NORWOOD nya YOUNG AMERICA

Norwood Young America Parks and Recreation Commission
Tuesday, April 21, 2015 at 5:30 p.m.
MEETING LOCATION: FRIENDSHIP PARK

AGENDA

Dorothy Bohnen, Vice-Chair

Sharilyn Feltmann

Karen Hallquist, Planning Commission Rep.

Lori Trocke

Jim Zellmann

Julie Kuenzel, School District Rep.

Jim Keller, Council Liaison, Chairperson

1. Call to Order
2. Adoption of Agenda
3. Approve Minutes of March 17, 2015 meeting
5. Old Business
   a) Friendship Park Tour with NYA Lions Parks Committee
   b) Swimming Pool Staff Manual
6. New Business
7. Commissioner Reports/Updates
8. Adjourn

UPCOMING MEETINGS

April 27th	6:30 p.m. – City Council meeting
May 11th	6:30 p.m. – City Council meeting
May 19th	5:30 p.m. – Parks & Recreation Commission meeting

NORWOOD YOUNG AMERICA
PARKS & RECREATION COMMISSION
MARCH 17, 2015 MINUTES

Present: Commissioners Dorothy Bohnen, Lori Trocke, Julie Kuenzel, Community Education Rep., Karen Hallquist, Planning Commission Rep. and Jim Keller, Council Liaison.

Absent: Jim Zellmann and Sharilyn Feltmann.
Staff Present: Steve Helget, City Administrator and Brent Aretz, Public Works Director.

Others Present: None.

1. **Call to Order**
   JK called the meeting to order at 5:30 p.m.

2. **Adopt Agenda**
   Motion – LT/KH, all were in favor to approve the agenda.

3. **Approve Minutes of February 17, 2015 Meeting**
   Motion - JK/KH, all were in favor to approve the February 17, 2015 minutes.

4. **Old Business**

   A. Establish 2015 Goals
   The Commission reviewed the following goals for 2015:

   1. Casper Park – remove the existing wood play structure.
   2. Willkommen Park – hire a design/build contractor to provide an estimate for repairing the Old Town Buildings. Based on estimate determine course of action.
   3. Willkommen Park – remove the existing bathrooms.
   4. South Park – replace the existing basketball rims, backboards, and poles.
   5. South Park – consider/determine future improvements to the park that can be completed without reconstruction of South Street.
   6. Friendship Park – coordinate with NYA Lions Club improvements to playground structures and park in general.
   7. Sports Complex – prepare for 2017 Men's State Amateur Baseball Tournament.
   8. Dog Park – continue to consider establishing a park.
   9. Preserve 3rd Addition, Outlot A – develop a park/preserve plan.
   10. Park Trash Containers – purchase additional containers for parks.

Motion - LT/DB, all were in favor to approve the 2015 Goals.

5. **New Business** – None.

A. South Park Basketball Rims & Poles Replacement

BA provided cost and product options for replacing the basketball poles, rims, and nets. The three options ranged in price from $1,283 to $1,479. Discussion was held on the rim height and the crank adjuster. The Commission directed BA to research how the crank adjuster works and to obtain price quotes for non-adjustable poles and rims and to report back at a future meeting.

B. Friendship Park Tour with NYA Lions Park Committee

SH stated the meeting with the Lions Park Committee will held on April 21st. The Commission will meet at Friendship Park. BA stated he is researching possible playground improvements and will have some information for the meeting.

C. Miscellaneous

BA stated they are one trash container short and requested the purchase of one at a cost of $389.00.
Motion – KH/LT to purchase one trash container. Motion unanimously carried.

Discussion was held on the Adopt a Park Program. The Commission directed BA to provide a list of the organizations that participated last year. It was suggested that the organizations should be sent a letter to determine if they plan to continue the program this year.

Some discussion was held on Outlot A, Preserve Third Addition. BA stated he is available to give rides through the Outlot. JK suggested everyone attempt to take a look at the Outlot by the next meeting.

SH stated he has heard from some citizens who would like to see the trail located east of econo foods paved again. The Commission consented to wait and see how trail users adjust to the trail without pavement.

BA reported the Public Works Department will be hiring two new seasonal employees and has one returning from last year.

6. **Commissioner Reports/Updates** – None.

7. **Adjournment**
Motion –KH/LT, all were in favor to adjourn the meeting at 6:40.

Respectfully submitted,

_____
Steve Helget, City Administrator

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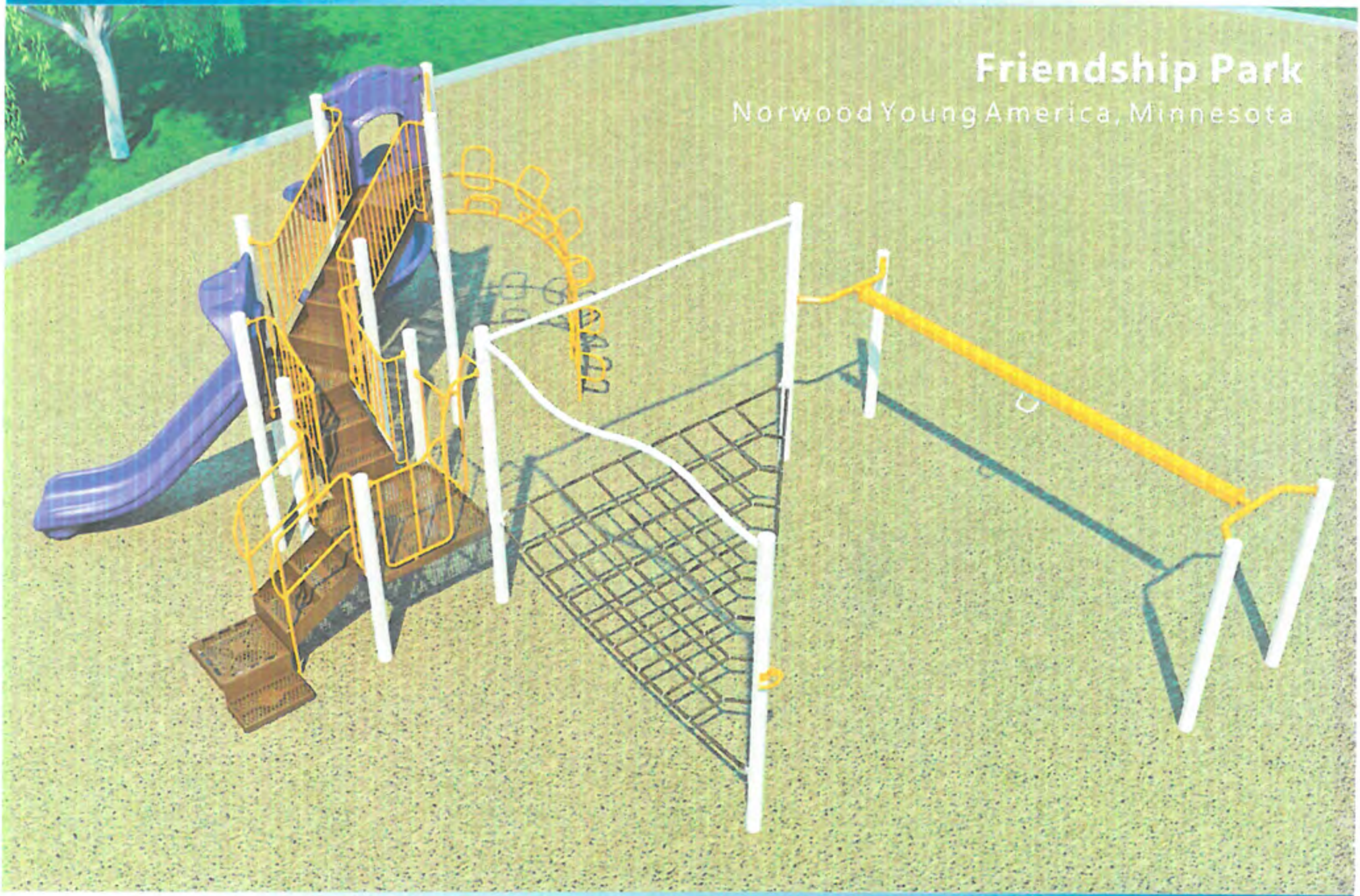
PowerScape

Friendship Park

Norwood Young America, Minnesota



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Minneapolis, MN | Milwaukee, WI
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Drawing D7353L

