



more than a place, it's home.

Norwood Young America Parks and Recreation Commission
Tuesday, April 17, 2018 at 5:30 p.m.
Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.

AGENDA

Sharilyn Feltmann
Vice-Chair

Karla Hormann

Jim Zellmann

Julie Kuenzel,
School District
Rep.

JR Hoernemann
Planning
Comm. Rep.

Charlie Storms
City Council
Liaison

1. Call to Order
 - A. Pledge of Allegiance
2. Adoption of Agenda
3. Appoint Chairperson
4. Approve Minutes of March 20, 2018 meeting
5. Old Business
 - A. Park Bench Project Update and Location Discussion, plan site visit at May meeting?
 - B. South Park Hockey Rink Warming House Update
 - C. Serenity Trail Repaving Project update
 - D. Willkommen Memorial Park – Old Town Buildings
 - E. Willkommen Memorial Park bathroom update, plaque dedication ceremony
6. New Business
 - A. Young America Baseball Association, Brandon Stender. Willkommen Memorial park bathroom donation, repair netting on grandstand
 - B. City park bathroom hours of operation; staff, electronic door locks, etc.? Friendship park restroom?
 - C. Sports complex Softball Fields; NYA Softball Association
7. Miscellaneous Updates
 - A. 2040 Comprehensive plan Goals & Objectives Update
 - B. 2018 West Carver Community Pool-policy changes
8. Commissioner Reports/Updates
9. Adjourn

UPCOMING MEETINGS

April 23rd	6:00 p.m. – City Council meeting
May 14th	6:00 p.m. – City Council meeting
May 15th	5:30 p.m. – Parks & Recreation Commission meeting

**NORWOOD YOUNG AMERICA
PARKS & RECREATION COMMISSION
MARCH 20, 2018 MINUTES**

Present: Karla Hormann, Sharilyn Feltmann, Jim Zellmann, and Charlie Storms.
Absent: JR Hoernemann, and Julie Kuenzel.
Staff Present: Tony Voigt, Public Services Director
Others Present: None.

1. Call to Order

Feltmann called the meeting to order at 5:34 p.m. The Pledge of Allegiance was recited.

2. Adopt Agenda

Motion JZ/CS, all in favor to approve agenda. Motion carried.

3. Appoint Chairperson

Item tabled. Discussion was held, Feltmann questioned if the commission should wait until all the commissioners are present. She felt she would not be a good candidate since she has a lot going on in her personal life right now. Hormann stated she has only been on the commission a few years and she wouldn't be interested in the position but she questioned how much is the chair responsible for.

4. Approve Minutes

Motion CS/KH, all in favor to approve minutes. Motion carried.

5. Old Business

A. Park Bench Project Update and Location Discussion

Storms said the project is still moving forward but there are no new updates and no timeline yet. Feltmann questioned if anyone has ideas for the location of the bench. Storms said he thinks a walk through the park would help decide the bench location. Voigt asked if commissioners wanted to walk through the park individually or as a group. Zellmann questioned if the commission wanted the bench moved around the park for different events or if the commission was not in favor of moving it. Feltmann wanted it close to the playground to start out, Hormann was thinking of placing the bench in the center of the park to be the focal point of the park. Storms & Hormann is ok with waiting until the bench is done to see where it would look the best in the park. Storms is hoping it will be done by May's Park & Rec meeting. Voigt stated if it will be done by May's Park & Rec meeting, maybe the commission could go to the park that night to decide where the bench should be located. Storms stated maybe the meeting could be held at the park. Hormann questioned if moving it will damage the bench, Storms stated it will be made out of concrete & steel and moving it will not be an issue. Feltmann stated YA Corp's name changed, Storms stated it changed to Young America LLC and he gave the information to Laurie for the plaque.

B. South Park Hockey Rink Warming House Update

Voigt talked with Pat at the school and the floor is complete & 2 side walls are up, hoping on hanging rafters the week after spring break. After the walls are up they will call an electrician in to wire it.

