

# **Anson County Parks and Recreation**



## **Aquatics Manual**

### **Little Park Pool**

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**Wonderful!!!!!! You are now a Lifeguard for Anson County Parks and Recreation. This summer will be very rewarding and beneficial to your overall experience in the workplace.**

**Remember that if something is done wrong or we do not carry out a procedure properly then we could be found negligent of our duty and held liable.**

**This Aquatics Manual will give you some insight on what to prepare for and how to handle situations that might come up during the summer.**

**We at Anson County Parks and Recreation welcome you and have a very productive summer.**

**Wendell T. Small  
Aquatics Director**

## **Emergency Numbers**

**Ambulance/Fire/Police**

**Dial 8 then 911**

**Poison Control**

**1-800-848-6946**

**Sheriff's Office (Non Emergency)**

**694-4188**

**Contact the Aquatics Director as soon as possible after a Pool Emergency**

### **Staff**

**Wendell Small          Aquatics Director**

**Wendell Williamson   Park Attendant**

**Manzell Spencer        Park Attendant**

**Jeff Waisner            Park Director**

**Notify the Park Director only after you can't reach Wendell Small, Manzell  
Spencer, or Wendell Williamson.**

**" You can't keep a good man down without staying down with him." Booker T. Washington**

**Anson County Parks and Recreation**  
**Directions to Swimming Pool**

**Little Park Pool**

**From Rockingham on Hwy 74**

**Take highway 74 to highway 109 and take a right unto highway109 north follow the brown Anson County Parks and Recreation Signs. After 2 miles take a left unto Airport Rd. Take Airport Rd for about 1 mile and on your left will be Little Park. Take circle driveway to the pool.**

**From Monroe on Hwy 74**

**Take highway 74 to highway 109 and take a left unto highway 109 north follow the brown Anson County Parks and Recreation Signs. After 2 miles take a left unto Airport Rd. Take Airport Rd for about 1 mile and on your left will be Little Park. Take circle driveway to the pool.**

### **Pool Fees**

<b>Public Swim</b>	<b>\$1.00 per person</b>
<b>Swim Lessons</b>	<b>\$15.00 per person per session</b>
<b>Swim Team</b>	<b>\$15.00 per person per session</b>

### **Pool Reservations**

**There will not be any type of Church Groups, Birthday and/or, Pool Parties at Little Park Pool. We will not schedule any groups for use of the pool at Little Park for after hour use. *Revision 12-31-2000***

## **2005 Swimming Pool Schedule**

**May 31**      **Open Little Park Pool for Swimming**  
**Start Learn to Swim Program – American Red Cross**  
**Swim Team practice begins**  
**Start Swim Lessons Session # 1**

**June 13**      **Start Swim Lessons Session # 2**

**June 27**      **Start Swim Lessons Session # 3**

**July 4 – 8**    **No Swim Lessons**

**July 18**      **Start Swim Lessons Session # 4**

**August 1**     **Start Swim Lessons Session # 5**

**August 15**   **Start Swim Lessons Session # 6**

**Pool Season Continues.....**

## **Purpose**

**In order to conform with the policies and regulations established by Anson County Parks and Recreation for the safe operation of Little Park Pool.**

**There may be situations to arise that are not covered by this manual and should this occur, please contact the Aquatics Director for instructions.**