GameTime

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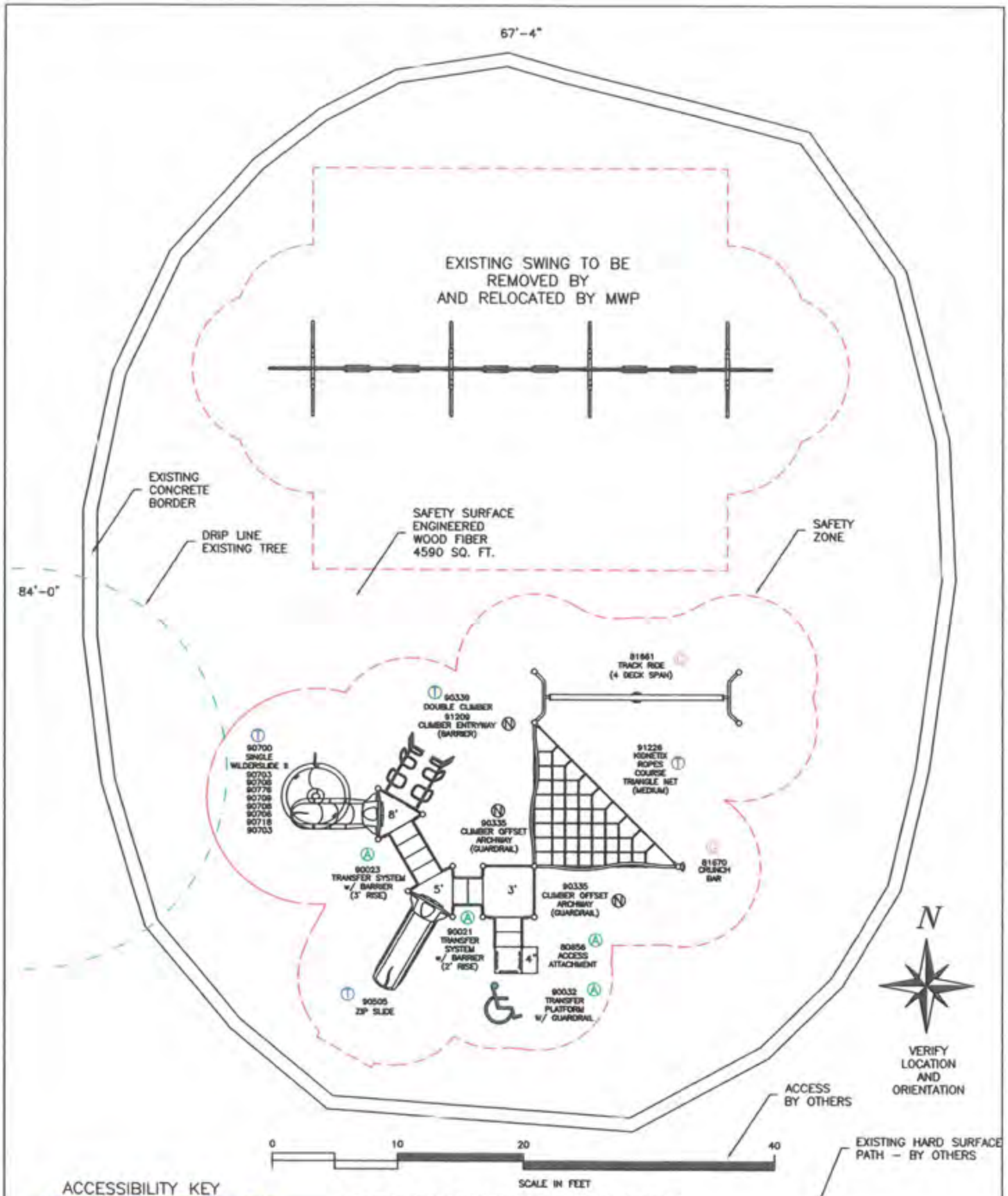

ACCESSIBILITY KEY

Ⓣ TRANSFER ACCESSIBLE – BLUE

ADA REQUIREMENTS FOR STRUCTURE AGES 5–12 YEARS OLD

Mfg. By: Gametime – Enriching Childhood Through Play

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Friendship Park

Norwood - Young America, Minnesota

SCALE: 1" = 10'-0" | 4/9/15 | DWG. NO. D7353L

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Fax 763-546-5050 | info@mnwiplay.com

QUOTE
#12147

04/09/2015

NYA - Friendship Park D7353L - Installation

City of Norwood Young America
Attn: Brent Aretz
310 Elm St W
Norwood Young America, MN 55368
Phone: 952-467-1830
Fax: 952-467-1818
publicworks@cityofnya.com

Ship To Zip: 55368

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	GameTime - Lump Sum - Installation for new play equipment as shown per plan D7353L. - *Price includes the installation for the relocation of the existing six unit swing. Owner is responsible for the removal of the existing swing and removal of the conrete footings.*	$5,875.07	$5,875.07
1	INSTALL	Lump Sum - Installation for 179 cubic yards of EWF at 9" depth and filter fabric.	$1,904.00	$1,904.00
			SubTotal:	$7,779.07
			Total Amount:	**$7,779.07**

This quotation is subject to polices in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of $1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Installation: shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs.

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **$7,779.07**

MINNESOTA • WISCONSIN PLAYGROUND

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Consultant: Dan Lanes

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
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Fax 763-546-5050 | info@mnwiplay.com

QUOTE
#12145

04/09/2015

NYA - Friendship Park D7353L

City of Norwood Young America
Attn: Brent Aretz
310 Elm St W
Norwood Young America, MN 55368
Phone: 952-467-1830
Fax: 952-467-1818
publicworks@cityofnya.com

Ship To Zip: 55368

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Modular PowerScape Play Unit for Ages 5-12. (1) 80000 -- 49" Sq Punched Steel Deck (2) 80001 -- 49"Tri Punched Steel Deck (1) 80656 -- Access Attachment 3'& 4' (1) 81661 -- Track Ride 4-Deck Span (1) 81670 -- Crunch Bar (1) 90021 -- 2'-0" Transfer System w/ Barrier (1) 90023 -- 3'-0" Transfer System w/ Barrier (1) 90032 -- 3' Transfer Platform w/guardrail (1) 90267 -- 9' Upright, Alum (2) 90268 -- 10' Upright, Alum (1) 90269 -- 11' Upright, Alum (2) 90270 -- 12' Upright, Alum (3) 90272 -- 14' Upright, Alum (2) 90335 -- Climber Offset Archway w/ Guardrail (1) 90339 -- 7'-0"/8'-0" Double Climber (1) 90505 -- 5' Single Zip Slide (1) 90700 -- Single Entrance WilderSlide II (2) 90703 -- Straight Section WilderSlide II (1) 90706 -- Exit Section WilderSlide II (2) 90708 -- Helix Spiral (helix adapter) (1) 90709 -- Support WilderSlide II (1) 90718 -- Slide Support (1) 90776 -- Outrigger WilderSlide II (1) 91209 -- Climber Entryway - Barrier (1) 91226 -- Triangle Net (attach) (3) G90267 -- 9' Upright, Galv (3) G90271 -- 13' Upright, Galv	$26,025.48	$26,025.48
1	178749	GameTime - Owner's Kit	$50.00	$50.00
1	EWF-9S	Lump Sum - Engineered Wood Fiber for 9" Compressed Depth - 179 Cubic Yards - *Price includes delivery to site.*	$3,238.00	$3,238.00
1	FABRIC	Lump Sum - Filter Fabric for 4800 Sq. Ft. Area	$722.00	$722.00

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Fax 763-546-5050 | info@mnwiplay.com

QUOTE
#12145

04/09/2015

NYA - Friendship Park D7353L

Quantity	Part #	Description	Unit Price	Amount
2	CTCR30MD	30 GAL. TRASH CONTAINER METAL PITCH - *Trash containers are free of charge and freight.* *Owner is responsible accepting delivery and off loading.*		

SubTotal:	$30,035.48
Freight:	$2,185.45
Total Amount:	**$32,220.93**

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Pricing: f.o.b. factory, firm for 30 days from date of quotation. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **$32,220.93**