C. Serenity Trail Repaving Project – Construction Proposals

Feltmann said there was a discrepancy on each proposal. Voigt said when the bids were done they bid the same project, with that being to repave the trail and then complete an overlay on the existing bituminous trail out to Co Rd 134 and to Industrial Blvd. Chard bid one lump sum and Wm. Muellers broke their bid down. Both contractors were given the same information and drawings to bid on. Wm. Muellers bid was from Tacoma Ave to Industrial Blvd and Chard was from Industrial Blvd to Lakewood Trail. Feltmann questioned if the contractors were contacted to clarify their bids. Hormann asked if Voigt showed the contractors where the work will be done. Voigt stated he walked the area with the contractors and asked the contractors if the overlay would be a good idea, they stated the overlay would be good to cover any potential damage to the paved portion of the trail. Zellmann asked Voigt if we would use the dirt we have available; both contractors said they would furnish the dirt to ensure it is screened/clean dirt. Storms questioned the bids and the amount of dirt that needs to be hauled in. He asked if the commission goes with Chard (since they are low bid) is there a chance that they will bill the city more if they end up hauling in more dirt than what was on the bid. Voigt said their bids should cover the entire project and he is not anticipating any extra fees.

Hormann asked if the contractor will have to drive their equipment over the paved portion of the trail and if we know how the pavement got damaged so much and if we have to worry about more damage to the trail due to the contractor driving over it. Storms questioned if an overlay will be good enough to fix all damages to the paved portion of the trail and how the contractor plans to drive over the trail. Feltmann asked if there is a better time of year to complete the trail, maybe if there is a time of year that isn't as wet. Voigt said we wanted to get it done early to ensure the project is done this year. Feltmann asked who determines if it is dry enough to complete the project; Voigt said it would be up to him and the contractor.

Motion CS/KH, all in favor, to reward the bid to OMG Midwest.

D. Willkommen Memorial Park – Old Town Buildings

Storms spoke with Pat Shanahan to organize a time to get the Young America Baseball team and the committee together to look over the buildings. Storms asked who was all on the committee, Feltmann responded Storms, Zellmann, Helget, & Voigt were going to meet with a local contractor. Hormann said there was talk about meeting during the day and she couldn't do that. Storms said he didn't hear back yet. He said the game plan is to get something together and get the ball rolling. Voigt said the big concern is the moisture, the mold. The question is what do we do: raise the building to clear up the moisture, do we restore the building. Storms said the goal is to restore what is there. The plan is to cut off the block and put a new base on; fill the new base with concrete, attach it to the existing concrete and raise the floor a few inches to stop the water from coming in the building. Storms said the plan is to complete this in sections so we are not trying to lift the entire building at once. Storms stated the building is all one; the roof line is all tied in one. Feltmann stated it was all built at once. Hormann stated that we received bids for the mold mitigation quotes and that could be done after the building foundation is fixed. Zellmann questioned if the open shelter is also connected to the Old Town Buildings. Feltmann said we will have to wait until everyone meets but keep the item on the agenda since it is one of their goals.

6. New Business

Feltmann asked if there was any new business. Storms said nothing was on the agenda but we are talking with the softball girls. They are hiring someone to reposition the base pads on the north field. They may talk to Voigt about some ag line on the field as well. They use that for varsity so they want the north field done first. The project will be done as soon as the frost is out.

7. Miscellaneous Updates

A. 2018 Goals & Objectives Update

Feltmann said the Park & Rec wanted to update the sidewalk & trails plan to be completed by the end of June. We need to think about this in coordination with Willkommen Park items going on. The sidewalk & trails plan is the only item on the 2018 goals; the rest are long term goals. Voigt asked about the pavilion doors. Storms said they are getting prices for the pavilion doors.

8. Commissioner Reports/Updates

None.

9. Adjournment

Adjourn at 6:09 pm.

Respectfully submitted,

Alicia Menzel, Administrative Assistant



TO: Parks and Recreation Commission

FROM: Tony Voigt, Public Service Director

DATE: April 17, 2018

RE: NYA Softball Association softball fields upgrade

The Norwood Young America Softball Association is proposing to replace the bases, base anchors, home plate and pitching rubbers at the Sports Complex softball fields. They are also planning on realigning the pitching rubbers and home plates on both fields. Brian Crown had requested a donation from the Legion for the amount of \$3400 to cover the entire expense of the project. They are planning on completing the project in time for spring softball.

