

Jones Valley Recreational Association

Operations Policies and Procedures

May 2003

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1. POOL OPERATING HOURS

1.1 General Admission - Open Swimming. Weather permitting and except during swimming and diving meets, the pool will be open for general membership use according to the following schedule:

Sunday:	1:00 pm	to	8:00 pm
Monday:	11:00 am	to	8:00 pm
Tuesday:	11:00 am	to	9:00 pm
Wednesday:	11:00 am	to	8:00 pm
Thursday:	11:00 am	to	9:00 pm
Friday:	11:00 am	to	9:00 pm
Saturday and Holidays:	11:00 am	to	9:00 pm
Weekdays: (before school ends during Spring)	3:30 pm	to	8:00 pm
Weekdays: (after school starts during Summer)	11:00 am	to	8:00 pm

In general, the pool will open the weekend of Memorial Day in May and close on Labor Day in September. However, the Board of Directors may choose differing opening and closing days.

1.2 Swimming and Diving Team Practice and Meets. Pool time for team practices is set aside each Monday through Friday at the following times:

Before school ends:	3:30 pm	to	4:30 pm
After school ends:	8:00 am	to	11:00 am

Pool time for swim and diving meets will be determined by the meet schedule. On days of swim and diving meets, the pool will close at 5:00 pm.

1.3 Swimming Lessons. Swimming lessons will be taught on weekdays prior to the pool's opening for general admission.

1.4 Inclement Weather. Should inclement weather occur during pool operation, the pool will be shut down and swimming discontinued until the weather improves and the pool is reopened by the Pool Manager on duty. The pool will remain closed 15 to 30 minutes after the last occurrence of lightning depending on conditions as judged by the Pool Manager on duty. If there are any questions about whether the pool should be closed, the Operations

Manager should be notified. The Pool Manager or any board member are the only individuals authorized to close the pool for weather.

2. POOL RULES AND POLICIES

Failure to comply with the following regulations by *any member* or *guest* may result in ejection from the pool by the Manager on duty for one or more days:

2.1 General Pool Rules.

2.1.1 All members and guests must sign in prior to entering pool.

2.1.2 Children under 10 must be accompanied by a responsible person (16 or older). Non-swimmers of any age must not enter deep areas.

2.1.3 Only small children (6 and under) *with adult supervision* are permitted in the wading pool.

2.1.4 Persons with contagious or infectious health conditions (colds, flu, ear fungus, skin diseases, etc.) are not permitted in the pool.

2.1.5 Proper swim attire is required.

2.1.6 All swimmers must take a shower before entering the pool.

No gum, food or glass allowed within 10 feet of pool edge..

2.1.7 No pets allowed in pool areas or on the playground.

2.1.8 No alcoholic beverages or intoxicants allowed on the premises.

2.1.9 No illicit drugs allowed on the premises.

2.1.10 No weapons allowed on the premises.

2.1.11 No tobacco allowed on the premises. (smokeless included)

2.1.12 No running allowed on the pool deck.

2.1.13 No dunking, splashing, shoving, hitting or rough horseplay allowed.

- 2.1.14 No diving from the side of the pool in the shallow end.
- 2.1.15 No expectorating in pool or on the pool deck.
- 2.1.16 No sitting or hanging on the lane ropes or lifeline.
- 2.1.17 No talking to lifeguard while on duty.
- 2.1.18 Water play equipment to be used only with permission. Group games must be properly supervised.
- 2.1.19 No swimming in the diving area when diving boards are in use.
- 2.1.20 No profanity or loud, abusive language tolerated by anyone.
- 2.1.21 Children may not swim unaccompanied in the deep and middle sections of the pool until they have demonstrated that they are competent swimmers and can swim 25 yards unassisted.

2.2 Diving Safety Rules.

- 2.2.1 No diving from boards with floats, flippers, masks, tubes, goggles, balls, etc.
- 2.2.2 Only one person at a time allowed on a diving board or ladder.
- 2.2.3 No loitering or sitting on diving board or ladder.
- 2.2.4 No diving until everyone is clear of the diving areas.
- 2.2.5 *One bounce only* on the boards before diving.
- 2.2.6 Diving straight off the end of the board only.
- 2.2.7 Divers must swim to the nearest ladder immediately after diving.

