool, by the Town of Black Mountain, and are the direct responsibility of the Director of Recreation and Parks. These goals are meant to cover the entire spectrum of swimming activities and are to remain the focal point for the direction of resources.

**The specific goals are:**

1. To provide supervised swimming recreation activities under the best circumstances to the greatest number of people at the most reasonable cost to the public.
2. To provide the best possible facilities and operational services to the swimming public at a minimal cost.
3. To maintain a pool staff training program to ensure provision of the highest quality of safety, maintenance and operational service to the swimming public.
4. To maintain the highest possible level of personnel efficiency in maintenance and operations.
5. To interact with local, regional and national authorities and swimming industry organizations to promote, stimulate, and develop interest in the sport of swimming.
6. To keep abreast of the latest research and activities of professional organizations and to implement the latest methodologies in both maintenance, instruction, and operations management.
7. To develop and maintain swimming facilities designed to meet the specialized needs of the swimming public and to provide continuous improvements at the Black Mountain Pool.
8. To enhance the swimming pool's image in the eyes of the public.

## **2019 FEES**

**Season Passes (Passes are [BLUE](#) for 2019)**

Family (members of family in same household up to five persons) \$25 for extra individuals..... \$150.00 resident  
\*To be used during regular hours of pool operation \$170.00 non-resident  
*Does not include Lap Swim entrance*

Individual (individual passes for all ages) ..... \$75.00 resident  
\*To be used during regular hours of pool operation \$95 non-resident

**Multiple Entry Pass ( these are YELLOW this year)**

10 Daily Admissions (punch card to be used by one or more people during the 2019 season) ... \$25.00 resident  
*Does not include Lap Swim entrance* \$35 non-resident

**Daily Admission**

Individual (ages 3 and under free with paying adult) ..... \$3.00 resident  
*Does not include Lap Swim entrance* \$4 non-resident

**Lap Swim Admission**

Individual (Lap Swim only in lap lanes. Mon-Fri 10:00am - 10:45am).....\$1.00  
*Must Re-Enter Pool for normal hours*  
Sunday 11am-1pm .....\$3.00

**Private Party Rental**

The Pool can be rented in two-hour segments between 6:15p.m. and 8:15p.m. on Fridays, Saturdays, & Sundays. As of August 1st, the pool is available any night Monday- Sunday to be rented, until pool closes August 16th for week day swimming. A deposit is required to confirm all reservations with the balance to be pre-paid at least one week in advance during regular hours of pool operation. Reservations should be made at the Carver Community Center. 828-669-2052

**Black Mountain Residents**

*Residents are those persons living within the town limits of Black Mountain. Note: not all*

**\$160.00** for up to 40 people

*residences with Black Mountain mailing addresses are within the town limits. Residency is*

**plus \$2.50** for each additional

*determination by whether or not residents are eligible to vote on Black Mountain issues.*

person after 40.

**Non-Residents**

**\$220.00** for up to 40 people **plus \$2.50** for each additional person after 40.

**Swimming Lessons**

Per person, per session (Does not include daily entrance).....\$40.00

**Pool Telephone: 669-7136**

Black Mountain Pool is a facility of Black Mountain Recreation and Parks  
Office Telephone: 669-2052

**Aqua Exercise**

Monday, Wednesday, Friday, Saturday 10AM-10:50AM.....\$5.00

***Safety Procedures and Regulations***

**I. SAFETY PROCEDURES**

## **A. General**

1. Personnel safety and safe working conditions will be given primary consideration in the operation of the Black Mountain Pool.
2. All employees – managers, lifeguards and snack shop attendants are responsible, individually and collectively, for the proper application of safety procedures and for the performance of their duties in a safe manner.
3. Periodic health and safety inspections will be conducted by the Buncombe County Health Department. Appropriate corrective action is to be taken in a timely fashion by Black Mountain employees, using the Health Department's inspection as a guideline.
4. The pool manager is responsible for the strict enforcement of safety regulations and procedures, and for the establishment and implementation of a comprehensive safety training program.