**Asking questions are better than making one mistake.**

## **Chlorination and PH Target Levels**

**Chlorine      3.0**

**Ph              7.2**

## **Chlorinator Settings**

**Low Volume    Day/Night    4ppm**

**High Volume    Day            9ppm**

**Night            5ppm**

## **Pool Water Test**

**Check chlorine and PH levels 3 times daily**

**9:00am**

**1:00pm**

**5:00pm**

**Lifeguards: Job Description and Duties**

1. Must have current LGT, CPR-PR, AED, PDT certifications.
2. Prevent accidents through the enforcement of policies, rules, regulations, and ordinances.
3. Govern the conduct of patrons using the pool.
4. Constantly be on the lookout for accidents in the water and on the deck.
5. Rescue persons in trouble, resuscitate if needed.
6. Administer first aid; call emergency personnel in case of serious accident.
7. Clean bathrooms, pick up trash, vacuum pool on Mon, Wed, Fri, Sat and when necessary.
8. Enforce and adhere to all rules and regulations of the pool area.
9. Call Pool manager or Aquatics Director in discipline of swimmers if needed.
10. Report all hazards, problems with equipment to the pool manager.
11. Be punctual for duty, *Tardiness will not be tolerated!!*
12. Always be alert and observing of pool activities while off the chair.  
Do not congregate in-groups, be separate!
13. When necessary, close pool, because of threatening conditions such as thunderstorms. Clear and close the pool.
14. Be responsible for supervising patrons when pool is temporarily closed and control discipline.
16. Be prepared to perform any other duty set forth by the pool manger, Aquatics Director or the Park Director.
17. No personal telephone or cell phone calls unless of an emergency while on duty. No visitation by friends while on duty.
18. Follow the Little Park Pool EAP's
19. If there is a problem, go through proper chain of staff to address it.

**We stress good communication!**

**Parks and Recreation Director**

|  
**Aquatics Director**

|  
**Lifeguards**

|  
**Patrons**

### Staff Rules

1. Any staff member breaking pool rules and regulations will be dealt with the personnel manual.
2. Any staff member who reports late will receive written/verbal warning the first time and on the second time dismissed.
3. If you want time off; fill out a request for leave form and it must be approved by the Aquatics Director, three days in advance of the time requested.
4. Failure to notify Aquatics Director or Park Director of not being at work or late will justify dismissal.
5. Abusive attitude toward patrons or other employees will not be tolerated.
6. Not performing required duties will justify termination.
7. Always take appropriate precautions wear gloves when cleaning bathrooms.
8. Do not congregate in-groups and refrain from talking with visitors and friends. Stay in your assigned lifeguard positions.
9. Avoid any activity that takes your eyes off the swimmers.
10. No necklaces, earrings, or other jewelry while on duty.
11. Be aware that you can be held liable for your actions or omission of action.
12. Profanity will not be tolerated.
13. Drinking alcoholic beverages, smoking, or using any drug while on duty or reporting to work in an intoxicated condition will justify termination.
14. Employees convicted of a major misdemeanor or felony will be dealt with according to personnel manual.
15. Pool and pool area is to be clear of debris at all times.
16. All aquatic staff will be expected to display a professional attitude in the dress and physical appearance.
17. Watch swimmers at all times.
18. Playing games and playing cards will not be allowed while on duty.  
This will result in being sent home and will be dealt with according to employee manual.
19. If you do not work to our expectations, you will not be paid for those times.
20. Lifeguards must bring their CPR mask with them to work everytime. Not following this directive will result in being sent home.
21. All aquatic staff shall always use gloves when administering First Aid, CPR, and/or AED.
22. Cell Phones must be turned off during work hours.
23. No eating will be allowed while on duty.

## **Pool Rules and Regulations**

- **No cut off pants**
- **No food or drinks in pool area**
- **No smoking**
- **No thongs**
- **No refunds: Ask the Aquatics Director for exceptions to this rule.**
- **No drooped pants; *this is strictly prohibited!***
- **Pool hours: Mon, Tues, Thurs 2:00 – 5:00pm**
  - Pool Closed Wednesday, Friday**
  - Sat 2:00 – 5:00pm**
  - Sun 2:00 – 5:00pm**
  - Fourth of July 2:00 - 5:00pm**
- **Children under twelve (12) must be accompanied by parent**
- **All swimmers must take shower before entering pool**
- **Horseplay, vulgar language, running, pushing, holding others, dunking others will not be tolerated**
- **Bottles, glass containers, etc. are not allowed in pool area.**
- **Alcoholic beverages are not allowed on park grounds which includes the pool area**
- **Wear bathing suit while swimming; *Indecent Exposure will not be tolerated!!***
- **Tag games and pushing people in the pool will not be tolerated**
- **Writing on walls of bathrooms are prohibited and will result from dismissal from park for the summer**
- **No pets allowed**
- **Weapons of any kind are prohibited**
- **Spitting or spouting of pool water prohibited**
- **Running in pool area is prohibited**
- **Non-swimmers must stay in the shallow end of the pool. No Exceptions!**
- **No blowing of nose in pool/ or spitting water**
- **No diving in the shallow end of the pool**