A PIKE COMPANY GameTime

MINNESOTA • WISCONSIN PLAYGROUND

PowerScape

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Drawing D7354L

GameTime

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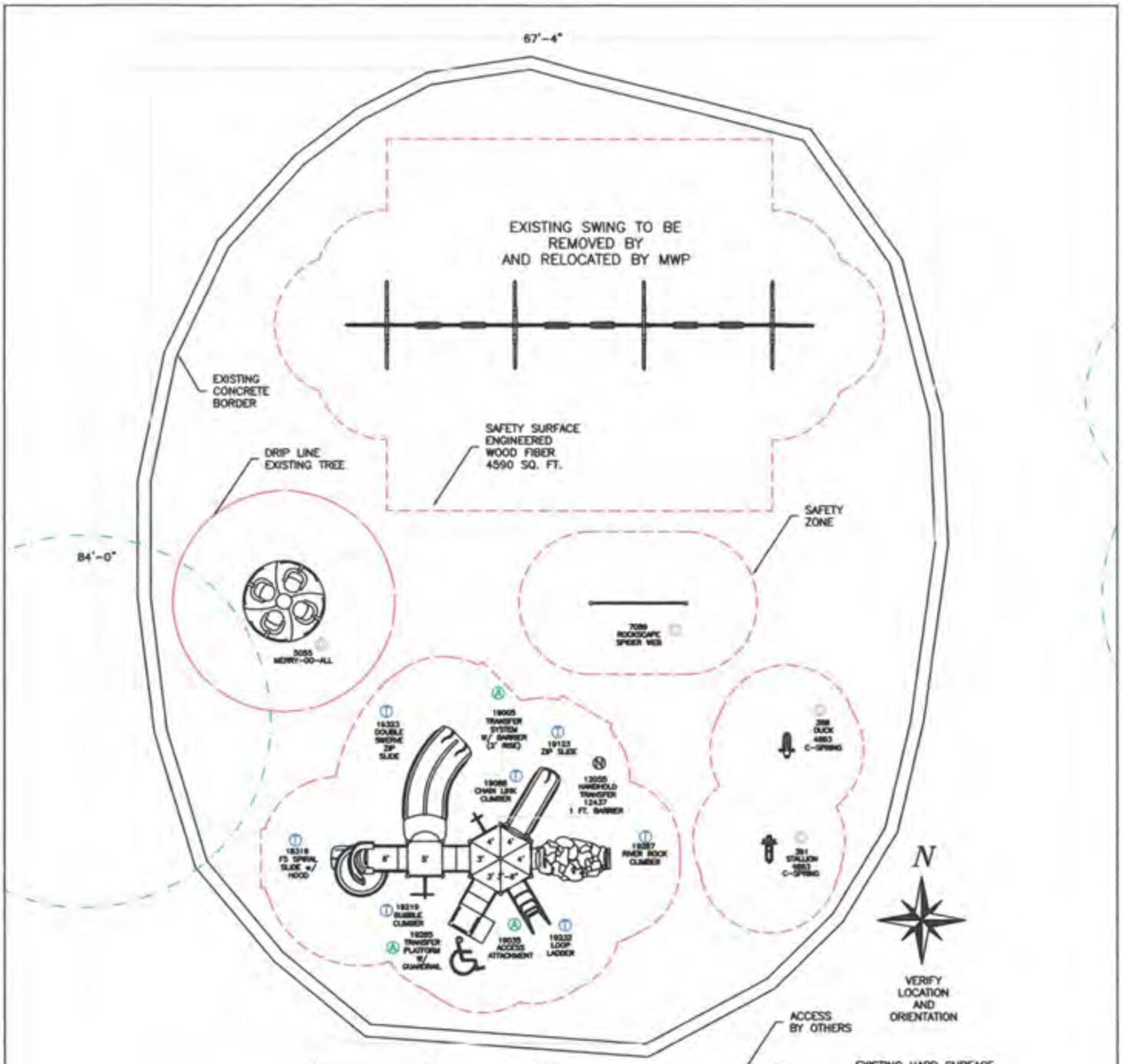

ACCESSIBILITY KEY

- TRANSFER ACCESSIBLE = BLUE
- GROUND ACCESSIBLE = BROWN
- ELEVATED NOT ACCESSIBLE = MAGENTA
- NON PARTICIPATING = BLACK
- RAMP ACCESSIBLE = RED
- ACCESS ROUTE = GREEN

ADA REQUIREMENTS FOR STRUCTURE AGES 5-12 YEARS OLD / AGES 2-12 YEARS OLD

TOTAL NUMBER OF ELEVATED PLAY COMPONENTS	IN PLAN	0		IN PLAN	7	
TOTAL EVENTS ACCESSIBLE VIA TRANSFER	IN PLAN	0	REQ'D. 0	IN PLAN	7	REQ'D. 4
TOTAL ACCESSIBLE EVENTS VIA RAMP	IN PLAN	0	REQ'D. 0	IN PLAN	0	REQ'D. 0
TOTAL ACCESSIBLE GROUND LEVEL EVENTS	IN PLAN	1	REQ'D. 0	IN PLAN	3	REQ'D. 2
DIFFERENT TYPES OF GROUND LEVEL EVENTS	IN PLAN	1	REQ'D. 0	IN PLAN	2	REQ'D. 2

THIS PLAYGROUND MEETS ALL CURRENT ADA REQUIREMENTS & THE FINAL RULE
ABOVE CHART/INFO IS APPLICABLE WHEN USING AN ACCESSIBLE SAFETY SURFACE

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Sold & Distributed By: MINNESOTA • WISCONSIN PLAYGROUND

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Fax 763-546-5050
E-Mail info@mnwiplay.com

Friendship Park

Norwood - Young America, Minnesota

SCALE: 1" = 12'-0" | 4/9/15 | DWG. NO. D7354L

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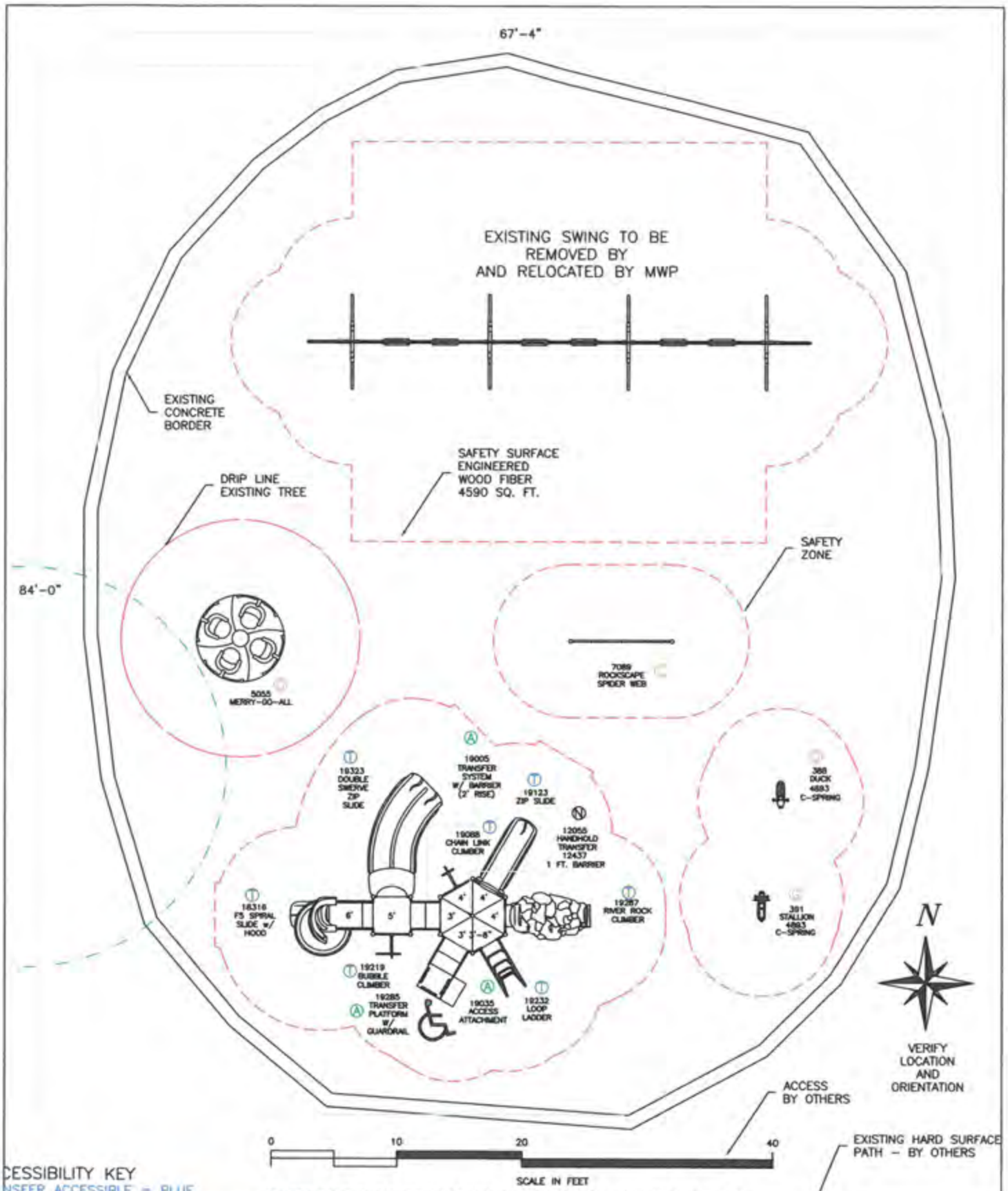

CESSIBILITY KEY
NSFER ACCESSIBLE = BLUE

ADA REQUIREMENTS FOR STRUCTURE AGES 5–12 YEARS OLD AGES 2–12 YEARS OLD

Mfg. By: GameTime – Switching Childhood Through Play

Sold & Distributed By: MINNESOTA • WISCONSIN PLAYGROUND

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Friendship Park

Norwood - Young America, Minnesota

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Golden Valley, Minnesota 55422
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Fax 763-546-5050 | info@mnwiplay.com

QUOTE #12175

04/13/2015

NYA - Friendship Park D7354L - Installation

City of Norwood Young America
Attn: Brent Aretz
310 Elm St W
Norwood Young America, MN 55368
Phone: 952-467-1830
Fax: 952-467-1818
publicworks@cityofnya.com

Ship To Zip: 55368

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	GameTime - Lump Sum - Installation for new play equipment as shown per plan D7353L. - *Price includes the installation for the relocation of the existing six unit swing. Owner is responsible for the removal of the existing swing and removal of the conrete footings.*	$6,074.16	$6,074.16
1	INSTALL	Lump Sum - Installation for 179 cubic yards of EWF at 9" depth and filter fabric.	$1,904.00	$1,904.00
			SubTotal:	$7,978.16
			Total Amount:	**$7,978.16**

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Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **$7,978.16**

PLAYGROUND

MINNESOTA • WISCONSIN PLAYGROUND
Consultant: Dan Lanes

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
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QUOTE #12176