2.3 Slide Safety Rules.

- 2.3.1 No sliding with floats, flippers, masks, goggles, tubes, balls, etc.
- 2.3.2 Only one person at a time allowed on slide or ladder.
- 2.3.3 No loitering or sitting on slide or ladder.

- 2.3.4 Only sitting forward or lying down feet first allowed on slide. No sliding head first into the water.
- 2.3.5 No sliding until everyone is clear of the slide entry area.
- 2.3.6 Swimming out of the slide entry area immediately after sliding is required.

2.4 Food and Beverages.

- 2.4.1 No glass containers of any kind allowed.
- 2.4.2 Candy wrappers and other trash must be placed in trash cans before leaving concession areas. All members are responsible for keeping the pool area clean.
- 2.4.3 Recycle containers will be available for aluminum cans in the concession area.

2.5 Tennis.

- 2.5.1 Only tennis shoes are allowed on the courts.
- 2.5.2 Bicycles, skates, skate boards and other similar equipment are prohibited.
- 2.5.3 Courts will be kept locked when not in use. The last person leaving the court is responsible for locking the gate and turning off the lights if on.
- 2.5.4 Lights will be turned off by 10:30 pm.
- 2.5.5 Players will conduct themselves in a sportsman-like manner and observe the rules of tennis.
- 2.5.6 Members are responsible for the conduct of their guests and dependents.
- 2.5.7 Play on courts is limited to members of the association and their guests. Members must accompany and play with guests.
- 2.5.8 Play is limited to 1 1/2 hours when others are waiting.
- 2.5.9 Reservations may be made during summer pool operations for courts 1 and 2 (west tennis courts) for adults. The pool lifeguards will maintain the reservations list. Courts may be reserved by calling or visiting the pool office no sooner than 24 hours prior to desired time

of play. Consecutive reservations for members of a group will not be permitted.

- 2.5.10 Adult members will have priority over junior members (under 18 years of age) on courts 1 and 2 at all times.
- 2.5.11 Play will be on a first-come basis on courts 3 and 4 (east tennis courts) and on all four courts at other times of the year (except as noted above concerning junior members).
- 2.5.12 At least two players of a group must be present to claim a court.
- 2.5.13 Gates to tennis courts should be locked at end of tennis session and lighting key removed from electrical box in evening.
- 2.5.14 Please do not duplicate lighting keys. The Tennis Representative board member will be glad to provide anyone with a key. The combination lock combination is also available from the Tennis Representative.

3. MISCELLANEOUS POLICIES

3.1 Admission to Pool. All members who are in good standing will be admitted upon signing the register. A file of members and their standing will be maintained at the pool office for identification purposes.

3.2 Admission of Guests to Pool. The policy for guests is as follows:

- 3.2.1 Guests will be permitted on Tuesday and Thursday of each week. (Excluding out-of-town guests) The Jones Valley pool is not a "public pool", therefore, no one will be admitted to swim unless accompanied by a member.
- 3.2.2 There will be a nominal guest fee for each in-town guest. This fee is established by the Board of Directors and will be published in the spring newsletter. There will be no sale of tickets for admission to the pool under any circumstance.
- 3.2.3 There is no charge for the following categories of guests:
 - out-of-town guests (outside Huntsville city limits);
 - non-swimming visitors who are wearing street clothes;
 - full-time baby sitters, 16 years or older, who are employed as full time day care providers.

- children or grandchildren under 18 who are accompanied by the parent or grandparent member.

3.2.4 A member 16 years or older must register guests.

3.2.5 Members are responsible for the action of their guests.

3.3 Telephone Use. The telephone is available for member and guest use, on a limited, as-needed basis only. Social calls are not permitted. Obvious abuse of phone privilege may result in restrictions of phone usage at the discretion of the pool Manager on duty. Pool participants receiving incoming calls are to be paged over the public address system by a staff person.