## **Pre-Season Responsibilities**

### **One Month Before Opening**

- 1. Fix cracks in pool structure**
- 2. Clean bottom and sides of pool**
- 3. Maintenance work around the pool**
- 4. Paint numbers on pool side**
- 5. Check filtering system and chemical feeder**
- 6. Order pool chemicals**
- 7. Hire employees for the year**
  - A. Pool Manager**
  - B. Lifeguards**

### **Two weeks before opening**

- 1. Be sure pool is free of all dirt and trash**
- 2. Have pool filled with filtered water**
- 3. Turn on chemical feeder**
- 4. Advertise Pool**

### **Two days before opening**

- 1. Pick up all glass and trash in and around pool area.**
- 2. Install ladders**
- 3. Install Rules Signs**
- 4. Clean bathrooms and pool area**
- 5. Pick up cleaning equipment and supplies**
- 6. Have grass mowed**
- 7. Be sure marker, etc are available to lifeguards**

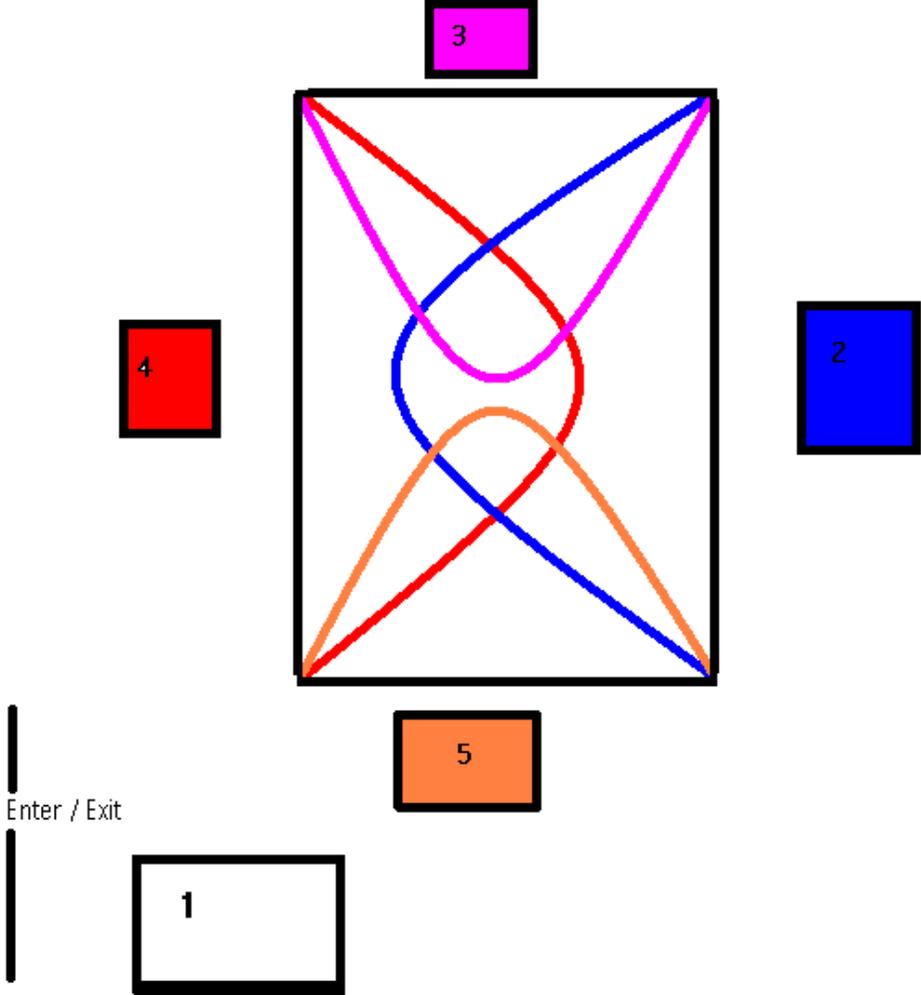
### **Opening Pool (Daily Schedule)**

- 1. Person opening the pool should first check chlorine and PH levels**
- 2. Check & Backwash Filters (Only in the morning)**
- 3. Check and Clean restrooms with disinfectant**
- 4. Check pool deck barring any trash or debris**
- 5. Use skimmer to clean surface**
- 6. Be sure ticket booth is open 30 minutes prior to opening.**