Norwood Young America



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TO: Parks & Recreation Commission Members
FROM: Steven Helget, City Administrator
DATE: April 17, 2018
SUBJECT: 2040 Comprehensive Plan – Goals & Objectives

The City's 2040 Comprehensive Plan Steering Committee has created goals and objectives for the new Comprehensive Plan. City Commissions are being asked to review the goals & objectives that relate to their respective Commission and to provide feedback. Enclosed are the parks and parks related facilities goals and objectives being considered.

Community Facilities and Services Goals and Objectives

Community Facilities and Services Goal #1: Maintain and improve all community facilities and services.

Objectives:

1. Maintain and improve, as needed, community facilities, utilizing a 5-year Capital Improvements Plan to identify areas of improvement.
2. Continue to implement planned improvements identified in the 2002 Street and Infrastructure Rehabilitation Plan, Five-Year Financial Plan, and 2001 Comprehensive Public Facilities Plan. Monitor these plans and update when necessary.
3. Improve accessibility of all community facilities where necessary and ensure their compliance with ADA requirements.
4. Continue to improve and update, when possible, the City's public service capabilities using training, upgraded facilities and equipment, and improved management practices.

Community Facilities and Services Goal #2: Work to achieve an equitable distribution of the cost of providing City services.

Objectives:

1. Work with the County, Township and nearby cities to avoid the duplication of services and to provide more efficient and economical government services.
2. Guide new residential development within the City in an orderly, compact pattern so that new development can be efficiently and effectively served by public facilities, where available.
3. Ensure that developers pay the true costs for public services and capital improvements and large developments are phased when appropriate.
4. Ensure that school facilities meet the needs of the City's population.
5. Continue to seek out funding for capital facility projects.

Community Facilities and Services Goal #3: Provide recreational and park facilities, bikeways, sidewalk and walking trails to meet the needs of the community.

Objectives:

1. Provide for a variety of recreational amenities and routine maintenance of the park system.
2. Establish and promote high quality design standards in the development of the park system.
3. Ensure equal access to parks and open space areas relative to user population densities.
4. Encourage expanding connections to areas of interest such as commercial areas, parks and residential neighborhoods with an interconnected path/trail system.
5. Identify desired linkages of open space in environmentally sensitive areas to similar areas as a means of preserving a greenspace/wildlife corridor.
6. Collaborate with partners to develop a trail system that links local trail and sidewalk facilities with the regional trail system.
7. Maintain zoning and subdivision regulations allowing for parks and open space, and providing for the dedication of parkland or fee in lieu.
8. Acquire land shown on the park and trail plan for public recreational trails where and when feasible.
9. Explore federal and state grant opportunities for park acquisition, development and maintenance.

Resource Preservation/Protection Goals and Objectives

Resource Protection/Preservation Goal #1: Protect, conserve, and enhance natural resources and environmentally sensitive areas within and adjacent to the City for the community's long-term benefit.

Objectives:

1. Identify environmentally sensitive areas and strongly support their incorporation into parks and open space areas as an alternative to the destruction of these resources.
2. Discourage development in those areas that are unsuitable or hazardous for urban uses due to topography, geology, soils, wetlands, flooding or other natural conditions.
3. Preserve the quality and quantity of surface water and groundwater resources by the appropriate regulation of all development activities that have the potential of impacting the water resources of the area.
4. Provide, when economically feasible, City sewer and water to existing developed parcels within the City, especially within shoreland or other environmentally sensitive areas.
5. Keep local ordinances and controls up to date and consistent with state and federal standards for shoreland, stormwater and erosion management.
6. Develop strategies to preserve air quality.

Resource Protection/Preservation Goal #2: Recognize local lakes as recreational, environmental, economic and aesthetic assets to the community.

Objectives:

1. Acquire park and trail land adjacent to the lakes in the City and its planned growth areas where feasible.
2. Maintain existing public accesses to the lakes and increase public access in new development.
3. Work to connect the lakes to neighborhoods, parks, community facilities and each other through trails and greenway corridors.

Resource Protection/Preservation Goal #3: Work with local and regional partners to conserve, protect and enhance the region's vital natural resources.

Objectives:

1. Consider completing a local natural resource inventory. Give strong consideration to integrating natural resources, including aggregate, identified in regional and local natural resources inventories into local land use decision-making.
2. Implement surface water management practices geared to protecting and maintaining the quality of local water resources.
3. Collaborate with partners to promote best management practices for agricultural activities of environmentally sensitive development techniques to protect the quality of the local and regional water resources.

