MARENGO MUNICIPAL SWIMMING POOL
OPERATIONS MANUAL

Approved by the Marengo City Council on May 2, 2016
The rules of conduct are intended to provide pool patrons with a safe and enjoyable place to swim. Enjoy yourself and come back often.

1. **Hours of Operation**: The Marengo Municipal Swimming Pool hours are 12:00 p.m. to 7 p.m. The City of Marengo reserves the right to adjust hours at its discretion. The pool lifeguard supervisor will make the decision whether to stay open or not.

2. **Pool Closings**: If the air temperature outside is less than 70 degrees or the weather conditions are unfavorable, the City may close the pool until there is a break in the weather upon his/her judgment. If there are less than five swimmers in the pool for 2 hours or more, the pool may close unless the City anticipates more swimmers later. The City of Marengo reserves the right to close the pool at any time for any reason.

3. **Guard Rotation and Breaks**: There will be 4 lifeguards on duty at all times when the pool is open to the public. One lifeguard will occupy the chair at the shallow end, one lifeguard will occupy the chair at the deep end, one lifeguard will walk the pool deck, and one lifeguard will staff the guard shack. Lifeguards will rotate positions every 20 minutes. A 20-minute break will be taken at 2:20 p.m. and 5 p.m. During break times, only lifeguards will be allowed to swim in the pool. A minimum of two lifeguards will remain on duty during breaks. All other guards will clock out if in the water. If a guard leaves the pool, they must clock out and let the manager know.

5. **Pool Admissions**: Everyone, except those children 4 and under, and currently employed pool staff, will pay admission to the swimming pool. Please use sound judgment when sending young children to the pool without a parent/guardian. Children 8 and under must be supervised by a responsible young adult 14 or older, who must remain in the water with the child. Lifeguards reserve the right to refuse admission to and/or ask anyone to leave who they feel is not being properly supervised. Family tickets are for immediate family members. For example, mother and father and dependent children. NO REFUNDS ON DAILY ADMISSIONS OR SEASON TICKETS

**2016 FEES**

<table>
<thead>
<tr>
<th>FAMILY SEASON TICKET</th>
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<tr>
<td>Within the School District</td>
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| PUNCH CARD – 10 Punches | $35.00 |
| ALL DAILY TICKETS | $4.00 |

6. **Pool Phone Use**: Arrangements for picking up children should be made before arriving at the pool. The telephone is for Emergency use Only. This includes incoming calls. Any personal calls for pickup or otherwise will be made by the person in charge of the guardhouse. Lifeguards are not responsible for finding a patron to talk to their parents on the phone.

7. **Bicycles**: All bicycles are to be parked in or close to the bike racks. Do not ride bicycles on the sidewalks.

8. **Pool personnel**: Pool personnel and City staff only are permitted in the Guard House and Sugar Shak. Fundraising groups, on their designated day, will also be allowed in the Sugar Shak. Do not talk unnecessarily to the lifeguards while they are on duty. Exit the water immediately as soon as you hear a long whistle blast. Lifeguards’ instructions and directives are to be followed without harassment.

9. **Allowable attire**: Swimwear is required for swimmers (suits/trunks). Swim diapers are required for those children that are not toilet-trained. Lifeguards are allowed to wear an
appropriate t-shirt while on the stand. The pool manager will have authority to deem what is an appropriate t-shirt.

10. Showers. A thorough shower is required before swimming.

11. Illness. Anyone with a communicable illness will not be admitted to the pool. Anyone experiencing diarrhea within the last 24 hours will not be admitted to the pool.

12. Deep End Requirements Each swimmer must be able to swim across and back the width of the deep end of the pool adequately for any lifeguard before being permitted into the deep end. Diving and free swim will be allowed in the deep end at the deep end lifeguard’s discretion, between the hours of 12:00 p.m. and 1:00 p.m. and 6:00 p.m. and 8:00 p.m. Under no circumstances will diving and free swim be allowed together at the same time. Diving will only be allowed to one person at a time, including parents holding children.