### **Closing Pool (Daily Schedule)**

- 1. Notify all patrons of closing time**
- 2. Adjust chlorine levels if necessary**
- 3. Lifeguards wash off deck and pick up trash**
- 4. Lifeguard scrub showers and restrooms using disinfectant**
- 5. Lifeguards bring in all equipment off pool deck area**
- 6. Check pool for people and equipment**
- 7. Fill out summary sheet and give to Director each day.**

# Rotation of Positions & Area of Responsibility



## **Dealing with Behavioral Problems**

- 1. Try to learn swimmers' names and use them when speaking about inappropriate behavior.**
- 2. Any time you have problems, the main thing to remember is to remain calm. Always listen to both sides and stick with your decision.**
- 3. Treat everyone with respect when dealing with hard situations. Remember, the staff is behind you, so be firm!**

### **Swim Test for Deep End of Pool**

**Lifeguards have the right to ask someone of the swimming ability. I would rather have a lifeguard to test their ability instead of having to rescue that particular person. The test should be designed to assess the patrons ability to swim effectively. The lifeguard will make the final decision whether to allow someone to enter the deep end of the pool. Example: In order to pass the rope to the deep end you must swim effectively two laps (width of the pool) in the shallow end of the pool.**

# **Emergency Action Plan**

## **First Aid:**

- 1. Alert other guards of the situation by blowing 1 short whistles and signing to them that you will be leaving your area to administer first aid.**
- 2. All personnel not engaged in the first aid should remain at their post. Multiple drowning had occurred due to guards being preoccupied by other distress areas. Pay attention to your scanning area, as well as covering the area unattended by the "missing" guard.**
- 3. When covering your area as well as another guards, move to a neutral position in which you can appropriately scan the area. If there are questions about this ask the supervisor on duty. This will depend on the amount of guards on deck.**
- 4. For the guard involved in the first aid administration, follow all OSHA regulations and procedures.**
- 5. Alert/ Notify the parents of the injured person if available and necessary.**
- 6. Fill out any necessary paperwork if needed (incident and witness reports).**
- 7. Go back to your post, and notify the other guards to return to their normal positions as well as normal scanning areas.**

### **Life Threatening Situations:**

#### **Guard Acting:**

- 1. Alert other guards of the situation by blowing 3 long, loud whistle before entering the pool or leaving the stand with a buoy. This is your sign that there is a serious problem and the Emergency Action Plan (EAP) should be activated.**
- 2. Perform all life saving techniques necessary in a safe manner.**
- 3. When other guards get to you, send someone for 911, the pool supervisor, and if needed, the CPR mask and first aid kit.**
- 4. Perform medical treatment as needed following all regulations set by OSHA.**
- 5. When EMS arrives, advise them of what had happened and let them take over.**
- 6. Alert/Notify parents of injured patron.**
- 7. Fill out necessary paperwork if needed (incident and witness reports).**
- 8. Have the manager on duty tell you if it is appropriate to return to duty or close the pool.**

#### **Other Guards:**

- 1. Other guards blow your whistle long and loud to alert the patrons to clear the pool in a quick manner. All personnel not engaged in the actual rescue should remain at their post until the pool is cleared! Multiple drowning had occurred due to guards being preoccupied by other distress areas. Pay attention to your scanning area, as well as covering the area unattended by the missing guard.**
- 2. When pool is cleared, one guard's role is to keep the patrons away from the scene and to provide appropriate working space, while the other guards go to the scene to help. Keep bystanders calm and away**

from the victim. (This is the other guard or a bystander, depending on the # of guards).