Resource Protection/Preservation Goal #4: Encourage the preservation and enhancement of historically significant areas, structures, and archaeological sites.

Objectives:

1. Include consideration of historic, cultural and archaeological concerns and values in the development process.
2. Encourage the preservation of historic sites where practical and economically feasible.
3. Work with owners of historically significant structures to identify potential technical and financial resources for rehabilitating the buildings.
4. Promote public improvements which enhance the historic nature of the areas originally platted.
5. Work with the State Historic Preservation Office (SHPO) to determining whether properties proposed for development contain historically significant resources, which should be preserved.



TO: Parks and Recreation Commission

FROM: Tony Voigt, Public Service Director

DATE: April 17, 2018

RE: City park restrooms

I solicited for some quotes putting electronic timed locks on our restrooms at Friendship Park and also Willkommen Park. The quote I received so far was approximately \$2000 for each building. I wanted to bring this to the Parks Commission to ask if this was a direction we would like to head in. If not what other options should we explore. I asked Carver County Sheriff's Department last year which could not guarantee they would be able to lock them every night due to staffing. I also explored the idea to use staff but I do not think that would be a feasible option to expect staff to come in late each night to lock doors.

Also I would like to talk about the future of the Friendship Park restroom. The building is in need of some repair and we don't currently utilize the building as much as we should. I am looking for suggestions on the future of this building. I like the idea to repair but there is some of the same concerns for this building as I have of the old town buildings at Willkommen Park.

Norwood Young America



TO: Parks & Recreation Commission

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: April 11, 2018

RE: 2018 Pool Policy

The 2018 Pool Policy has been reviewed by the Personnel Committee, along with the Pool Manager and On-Call Managers. Minor changes were made from the previous year's policy.

Suggested Motion:

Motion to accept the 2018 Pool Policy.



WEST CARVER COMMUNITY POOL Manual

Welcome to the City of Norwood Young America! 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 larger team effort.

Be alert at all times. A moment of inattention may cost a life. Your top priority at all time is lifeguarding and safety. 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 the manager on duty. You represent the City of Norwood Young America - 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-service/Training:

- In-services are scheduled monthly with various training topics covered. Your attendance is required. If you miss the in-service, it is treated like a missed shift and disciplinary action will be taken.
- Concussion Training (online at http://www.cdc.gov/concussion/HeadsUp/online_training.html)

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The Pool

HOURS

- The pool will be open Tuesday, June 5, 2018 – Wednesday, August 22, 2018.
- Open Swim during the week is from 1:00pm – 4:30pm and 6:00pm – 8:30pm.
- Open Swim on the weekends is 1:00pm – 8:30pm.
- The pool will be closed on Wednesday, July 4.
- There are five swimming lesson sessions along with private and semi-private lessons being offered.

POOL CLOSING

All pool closings are at the discretion of the manager on duty. 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. Weather closings will be on the pool voicemail at least 30 minutes prior to the opening of swim lessons or open swim.

- At 8:00pm, if less than 3 people have been using the pool from 7:00pm – 8:00pm, the pool may close for the remainder of that day.
- Daily forecast temperature below 65° and sunny or 70° and cloudy shall close the pool for the day.
- Weather emergencies may also close the pool (see Emergency Action Plan).

SWIMMING LESSON REGISTRATION AND POOL PASSES

Swimming Lesson registration and Pool Passes can be purchased:

- at the City's website www.cityofnyc.com
- at the West Carver Community Pool
- at City Hall

RULES AND GUIDELINES

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.

BE SAFE

- 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.
- Only US Coast Guard Approved lifejackets are allowed under direct supervision of an adult. Water wings will be allowed when an adult is in the water supervising the child.
- No horseplay allowed (dunking, pushing, bullying, sitting/standing on shoulders).
- No running on pool deck or in the locker rooms.
- Steps and ladders must always be used when getting out of the pool.

BE RESPONSIBLE

- 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. The gradual slant of the pool floor poses a spinal injury hazard for divers who dive deep and at an angle.
- Goggles, masks, fins, snorkels, and kickboards are allowed only for their intended purposes.
- Harder balls, squirt guns, and general flotation devices are not allowed for general use unless special event or for those with disabilities.
- Refrain from using the pool if you have a contagious condition such as chicken pox, pink eye, ringworm, open wound, etc.