3.4 Public Address Music. No music will be played over the public address system after 7:00 pm Monday through Saturday, and no music will be allowed on Sundays. Reasonable volume control is expected by the pool staff at all times. Volume will be low enough so as not to disrupt normal conversation anywhere on the pool deck. *Any reasonable request* by a pool participant to reduce the volume will be honored.

3.5 Rest Breaks. Hourly 10 minute rest breaks *may be* instituted at any time at the discretion of the pool Manager on duty in the interest of safety or at the request of a pool member when implementation is deemed justified. These rest breaks will not be taken at every hour.

3.6 Lap Lane. A lap lane will be provided at all times during general admission hours. This lane will be clearly marked with lane ropes and limited access will be enforced by the pool staff.

3.7 Vending Machines. Vending machines of various types are provided for membership, guest, and staff use throughout the pool season. These machines are the responsibility of JVRA while they are on the premises. Care should be taken to see that they are not abused in any way. We attempt to acquire machines capable of making change. However, participants occasionally come to the pool office for change. The pool Manager on duty may provide this change from the petty cash box. The names, addresses, contact persons and telephone numbers for the machines will be available in the pool office. If a member loses money in the vending machines, the pool Manager on duty should be notified as to the machine in question and the amount of money lost. The pool Manager on duty will make a

note of the loss and will reimburse the member from petty cash. At the next visit to JVRA by the vending machine operator, he shall be informed of the amounts lost and asked for reimbursement. Ice cream may be sold in the pool office. The staff will maintain the proceeds in a separate cash box designated for ice cream receipts only.

3.8 Private Parties During Regular Hours. Private parties require notification at least one week in advance of a planned party to insure the time slot and to allow the staff sufficient time to plan for additional guards or special services as required. A “Pool Party Planning Form” must be filled out for this purpose. Upon arrival at the pool, the host should contact the pool Manager on duty and confirm the party arrangements. If all non-member guests do not arrive with the member host at the time of the party, it is expected that someone will remain at the front door to identify the guests to the desk personnel as they arrive. Appropriate payment of applicable non-member guest fees is expected as soon as the last guest arrives. Parties during regular pool hours are limited to 50 participants. For larger parties, special arrangements must be made to reserve the pool.

3.9 After-Hour Party Policy. A Manager is required at after hour parties at all times! One lifeguard is required for every 15 swimmers. The host member is required to pay an hourly charge for the services of the pool Manager and for each lifeguard. Additionally, there is the standard guest fee for each non-member present (swimming or not). A deposit of 50% of all fees is required at the time the pool is reserved for an after hours party This deposit will be refunded if 24 hours notice of cancellation is given, or if inclement weather occurs preventing the pool from opening. It is expected that all remaining fees due be paid to the pool Manager prior to leaving. The staff is not responsible for the collection of any “party fees” from attendees and should not be asked to do so. It is expected that all party participants be made aware by the host of all the posted pool rules and policies. Private after-hour parties shall last no later than 11 pm. The Pool Manager and lifeguards will be paid directly by the party host at their pre-negotiated pay rate.

3.10 Security/Key Distribution. The pool Managers are each provided a set of keys to the pool facilities. A Manager will open the facility each operating day (during swim team practices a swim team coach may open the facility for swim team practice); assure that any area on the premises which is potentially hazardous is secured by lock and key (electrical circuit boxes, chemical room, pump room, etc.); and to check each of these areas before facilities close each day.

In addition, a set of keys is provided to each of the following members of the Board of Directors and Staff:

- President
- Operations Manager
- Assistant Operations Manager
- Building and Grounds Manager
- Assistant Building and Grounds Manager
- Swim Team Representative
- Swim Team Coaches

3.11 Swimming Lessons. Swimming lessons are available and are taught by American Red Cross certified water safety instructors who may or may not also be pool lifeguards. Lessons are scheduled by the pool Manager(s) and are taught in small groups. The lessons are scheduled in the mornings prior to normal pool opening hours.

A nominal fee per child will be charged for the swim session. These are American Red Cross sanctioned classes. The goal of the lessons is to meet learning objectives set by the American Red Cross.