04/13/2015

NYA - Friendship Park D7354L

City of Norwood Young America
Attn: Brent Aretz
310 Elm St W
Norwood Young America, MN 55368
Phone: 952-467-1830
Fax: 952-467-1818
publicworks@cityofnya.com

Ship To Zip: 55368

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Modular PrimeTime Play Unit for Ages 2-12. (7) 12025 -- 3 1/2" Uprt Ass'Y Alum 10' (2) 12026 -- 3 1/2" Uprt Ass'Y Alum 11' (2) 12027 -- 3 1/2" Uprt Ass'Y Alum 12' (1) 12055 -- Handhold Transfer (1) 12437 -- 12" Barrier (1) 18200 -- 36" Sq Punched Deck P/T 1.3125 (6) 18201 -- 36" Tri Punched Deck P/T (1) 18316 -- 5'-0" F5 Spiral Slide (1) 19005 -- Transfer System w/Barrier (2' Rise) (1) 19035 -- Optional Access Step (3' & 5') (1) 19088 -- Chain Link (4' & 4'6") (1) 19123 -- Straight Zip Slide (4') (1) 19219 -- Bubble (4'6" & 5') (1) 19232 -- Loop Ladder (3'6" & 4') (1) 19285 -- Transfer Platform w/ Guardrail 3' (1) 19287 -- River Rock Climber (1) 19323 -- Double Swerve Slide	$16,248.00	$16,248.00
1	RDU	GameTime - Spider Web (1) 7089 -- Spider Web (2) G12026 -- 3 1/2" Uprt Ass'Y Galv 11'	$2,837.52	$2,837.52
1	5055	GameTime - Merry-Go-All	$4,391.68	$4,391.68
1	391	GameTime - Stallion Only	$720.04	$720.04
1	388	GameTime - Duck Only	$622.28	$622.28
2	4893	GameTime - "C"Spring-Loose Fill	$214.32	$428.64
1	178749	GameTime - Owner's Kit	$50.00	$50.00
1	EWF-9S	Lump Sum - Engineered Wood Fiber for 9" Compressed Depth - 179 Cubic Yards - *Price includes delivery to site.*	$3,238.00	$3,238.00
1	FABRIC	Lump Sum - Filter Fabric for 4800 Sq. Ft. Area	$722.00	$722.00

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QUOTE #12176

04/13/2015

NYA - Friendship Park D7354L

Quantity	Part #	Description	Unit Price	Amount
2	CTCR30MD	30 GAL. TRASH CONTAINER METAL PITCH - *Trash containers are free of charge and freight.* *Owner is responsible accepting delivery and off loading.*		

SubTotal:	$29,258.16
Freight:	$2,763.68
Total Amount:	**$32,021.84**

This quotation is subject to polices in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of $1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

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Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **$32,021.84**

A PLAYCORE COMPANY GameTime

NORWOOD YOUNG AMERICA WEST CARVER COMMUNITY POOL

Staff Manual

Community Pool Hours

Hours of Operation:

The pool will be open the first Friday in June through the last week in August.

Monday through Friday	9 a.m. - 9 p.m.
Saturday and Sunday	1 p.m. - 9 p.m.

Community Pool Hours:

Swim Lessons	10 a.m. - 1 p.m.	Monday through Friday
	5 p.m. - 5:45 p.m.	Monday, Wednesday, Friday
Aqua Aerobics	6 p.m. - 7 p.m.	Tuesday and Thursday
Open Swim	1 p.m. - 4:45 p.m.	Monday through Friday
	6 p.m. - 9 p.m.	Monday, Wednesday, Friday
	7 p.m. - 9 p.m.	Tuesday and Thursday
	1 p.m. - 9 p.m.	Saturday and Sunday

Staff Relations:

- Maintain a professional attitude towards staff members. The supervisor should remember that they are the one in charge.
- Support and assist other guards as needed.
- Guards are to rotate promptly, enforce pool rules, and remain alert while out on rotation.

Administrative Duties

Payroll/Time Cards/Time Clock

- Pay period runs Sunday through Saturday
- Employees paid by direct deposit on the 15th and the last day of each month.
- Check your punch card for the appropriate name, dates, and total hours worked and sign your card.
- Do not punch in/out for others or have them do it for you!

Scheduling

- Schedules will be posted the last Tuesday of the month for the following month.
- Requests for days off for the following month are due one week prior to posting. Advance requests should be made if you know of days you need off in the future.
- Everyone must work some nights and/or weekends.
- Everyone must attend all scheduled in-services.
- Once the schedule is posted, employees are responsible for finding substitutes.
- Use the white forms for asking for days off or switching shifts.
- All contact with the Pool Manager needs to be made directly by the staff member.

Memberships will be sold by pool staff. New and existing members must complete an enrollment form; print their name, circle what membership they are purchasing or renewing and then sign the form. The forms will be saved in a membership folder at the pool house.

Staff Personal Information such as name and phone numbers is private data and cannot be given to the public.

Telephones are to be used for emergencies, official use or for children to contact parents. Personal cell phones will be stored behind the desk while you are on duty.

Disciplinary Action will be taken by the Pool Manager for anyone violating the rules or duties included in the job description. These violations may include, but are not limited to:

- use of any substance, such as alcoholic beverage, illegal drugs, prescription drugs, or other substances that will impair judgement, before or during pool hours
- arriving late for work or leaving without authorization, or not showing up without prior approval
- sleeping or inattentiveness on guard stands

On the first offense, employee will meet with the Pool Manager and be given a verbal reprimand. On the second violation, employee will be given a written reprimand. On the third violation, employee will be terminated.

Incident reports need to be completed for incidents of any sort. It is critical they are filled out completely and accurately. The person completing form should sign their first and last name with initials. Sheets should be given to the manager on duty. ***Following a 911 call, immediately contact the Public Works Director. The Minnesota Department of Health must be contacted within 24 hours by the Public Works Director.***

Concussion Training

Individuals working with youth are required to take the CDC's online Concussion Training at http://www.cdc.gov/concussion/HeadsUp/online_training.html prior to the first in-service day.

Click on "Take the Training". The training will take approximately 30 minutes. Upon completion, you must print the certificate with your printed name and turn it in to the pool manager.

Pool Manager Information

In addition to the duties and responsibilities of regular lifeguards, managers also see that all necessary reports are completed and procedures followed, including chemical testing.

Chemical Tests

Readings are done by the Public Works Department only. Readings will be taken before the pool is opened to the public. No manager or regular guard should adjust chemical controllers or add chemicals!

Philosophy & Professionalism

As a professional lifeguard, you have been chosen for your maturity, emergency skills, and ability to prevent accidents and provide a safe, enjoyable experience for our patrons. Your efforts are vital to the success of our facility. You are an important part of a large team effort.

Be alert at all times. A moment of inattention may cost a life. Your top priority at all time is Lifeguarding. Secondary priorities include maintenance and other tasks. Visiting with family, friends and customers should be kept to a minimum. Answer questions from customers while watching swimmers or during a break. If you do not know the answer to a question, please refer the customer to manager on duty. Portray a professional image at all times.

The City of Norwood Young America has chosen to adopt the *American Red Cross Lifeguard Training Program* as the certification standard for its lifeguard staff. All rescues, assists, and emergency first aid procedures performed by lifeguard staff members should remain consistent with this training. It is the responsibility of each lifeguard to remain current with his/her training and familiar with the information contained in the *American Red Cross Lifeguard Training Program* text and the protocols established in this manual. After employment, it is up to the individual to keep required certifications current. Copies of all certifications must be submitted with your employment application.

Required certifications:

- American Red Cross Lifeguard Training (includes First Aid, CPR/AED for professional rescuer)
- American Red Cross Instructor Certification strongly recommended

In-services

In-services are scheduled every two weeks with various training topics covered. If you are scheduled, your attendance is required. If you miss the in-service, it is treated like a missed shift and disciplinary action will be taken.

Pool Rules/Guidelines

Enforcement: Enforcement of our rules should be conducted in a calm, professional manner, attempting to gain voluntary compliance. Be tactful, kind and courteous, yet firm while lifeguarding and watching swimmers. Do not antagonize or escalate situations. Do not threaten customers. If it is too busy, difficult or dangerous to enforce a rule, refer to the manager on duty.

Main Pool

- Paying adult must be near children under 6 at all times. THERE ARE NO EXCEPTIONS. It is unsafe for them unless they are directly supervised IN the water.
- Profanity and inappropriate behavior will not be tolerated.
- No alcohol is allowed on the premises. Patrons under the influence of drugs or alcohol will be asked to leave the pool immediately, and will not receive a refund.
- No horseplay allowed (dunking, pushing, bullying, sitting/standing on shoulders).
- Diving is only allowed on diving boards or the deck where the boards are anchored. Board users must jump straight off the board and not to either side. One bounce on the board only.
- Always face the water when jumping or diving in from the side. Divers should jump up an straight down - not at an angle. The gradual slant of the pool floor poses a spinal injury hazard for divers who dive deep and at an angle.
- Harder balls, squirt guns, and general flotation devices are not allowed for general use unless special event or for those with disabilities.
- Only US Coast Guard Approved lifejackets allowed under direct supervision of an adult. Water wings will be allowed when an adult is in the water supervising the child.
- Goggles, masks, fins, snorkels, and kickboards are allowed only for their intended purposes.
- No running on pool deck or in the locker rooms.
- Steps and ladders must always be used when getting out of the pool.
- Music is acceptable, but ***limit*** volume and the choices to appropriate music for a children's pool.

