

Agenda
Bayshore Gardens Park & Recreation District
Personnel & Salaries Committee Meeting
Wednesday; March 04, 2026, at 6:00 P.M.

1. Roll Call
2. Continue Reviewing Lifeguard Employee Manual
3. Additional Items as Needed
4. Adjourn

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.



G A R D E N S

PARK & RECREATION DISTRICT

Lifeguard Handbook

Approved By Board March 24, 2021

6919 26th Street West, Bradenton, FL 34207 : 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.



6919 26th Street West, Bradenton, FL 34207 : 941-755-1912

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 TO BE PUBLISHED ON BAYSHORE GARDENS WEBSITE AND PROVIDED TO LIFEGUARDS AND POOL ATTENDANTS AT LEAST 30 DAYS IN ADVANCE INCLUDING AVAILABLE RENTAL HOURS.

The pool will open to homeowners and renter 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 70 degrees Fahrenheit.

SHIFT POOL HOURS TO BE ESTABLISHED BY THE BOARD OF TRUSTEES

2. COMPENSATION STRUCTURE

A. Regular (Non-Event) Hours

Regular lifeguard duties, including open swim, lap swim, lessons, and *routine operations***, shall be compensated at (~~\$18.00 per hour.~~) **Current Pay Scale**

- These hours are designated as “Non-Event Hours.”

B. Special Event Hours

- **Special** events, including but not limited to swim meets, **private rentals****, District-sponsored events, or after-hours **District** programming, are designated as “Special Event Hours.”
- **Special** Event Hours shall be compensated at (~~\$25.00 per hour.~~) **Current Pay Scale**
- Event assignments are not guaranteed and are scheduled at the sole discretion of the District.

**** DEFINE**

3. ELIGIBILITY FOR SPECIAL EVENTS

To be eligible for assignment to ***Special*** Events Hours, Employee must:

- ~~1. Accumulate a minimum~~ ***have completed of 40 regular (non-event) hours of lifeguard service.*** within the current pool season or other defined eligibility period established by the District; and
- ~~2. Remain in good standing, including:~~ ***Be continuously employed during pool season starting with the opening and closing of the pool unless excused for cause.***
 - Maintain Active lifeguard certification(s)
 - Satisfactory job performance ***reviews***
 - ***Mandatory to work 1 (one) weekend schedule every other weekend.***
 - Compliance with all District rules, policies, and safety protocols

The District may adjust the required number of qualifying hours by policy or resolution, provided such changes are applied prospectively.

4. PRIORITY AND ASSIGNMENT OF SPECIAL EVENT SHIFTS

- Special event shifts ~~may~~ ***will*** be offered based on eligibility, availability, seniority, ***or*** performance, or operational needs.
- ~~• The District reserves the right to assign, limit, or revoke event assignments at any time for operational, safety, or disciplinary reasons.~~

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.
- Proper swim diapers only permitted in pool.

6919 26th Street West, Bradenton, FL 34207 : 941-755-1912

- 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.
- No one other than a lifeguard on duty is permitted in the lifeguard room.
- Notify pool supervisor/manager for all major first aid cases immediately.
- No one with open cuts or wounds 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 incident/accidents MUST be report and copies given to the District manager, to be kept on file and distributed to the Board of Trustees. Data for the incident report must include: date, time, names of any witnesses, names of people involved in the incident and a detailed report of what occurred.
- 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 or loitering in the breezeway, 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 actions will be taken, this may include suspension without pay or immediate termination.

DUTIES and ROTATIONS

6919 26th Street West, Bradenton, FL 34207 : 941-755-1912

Lifeguards will be in the stand 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 the District property, for example the breezeway and lifeguard room, etc. Staff will rotate out every half hour. During all lulls the staff will keep the pool area clean, For example: sweeping the breezeway and bathroom, check the bathrooms for toilet paper, paper towels and soap, refill and clean as needed, and wipe down the tables and chairs 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 in 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 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 within a 10-mile radius swimmer must exit the pool immediately and the pool needs to close for 30 minutes. The 30 minutes start over if there is another lightning strike. (USE WEATHERBG APP.) or contact your immediate supervisor if you are unsure.
- 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 once power is restored.

OPENING PROCEDURES

- Unlock all gates, the front breezeway and back picnic and play area.
- Open lifeguard room and straighten up 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

- **If resident pool FOB does not work, direct them to the District office.**
- **If there are swimmers in the pool there needs to be a lifeguard on the stand or on the upper deck at all times. – NO EXCEPTIONS**
- No personal calls unless it is an emergency.
- Pick up trash and sweep around pool area throughout the day.
- Check pool for cleanliness, skim with net to remove 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.
- Enforce ALL pool rules i.e.: no food/drinks on upper deck.
- Protect pool area: flower beds, 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 lifeguards and pool attendants.
- NO LOITERING – if you have nothing to do find something to do, or ask your supervisor for a task.

CLOSING PROCEDURES

- Straighten pool tables and lounge chairs.
- Take down umbrellas, put away all pool equipment; safety, floats/noodles, kick boards, tetherball, etc.
- Check shower room, restrooms, pool breezeway, replace soap and paper as needed.
- Turn off lights and lock up, lifeguard room and bathrooms.
- Lock all gates, the front breezeway and back picnic and play area.
-

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, associated pool members or group authorized by the Bayshore Gardens Park and Recreation Board of Trustees.

- **Homeowners/Renters/Guests with waivers only. (Resident needs to accompany guests)**
- Children 10 or younger MUST be accompanied by an 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 lifeguards are present. – NO EXCEPTIONS
- Proper attire must be worn, no cut-offs, thongs, or jeans.
- NO food or beverages on upper deck.
- 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.
- Diving permitted in dive well ONLY.
- If floatation devices are being used on a child, parent or guardian must accompany child.
- Parent MUST oversee their children or charges; we are not responsible for them.
- Pool breaks will be called every 45 minutes for a period of not less than 15 minutes if only ONE lifeguard is on duty.
- NO glass permitted in pool area.

~~DIVING WELL RULES~~

- ~~Swimmers MUST exit via ladders at pool sides only.~~
- ~~Dives considered dangerous will not be tolerated.~~

6919 26th Street West, Bradenton, FL 34207 : 941-755-1912

- ~~You must wait until the person ahead is clear prior to entering.~~

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.

**RECEIPT OF EMPLOYEE MANUAL STATEMENT
AND AVAILABILITY SCHEDULE**

I have received a copy of the Bayshore Gardens Park and Recreation District Lifeguard Handbook. I am providing my availability. I hereby agree to abide by these rules as a condition of my employment. I have been informed that this agreement with my signature will be placed in my personnel file.

I am available

Monday from _____ to _____

Tuesday from _____ to _____

Wednesday from _____ to _____

Thursday from _____ to _____

Friday from _____ to _____

Saturday from _____ to _____

Sunday from _____ to _____

Holidays from _____ to _____

Should my availability change, I understand that I may amend the schedule in writing subject to District Office approval.

Employee Signature

Date

Lifeguard Handbook Revised _____