4. OPERATIONAL ACTIVITIES/RESPONSIBILITIES

4.1 Off-season Maintenance Program. The Jones Valley Recreational Association Board of Directors will contract off-season maintenance on the pool and the pumping/filtering equipment during the off-season. The maintenance contract will require that the contractor:

- 4.1.1 Assume maintenance responsibility immediately following pool closing (normally Labor Day).
- 4.1.2 Operate equipment and maintain water chemistry.
- 4.1.3 Winterize pool equipment to avoid freeze damage.
- 4.1.5 De-winterize the pool and equipment in the spring and establish equipment operation.
- 4.1.6 Perform all required equipment repairs prior to pool opening.

Establish required water chemical condition prior to opening..

4.1.8 Turn over operation to the JVRA staff.

This program is designed to maintain the pool in an algae free condition all year and eliminate the need for the costly and damaging acid cleaning of the pool lining each spring. Equipment repairs are also performed during the off-season under this labor agreement requiring JVRA to pay only for the necessary repair parts.

4.2 Directors Spring Inspection.

4.2.1 Schedule/Purpose. A thorough inspection of the facilities is conducted in early March to identify all repairs/modifications required prior to pool opening. Following this inspection the budgets for the current season are finalized.

4.2.2 Participation. This inspection is performed by (as a minimum) the following members of the Board of Directors:

- President and/or Administrative Vice President
- Operations Manager and/or Assistant Operations Manager
- Buildings and Grounds Manager and/or Assistant Buildings and Grounds Manager
- Tennis Representative

4.3 Work Day. Work Day is organized by the Buildings and Grounds Manager and normally conducted on the third or fourth Saturday of April. All JVRA members are encouraged to participate in Work Day activities. Tasks to be performed are determined by the appropriate Directors based on inspections and include normal pre-opening activities. Pool staff members available will also assist in work day activities. Routine tasks planned include:

4.3.1 Cleaning of both bath houses (toilets, showers, sinks, floors, etc.)

4.3.2 Cleaning of lounge chairs and tables. Re-strapping of chairs as required.

4.3.3 Cleaning of pump house, filter room and chemical storage area.

4.3.4 Installation of diving boards (to specifications).

- 4.3.5 Sweeping and hosing of pool deck.
- 4.3.7 Installation of pool ladders.
- 4.3.8 Cleaning of pool perimeter tiles.
- 4.3.11 Repair/replace shower curtains/rods, soap dishes, mirrors, etc. as needed.
- 4.3.12 Posting of Pool Rules, Emergency Procedures and pump room equipment certification.
- 4.3.12 Painting of inside and outside surfaces as required.
- 4.3.13 Activation of pool slide.

4.4 Miscellaneous Pre-Opening Activities. The Operations Manager, Assistant Operations Manager and Pool Manager, if available, shall perform the following tasks in preparation for pool opening:

- 4.4.1 Inventory and identification of initial required operational and maintenance chemicals and/or supplies and purchase of required initial chemicals and supplies.
- 4.4.2 Preparation of tentative lifeguard schedule assignments for season, including holidays.
- 4.4.3 Preparation of swim lesson schedule and instructor/time assignments.
- 4.4.6 Preparation of any pool signs.
- 4.4.7 Coordination with Treasurer and Bookkeeper regarding payroll procedures.

4.5 Material Safety Data Sheets and Chemical Safety. JVRA will establish and maintain an up-to-date set of Material Safety Data Sheets (MSDS) for all chemicals used at the facility. A master copy of all MSDSs will be maintained by the pool Manager in the pool office. A duplicate copy of all MSDSs will be kept in the chemical room of the pump house. MSDS shall be obtained by calling the manufacturer of all chemicals used at JVRA. Federal

law requires that all manufactures supply these within 24 hours. MSDS provide information on chemical hazards and safety.

4.6 Procedure for Draining and Filling the Pool. In the event that it becomes necessary to drain the pool and refill it the following general steps should be taken.