Health Issues

- The Community Pool is a *tobacco free* (cigarettes, chewing snuff, cigars, etc.) site.
- Food and/or beverage are not allowed in the pool, bleacher or locker room areas. Absolutely no glass on the pool deck or in the locker rooms
- Please refrain from using the pool if you have a contagious condition such as chicken pox, pink eye, ring worm, open wounds, etc.
- Appropriate swim attire required. NO cut-offs with frayed ends. ALL non-toilet-trained babies must wear swim diaper. Regular "gel" diapers are not allowed. Swim diapers are sold at the counter.
- Cleansing shower required before entering pool
- Spitting or spouting water and similar unhygienic actions are not permitted.
- NO chewing gum while swimming. This includes lifeguards AND patrons.

Slides

Pool Entry Safety

- Enter pool feet first
- Rider should be lying down with feet and arms crossed
- Toddler for use by those age 10 and under only

Safety Warnings

- Water depth is 10 feet. Toddler Slide water depth is 3.5 feet.
- No head first sliding
- Strong swimming ability required.
- Parental or adult supervision recommended.

Safety Rules

- Do not use slide while under the influence of alcohol or drugs.
- One rider at a time. Wait until the landing area is clear before entering the slide.
- No forming chains, rotating, tumbling or stopping in the flume.
- Leave landing area immediately and exit to closest ladder.

Pool Breaks

- A 10 minute break will be taken every two hours. Concessions will remain open.
- Keep pool users in mind at the same time not straining or stressing yourself/fellow guards.
- Whistle blast and announce to the public to please clear the pool for a short break.
- Patrons allowed back in pool when guards are at their posts followed by a long whistle blast. Do not let patrons in the pool until you are in a position to watch your zone.
- During pool breaks, guards in rotation may use the time to cool off in the pool, discuss a patron, use the bathrooms, or get a quick drink. A walk through safety check must be done through the men's and women's bathrooms.

Pool Closings (at the discretion of the manager on duty)

- Temperatures below 65 degrees and sunny or 70 degrees and cloudy shall temporarily cancel activities.
- A daily forecast of temperatures below 65 degrees and sunny or 70 degrees and cloudy shall close the pool for the day.
- Less than 3 people using the pool for one hour will result in the pool closing for the remainder of that session.
- Weather emergencies may also close the pool (see Emergency Action Plan).
- Weather closings will be on the pool voicemail at least 30 minutes prior to the opening of swim lessons or open swim.
- All pool closings will be posted on the front door with the time and date the pool closed and the time and date the pool will re-open.

General Lifeguard Responsibilities

- Lifeguards are expected to be on the pool deck and ready to go at the time that they are scheduled. This does not mean walking in the door at your starting time.
- Be at your station before the patrons enter the water and do not leave until all guests are out of the water or you are properly relieved.
- Be alert and professional at all times while on duty, sitting in an alert and professional manner, keeping one foot on the platform. If you look alert it is easier to stay alert.
- Lifeguards are expected to respond to and provide emergency assistance when necessary as described in this Lifeguard Manual.
- Patron surveillance takes priority over any other lifeguard responsibility. At no time should lifeguards allow other duties to supersede their obligation to guard the safety of swimmers.
- When rotating/switching guards, one guard must always face the pool while the other is climbing up or down the ladder.
- Follow the established Emergency Action Plan in the event of an emergency. Do not forget to signal the other guards and the Manager on duty.
- Begin the rescue operations properly when it is felt that a swimmer is in trouble or an emergency develops. ***Do Not Hesitate!***
  - Follow up by providing additional medical assistance as needed and filling out all required forms (i.e.: incident report etc.). ***Following a 911 call, immediately contact the Public Works Director. The Minnesota Department of Health must be contacted within 24 hours by the Public Works Director.***
- Let the manager on duty know if there are any concerns in regards to pool area. Report any equipment that needs to be replaced or repaired promptly, to include the bathrooms.
- Guards must guard; not hang out in the office, even if it is not busy.

Required Lifeguard Gear

- City-issued guard suit will be worn at all times while on duty. A swimsuit uniform is issued at the beginning of employment. Lifeguards are responsible for purchasing additional uniforms if needed.
- Whistle is required while in rotation.
- Rescue tube while in rotation. The rescue tube strap must be worn around the neck/shoulder and under the arm. Reminder: Do not drag the tube while rotating. Do not place the tube under/behind the guard stand bars. Do not sit on your rescue tube; this shortens the life of the tube, as well as appearing unprofessional.
- Nametags are required while on duty.

Lifeguard Maintenance Tasks

These tasks can be performed by staff after the open swim session ends or during the scheduled break, as time allows.

- Lifeguards are responsible for: keeping the office area clean and tidy looking; pick up trash in the lobby area and pool deck.
- Lifeguards are responsible for straightening up the storage room. This is especially important once swimming lessons start.
- Keep the lost and found neat (sort through and throw away anything that has been there longer than a month or is unusable, fold towels).

- Walk through the locker room; make sure that the floors are free of trash, showers are turned off, and that there are no "behavior issues" with any patrons.
- Perform maintenance tasks listed on checklist.

Swimming Lessons

- Instructors and aides should be at the pool, punched in and ready to work prior to the start of their first lesson. This time should be used to prepare equipment for your lesson, answer parent/student questions and make last minute adjustments to your lesson plans.
- Instructors should start their classes on time and equipment ready prior to class start.
- Instructor is responsible for all paperwork and lesson preparation for that class including class outlines, certificates and skill sheets. Course record forms must be completed and signed by a Certified Water Safety Instructor (WSI).
- **Never** leave your class unattended. If for any reason you need to leave and no guard is available to watch the students, ask them to exit the pool and have a seat away from the pool.
- Do not encourage students to jump straight at you. Always stand/tread to the side and encourage them to jump to an extended arm. This is not only for their independence in learning this skill, but more importantly, for your safety.
- Pick up all equipment in your area after each class and put in its proper place in storage room. Help clean the rest of the deck and areas before open swim.
- Be an active instructor/aide. Be in the water as much as possible. This is especially important for Levels 3 and below.
- Do not use the slides as a constant way to fill class time. Games and optional skills can be found in Red Cross Instructor's manuals, game books and other material in the office. Do not take Infants or Toddlers down the slide.
- Instructors should commit themselves to teach the entire session. Substitutes need to be approved by Pool Manager. Instructors may not be gone on test day or the day before.
- Absent Instructors must leave a clear lesson plan written out and left on their clipboard.
- Instructors who wish to use another instructor's area should communicate with each other before bringing their class to that area. This includes the diving area.
- Cancellations received one business day (M-F before 4:30 p.m.) before the first day of a session will be refunded in full. Cancellations received by the same day of the lesson will be refunded half of the cost. Cancellations received after the first day of the session will not be refunded. All customers requesting a refund must fill out the refund form which will be turned in to the City Office by pool employees.

Equipment

Procedures for Operating Pool Slide Pump

To Start Pump

1. Push the "start" button in on motor starter box.
2. Check to see if water is trickling from bottom of slide. If no water is present after 1 minute, reset motor by pushing in the "stop/reset" button. Restart the motor by pushing in the "start" button. If after another minute there still is no water, shut off motor and call Public Works Department..

To Shut Down Pump

1. Depress "shut-off" switch on motor started box.
2. Check to see if water is no longer trickling from bottom of slide. If water does not shut down, call Public Works Department.

Procedures for Operating Pool Lifts (to be operated by pool personnel only)

1. Make sure seat is secure
2. Patient may sit him/herself onto the lift chair and secure themselves with seatbelt.
3. Use the keypad controller to lower into the water.
4. Individual is responsible for getting themselves onto the chairlift and its operation.

Outdoor Furniture and Toys - All furniture and loose toys will be secured in the shed each night and the shed door will be locked.

Lights - Outdoor pool lights will remain on at night. The pool house fan will also remain on at night. All lights inside the pool house will be turned off at night.

Doors - Front door, back door, office door, fence and chemical door must all be locked. Ensure security cameras are operational prior to leaving the building.

Signals

To get the attention of a swimmer	1 short whistle blast
To activate the emergency plan	3 short whistle blasts
To clear the pool	1 long whistle blast

Lifeguard Rotation

Rotations may be set up at the discretion of the manager on duty, and will rotate between the high chair, low chair, and admissions desk. There must always be a guard in the high chair position at all times.

Lifeguard Training Review

Life Threatening Emergencies - (spinal injury or unconscious victim)

I. Water:

A. Upon victim recognition, the guard notifies guards with 3 short whistle blasts that there is an emergency situation and help is needed.

B. Guard entering the water first will become the primary rescuer, perform the primary survey and checks the ABC's before notifying the third guard of the extent of the situation.

C. The second guard will alert the third and fourth (if there are 4) guards on duty. The second guard will release backboard ropes and bring the backboard to the edge of the pool, if necessary. They will become the secondary rescuers.

D. The third guard will give one long whistle blast and clear the pool directing the swimmers to the bleachers while maintaining crowd control. If a fourth guard is on duty, they will assist other guards, as necessary with the rescue and emergency procedures.