To fulfill these responsibilities the Manager will:

- a) Periodically hold individual and group meetings and evaluations, to ensure that employees are familiar with and understand safety regulations and requirements.
- b) Schedule employees for formal training and instructional sessions on safety rules, regulations and procedures.
- c) Post safety rules, posters, guides, etc., in appropriate places.
- d) Ensure that assigned personnel understand and comply with instructions and procedures for handling, storing, transporting, mixing, and applying chemicals; for disposing of empty containers, cleaning application equipment; and wearing appropriate protective clothing; and for recognizing the signs/symptoms of poisoning and applying the appropriate first aid, if needed.
- e) Keep all chemicals under lock and key on properly labeled shelves in a special chemical room; and personally assume the responsibility of issuing all chemicals.
- f) Maintain an adequate number of complete first aid kits at strategic locations.
- g) Make sure safety equipment is easily accessible

1. The pool manager, assistant manager's, or head guards will organize and conduct in-service trainings every week to demonstrate the capabilities of the lifeguards, promote attention to safe practices, and most importantly, go through the procedures necessary to know during an actual emergency.

- a) ALL Staff Must attend 1 in-service every 2 weeks to stay on schedule.

## **II. ACCIDENT PROCEDURES**

### **A. Employee Injury**

When an employee is injured on the job, the actions taken will be in compliance with the following procedures:

**NOTE: THE INJURED EMPLOYEE SHOULD NOT DRIVE HIM/HERSELF TO SEEK CARE!**

1. The injured employee should be taken to **Sisters of Mercy**, 1201 Patton Ave. Asheville 28806.  
**Monday – Friday: 8:00a.m. – 7:30p.m.**  
**Saturday and Sunday: 11:00a.m. – 5:00p.m.**

If an injury occurs after above hours, the employee is required to go to Mission Hospital’s Emergency Room.

**THE EMPLOYEE SHOULD NOT DRIVE HIM/HERSELF!**

2. Another staff person should call ahead to inform them that the employee is being brought in.  
 Sisters Of Mercy at **252-4878** or  
 Black Mountain Fire Department at **419-9320**
3. If the employee is seriously injured, call **911**. (For your information: Black Mountain Fire Department’s emergency number is **419-9321**.)
4. A drug screening will be required of any employee who is injured on the job and requires medical assessment or treatment.
5. The incident should be reported immediately to the pool manager, who should be advised as to the status of the employee. The pool manager will then immediately notify the Recreation Director.
6. After investigation, and within 24 hours of the injury, the manager will complete the injury/accident report form and submit to the Recreation Director.

**B. Patron Injury:**

If a swimming pool patron is injured or needs to be rescued on the premises, the following actions will be taken:

<u>Action</u>	<u>Person Responsible</u>
1. A signal (3 whistles)	one guard (Primary)
2. The rescue or aid	same guard (Primary)
3. Assistance	another guard (Secondary)
4. Crowd control	another guard (Tertiary)
5. Contact 911 or EMS 660-8075 (if needed) and secure rescue equipment.	Management Staff on Duty or concession attendant
6. Pool employees will <u>not</u> use Town owned vehicles or personal vehicles to transport an injured pool patron to their home, doctor's office, or hospital.	
7. Pool employees <u>cannot</u> authorize payment of hospital or doctor services. Employees will not inform an injured person that the Town will pay costs of any kind.	
8. All accidents involving a swimming pool guest will be reported immediately to the Management Staff on Duty. A written accident report is also to be completed within 24 hours by the pool manager and then reported to the Director of Recreation & Parks.	

### III. EMERGENCIES

#### A. General

1. In an emergency, the safety of employees and patrons will be of the utmost importance!
2. The swimming pool manager will post a list of emergency telephone numbers in a conspicuous location near the office phone.

### IV. CLAIMS

- A. EMPLOYEES WILL NOT COMMENT OR MAKE ANY SUGGESTION ABOUT THE POSSIBILITY OF A CLAIM.