Draining the Pool. In general the pool's main pump should be able to empty the pool. However, the bottom of the drain pit in the pump house is higher than the bottom of the deep end of the pool, and the pump will lower the pool level only about four feet before the pit is empty. Therefore a supplemental pump is required. This pump may be rented and should have a three inch intake and discharge line. Also it should be rated at more than 300 gallons per minute and have a pumping head capability of more than 15 feet in order to pull water from the bottom of the diving well. Rent 100 feet of discharge hose. During periods of high water tables (when it has been rainy several weeks in a row) the pool should not be drained, as there is the danger that the empty pool will start to float. The actual draining process is as follows:

- 4.6.1 Turn the main pump motor off. Open filter valves 1 and 2. Close valves 3, 4 and 5. Turn motor on. this will pump the pool water directly to waste. As noted above, this process will lower the pool level by about four feet. It will take about six hours to perform this. To avoid running the main pump dry, do not drain the pool below the level of the pit.
- 4.6.2 After the initial draining with the main pump, place the intake hose of the supplemental pump in the diving well with the end of the hose at the drain covers. It will require more than one tank of gasoline for the motor to empty the pool.

Filling the Pool. The two inch main line from the city water main may be used to fill the pool. However the pit fills faster than it drains into the pool. Therefore the main pump motor must intermittently started and stopped to empty the pit. Two alternatives to this are:

- 4.6.3 Option 1 (preferred). Attach PVC adapter (2 inch PVC pipe to 3 inch threaded coupling) to the 2 inch main line from the city water main in pump house. Attach to the adapter 100 feet of hose, rented to drain pool, in order to reach pool. Fill pool from 2 inch main line. This will take approximately 24 hours to fill the pool.
- 4.6.4 Option 2. Get permission from Huntsville Utilities to use the fire hydrant on the street. During drought seasons, the Huntsville Utilities

water tanks must contain sufficient water to fill the pool. The JVRA pool will require 190,000 gallons to fill. Rent 300 feet of hose for fire hydrant making sure to get hose with a 3 inch coupling. Fire hose should be secured on pool bottom with cement block to keep the end from trashing around before turning water on. Fire hydrant should fill the pool in 8 to 10 hours. This should be performed over night, as water pressure in adjoining neighborhood will go down.

5. POOL STAFF DESCRIPTIONS

5.1 Operations Manager and Assistant Operations Manager. The Operations Manager and Assistant Operations Manager are members of the Board of Directors and are elected at the General Membership meeting in the Fall. The Assistant Operations Manager succeeds the Operations Manager in the second year of his term. The Operations Manager/Assistant Operations Manager shall have the following responsibilities:

- 5.1.1 Management of off-season pool maintenance contract.
- 5.1.2 Pool operations budget preparation.
- 5.1.3 Staff hiring and management.
- 5.1.4 Pool operations oversight.

5.2 Pool Manager and Assistant Pool Manager. JVRA employs a Manager and one or more Assistant Managers. The Manager or an Assistant Manager is required to be on duty during public swimming sessions.

The Manager and Assistant Manager are required to hold current certificates in both CPR and Standard First Aid. It is desirable but not required for the Manager and Assistant Manager to be certified in an American Red Cross Lifeguarding Course and/or the American Red Cross Water Safety Instructor (WSI) Course.

The Manager and Assistant Manager are responsible for answering any questions or complaints from the members. Any issue which cannot be resolved by the Manager or Assistant Manager must be referred to the Operations Manager.

The Manager is responsible for the scheduling of lifeguards to assure that the pool is properly staffed for safe operation. The Manager and Assistant Manager are responsible for the day to day operations of the pool facilities. They are responsible for ensuring that the guards conduct themselves in a professional and responsible manner. They assure that all normal staff tasks are completed in a timely manner.

The Manager and Assistant Manager are responsible for assuring that the necessary number of lifeguards are on station to provide full coverage of the pool as defined in section **6.1 Lifeguarding**.

The Manager is responsible for maintaining the master copy of the Material Safety Data Sheets (MSDS) in the pool office and the duplicate copy in the chemical storage room in the pump house.

The Manager and Assistant Manager are responsible for filling out all paperwork and forms required by the health department.

5.3 Lifeguards. JVRA employs full-time and part-time lifeguards and maintains a list of substitutes.

In addition to a Manager or Assistant Manager, three lifeguards are on duty at all times during public swimming activities. Ideally at least 2 of the lifeguards should be full-time or part-time lifeguards.