3. A designated person will call 911 using the phone on the wall of the pool house as well as notifying the pool manager of the occurring situation and retrieving the first aid kit and CPR mask. (This is the other guard or a bystander, depending on the # of guards).
4. Go back to the scene and if needed, administer medical treatment.
5. When EMS arrives, notify them of the situation and occurrences.
6. Alert/Notify parents of injured patron.
7. Fill out necessary paperwork if needed( incident and witness reports).
8. Have the manager on duty tell you if it is appropriate to return to duty or close the pool.

### **Guard Signals**

**1 Long and Loud Blow: Dangerous weather, situation or emergency.  
Clear the pool!**

**2 Short Blows: To gain another guards attention. Good communication!  
Do not abuse this. Only use when needed.**

**3 long and loud Blows: Emergency, Activating EAP**

**1 Short Blow: To advise a patron of a wrongdoing.**

## **Report Filing Process**

**Incident Reports: Fill out and return to main office within 24 hours.**

**Witness Reports: If necessary return with incident reports.**

### **Procedures for Lighting/ Thunder/ Rain**

- 1. Know your clouds to determine approaching thunderstorm.**
- 2. If you hear thunder, notify supervisor and await instructions**
- 3. If lighting is seen, blow whistle and clear pool immediately.**
- 4. Follow phone chain for rain.**

**a. Parks and Recreation Director**



**b. Aquatics Director**



**c. Head Lifeguard/ Pool Manager**



**d. Lifeguards**

## **OSHA**

**The County of Anson is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of an important program under the OSHA Act. We have implemented this hazard communication as outlined herein.**

### **Access to the Written Program**

**All or any part of this written hazard communication program is available to employees, their designated representatives, the assistant secretary of labor for occupational safety and health(OSHA) and the director of the national institute for occupational safety and health(NIOSH). This is available from the safety representative in the particular area for review and copying.**

### **Hazard Determination**

**( Must be performed only by importer or manufactures)**

- A. The initial hazard determination is coordinated by Jeff Waisner with the assistance of a safety representative from each specific area.**
- B. Any substance listed in 29 CFR 1910, subpart 2, toxic and hazardous substances; the American conference of governmental industrial hygienists(AGGIH), threshold limit values for chemical substances and physical agents in the work environment; the National Toxicology Programs(NTP), the annual report on carcinogens; or the International Agency for Research on Cancers(IARC), monographs will be considered a health or physical hazard, and therefore, hazardous.**
- C. Furthermore, any substance otherwise known to be hazardous, is included in our hazard communication program.**

- D. Every hazardous substance known to be present in the workplace will be listed on the hazardous chemicals inventory. The safety representative is responsible for coordinating and maintaining the list.**
- E. The identity of the substances appearing on the hazardous chemicals inventory will be the same name that appears on the manufacturer's label, in-house label, and the MSDS for that substance.**
- F. The hazardous chemicals inventory will serve as an index to the MSDS files.**

### **Labeling**

- A. No hazardous chemicals will be accepted for use in the facility or shipped to any outside location unless labeled with at least the following information:**
  - **Identity of the hazardous chemicals**
  - **Appropriate hazard warnings**
  - **Name and address of the chemical manufacturer, importer, or other responsible party**

**The safety representative is responsible for compliance with this**

- B. All county containers of hazardous chemicals will be labeled with at least the following information:**
  - **Identity of the hazardous chemicals**
  - **Appropriate hazard warnings**
- C. In-house labels are stocked in the safety representative's office**
- D. The safety representative is responsible for reviewing and assuring label information is kept current**
- E. No label is to be defaced or removed when a material is received or in use**

### **Material Safety Data Sheets**

- A. A material safety data sheet(MSDS) containing the information required by the hazard communication standards will be kept for each substance listed on our hazardous chemicals inventory. The MSDS will be the most current one supplied by the chemical manufacturer, importer, or distributor. You have the right to view these. The safety representative is responsible for obtaining and maintaining the files of MSDS**
- B. The MSDS are filed in the safety representatives office and are readily accessible to employees in the work area during each work shift upon request**