## **RULES FOR PATRONS**

### SECTION I- HEALTH

1. Persons wearing obviously soiled suits will be asked to take a shower.
2. No person who has a respiratory or other communicable disease, or discharge who is wearing a bandage of any kind, or who is otherwise ill is permitted to enter the pool enclosure.
3. Chewing gum, alcoholic beverages, chewing tobacco, cigarettes, ecigarettes, and snuff are prohibited in the pool enclosure.

4. Heely shoes are not permitted on the pool deck at any time.
5. All expectoration's - spouting of water and nose blowing is prohibited.

## **SECTION II- SAFETY**

1. No person under the age of thirteen (13) years old will be allowed in the pool area unless accompanied by a responsible person, eighteen years of age or older.
2. Non-swimmers age 13 and under will be permitted in the pool if accompanied by a responsible person eighteen (18) years of age or older.
3. Non-swimmers will stay in the shallow area with the supervision of a responsible person age eighteen (18) or older.
4. Running, dunking, acrobatics, wrestling, riding on shoulders, or causing undue disturbance in or about the pool will not be permitted.
5. Diving will be limited to designated areas in the deep end.
6. Pushing, shoving, and horseplaying of any kind in the water or on the premises is forbidden.
7. Jumping or diving from corner to corner of the pool is prohibited.
8. Small hard objects are not permitted because of danger to other swimmers.
9. Artificial safety devices and other large water articles will be permitted only until the lifeguard determines the pool to be too crowded for such an activity. These are not allowed in deep end of pool.
10. Under NO circumstances will patrons who cannot swim use a flotation device (arm floaties, lifejackets, etc..) in the deep end of the pool. (No large floatation devices, such as rafts, will be allowed in the pool)
11. The pool will be cleared during thunderstorms, the sighting of lightning, or during a rain whereby the view of the pool bottom is impaired. The signal for clearing the pool will be one long whistle blow, by the lifeguards.
12. To ensure the safety of patrons, conversation with lifeguards while on duty is prohibited. All persons must stay clear of the lifeguard stations.

## **Section III- General**

1. Pets will not be permitted to enter the fenced-in pool area at any time.
2. Persons wearing bobby pins or hair clasps are required to remove them.
3. Staff will take a telephone message to someone if it's an emergency. No direct paging to the telephone is allowed.
4. During lap swim hours pool is, restricted for only those persons wishing to swim laps.
5. Swimmers are required to comply with the instructions of the lifeguards on duty.

6. It shall be prohibited to loiter, on or around the premises, of the swimming pool. Unauthorized persons are prohibited.
7. Circulation or posting of handbills, petitions, advertising matter, promotional material, and other literature is prohibited unless prior approval of the pool manager is granted.

## *Operational Procedures*

### **I. Daily Operation**

- A. All staff scheduled to open the pool will report fifteen minutes prior to the opening time or as directed by the pool manager. This time will be used for disinfecting and cleaning.
- B. Stationing of Guards during Daily Operation.  
Designated Lifeguard Stands - Towers 1, 2 and 3) shall **always** be used as follows.

1. Tower 1 & 3: Two guard **at all times** (regardless of number of people in the water)
2. Tower 2: 50-75 people on pool deck

3. Patrol 1: 75-100 people on pool deck

4. Patrol 2: Over 100 people on deck

5. Front Desk: One person at all times

Note: Patrolling guards should ensure crowd control, act as backup to lifeguards and pick up trash as necessary.

### C. Maximum Bather Load

1. Lap lane area and shallow end combined: 335 persons

## II. Closing and/or Clearing Procedures

*Note: It is extremely important to keep the regular established hours of operation. This applies to remaining open in good weather even if there are only a few swimmers. If business is extremely slow, staff can be reduced to a minimal level.*

A. The pool manager, or designated representative, is responsible for decisions concerning temporary or all-day closing of the Black Mountain Pool. In making such decisions, due consideration will be given to the welfare of the general public, potential revenue losses for the pool, and maintaining the confidence of patrons by keeping regular established hours.