E. The third guard calls 911, letting the operator hang up the phone before the guard hangs up. They will then call the Public Works Director.

F. The third or fourth guard will meet the emergency medical service personnel at the front doors and guide them to the scene.

G. Guards will backboard victim if necessary and remove the victim from the water and administer appropriate care as needed.

II. Land:

A. First guard seeing injury alerts other guards by giving three short whistle blasts and pointing.

B. First guard leaves station to attend to injured person.

C. Second closest begins scanning the zone vacated by the guard attending to the victim and prepares to assist the first guard. Another guard should come to the vacated chair to monitor the zone vacated by the rescuer.

D. The first guard immediately assesses the victim's situation and takes appropriate action. For extensive bleeding, use the universal precautions prior to exposing yourself to blood.

E. The third guard will follow appropriate steps for clearing pool and call 911.

F. Never backboard on land.

Drowning in Progress

Definitions as defined by the American Red Cross Lifeguard Training Manual:

	Distressed Swimmer	Active Drowning Victim	Passive Drowning Victim
Breathing	Can continue breathing and may call for help.	Struggles to breathe; cannot call out for help	Not breathing
Arm and leg action	Floating, sculling or treading water.	Arms to sides moving up and pressing down; no supporting kick.	None
Body position	Horizontal or diagonal	Vertical	Horizontal or face down, up or submerged.
Locomotion	Little or no forward progress	None; has only 20-60 seconds before submerging	None

Emergency Action Plan (EAP)

For a full listing of Emergency Guides, please refer to Appendix E

1. Lifeguard recognizes that someone needs immediate help (water or land)

2. Lifeguard activates EAP: Before leaving a station, the guard first activates the EAP by giving three (3) short whistle blasts. This alerts other lifeguards and staff. They can provide back-up coverage, give additional help and call 911.

3. Lifeguard follows the General Rescue Procedures for the type of emergency.
   - Water Emergencies
     - Survey the scene and safely enter the water.
     - Determine the condition of the victim - distressed, active or passive.
     - Perform an appropriate rescue.
     - Move the victim to safety.
     - Remove the victim from the water.
     - ***The guards should not talk to anyone, other than the on-duty staff, regarding the rescue and victim's status. Do not answer any questions from the media.***
     - Chain of command notification - The lifeguard who made the rescue notifies the manager on duty. With a serious injury or death, the manager on duty will notify the Public Works Director as soon as possible.
     - The lifeguard who made the rescue fills out the report completely and accurately as soon as possible, but must complete before the end of the shift.
     - The lifeguard checks the equipment and supplies used in the rescue. Any damaged or missing items should be replaced or reported to Public Works Director. If the facility was cleared during the incident, all required equipment must be back in place before reopening.
     - Corrective action taken - Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
     - Reopen the facility if it has been closed.

   - Land Emergencies
     - Survey the scene and approach the victim.
     - Determine the condition of the victim.
     - Call 911, if necessary.
     - Administer basic first aid.

   - Weather Emergencies
     - <u>Severe Weather or Tornado Watch</u> - conditions are present for severe weather to occur. Continue normal routine, be alert for changing weather conditions and review tornado warning instructions listed below.
     - <u>Lightning, Hail, Severe Winds</u> - causes automatic closing of the pool.
     - <u>Severe Weather or Tornado Warning</u> - straight line winds or a funnel cloud has been spotted, or tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens may be sounded.
       - Clear the pool.

- All patrons should be personally escorted to the Norwood Young America South Fire Station. One remaining guard should stay at the facility to ensure all patrons are gone, the doors are closed, and a sign is posted. Minors are to be physically restrained, if necessary and possible, from leaving the party headed to the shelter. Non-minors are advised to come with the group seeking shelter, but cannot be forced to come. Minors are to be released only to parents and guardians in such situations.
- Patrons are allowed to leave the shelter when a parent/guardian has come to pick them up or the weather has cleared. If conditions are unsafe due to storm damage, the patrons stay at the shelter until assistance is reached to bring all patrons home safely.
- When reaching the shelter during a storm, a message should immediately be put onto voicemail letting concerned adults know where patrons are.

- Missing Child Emergency – Most missing children have usually wandered off out of the parent's line of sight. However, **if a child abduction is suspected, call 911 to notify the police immediately. Do not hesitate.** If the child is found after the police have been called, call them at the non-emergency number (#952-361-1231) and let them know.
  - If a parent notifies a guard on duty that a child is missing, that guard should immediately activate the EAP, and inform others guard of the situation.
  - The guard should obtain a brief description of the child from the parent: sex, age, height/build, hair color, what they were wearing when last seen.
  - Clear the pool - Guards should scan entire pool, hot tub and patio areas for missing child. If the child is not in the pool area, guards should do a quick walk through locker rooms and post a guard at the exit on pool end of the building.
  - Notify Public Works Department, who can assist in the search.

- Fire Emergency
  - If you see a fire, call 911.
  - Follow the nearest designated fire escape routes posted on signs throughout the building.
    Do not attempt to put out a fire.
  - **DO NOT** touch electrical items (machines, lights, fuses, etc.) as you are leaving.
  - Evacuate the building immediately.
  - If <u>weather permits</u>, gather on grass area to the southeast flowerbed of the pool area.
  - During <u>inclement weather</u>, gather under the open shelter at the Legion Park.

- Bomb Threats
  - Save the threat if left as message (voicemail, email, letter, fax, etc.)
  - Immediately call 911.
  - Inform the Public Works Director.
  - The person who received the bomb threat should try to document information on the bomb threat response form (see Appendix F).
  - The manager on duty should confirm the placement of the 911 call.
  - If necessary, instruction will be given to evacuate the building. If so, leave the building as you would during a fire and do not re-enter the building until the public safety officials (police, fire, etc.) have indicated that it is safe to do so.

BIOHAZARD RESPONSE GUIDELINES
For Community Pool and Kiddie Pool

For responding to vomit or formed stool:

1. Immediately clear the pool. (Make sure everyone gets out of the water.) Do not offer any "guesstimates" on a potential reopening time. Turn off slide pump at pool.

2. Remove fecal matter/vomit from water with a net. Nets and poles (if needed) are available on the fence. Contaminants should be placed in a red biohazard bag and then either disposed in a toilet or thrown in the dumpster. Do not throw contaminants into a garbage/trash can.

3. If vomit settles to the bottom of the pool and cannot be removed with a net, call the Public Works Director.

4. If fecal matter settles to the bottom of the pool and cannot be removed with a net, it must be allowed to pass through the main drains and filtration system. Do not attempt to vacuum fecal matter.

5. Department of Public Works will test free chlorine and pH levels. Department of Public Works will record these levels in the biohazard incident log book. Chlorine and pH levels must be at the levels posted in the chemical room.

6. The amount of time the pool will remain closed depends on maintenance's response time and the time it takes to remove all visible contaminants from the water, while maintaining proper pH and chlorine levels. Once all of these conditions have been met, the pool can reopen.

7. Department of Public Works will record incident data in biohazard log: date/time of incident; bio type; pH and free chlorine readings before incident (taken from chemical log book), right after the incident occurred and after treatment (3 readings total); time pool closed, time pool reopened; initials of staff member responding to incident, and method(s) used to remove contaminants. Biohazard incident log is located in the chemical room.

8. Exercise common sense when closing and reopening pools. If an incident occurs within 60 minutes of the scheduled pool closing time, send patrons home and close for the day.

For responding to diarrhea:

9. Clear the pool and contact Department of Public Works person on duty (consult staff schedule.) After hours, call the individuals on the biohazard contact list. Do not leave a message. Continue calling until you talk to an actual person. Receive instructions from them.

Biohazard Contact List

Name	Primary number
Brent Aretz	952.212.0226
John Schrupp	952.807.6870
Chad Schrupp	952.807.3689
Steve Helget	952.467.1800

Notice of emergency pool closings should be left on the pool voicemail (952.467.1888) by the manager on duty. Post sign notifying the time/date the pool closed and the time/date pool will open.

POOL MANAGER

Position Title: Pool Manager
Department: Public Works
Supervisor: Public Works Director

Salary: $5,500.00
FLSA Status: Non-exempt
Work Status: Seasonal

PURPOSE
Under direct supervision of the Public Works Director, the Pool Manager will have the overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications and leadership duties.

RELATIONSHIPS:
IMMEDIATE SUPERVISOR
Public Works Director

SUPERVISES
Pool Staff

EMPLOYEE CONTACTS
Some contact with City employees.

OUTSIDE CONTACTS
Considerable contact with the public in person and on the telephone. May also be in contact with county and, state, federal and other municipal agencies and Community Service Officer.

ESSENTIAL FUNCTIONS
MANAGEMENT OF THE POOL FACILITY:

- Arrange for any necessary maintenance or repairs with the Public Works Director or his designee.
- Maintain a sanitary, clean space, in and around the facility; free of defective equipment, garbage, and unsafe conditions.
- Post for public view all pool rules and regulations and maintain enforcement of the rules and regulations.
- Place safety equipment in appropriate places.
- Adjust pool heat and add water to pool as needed.
- Keep daily record of pool water temperature.
- Keep daily record of the number of swimmers, logging daily admissions, passes, etc.
- Coordinate necessary supply purchases for operating and maintaining the pool and swimming programs.
- Maintain cleanliness of entire pool facility with the other pool staff, including daily emptying garbage, scrubbing sinks, toilets and floors with cleansing agents.
- Implement and promote pool events/activities.
- Provide a monthly activity report of the safety, staff, facility, swim lesson and daily admission to the Public Works Director.