BE RESPECTFUL

- 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.
- Tobacco is not allowed on premises including: cigarettes, chewing snuff, cigars, vapor, etc.
- Food and/or beverages are not allowed in the pool, deck or locker room areas. Absolutely no glass on the pool deck or in the locker rooms.
- No chewing gum is allowed in the pool area.
- Appropriate swim attire required. NO cut-offs with frayed ends. ALL non-toilet-trained babies must wear a swim diaper. Regular “gel” diapers are not allowed.
- Music is acceptable, but limit volume and choices to appropriate music for a children’s pool.
- Cleansing shower required before entering pool.
- Spitting or spouting water and similar unhygienic actions are not permitted.

SLIDE GUIDELINES

Strong swimming ability required. Parental or adult supervision recommended. Toddler slide can be used by children age 10 and under only. Water depth is 3.5 feet.

- ***FEET FIRST.*** Enter pool feet first. No head first sliding. Rider should be lying down with feet and arms crossed.
- ***ONE AT A TIME.*** 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 WHEN DONE.*** Leave landing area immediately and exit to closest ladder.

Lifeguarding

GENERAL RESPONSIBILITIES

- **BE ON TIME AND ON DECK.** Lifeguards are expected to be on the pool deck and ready to go at the time that they are scheduled.
- **STAY AT YOUR STATION.** Be at your station before the patrons enter the water and do not leave until all guests are out of the water or until you are properly relieved.
- **BE ALERT AND PROFESSIONAL.** 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.**
- **KEEP IT PRIVATE.** Employee's personal information such as phone number and address is private data and cannot be given to the public. Personal cell phones should be kept in your vehicle or in a safe area behind the desk while you are on duty.
- **BE THE FIRST RESPONDER.** Lifeguards are expected to respond to and provide emergency assistance when necessary.
 - 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 an incident form. **Following a 911 call, immediately contact the Public Service Director.** The Minnesota Department of Health must be contacted within 24 hours by the Public Service Director.
- Telephones are to be used for emergencies, official use or for children to contact parents.
- Training for pool equipment (slide, pool lift) will be provided during new hire orientation. Contact the Pool Manager if you would like additional training.

ONGOING MAINTENANCE TASKS

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. These tasks can be performed by staff after the open swim session ends or during the scheduled breaks:

- **REVIEW DAILY CHECKLIST**
- **LEAVE NO TRACE.** Keep the office area clean and tidy. Pick up trash in the lobby area and pool deck. Straighten up the storage room. Clean locker room - floors are free of trash, showers are turned off.
- **MAINTAIN THE LOST AND FOUND.** Sort through and throw away anything that has been there longer than a month or is unusable.
- **FOLLOW THE CLOSING PROTOCOL.**
 - **FURNITURE IN.** All furniture and loose toys will be secured in the shed each night and the shed door will be locked.
 - **OUTSIDE LIGHTS ON.** 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 LOCKED.** Front door, back door, office door, fence and chemical door must all be locked.
 - **CAMERAS ON.** Ensure security cameras are operational prior to leaving the building.

SWIMMING LESSONS

- **BE ON TIME.** 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 have equipment ready prior to class start.
- **COMPLETE ALL PAPERWORK.** 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).
- **BE PRESENT AND ALERT.** 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.
- **MAKE THE LESSON COUNT.** Be an active instructor/aide. Be in the water as much as possible. This is especially important for Levels 3 and below. Games and optional skills can be found in Red Cross Instructor's manuals, game books and other material in the office.
- **COMMUNICATE CLEARLY.** 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.
- **LEAVE NO TRACE.** 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.
- **PREPARE APPROPRIATELY FOR SUBSTITUTES.** 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.

Human Resources

SCHEDULING

- **CHECK THE SCHEDULE.** You are responsible for your shift.
- **FIND YOUR OWN REPLACEMENT.** If you are unable to work one of your scheduled days, you are required to find a replacement.
- **LET THE MANAGER KNOW.** "Trade Forms" must be completed and approved by the Pool Manager prior to the shift.