1. Before a decision is made concerning the closing of the pool, after the initial opening, these policies must be followed. The pool will be closed in cases of:
  - a) dangerous levels of chemical imbalance.
  - b) inclement weather (thunder storms, pouring rain, outside air temperature below 70 degrees).
2. After clearing the pool because of thunder or sighting of lightning, the following procedure must be followed before a decision is made to close the pool:
  - a) wait for 30 minutes while staff is cleaning; or wait for 30 minutes from the last thunder before allowing patrons to re-enter the pool.
  - b) a designated guard should keep constant watch of weather and for the safety of pool guests. Weather condition information should be reported directly to the manager.
  - c) if conditions do not improve after two 30-minute delays, and no break in the weather is in sight, then the pool will be officially closed by the manager.
  - d) inform the recreation administrative office of any closing
  - f) the pool manager will consult the Recreation Director when in question.
  - g) 2 Lifeguard must remain on pool deck at all times, even during a rain or thunder delay, until all patron have left the pool deck area.
3. Rain Checks will only be issued for patrons that have been at the pool for less than one hour.
4. Staff will not be paid for hours not worked when the pool is closed and they are

dismissed for the remainder of the day.

5. When the pool reaches its safe capacity with respect to the number of guards watching the water, the clearness of the water, the weather condition, and the fatigue of the lifeguards; the pool manager may wish to:
  - a) periodically clear the pool for up to five (5) minutes.
  - b) provide the lifeguards a break for up to ten (10) minutes.
  - c) provide an adult swim of no longer than 15 minutes at a time. (The usual time for an adult swim is at 2:30 p.m.)

Note: The above will be instituted at the discretion of the pool manager.

### **Water Conditions**

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

### **III. Disciplining Patrons**

- A. Minor Infractions
  1. May be handled by a lifeguard if the infraction occurs in his/her zone

- a. 1st offense - warn and state the infraction.
- b. 2nd offense - "time out" for a period of up to 15 minutes
- c. 3rd offense (or refusal to obey guard) - contact manager on duty, and they will deal with the individual or incident.

**\*\* A Discipline Report should be filled out after the 3<sup>rd</sup> offense**

#### B. Serious Infractions

1. Immediate suspensions will occur if a patron is:
  - a. fighting
  - b. using profanity of any kind
  - c. disrobing or casing the disrobing of another person.
  - d. caught with alcohol possession (check coolers)
  - e. caught stealing
  - f. in possession of drugs

**Contact the pool manager, or management staff on duty, immediately and fill out a Discipline Report. Do not deal with these problems on your own. Always insure two (2) staff members are present when handling disciplinary problems!**

#### C. Infractions by Adults

1. Problems with adults will be handled by the pool manager or management staff on duty.
2. Any adult suspensions will be reported immediately to the Recreation Director by phone, and then in writing.

#### D. Infraction File

1. A permanent file must be kept involving suspensions.

## ***Staff/Employee Responsibilities***

**All Black Mountain Pool Staff members are assigned a variety of duties. These include:**

- ***lifeguarding***
- ***facility cleaning***
- ***maintenance of facility***
- ***gate attendant***
- ***record keeping***
- ***other duties as assigned***

#### **I. Entire Staff (General)**

- A. Each staff member is to ensure that the patrons have a healthful, enjoyable, safe experience while at our facility.
- B. Each employee must possess and continue to cultivate, the traits of tact, courtesy, a pleasant attitude, and willingness to serve.

