

Agenda
Bayshore Gardens Park & Recreation District
Personnel & Salaries Committee Meeting
Wednesday; March 03, 2021 at 7 P.M.

1. Roll Call
2. Review Lifeguard Handbook
3. Review Maintenance Responsibilities
4. Additional Items as Needed

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

Summer 2015

Bayshore Gardens



Lifeguard Handbook

6919 26th Street West, Bradenton, FL 342087 941.755.1912

Bayshore Gardens District Swimming Pool

This handbook has been prepared to serve as an effective aid in orientation and in-service training for our pool personnel. All personnel must be knowledgeable of and comply with the policies and procedures outlined in this handbook.

We welcome you to our pool staff and wish you well in your work. Our swimming program relies upon the level of competence of our staff. As an employee of the Bayshore Gardens Park and Recreation District, you are expected to conduct yourself in a manner that will represent the Park and Recreation District as an exemplary employee and to carry out the responsibilities assigned to you.

We would like to thank you for being a part of our program and we are looking forward to a great summer.



Introduction

Our swimming pool is maintained as a service to the homeowners of the Bayshore Gardens Park and Recreation District. We provide an environment for recreational swimming, and other water activities that the homeowners are interested in.

We strive for professionalism and as an employee you play an important role in the day to day operations of the pool. We want to insure our homeowners and their guests have a safe, happy and relaxed experience when they visit. Each employee, regardless of classification, should cultivate a courteous attitude and should develop tact, courtesy, willing service, and a pleasant smile which will help promote the pool and its activities.

HOURS OF OPERATION

The pool will open to homeowners and renters with waivers on file once the water temperature reaches a consistent 70 degrees Fahrenheit. It will close for the season when the water temperature drops below 70 degrees Fahrenheit.

Monday – Friday 8am – 4pm – SWIM AT YOUR OWN RISK. 4pm – 7pm there will be attendants on duty. Hours will extend to 8pm and there will be life guards on duty from noon until close, when school is dismissed for the summer.

Saturday and Sunday 12pm – 7pm. Life guards on duty and hours will extend to 8pm when school is dismissed for the summer.

Guest fees – Guests must ALWAYS be accompanied by a resident or a renter with waiver, NO EXCEPTIONS. Passes may be purchased in the office or concession stand.

\$3.50/visit

\$20.00/Book of 10

POOL STAFF CODE OF CONDUCT

- Be Professional. Treat everyone courteously and professionally at all times. Your actions reflect the District and being professional is an important part of any job. People who witness staff acting professionally are more likely to respect their authority.
- Arrive promptly for your shift; it is your responsibility to work the hours you are assigned. No lifeguard is permitted to take a day off without prior approval from the lifeguard supervisor.
- Do not hold long conversations while on duty.
- You are not to baby sit or take responsibility of others personal property.
- Your priority is for the swimmers, if there is a swimmer in the pool you need to be near the pool or on your stand.
- Devote your complete attention to the swimmers in the pool, and resist familiarity with patrons. Friendly chatting can lead to distraction; your focus is on the swimmers in the pool.
- Do not make unnecessary rescues or assists. However, never let a swimmer get in trouble when it can be prevented.
- Watch for intoxicated persons. Keep them out of the pool area and call for assistance if needed.
- Notify pool supervisor/manager for all major first aid cases immediately.
- No one with open cuts or wearing diapers permitted in pool.
- Enforce all safety rules and regulations with tact and diplomacy. However, if a situation gets out of hand notify the proper authorities. Call 911 for sheriff if necessary.
- ALL incidents/accidents MUST be recorded and copies given to the District manager, to be kept on file and distributed to the Chairman of the Board of Trustees, and the Chairman of the House and Grounds committee. Data for the incident report must include: date, time, names of any witnesses, and names of people involved in the incident.
- Uniforms are to be worn by staff at all times when working, staff is responsible for maintaining their uniforms. Swim attire is not permitted in the hall or the office if wet. Please make sure you are totally dry if it is necessary to enter these areas.
- Do not belittle or discredit another guard in public or to another guard. If you have issues with a co-worker inform the co-worker and/or the lifeguard supervisor.
- While on duty there is absolutely no smoking, sleeping, loitering in the breezeway or concession, consumption of alcohol, use of narcotics, misconduct, profanity, fighting, insubordination, indecent gestures, language or behavior. There is no chatting on your cell phone. Any of the above is grounds for immediate dismissal.

HARASSMENT

The Bayshore Gardens Park and Recreation District prohibits racial, sexual or religious discrimination or harassment. All employees and patrons are guaranteed the right to be in an environment free from any harassment. If anyone feels that they have been a victim of discrimination or harassment, then management must be notified immediately. All allegations will be taken very seriously and dealt with in strict confidence. If an employee is found guilty of harassment, then appropriate disciplinary action will be taken, this may include suspension without pay or immediate termination.

DUTIES and ROTATIONS:

Lifeguards will be in the stands at all times the pool is open, in the event there are no swimmers staff will keep busy during any lulls (see below) Staff may not loiter anywhere on District property, for example the breezeway, concession, etc. Staff will rotate out every half hour. One staff member will be manning the sign in stand and concession while others are on the stands. During any lulls the staff will keep the pool areas clean, For example: sweeping the breezeway and bathrooms, check the bathrooms for toilet paper, paper towels and soap, refill and cleans as needed, and wipe down the tables on the pool deck.

CALLING IN

When calling in an employee must speak with a supervisor or the District manager. Excessive absenteeism and/or tardiness will result in disciplinary action and/or termination.

DISCIPLINARY ACTION

The following is a list of procedures to document any reprimands or disciplinary action up to and including immediate discharge. All occurrences with staff are documented and kept in their personnel file at the District office.