PAYROLL / TIMESHEETS

- **DO IT YOURSELF.** Each employee is required to complete their own timecard. Do not write on or complete another employee's timesheet.
- **BE ON TIME.** Unless there is an emergency or you received pre-approval from the manager on duty, you are required to be at your work station by your start time.
- **TAKE YOUR BREAKS.** Employees that are scheduled to work eight hours in one shift are required to take a 30 minute unpaid meal.
- **CHECK YOUR TIMESHEET.** Check your timesheet for the appropriate name, dates, and total hours worked. Be sure to have your timesheet completed and signed by the last day of the payperiod. Place all completed timesheets in the Pool Manager's file folder.

- **CHECK THE DEPOSIT.** Employees are paid by direct deposit every other Thursday. Pay period runs Saturday – Friday. Contact the Pool Manager or the City Clerk if you believe you were paid incorrectly.

DRESS CODE

- **ALWAYS WEAR THE UNIFORM.** City-issued guard suit must be worn at all times while on duty. A swimsuit uniform and a pool t-shirt is issued at the beginning of employment. Lifeguards are responsible for purchasing additional uniforms if needed.
- **ALWAYS WEAR A WHISTLE.** Whistle is required while in rotation.
- **ALWAYS WEAR A NAMETAG.** Nametags are required while on duty.
- **ALWAYS CARRY THE TUBE.** 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.

POOL BREAKS / GUARD ROTATION

- **TAKE A BREAK.** A 10 minute break will be taken at 2:45pm and 7:15pm (weekends at 6:30pm).
 - Whistle blast and announce to the public to please clear the pool for a short break.
 - Concessions will remain open.
 - Long whistle blast to signal patrons allowed back in pool and guards are at their posts. Do not let patrons in the pool until you are in a position to watch your zone.
- **ROTATE AS DIRECTED.** Rotations will 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 be a guard in the high chair position at all times.**
- **ALWAYS STAY ALERT.** When rotating or switching guards, one guard must always face the pool while the other is climbing up or down the ladder.

DISCIPLINARY ACTION

Disciplinary Action will be taken by the Pool Manager for the violation of any rules or duties included in this manual and/or the job description. These violations may include, but are not limited to:

- **BE ON TIME.** Arriving late for work or leaving without authorization, or not showing up without prior approval is prohibited.
- **BE ALERT.** Sleeping or inattentiveness on guard stands is unacceptable. Use of any substance, such as alcoholic beverage, illegal drugs, prescription drugs, or other substances that will impair judgment, before or during pool hours is forbidden.

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. Depending on the severity of the offense, immediate termination could occur.

Safety & Emergency Plan

WHISTLE 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

INCIDENT REPORTS

Incident Reports must 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 Service Director.** The Minnesota Department of Health must be contacted within 24 hours by the Public Service 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.

EMERGENCY ACTION PLAN (EAP)

1. Stay calm.
2. Lifeguard recognizes that someone needs immediate help.
3. 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.
4. 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 Service 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 Service 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.

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

LAND EMERGENCIES

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

LIFE THREATENING EMERGENCY- (spinal injury or unconscious victim)

Water:

- Upon victim recognition, the guard notifies guards with 3 short whistle blasts that there is an emergency situation and help is needed.
- 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.
- 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.
- 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.
- The third guard calls 911, letting the operator hang up the phone before the guard hangs up. They will then call the Public Service Director.
- The third or fourth guard will meet the emergency medical service personnel at the front doors and guide them to the scene.
- Guards will backboard victim if necessary and remove the victim from the water and administer appropriate care as needed.

Land:

- First guard seeing injury alerts other guards by giving three short whistle blasts and pointing.
- First guard leaves station to attend to injured person.
- 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.
- 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.
- The third guard will follow appropriate steps for clearing pool and call 911.

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 weather permits, gather on grass area to the southeast flowerbed of the pool area.
- During inclement weather, gather under the open shelter at the Legion Park.

WEATHER EMERGENCY

Definitions

Severe Weather or Tornado Watch - conditions are present for severe weather to occur, be alert for changing weather conditions; review tornado warning instructions listed below.

Lightning, Hail, Severe Winds - causes automatic closing of the pool.

Severe Weather or Tornado Warning - 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.

Action To Take During Weather Emergency

- 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 Service Department, who can assist in the search.