- C. Each employee must be alert to duties as assigned and should take initiative in determining what needs to be done.
- D. Each employee must have integrity.
- E. Each employee is to be well groomed and neat in appearance. Assigned uniforms must be worn.
- F. Staff must be prompt in reporting for work. If a scheduled lifeguard has not reported for work or called in 15 minutes after schedule reporting time, the following will be the prescribed procedure:
  - 1. The on-call, or substitute guard will be called.
  - 2. A warning will be noted on a disciplinary report for 1st offense & 2nd offense. 3rd Offense will be documented & immediate termination will follow.
- G. Cooperate with other department personnel when conflicting problems arise.
- H. Lost articles, including cash, must be placed in daily lost and found box. Anything that is deemed to be of some value will be held until item is claimed. Wet towels and swimsuits will NOT be kept.
- I. Pool personnel will use care in the choice of words when speaking to pool guests, no matter the age of the guest.
- J. All items that might impair efficiency on the stand will not be allowed.
- K. Employees must not leave until their assigned work period is over.
- L. No unauthorized free swimming is permitted unless approved by the manager. (This includes workouts or night swimming.) Under no circumstances is an employee to be in the swimming pool alone. The pool manager should notify the Recreation Director if night swimming by staff is scheduled.
- M. No employee is permitted to keep personal items for a patron.
- N. Horseplay by any staff member will not be tolerated. The pool staff members are to set responsible examples to patrons.
- O. Staff members cannot physically assault a guest for any reason.
- P. Keys: Employees will be held responsible for keys issued to them. Keys will not be loaned to unauthorized personnel or persons. Misuse or irresponsible handling of assigned keys will be grounds for disciplinary actions. Upon disassociation, employees will turn in all keys to the person from whom they received them. Keys are to be turned in to the Pool Manager prior to receiving the last pay check at the end of the season.
- Q. Work Schedules
  - 1. A copy of the following weeks schedule will be posted in the pool office....guard area. The original schedule should be strictly followed. Changes are not allowed unless pre-approved by the Pool Manager.

2. Employee is responsible for finding their own replacement for their shift, and get pool manager approval. If employee is unable to find a replacement, or approval is not authorized, employee is required to cover their shift.
3. Each employee will have a sign in/out timesheet kept in the pool office. In order to be paid for the hours you worked, you must mark the amount of time you spend working, each day you work.
4. Time sheets will be turned in to the Director of Recreation every other Tuesday evening by Manager and **MUST** be signed by the employee every week.

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## II. Lifeguards

- A. Your first responsibility at all times is to **PROTECT LIVES**. Small children should be the lifeguard's major focus.
- B. You are **personally** responsible, while on the lifeguard stand for the life of each and every swimmer. Be alert, be vigilant, and be conscientious. Keep your eyes on your assigned area at all times.
- C. Lifeguards are not to socialize or talk with pool guests while on the stand. This interferes with the proper execution of duties and will not be tolerated.
- D. Dress in proper attire, which is the designated suit (one-piece suits for women) while on the stand. Shoes and socks are not to be worn while on the stand. The designated shirt and shorts will be worn while working in the pool house. Sunglasses are suggested be worn at all times while guarding.
- E. No personal articles such as suntan lotions, phones, cell phones, iPods, books, etc. should be on the lifeguard stand, or on pool deck at any time. You may keep a water bottle. If you have a towel, it must not be in a place where it will affect your performance.
- F. Be firm, but pleasant, when enforcing pool rules. Always direct guests toward desired behavior or areas for improvement.
- G. Relieve fellow lifeguards on time.
- H. Make sure to listen for whistle blasts. All guards must be quick to respond.
 

1 short blast	get patrons attention
2 short blasts	get guards attention on stand or in guard shack
3 short blasts	rescue or aid is needed
1 long blast	clear pool
- I. Be confident and decisive. You are qualified and well trained for your assignment.

## J. **Do not leave the pool unguarded for any reason**

## III. Gate Attendants/Concession Attendants

- Public relations begin when the patron first enters the pool facility.
- A. Always be pleasant.
  - B. Adhere strictly to rules governing admissions.

C. Never leave your area unattended.

D. Courtesy is a must, always. If a problem arises, call for the manager on duty.

E. NO cellphones or iPods may be used while working the gate or concession.  
Cell phone usage is in the closet only.

**F. The telephone provides a vital communication link. Courteous, intelligent, and efficient telephone communications play an important part in the ongoing effort to project a professional image and to improve and maintain good relations with the public.**

1. Answer the phone quickly and pleasantly. Identify the pool and yourself and say "how may I help you" or "may I help you?" Example: "Black Mountain Pool, this is Josh. How may I help you?"

