

Concord Swim Club Work Rules for Managers and Lifeguards

The following rules apply to all Managers and Lifeguards while on duty.

1. Staff will wear a swimsuit designating him or her as a Guard. On-duty staff must be recognizable even if wearing a t-shirt or sweatshirt.
2. Staff will have a whistle to use when noting a violation of the club rules. One whistle will be provided each year by the club. Replacement whistles are the responsibility of the individual staff member.
3. While pool is open for swimming, staff will be at one of the work positions:
 - a. On a lifeguard stand, watching the swimmers, before entering stand, guard will walk one lap around perimeter of pool and repeat this after last rotation,
 - b. Checking, maintaining, and cleaning the pool facilities (including cleaning and stocking the restrooms, collecting trash, removing liter, etc.),
 - c. In the office, restricting entry to the pool to members and guests (according to the Guest Policy),
 - d. Sitting at the side of the pool, facing the pool, in case they are needed to assist with a rescue, or
 - e. In the pool, offering informal (un-paid) swim instruction or structured play activities, if not needed at another work position.
 - f. Meal and restroom breaks may be taken as appropriate with the knowledge of the Manager.
4. While pool is open for swimming, no more than one on-duty staff member will be in the office for an extended length of time.
5. Two staff up on the stands is the normal staffing. One staff member up is acceptable *only* if only one sector of the pool is in use. (The pool has 3 sectors – shallow end, deep end, diving well.)
6. Unless on lifeguard stand, staff may take a short swim to cool off. Staff will *not* spend extended time in the pool away from a work position.
7. Staff on the lifeguard stand have the primary responsibility of monitoring the swimmers. Staff will not engage in extended conversation, eating, using a cell phone, texting, or any other activity that will distract him or her from this primary responsibility. Cell phones are not allowed on the stand.
8. Staff will be aware of the rules of the club and enforce these rules.
9. Staff will not allow a non-staff person on the lifeguard stands.
10. Lifeguards can escalate any rules problem to a Manager. A Manager can escalate to the club President or Vice President.
11. Staff will note on the provided timesheet starting and ending time of work and total daily hours of work (to the nearest quarter hour).

Whether on duty or not, all staff will set a good example for others by following the club rules (including no horseplay). Off-duty staff may come to the office to check schedules and pickup paychecks but may not stay in the office.

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While on duty, the Manager will:

1. Ensure all staff follows the rules above.
2. Assign the rotation of Lifeguards to the work positions and take part in the rotation.
3. Oversee completion of all staff tasks before releasing staff at close of day.
4. Open and close the pool for swimming (including suspending swimming because of thunder or lightning, and closing the pool in case of bad weather or safety/sanitary issues).
5. Ensure all staff properly record starting and ending time of work.

Violations of these rules may be noted by the Manager, a member of the Personnel Committee, the club President or Vice President, or any member of the Board of Directors. Violations of these rules will result in:

- 1st instance: Verbal warning with notification to the club President
- 2nd instance: Reduction in hours and written warning with notification to the club President
- 3rd instance: Deletion from the schedule of work with notification to the club President. Staff member will not be reinstated until cleared by President of the club.

I HAVE READ, UNDERSTAND, AND WILL ADHERE TO THESE WORK RULES:

Name: _____ Date: _____