BOMB THREATS

- Save the threat if left as message (voicemail, email, letter, fax, etc).
- Immediately call 911.
- Inform the Public Service 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

Chemical tests are done by the Public Services 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!**

Contact the following if there is a biohazard issue:

Tony Voigt 320/761-5008 Brent Aretz 952/212-0226 Steve Helget 507/581-2679

VOMIT OR FORMED STOOL

- 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.
- 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.
- If vomit settles to the bottom of the pool and cannot be removed with a net, call the Public Service Director.
- 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.
- Public Service Department will test free chlorine and pH levels and will record these levels in the biohazard incident log book. Chlorine and pH levels must be at the levels posted in the chemical room.
- 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.
- Public Service Department 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.
- 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.

DIARRHEA

- Clear the pool and contact the Public Service Department 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.

EMERGENCY ACTION GUIDE

EMERGENCY	ACTION	ALERT AND NOTIFICATION
<p>Hazardous Material Emergency</p>	<p>Do the following upon discovering or witnessing a hazardous material release or spill that poses a threat to people, property or the environment:</p> <ul style="list-style-type: none"> ● 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. 	<p>Alert Other Employees</p> <p>Activate Local Alarm</p> <p>Call 911</p>
<p>Criminal Act/Work Place Violence</p>	<p>Do the following upon witnessing a criminal act or work place violence:</p> <ul style="list-style-type: none"> ● 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. 	<p>Alert Other Employees</p> <p>Inform Manager on Duty</p> <p>Call 911</p>
<p>Life-Threatening Medical Emergency</p>	<p>Do the following in the event of a life-threatening medical emergency:</p> <ul style="list-style-type: none"> ● Alert other employees. ● Do a primary survey of Airway Breathing Circulation (ABCs). ● Call 911 for EMS. ● Provide lifesaving first aid/CPR (observe universal precautions). 	<p>Alert Other Employees</p> <p>Activate Local Alarm</p> <p>Call 911</p>



PERSONAL DATA

Name _____ Date of Birth _____

Address _____ Phone _____

If under 18, Name of Parent/Guardian and Phone _____

INCIDENT DATA

Date of Incident _____ Time of Incident _____

Description (include): where the incident occurred, was it during open swim or swim lesson, any names/phone numbers of witnesses, and any other information you feel is pertinent to the incident.

CARE PROVIDED

The injured person: Accepted assistance from employee Refused assistance from employee

Name of staff that provided care _____

Was Emergency Medical Services called? YES NO

If minor, was the parent called? YES NO

Was the injured person able to resume normal activity? YES NO

In detail, describe the care that was provided _____

Employee Signature

Date

Manager Signature

Date



BANDAGE REPORT

Date _____ Time _____ Staff Initials _____

Name _____ Date of Birth _____ Phone _____

Location of bandage (circle one)

Left Foot Left Leg Left Arm Left Hand Other _____

Right Foot Right Leg Right Arm Right Hand

Any information that you feel is pertinent:



West Carver Community Pool
BOMB THREAT RESPONSE FORM

Date _____

Time call received _____

Phone Number _____

Staff Name _____

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:

CALL 911

Description of Caller: (circle all items associated to call):

Male Female
 Young Old Middle-Age Age guess _____

Voice
 Deep Soft Raspy Accent Intoxicated Nervous

Background Noise
 None Traffic Train Music Voices Static

Office Factory P.A. System Other (describe): _____

Threat Language
 Well-spoken Foul Irrational Incoherent Message Read

Other:

Time Call Ended _____

After calling 911; contact the Public Service Director at 320/761-5008.



West Carver Community Pool
HEPATITIS B VACCINE FORM

I, (print name) _____, have read the information sheet about Hepatitis B and the Hepatitis B Vaccine. I understand the benefits, risks and possible side effects associated with receiving the vaccine or refusing the vaccine. I accept these risks. I understand that the vaccine is given by injection on three separate dates, and that it is my responsibility to receive the doses according to the schedule that is established. I also understand that the vaccination 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 request.
- I grant permission for the City of Norwood Young America to provide the Carver County Public Health Nurse with my name and date of birth to verify whether or not I have received the vaccination.

Employee Signature

Date



West Carver Community Pool
WCCP MANUAL ACKNOWLEDGEMENT

I (print name) _____, have received the 2017 West Carver Community Pool Manual from the City of Norwood Young America. I will adhere to the policies of this manual. If I have any questions or concerns, I will contact the Pool Manager, the Public Service Director, or the City Clerk.

Employee Signature

Date

Manager Signature

Date