2. The phone is for authorized business purposes only. Remember, there is only one line to the pool. Personal calls of any kind are to be kept to a minimum and must be cleared through the manager.

G. Keep counter areas, and restrooms cleared and clean at all times.

H. Keep premises clean and sanitary at all times. It is up to each person on shift to clean up after themselves. Leave it as you found it: clean.

I. All patrons who enter the fenced-in pool area MUST PAY THE REGULAR FEE even if they are not going to swim.

This does not to include non-swimming adults that are at the pool with their children or grandchildren, etc. where an exception to the rule is made.

• We are regulated by, and obtain our permit from, the Buncombe County Health Center. Our *Public Swimming Pool Permit* covers all people within the enclosure of the pool - not only the people in the pool. We must count all of these people to comply with our pool permit.

1. Arm Bands will be provided for any unsupervised persons under the age of 18, when entering the Pool area. Green bands for pass holders, and Red Bands for daily entry. The bands will include person's name and an emergency contact number. \*\* If you see an unsupervised individual with no band, you must ask them to obtain one from the guard shack.\*\*

2. The concession stand worker or gate attendant will issue a stamp to those patrons who require re-admittance.

J. Take all suggestions and complaints seriously, and follow up as necessary. Report any suggestions, compliments and complaints to the manager immediately. If it is a complaint, fill out the proper form. The manager wants to know, in order to make the pool a better place to swim. Direct complaints or questions you cannot handle need to be directed to the pool manager or to staff at the Recreation and Parks Administrative Office.

K. All Pool employees will be allowed to purchase snack items and ice cream at ½ price.

## *Disciplinary Actions*

1. **Verbal Warning:** A verbal warning will be given after first rule infraction or misconduct. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior. Verbal warnings are documented and placed in the employee's personnel file and will remain in effect during current pool season.
2. **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remains in effect during current pool season.
3. **Termination:** An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline. If terminated employees are not permitted back on pool grounds for remainder of current pool season, and will not be re-hired in following years.

*A few specific offenses that may lead to disciplinary actions:*

1. *Using/having cell phone on the lifeguard stand*
2. *NO call or No show to work*
3. *Repeated tardiness*
4. *Complaint from a Patron*
5. *Stealing*

## *Accounting and Record Keeping*

### **I. General Information**

- A. The pool management staff is responsible for the collection and deposits of all revenues received by the Pool.
- B. Standard accounting procedures will be used by the Pool, and those procedures will not be changed without the prior approval of the Town Manager and the Accounting Department.
- C. No agency or individual will be permitted to conduct an audit of any kind without the prior approval of the Department of Recreation and Parks.

### **II. General Procedures/Regulations**

- A. Cash security
  1. It is the responsibility of the manger or designated representative, to verify, secure, and deposit all funds collected by no later than 6:30pm in the pool safe. Deposits will be picked up the next morning by the Finance Director, the Recreation and Parks Director or their designee.
  2. Swimming pool receipts will be kept in a locked safe or cash register during business hours. At all other times the money will be kept in the safe only, or deposited in the bank in accordance with North Carolina law.
  3. Employees will not use their own money to cash checks, make change, etc.,



### **Black Mountain Swim Team Rules**

1. Dates and times of swim meets must be reserved through the Pool Manager.
2. Swim team members will not be allowed in the water unless accompanied by a swim coach.
3. Only swim coaches and swimmers are allowed on deck during swim practices.
4. One guard is required for all practices. Three guards and one management staff are required for meets. Scheduling of guards will be the responsibility of the pool manager.
5. The pool must be returned in the same condition as it was found. Returning equipment, turning off showers and faucets, collecting lost and found articles, and picking up trash is the responsibility of the lifeguard staff.
6. All swim team members must be out of the fenced-in area by the designated time at end of practice and swim meets.
7. All rules and regulations for the standard pool operations apply. Follow the lifeguards directions and rules. If a disagreement arises, obey the lifeguard and then contact the pool manager.