MANAGEMENT OF THE POOL STAFF:

- Assist the Personnel Committee with the hiring of pool staff.

- Plan, direct, and assign all work of the swimming pool staff – insuring that the manager or assistant are at the pool at all time.
- Maintain adequate staffing at all times.
- Conduct in-service staff training of pool safety procedures, policies, and equipment.
- Review and sign all pool staff time sheets.
- Ensure proper conduct and adherence to pool rules and regulations by the pool staff.
- Conduct calm, positive and appropriate conflict resolution among pool staff and visitors.
- Contact Public Works Director if significant conflict arises.
- Maintain a responsible staff of respectful employees.
- Enforce all state regulations and policies concerning the swimming pool.
- Ability to establish and maintain effective working relations.

MANAGEMENT OF POOL FINANCES AND POOL RECORDS:

- Responsible for *accuracy* of pool staff's record maintenance including:
  - Daily Attendance Sheets.
  - Time Sheets. Sign and return to City Hall before 10:00 A.M. on the Monday of Pay Week.
- Daily deposits made to the bank and completed reports submitted to City Hall.
- Record all Funds Received: (Note: Cash drawer must be closed between each transaction.
  - Lessons
  - Season Passes
  - Daily Admissions
  - Sale of Merchandise
  - Other
- Complete a written annual summary report regarding the operation of the pool facility for presentation to the Park and Recreation Board.

OTHER DUTIES AND RESPONSIBILITIES

- Observe problems and respond quickly and effectively.
- Promote a positive atmosphere while maintaining order.
- Arrange regularly scheduled in-service meeting and training session.
- Visually detect problems and safety concerns and respond appropriately.
- Maintain a professional image, including established dress code.
- Ability to see and hear to detect signs of distress or need for assistance and to perform water rescues on occasion.
- Ability to use large motor skills in instructing and rescue.
- Ability to administer First Aid, CPR, emergency and other safety procedures, as required.
- Demonstrate reliability, good judgment, and willingness to fulfill all aspects of the pool manager position.

MINIMUM QUALIFICATIONS

- American Red Cross Water Safety Instructor (WSI) Certification
- American Red Cross First Aid Certification
- American Red Cross or American Heart Association Cardiopulmonary Resuscitation (C.P.R.) Certification
- Demonstrate ability to organize, administer, and properly complete all assigned duties, while maintaining an attitude of genuine concern about people and programs.

- Be able to establish reporting and accounting procedures for the total operation of swimming pool.
- Be properly skilled in first-aid procedures to include recovery techniques, use of backboards or other specialized safety equipment appropriate in swimming pool operations.

PREFERRED QUALIFICATIONS

- Working ability to safely operate aquatic equipment.
- Two (2) seasons experience as a manager of an aquatic facility
- Certified Pool Operator certification or ability to acquire

CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Working conditions: 85% Field 15% Office
- Outdoor weather conditions; rain and cool temperatures may affect work plans and schedules

Work Hours and Schedules

- Work hours are a combination of daytime, evening and weekend.
- 35-40 hours per week.

Physical Demands:

- While performing the duties of the job, the employee is regularly required to stand, talk, write, hear and operate desk equipment such as calculator and cash register.
- Frequently lift and/or move up to 50 pounds such as folding table, deck furniture and supply boxes.
- The employee is occasionally required to climb, balance, run, walk, sit, stoop, kneel, crouch, crawl and swim.
- Specific vision abilities include close vision, distant vision, color vision and peripheral vision.

- Ability to regularly sit, stand and walk, sometimes for long periods, when lifeguarding.
- Ability to use large motor skills in instructing and rescue.
- Ability to administer First Aid, CPR, emergency and other safety procedures, as required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ASSISTANT POOL MANAGER

Position Title: Pool Manager
Department: Public Works
Supervisor: Pool Manager

Salary: $11.50 per hour
FLSA Status: Non-exempt
Work Status: Seasonal

PURPOSE
In the absence of the Pool Manager, the Assistant Pool Manager will have the overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications and leadership duties.

RELATIONSHIPS:
IMMEDIATE SUPERVISOR
Pool Manager

SUPERVISES
Pool Staff

EMPLOYEE CONTACTS
Some contact with City employees.

OUTSIDE CONTACTS
Considerable contact with the public in person and on the telephone. May also be in contact with county and state agencies and Community Service Officer.

ESSENTIAL FUNCTIONS
MANAGEMENT OF THE POOL FACILITY:

- Arrange for any necessary maintenance or repairs with the Public Works Director or his designee.
- Maintain a sanitary, clean space, in and around the facility; free of defective equipment, garbage, and unsafe conditions.
- Post for public view all pool rules and regulations and maintain enforcement of the rules and regulations.
- Place safety equipment in appropriate places.
- Adjust pool heat and add water to pool as needed.
- Keep daily record of pool water temperature.
- Keep daily record of the number of swimmers, logging daily admissions, passes, etc.
- Coordinate necessary supply purchases for operating and maintaining the pool and swimming programs.
- Maintain cleanliness of entire pool facility with the other pool staff, including daily emptying garbage, scrubbing sinks, toilets and floors with cleansing agents.
- Provide a monthly activity report of the safety, staff, facility, swim lesson and daily admission to the Public Works Director.

MANAGEMENT OF THE POOL STAFF

- Maintain adequate staffing at all times.
- Ensure proper conduct and adherence to pool rules and regulations by the pool staff.
- Conduct calm, positive and appropriate conflict resolution among pool staff and visitors.

- Contact Public Works Director if significant conflict arises.
- Manage a responsible staff of respectful employees.
- Enforce all state regulations and policies concerning the swimming pool.
- Ability to establish and maintain effective working relationships.

MANAGEMENT OF POOL FINANCES AND POOL RECORDS:
In the absence of the Pool Manager:

- Responsible for *accuracy* of pool staff's record maintenance including:
  - Daily Attendance Sheets.
  - Daily deposits made to the bank and completed reports submitted to City Hall.
  - Record all Funds Received: (Note: Cash drawer must be closed between each transaction.
    - Lessons
    - Season Passes
    - Daily Admissions
    - Sale of Merchandise
    - Other

OTHER DUTIES AND RESPONSIBILITIES

- Observe problems and respond quickly and effectively.
- Promote a positive atmosphere while maintaining order.
- Attend regularly scheduled in-service meetings and training sessions.
- Visually detect problems and safety concerns and respond appropriately.
- Maintain a professional image, including established dress code.
- Ability to see and hear to detect signs of distress or need for assistance and to perform water rescues on occasion.
- Ability to use large motor skills in instructing and rescue.
- Ability to administer First Aid, CPR, emergency and other safety procedures, as
- required.

MINIMUM QUALIFICATIONS

- American Red Cross Water Safety Instructor (WSI) Certification
- American Red Cross First Aid Certification
- American Red Cross or American Heart Association Cardiopulmonary Resuscitation (C.P.R.) Certification
- Be able to adhere to reporting and accounting procedures for the total operation of swimming pool.
- Be properly skilled in first-aid procedures, to include recovery techniques, use of backboards or other specialized safety equipment appropriate in swimming pool operations.

PREFERRED QUALIFICATIONS

- Working ability to safely operate aquatic equipment.
- Two (2) seasons experience at an aquatic facility
- Certified Pool Operator certification or ability to acquire

CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Working conditions: 85% Field 15% Office
- Outdoor weather conditions; rain and cool temperatures may affect work plans and schedules.

Work Hours and Schedules

- Work hours are a combination of daytime, evening and week-end.
- May work up to 40 hours per week.

Physical Demands:

- While performing the duties of the job, the employee is regularly required to stand, talk.,write, hear and operate desk equipment such as calculator and cash registers.
- Frequently lift and/or move up to 50 pounds such as folding table, deck furniture and supply boxes.
- The employee is occasionally required to climb, balance, run, walk, sit, stoop, kneel, crouch, crawl, and swim.
- Specific vision abilities include close vision, distant vision, color vision and peripheral vision.

- Ability to regularly sit, stand and walk, sometimes for long periods, when lifeguarding.
- Ability to use large motor skills in instructing and rescue.
- Ability to administer First Aid, CPR, emergency and other safety procedures, as required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: February 9, 2015

LIFE GUARD/SWIMMING INSTRUCTOR

Position Title: Life Guard/Swimming Instructor
Department: Public Works
Supervisor: Public Works Director

Pay Scale: $9.00-$11.00
FLSA Status: Non-exempt
Work Status: Seasonal

PURPOSE
To maintain safe swimming conditions in the pool, on the deck, and surrounding areas. Provide quality swimming and water safety instruction.

RELATIONSHIPS:
IMMEDIATE SUPERVISOR
Pool Manager.

SUPERVISES
None

EMPLOYEE CONTACTS
Some contact with City employees.

OUTSIDE CONTACTS
Considerable contact with the public in person and on the telephone. May also be in contact with county and state agencies and Community Service Officer.