Lifeguards are required to hold current certification in CPR, Standard First Aid, and one of the two American Red Cross Lifeguarding Courses (“Basic Lifeguarding” or “Lifeguard Training”). Guard salaries are based on their experience at JVRA and other appropriate experience.

The guards are responsible for enforcing pool rules and ensuring the safety of all swimmers. All complaints from the members shall be referred to the Manager or Assistant Manager on duty for resolution. Abusive language or behavior on the part of any member of the staff shall not be tolerated!

Lifeguards are reminded that their function is to serve and protect members and guests.

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All guards are required to present a courteous and professional image at all times. This position carries a great deal of responsibility, both in making sure the pool is operated and maintained in a safe manner and in making sure that the environment allows all participants to enjoy themselves.

5.4 Swimming Instructors. All instructors of JVRA swimming lessons are required to have been certified as a Water Safety Instructor by the American Red Cross.

5.5 Coaches. JVRA employs swim and dive coaches for coaching the swimming and diving teams. Coaches are required to hold current certificates in both CPR and Standard First Aid. It is desirable for all coaches to be certified in an American Red Cross Lifeguarding Course and/or an American Red Cross Water Safety Course (“Safety Training for Swim Coaches” preferred).

5.6 Waiver of certification requirements. Under unusual circumstances, any certification required for a Manager, Assistant Manager, and/or Coach may be waived by a majority vote of the JVRA Board of Directors.

5.7 Summary Training Requirements. Shown in the table below is a summary of the training requirements by position. Only those requirements marked “Required” are mandatory for the position.

Position	Adult CPR	First Aid	Life-Guarding	Water Safety Inst
Manager	X	X		
Asst Mang	X	X		
Lifeguards	X	X	X	
Coaches	X	X		
Swim Instructors				X

6. STAFF RESPONSIBILITIES

The following items highlight routine and/or periodic activities to be executed by the lifeguarding staff on a regular schedule under the immediate direction of the pool Manager or

Assistant Manager, within predefined guidelines and frequencies acceptable to the Operations Manager.

It is expected that at all times the staff will display and maintain a professional, courteous and helpful attitude while maintaining a comfortable, pleasing facility and the safest possible environment for all pool participants.

6.1 Lifeguarding and Safety. The job of lifeguarding is to ensure members and guests are obeying the pool rules, to watch for safety violations and, if necessary, to rescue swimmers in the pool. The Jones Valley Recreational Association requires full coverage of the pool by lifeguards. The following rules define full coverage:

- 6.1.1 In general, full coverage will require two lifeguards on station at all times except during very light pool usage. During very light pool usage, only one guard will be required. *Very light pool usage is defined as ten or fewer swimmers in only one section of the pool.* If more than ten swimmers are in the pool or swimmers are in two or more sections, two lifeguards will be required on station.
- 6.1.2 A lifeguard shall be on station to watch the diving well of the pool whenever there are swimmers in the diving well.
- 6.1.3 A lifeguard shall be on station to watch the shallow end of the pool whenever there are swimmers in the shallow end of the pool.
- 6.1.4 Two lifeguards shall be on station whenever there are swimmers in disconnected sections of the pool, that is simultaneously in the shallow and deep ends of the pool.
- 6.1.5 During periods of heavy usage such as holidays, three lifeguards shall be on station.
- 6.1.6 One lifeguard will be required on station at the play pool whenever swimmers are present.

6.2 Record Keeping/Petty Cash. The staff shall perform the following record keeping:

- 6.2.1 Maintain a member and guest sign-in register. Assure that all sign in and that the appropriate guest fees are collected and recorded.
- 6.2.2 Maintain swim lesson schedules and records and provide appropriate forms to the American Red Cross.
- 6.2.3 Maintain a petty cash box; log all transactions and retain all receipts.