## **Equipment**

- 1. A light, strong pole not less than 12 feet long, including a body hook.\***
- 2. A minimum ¼ inch diameter throwing rope as long as one and one-half times the maximum width of the pool or 50 feet, whichever is less, to be attached to a coast guard approved ring buoy.\***
- 3. Two units of lifesaving equipment must be provided.\***
- 4. CPR masks, first-aid, and other rescue equipment.**
- 5. Rescue board.**
- 6. One rescue tube per guard**

**\* North Carolina State Law**

### **Special Groups**

**4-H, Youth Services, SOS, Summer Camps, etc will use the pool on Wednesday or Friday afternoons between the hours of 1:00pm – 3:00pm. Those groups must be scheduled in hourly blocks. Those groups must first register with the Aquatics Director before scheduling a certain time slot.**

# LIFEGUARD

# JOB DESCRIPTION/DUTIES

1. Must have current senior lifesaving, CPR and first aid, AED,PDT certifications.
2. Prevent accidents through the enforcement of policies, rules, regulations, and ordinances.
3. Govern the conduct of patrons using the pool.
4. Constantly be on the lookout for accidents in the water and on the deck.
5. Rescue persons in trouble, resuscitate if needed.
6. Administer first aid; call emergency personnel in case of serious accident.
7. Clean bathrooms, pick up trash, vacuum pool every day.
8. Enforce and adhere to all rules and regulations of the pool area.
9. Call Pool manager or Aquatics Director in discipline of swimmers if needed.
10. Report all hazards, problems with equipment to the pool manager.
11. Be punctual for duty, *Tardiness will not be tolerated!!*
12. Check bathrooms every hour and clean them with disinfectant in the morning and before closing.
13. Always be alert and observing of pool activities while off the chair. Stay in your positions and do not congregate in groups, be separate! Two warnings will be given, on the third your job will be terminated.
14. When necessary, close pool, because of threatening conditions such as thunderstorms. Clear and close the pool.
15. Be responsible for supervising patrons when pool is temporarily closed and control discipline.
16. Be prepared to perform any other duty set forth by the pool manger, Aquatics Director or the Park Director.
17. No personal telephone calls unless of an emergency and no visitation by friends while on duty.
18. Patrons are not allowed to go through office area to get to the pool. Use side gate only. No exceptions.
19. Be prepared to demonstrate lifesaving skills / saves during all in service training exercises.
20. If there is a problem, go through the proper chain of staff to address it. We stress good communication!
21. Responsible for following the a.m. / p.m. duties that are listed on the a.m./ p.m. list.
22. Responsible for all of the information in the Aquatics Manual.
23. If you do not work to our expectations, you will not be paid for those times.
24. Issues and Salary are not to be discussed at any time.

**At any time that these duties are not followed, your job can be terminated at will.**



**Opening Duties 8:30am**

1. Check and record Chlorine / Ph levels
2. Vacuum Pool (Shallow and Deep End)
3. Gutters Cleaned and Polished
4. Place Equipment in appropriate places
5. Checked and Clean Bathrooms (Washed, toilets flushed, paper re-stocked)
6. Trash / Debris picked up (Deck)
7. Backwash Filter (Only in the morning)

**Afternoon Duties 1:30pm**

1. Check and record Chlorine / Ph levels
2. Checked and Clean Bathrooms (Washed, toilets flushed, paper re-stocked)
3. Trash / Debris picked up (Deck)
4. Prepare for opening Pool to the public at 2:00pm Sharp!!

**Closing Duties 5:00pm**

1. Trash / Debris picked up (Deck, Admissions Booth, Concession Area)
2. Equipment returned to equipment building
3. Sweep stones and debris off deck
4. Checked and Clean Bathrooms (Washed, toilets flushed, paper re-stocked)
5. Check and record Chlorine / Ph levels
6. Gutters Cleaned and Polished
7. Remove foreign objects from the bottom of pool
8. Close and Lock gates to pool

**Break Duties 2:50pm 3:50pm**

1. Check Pool for foreign objects (Glass, hairpins, rocks, earrings, razors, rings)
2. Remove foreign objects from bottom of Pool (Ladder rubber stoppers included)

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Lifeguard

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Aquatics Director

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Parks and Recreation Director