ESSENTIAL FUNCTIONS
- As directed maintain cleanliness of entire pool with the other pool staff, including emptying garbage, scrubbing sinks, toilets and floors with cleansing agents, picking trash and other related duties.
- As directed, place safety equipment in appropriate places.
- Instruct participants in swimming lesson programs.
- Maintain daily record of the number of swimmers, logging daily admissions, passes, etc.
- Maintain constant surveillance of the pool and the pool areas.
- Follow all emergency procedures within pool and pool area.
- Respond to emergency situations immediately in accordance with City Pool policies and procedures; Report all situations to supervisor as soon as possible.
- Know, understand, and consistently apply health and safety rules, policies, guidelines for the pool and pool area.

OTHER DUTIES AND RESPONSIBILITIES
- Identify safety problems and respond quickly and effectively.
- Present a positive and professional image while maintaining pool rules.
- Attend regularly scheduled in-service meeting and training sessions.
- Ability to administer First Aid, CPR, emergency and other safety procedures as
- required.

MINIMUM QUALIFICATIONS

- American Red Cross First Aid Certification.
- American Red Cross or American Heart Association Cardiopulmonary Resuscitation (C.P.R.) Certification.
- Be properly skilled in first-aid procedures. This includes recovery techniques, use of backboards or other specialized safety equipment appropriate in swimming pool operations.
- Demonstrate reliability, good judgment, and willingness to fulfill all aspects of the position.

PREFERRED QUALIFICATIONS

- American Red Cross First Aid Certification.
- American Red Cross or American Heart Association Cardiopulmonary Resuscitation (C.P.R.) Certification.
- American Red Cross Water Safety Instructor (WSI) Certification or the ability to obtain.
- Be properly skilled in first-aid procedures. This includes recovery techniques, use of backboards or other specialized safety equipment appropriate in swimming pool operations.
- Demonstrate reliability, good judgment, and willingness to fulfill all aspects of the position.

CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

WORK HOURS AND SCHEDULES

- Work hours are a combination of daytime, evening, and week-end.
- Part-time hours may vary 5 to 30 hours per week.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Working conditions:

- 85% Life Guard/Swimming Instructor; and 15% Office.
- Outdoor weather conditions; rain and cool temperatures may affect work plans and schedules.

Physical Demands:

- While performing the duties of the job, the employee is regularly required to stand, talk, write, hear and operate desk equipment such as calculator, computers and cash registers.
- Frequently lift and/or move up to 50 pounds such as folding table, deck furniture and supply boxes.
- The employee is occasionally required to climb, balance, run, walk, sit, stoop, kneel, crouch, and crawl.
- Specific vision abilities include close vision, distant vision, color vision and peripheral vision.
- The employee is required to have ability and skills to perform water rescue and lifesaving.
- Employee is exposed to heat, cold, wetness, humidity, and marked changes in temperature or humidity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: March 23, 2015

APPENDIX D

INCIDENT REPORT FORM
WEST CARVER COMMUNITY POOL

(Please complete the information below, *regardless of the severity* of the injury.)

Date of Report: _____ Date of Incident: _____ Time of Incident: _____ am/pm

Personal Data – Injured Party

Name: _____ Age: _____ Gender: _____

Address: _____

Phone Number(s): Home _____ Work _____

If youth, name of parent/guardian: _____

Incident Data

Where incident occurred: _____

List activity or program: _____ (ex: lesson, open swim, etc.)

Description of incident:

_____

_____

_____ Witness Name:

_____ Phone Number: _____

Care Provided:

Did victim refuse medical attention by staff? _____

Name of person that provided the care: _____

Describe in detail the care that was given:

_____

_____

Where Emergency Medical Services called? _____

If not did the person return to the activity? _____

If the victim is a minor, were parents contacted? _____

Report Prepared by: _____ Position: _____

Supervisor Signature: _____

Director Notified: _____

West Carver Community Pool

CITY OF NORWOOD YOUNG AMERICA
HEPATITIS B VACCINE
CONSENT/REFUSAL FORM

have read the information sheet about Hepatitis B and the Hepatitis B Vaccine. I understand the benefits, risks and possible side effects sociated with receiving the vaccine or refusing the vaccine. I accept these risks. I understand that the vaccine is given by injection on three parate dates, and that it is my responsibility to receive the doses according to the schedule that is established. I also understand that the ccination series is offered to me at no cost.

] I have already received the Hepatitis B Vaccine (many receive this immunization at birth.)

] I wish to receive the Hepatitis B Vaccine.

] I do not wish to receive the Hepatitis B Vaccine at this time. However, I understand that I may receive the vaccine in the future at my quest.

] I grant permission for the City of Norwood Young America to provide the Carver County Public Health Nurse with my name and date of rth to verify whether or not I have received the vaccination.

ame (please print): _____

y date of birth is: _____

nployee Signature: _____

epartment: _____

ate: _____

APPENDIX E

EMERGENCY ACTION GUIDES

Emergency	Action Guide	Alert and Notification
Hazardous Material Emergency	**Do the following upon discovering or witnessing a hazardous material release or spill that poses a threat to people, property or the environment:** • Identify the substance if possible without endangering personal safety and health. • Alert other employees in area/activate local alarm. • Evacuate to a safe distance and assist any injured to escape (generally best to go uphill and upwind from release). • Provide first aid to injured (observe universal precautions) and summon emergency assistance if required. • Call 911 for Fire Department. • Isolate area and keep others away – eliminate potential ignition sources. • Take prudent measures to maintain existing and/or restore lost vital operations and essential services.	**Alert Other Employees** **Activate Local Alarm** **Call 911**
Criminal Act/Work Place Violence	**Do the following upon witnessing a criminal act or work place violence:** • Alert other employees in area of danger and inform manager on duty of situation. • Take prudent actions to protect yourself and others; e.g. evacuate to a safe location or lock doors. • Provide first aid to injured (observe universal precautions) and summon emergency assistance if required. • Call 911 for Police.	**Alert Other Employees** **Inform Manager on Duty** **Call 911**
Life-Threatening Medical Emergency	**Do the following in the event of a life-threatening medical emergency:** • Alert other employees. • Do a primary survey of **A**irway **B**reathing **C**irculation (ABCs). • Call 911 for EMS. • Provide life saving first aid/CPR (observe universal precautions).	**Alert Other Employees** **Activate Local Alarm** **Call 911**

APPENDIX F

BOMB THREAT RESPONSE FORM

Date: _____ **Time call received:** _____ **am/pm**

Phone number call came in on: _____

Call received by: _____

If phone has caller ID, what is the number the caller is calling FROM: _____

Questions to ask the caller:

When will the bomb explode: _____

Where is the bomb? _____

What does the bomb look like? _____

What will cause it to explode? _____

Why was the bomb put here? _____

Who are you? _____

Exact wording of the threat:

_____

_____

_____

Description of Caller:
☐Male ☐Female ☐Young ☐Old ☐Middle-Age ☐Other (describe):

Voice:
☐Deep ☐Soft ☐Raspy☐Accent ☐Intoxicated ☐Nervous

Background Noise:
☐None ☐Traffic ☐Noise ☐Music ☐Voices ☐Static

☐Office Machines ☐Factory Machines ☐P.A. System ☐Long Distance ☐Other (describe):

Threat Language:
☐Well-spoken ☐Foul ☐Irrational ☐Incoherent ☐Message Read ☐Other (describe):

Time Call Terminated: _____ am/pm

Training checklist for new hires

Pool Water Contamination

- **NO changing Diapers at pool side, in bathrooms only.**
- **In the event of diarrhea or vomit get everyone out of the pool immediately.**
- **Formed stool get everyone out of the pool immediately.**
- **Staff – if you are sick stay home.**

Handicap Lift

- **Handicap lift training will be provided to staff.**
- **Pool personal are the only ones authorized to operate lift in and out of the pool. NO exceptions.**
- **A five foot (5') clearance must be maintained around the pool (no chairs, tables, toys, etc.) at all times.**

Building Daily Check List

- **The Manager or an Asst. Manager will be in charge of staff duties and responsibilities. A record will be kept on file in the office.**
- **The use of proper PPE (gloves, eyes, apron, goggles) is required when cleaning.**
- **Ensure security cameras are operating at all times. A routine inspection shall be conducted each day when coming on duty and before closing. Call Public Works Department immediately if not working.**
- **Severe Weather: staff will complete a mandatory training exercise which will be conducted by the Public Works Director prior to the pool opening for the season. A walk through starting at the pool and ending at South Fire Station will be completed.**
- **Throughout the pool season managers should leave written messages (as-needed) of any problems on the white board in the chemical room. The on-call person for the Public Works Department will be posted daily on board.**
- **The manager and asst. managers will participate in training on testing water when pool is in operation and how to shut-off pumps if needed.**
- **Any 911 call from the pool must be reported to Public Works Director or the person on-call immediately.**

Incident Report

- **An Incident Report must be filled out for all incidents/accidents. Even if it just a Band-Aid (open sore/cut). The report must be kept on file for six years.**
- **Lifeguard chair is movable. DO NOT use umbrella when windy, chair could blow over.**

I have received and read the staff manual.

Employee Signature:_____ Date:_____

Trainee:_____ Date:_____