6.2.4 Maintain record of all parties, collect fees and record transactions.

6.2.5 Maintain accurate daily logs of pool water chemistry.

6.3 Pool Water/Equipment Maintenance. The staff shall perform the following pool maintenance:

6.3.1 Backwash filters when pressure dictates..

6.3.2 Vacuum pool at least twice weekly..

6.3.3 Clean vacuum strainer.

6.3.4 Clean hair and lint strainer.

6.3.5 Clean all skimmer baskets.

6.3.6 Audit and maintain chemicals, supplies, etc.

6.3.7 Check water chemistry (twice daily) and maintain accurate log.

6.3.8 Superchlorinate as required.

6.3.9 Check all bolts on ladders and diving boards; tighten if necessary.

6.4 Tennis. The staff shall perform the following tennis maintenance tasks:

6.4.1 Check and verify periodically that the tennis court gates on the east and west courts are locked when not in use.

6.4.2 Check and empty the trash containers at both the east and west tennis courts.

6.5 Housekeeping/Appearance. The staff shall perform the following housekeeping tasks:

6.5.1 Clean showers, sinks, mirrors and toilet facilities; maintain restroom supplies.

6.5.2 Knock down spider webs.

6.5.3 Sweep/hose pool deck, office, locker rooms, pump/filter houses, front walk, concession area, etc.

- 6.5.4 Clean drains/gutters/skimers.
- 6.5.5 Scrape gum from deck and building floors.
- 6.5.6 Scrub algae from deck, pool walls and perimeter tiles.
- 6.5.7 Wipe down vending machines and clean water fountains (including ones at tennis courts).
- 6.5.8 Replace burned out light bulbs.
- 6.5.9 Weed flower beds and water flowers.
- 6.5.10 Maintain neat appearance of deck area (including chair and table arrangement).
- 6.5.11 Maintain neat and orderly employee areas to include pump/filter houses, chemical storage area, office and closet storage areas.
- 6.5.12 Scrub with HTH: Showers, toilet basins, sinks, guard stands, diving boards, slide, trash cans, picnic tables and benches and office area.
- 6.5.13 Police area for litter/broken glass (including parking lots, tennis courts, and yard areas) and empty trash cans and/or replace liners.
- 6.5.14 Check facilities which should be locked to be sure that they are locked (pump/filter house, chemical storage room, electrical breaker boxes, pool gates)
- 6.5.15 Spray for bugs and insects.

7. WORKING HOURS

7.1 Working Hour Restrictions. The working hours for JVRA employees shall generally follow the schedule for open swimming as established in section **1.1 General Admission**. Actual working schedules are to be prepared by the pool Manager as defined in section **5.2 Manager and Assistant Manager**. Working hours, however, shall in all cases be in compliance with applicable State and Federal labor laws. Restriction at the time of publication of these policies and procedures were as follows:

7.1.1 Minors 16 and 17 years of age, who are enrolled in a public or private school may not work before 5 am or after 10 pm on any night preceding a school day (there are exceptions).

7.1.2 14 and 15 year olds may work:

when school is in session:

- no more than 3 hours on a school day
- no more than 8 hours on a weekend day
- no more than a total of 18 hours a week
- not before 7 am and not after 7 pm

when school is not in session:

- no more than 8 hours a day
- no more than 40 hours a week
- no more than 6 days a week
- not before 7 am and not after 9 pm

Ordinarily, no one shall work more than 8 hours per day nor more than 40 hours per week.

7.2 Inclement Weather Before Pool Opens. In case of inclement weather which would prevent the pool from opening as scheduled, the pool Manager shall contact the staff scheduled for duty and inform them that they need not report to work at their regularly scheduled times. The pool Manager may at this time reschedule the pool opening later in the day and request the staff to report to work at that time.

7.3 Inclement Weather After Pool Opens. If inclement weather forces the pool to be closed, the staff shall remain on duty for *one hour* in case the weather improves except in cases where the pool Manager has determined that the weather is so severe as to preclude reopening or the decision to close was made within one hour of normal pool closing. Decisions on reopening the pool shall be made hour by hour by the pool Manager, and the Manager may request the staff to continue on duty during this time. During the time the staff is at the pool, but the weather is inclement, they shall continue to clock time and will continue to be paid at their regularly scheduled pay rates.

The staff shall not leave and the premises shall not be closed until all children have been picked up by their parents or responsible adults.

7.4 Reopening of Pool after Inclement Weather. If the pool is closed because of inclement weather and the weather improves, the pool Manager may reopen the pool. The pool Manager shall assemble a staff to run the pool and shall allow the staff one hour to report to work.