- 1st Offense – Verbal Warning
- 2nd Offense – Written Warning
- 3rd Offense – Termination

CLOSING OF THE POOL

- In the event anyone poops or vomits in the pool, the pool needs to be closed for a one hour – NO EXCEPTIONS.
- In the event anyone has diarrhea in the pool, the pool needs to be closed for 24 hours.
- In the event of any of the above circumstances the pool needs to be cleaned.
- If lightning or thunder is in the area swimmers must exit the pool immediately and the pool needs to close for 30 minutes. If time is almost up and you hear thunder or if there is still lightning in the area the 30 minutes closure starts all over.
- If there is no running water at the facility, the pool needs to be closed and will reopen once the issue is resolved.
- If there is no electricity at the facility the pool needs to be closed and will reopen when power is restored.

OPENING PROCEDURES

- Unlock all gates, pool, picnic and play area.
- Open pool office, straighten if necessary.
- Date and put out proper sign-in sheets.
- Check in money – get quarters if necessary.
- Unlock shower rooms, sweep, flush, pick up trash and clean as needed.
- Check restrooms, sweep, flush, pick up trash and clean as needed.
- Pick up and sweep both pool decks.
- Dry off chairs and tables if needed.
- Set up all umbrellas.
- Check and record pool temperature.
- Check and record Chlorine/PH levels in pool.
- Fill water cooler with ice and water.
- Check personal first aid kit and Petersen belt/Rescue tube.

DURING SHIFT PROCEDURES

- Check pool passes.
- ***If there are swimmers in the pool there needs to be life guards on the stands or near the pool at all times – NO EXCEPTIONS***
- No Cell phones.
- No personal calls unless an emergency.
- Pick up trash, clean cigarette urns and sweep around pool area throughout the day.
- Check pool for cleanliness, skim pool with net to remove any debris.
- Keep tables, chairs and pool rim clean.
- During lulls hose off upper and lower deck area.
- Keep pool area straightened and organized.
- Check and maintain shower areas.
- Empty trash containers as needed and put trash in dumpster.
- Enforce ALL pool rules i.e.: no food/drinks in pool area, etc.
- Protect pool area: flower bed, chemical shed, pool pit and lane line.
- Be a team player – work together to promote a safe, clean environment for residents and their guests.
- Be a role model – people look up to attendants and monitors.
- NO LOITERING – if you have nothing to do find something to do, or ask your supervisor for a task.

CLOSING PROCEDURES

- Straighten pool tables, chairs and lounge chairs.
- Take down umbrellas, put away all pool equipment; safety, floats/noodles, kick boards, tetherball, etc.
- Brush pool sides and bottom.
- Check shower rooms, restrooms, pool breezeway, replace soap and paper as needed, empty trash and put in dumpster.
- Turn off lights and lock up, concession.
- Straighten and sweep pool office if needed, lock up.
- Sweep breezeway and clean cigarette urns.
- Lock all gates, pool, picnic and play area.
- Lock emergency exit door and breezeway gate.

GATE ATTENDANT DUTIES

- ◆ Set up sign-in area and straighten up breezeway area (sweep, dump trash cans)
- ◆ Check bathrooms during 10 minute adults swim for debris on floor & backed up breezeway bathroom toilets
- ◆ Sweep breezeway and hallway to office (keep clean at all times)
- ◆ Clean cigarette butt cans in the morning and evening
- ◆ Turn on register
- ◆ Count bank \$75.00
- ◆ Check inventory for candy, ice cream and water
- ◆ Vacuum snack bar area (if needed)
- ◆ Make sure all members are signed in correctly
- ◆ Guest fees are to be collected
- ◆ Make sure waivers for children ages (11-17) are signed by parent in front of pool staff/office employee.
- ◆ If anyone is in the snack bar area that is not authorized to be in there or if snack bar is left unattended that employee will be fined \$10.00 (re Manager)

POOL RULES AND REGULATIONS

Rules and Regulations have been established for the protection of those using the pool. This is a private pool; use is restricted to Bayshore Gardens residents (property owners or renters with waivers), their guest, associate pool members or groups authorized by the Bayshore Gardens Park and Recreation Board of Trustees.

- Homeowners/renters with waivers only may purchase Guest passes and homeowner must accompany anyone using a guest pass.
- Children 10 or younger MUST be accompanied by a responsible adult. Children between 11-17 with a Hold Harmless Agreement on file, signed by a parent or guardian in the presence of a witness who is employed by Bayshore Gardens Park and Recreation District may use the pool when life guards are present NO EXCEPTIONS.
- Proper attire must be worn; no cut-offs, thongs or jeans.
- NO Food or alcoholic beverages.
- NO street clothes in pool area without approval of person on duty.
- NO abusive language, running, shoving, pushing or causing undue disturbance.
- NO riding on shoulders, throwing, shoving, spitting, spouting, blowing of nose in pool.
- NO diving from the areas marked in RED.
- If floatation devices are being used on a child, parent or guardian must accompany child.
- Parents MUST oversee their children or charges; we are not responsible for them.
- Adult swim will be called every 45 minutes for a period of not less than 15 minutes.

DIVING WELL RULES

- No entering from the RED designated sides.
- Enter Pool from the front end only.
- Swimmers must EXIT via ladders at pool sides only.
- Dives considered dangerous will not be tolerated.
- You must wait until the person ahead is clear prior to entering.
- Pool attendants may close diving well when appropriate, at their discretion.

BREEZEWAY RULES

- NO Smoking in the breezeway, smoking is permitted outside the fenced areas only.
- NO Loitering in the breezeway, steps to the office or outside entrance to breezeway. If necessary ask people to use the picnic tables to gather.
- Entranceway shall be free of clutter and people at all times.
- Bicycles are to be put in bike racks.