8. JOB PROBLEMS

It is the policy of the Jones Valley Recreational Association to treat all employees with consideration and to seek a fair solution to all problems. In the event of a job problem, JVRA will seek to find an equitable solution. Each employee will be permitted to seek a solution from the pool Manager, and failing that, the Operations Manager. A final appeal directly to the Board of Directors will be arranged if the problem is not satisfactorily resolved.

The following steps should be undertaken to surface a problem:

- 1) Discuss the problem with the pool Manager. The pool Manager may discuss the problem with the Operations Manager and after his investigation will return with a decision to the employee within two days.
- 2) Should the employee fail to get a reply from the pool Manager within two days, or should the reply not be satisfactory, or should the problem involve the pool Manager, the employee may take up the problem with the Operations Manager. The Operations Manager will make his decision within three days of being informed of the problem.
- 3) An appeal to the Board of Directors is available as a last resort. A request for a personal meeting with the members of the Board of Directors may be requested from any Board Member. A definite appointment will be arranged where the problem will be carefully considered and a solution sought.

The employee must initiate these steps to present his problem. To be considered, each successive step must be initiated within five days after a decision on a previous step. All employee problems will be handled in confidence. If these steps are followed, the employee will not be criticized, penalized or discriminated against in any manner.

9. DISCIPLINARY ACTION

Disciplinary action may be necessary to encourage an employee to correct unsatisfactory performance.

9.1 Forms of Disciplinary Action. The following lists the forms of disciplinary action in increasing order of severity:

- 9.1.1 Reprimand and Warning. An employee will be verbally informed of unsatisfactory performance or poor conduct and given the opportunity to correct the condition without a penalty being inflicted.
- 9.1.2 Suspension. The second level of disciplinary action is suspension from work for a period of one to two weeks. A suspended employee will not report to work during the period of suspension and consequently will not receive any pay for this period.
- 9.1.3 Termination. Serious offenses or repeated lesser offenses, may justify the dismissal of an employee.

All disciplinary actions will require the consensus of three people: the pool Manager, the Operations Manager and the President of the Jones Valley Recreational Association. The pool Manager will document any disciplinary action, noting the name of the employee, the time and date, the violation, the disciplinary action taken and stating the fact that the employee has been warned against future violations of the same nature. The documentation will be maintained by the pool Manager in confidence. A copy of the documentation will be given to the employee.

9.2 Appeals. An employee will be granted the right to appeal any action administered against him. The appeal shall be directed to the Board of Directors of the Jones Valley Recreational Association.

9.3 Offenses and Penalties. The list below presents a partial list of offenses and penalties for disciplinary action. It is not intended to be a complete listing as all actions and conditions can not be foreseen. In cases where the offense lists several penalties, the judgment of the pool Manager and Operations Manager will be employed.

- 9.3.1 Unexcused absence.

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first occurrence: reprimand, suspension
subsequent occurrences: reprimand, suspension or termination

9.3.2 Falsification, misrepresentation or fraud of official documents such as reports or time cards.

first occurrence: termination

9.3.3 Reporting to work under the influence of intoxicants or illicit drugs.

first occurrence: termination

9.3.4 Drinking or possession of intoxicants on the premises.

first occurrence: termination

9.3.5 Use or possession of illicit drugs on the premises.

first occurrence: termination

9.3.6 Use or possession of weapons on the premises.

first occurrence: termination

9.3.7 Theft.

first occurrence: termination

9.3.8 Fighting, misconduct, creating a disturbance, use of profane, loud or abusive language or display of discourteous behavior.

first occurrence: reprimand, suspension
subsequent occurrences: suspension, termination

9.3.9 Failure to observe rules and carry out responsibilities outlined in this policies and procedures manual.

first occurrence: reprimand, suspension
subsequent occurrences: suspension, termination

9.3.10 Insubordination - refusal to obey orders.

first occurrence: reprimand, suspension
subsequent occurrences: suspension, termination

9.3.11 Sleeping on duty.

first occurrence: suspension, termination
second occurrence: termination