13. Horseplay, etc. Running, loitering, towel fighting, shoving or throwing is not allowed on pool deck or in the bathhouse area. Splashing, dunking or other "horseplay" is not allowed. Spitting or nose blowing in the pool is strictly forbidden. Profanity will not be tolerated and will result in disciplinary actions detailed later in this manual.

14. Items not allowed: Gum, tobacco products, alcoholic beverages, glass containers of any kind, and weapons of any kind will not be allowed on the pool grounds.

15. DIVING BOARD:
   - One person on the diving board (including the ladder) at any time. Parents will not be allowed to dive with children.
   - Parents will not be allowed to catch children off the board.
   - Wait for area to clear before diving into the water.
   - Dive straight off the end of the board.
   - Exit the water at the nearest ladder.
   - No swimming under the boards or in the diving area.
   - No hanging under the boards.
   - No life jackets or other flotation devices allowed when diving from boards.

16. In the pool. Do not hang or gather around the ladders. Do not hang or swim on the ropes. Do not play with any rescue equipment. Do not harass lifeguards. NO DIVING IN THE SHALLOW END. No back flips from the side of the pool.

17. Lost and Found. There is a lost and found located in the guard shack. Please contact any lifeguard if you have found something or are missing anything. There are baskets available, free of charge, for those that wish to keep items in the guardhouse. THE MARENGO MUNICIPAL SWIMMING POOL, ITS PERSONNEL, AND THE CITY OF MARENGO ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. The lost and found items will be taken to Marengo City Hall once per week. Any lost items at City Hall will be kept until the beginning of the next pool season, at which time they will be disposed of.

18. Vandalism. ANYONE CAUGHT VANDALIZING OR DESTROYING POOL FACILITIES WILL BE ASKED TO LEAVE FOR THE REMAINDER OF THE POOL SEASON. This applies to pool patrons and pool staff.
CITY OF MARENGO
SWIMMING POOL
POOL STAFF RESPONSIBILITIES

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General:

- The Staff’s primary objective is to provide a safe and clean pool at all times. As employees of the City of Marengo, the staff will serve as a representative of the City to the general public. The staff is urged to maintain professionalism during work hours.
- Either the Lifeguard Supervisor OR a Head Lifeguard will be on duty at all times while the pool is open. In the absence of the Lifeguard Supervisor, the Head Lifeguard will be in charge of the pool facility, including staff. The Lifeguard Supervisor will designate the Head Lifeguard for each day. Head Lifeguards must have a minimum of two years' experience as a lifeguard, unless otherwise determined competent by the City Administrator and Pool Manager.
- The supervisor or head lifeguard is in complete charge and is responsible for the safe and efficient management of the facility. The supervisor or head lifeguard will be expected to work in any capacity needed.
- Each employee has agreed to employment stating the job for which they were hired and the date of employment. A schedule of duty hours will be established for each employee. They will be held responsible for the agreement, duties and work schedule set down for them by the Pool Supervisor. The supervisor is responsible for establishing the work schedule.
- Staff will follow and enforce pool rules and health regulations as set forth by the Iowa Department of Public Health and the City of Marengo.
- All of the pool rules also apply to all of the Pool Staff.
- The pool staff will complete all tasks and/or duties assigned by the City Administrator, the Public Works Director, and or the Financial Manager.
- Lifeguards must complete 1 hour of in-service training every week to stay on top of rescue skills and issues.
- Lifeguards must complete a 15 minute swim using either freestyle or breast stroke without stopping 1 time per week to stay in shape.

Job Duties:

- Each pool employee will have certain duties to perform according to their job position.
- While on the guard stand, the lifeguard will sit in an alert position and be continuously scanning the designated area. The lifeguard should pay close attention to danger zones, swimmers under the surface, and anyone displaying unusual actions. It is very important to be constantly aware of the pool activity. Must have a whistle at all times while working.
- Guard tubes must be worn on shoulder at all times.
- If there are any doubts as to a person's swimming ability, the deep end guard should ask the individual to swim two (2) widths in the deep end of the pool. If they refuse, then it must be assumed they cannot swim well enough and the individual must swim in the shallow end of the pool. A floater guard will come out to watch swim tests.
- While on duty, the guards must keep their eyes on the pool and remain ALERT.
- The lifeguard’s job is to prevent accidents and to protect the individuals swimming. Lifeguards need to spot check their area of responsibility and pay particular attention to individuals under the water.
- When changing guards on chair, the guard replacing should watch the area.
- Guards should leave the guardhouse a few minutes before their shift on the chair begins.
- The “floating” guard will be responsible for a bathhouse check each shift
- Guard’s responsibilities in the while in the guardhouse are:
  - Tend money
  - Keep counters and all of guardhouse area clean
  - Answer the phone
  - Take care of minor injuries (log them)
  - Refrain from sitting on counters
  - Pool and city staff only in the guardhouse
- Water samples will be taken on a regular basis and reported to City Hall. (see Section 15.4(2) of the DIP Swimming Pool Rules Manual)
- All testing and adding of chemicals will be logged daily (see Section 15.4(2) of the IDPH Swimming Pool Rules Manual)
- Lost and found articles will be placed in a designated area. Tag items of value as to the date, time, location found and employee's name of who found the article. After one week, bring the articles to City Hall. Do not take home any lost and found items.
- Both dressing rooms must be inspected periodically. They must be disinfected once each day after all patrons have left the pool.
- While on duty, the lifeguard supervisor or head lifeguard is responsible for all occurrences at the pool. All areas of the pool should be continually checked. Frequent checks to the dressing rooms, spectator area, and the grounds surrounding the fence should be made.
- The bathhouse and the toilets are as much a part of the pool area as the pool. These areas must be checked constantly for youngsters loitering, smoking and cleanliness.
- All guard personnel are responsible for the cleanliness and smooth operation of the pool. Guards are expected to cooperate, take the initiative in removing trash and foreign objects. Guards are responsible for the vacuuming, hosing, disinfecting, sweeping and squeegeeing
- Guards are responsible for picking up litter on the pool deck and around the fence.
- Guards should regularly check dressing rooms for baskets and cleanliness.
- At closing time, guards will pick up extra towels and objects around the pool and do a survey of the bottom of the pool

**Guard attire:**
- The pool manager will have authority to deem what is appropriate and tasteful attire.
- All lifeguards are expected to dress appropriately in the required uniform.
- Straps on suits must be on shoulder at all times.
- Lifeguards are allowed to wear an appropriate t-shirt while on the stand.
- In the event that the air/wind temperature is chilly, lifeguards will be allowed to wear tasteful sweatpants and sweatshirts while in the stands. Before this is allowed, lifeguards must prove they are able to swim in sweatpants and sweatshirts.

**Weather Issues:**
- On days when the weather is above 65 degrees according to the Marengo Bank Sign, but unpleasant due to cold winds, rain, etc., the staff shall be present and open the pool at the regular time. The lifeguard supervisor or head guard shall direct the swimmers of the fact that the pool may close early because of the weather when the swimmers arrive. If an early closing is required, the supervisor shall notify City Hall of the conditions requiring the pool to close early and the time of closing. The lifeguard supervisor or head lifeguard shall inform all persons entering the pool of the closing time.
- In the event of a storm possibility in the immediate area, it is the responsibility of the lifeguard supervisor/head lifeguard to closely watch the weather
- The pool must be closed with the onset of threatening weather
- In the event of a storm, follow the designated emergency plan
Not allowed:

- Staff members will not engage in any unnecessary talk with the patrons or other guards. Friends and patrons will not be allowed to loiter near any of the lifeguard stands or the guard house.
- Staff members will not read books or magazines, play cards, musical instruments, radios, I-pods, cell phones, or other electronic devices while on duty.
- Guards shall refrain from visiting with people outside of the fence or at the front window.
- Guards will not be allowed visitors or phone calls while on the chair.
- Guards are not allowed to sit on the counters in the guardhouse.
- Staff members will not be allowed to smoke anywhere on the pool grounds.
- There shall be no use of tobacco, alcohol, controlled substances, or other intoxicants at the pool facility. Any infraction will result in immediate dismissal.

Patron discipline:

- Memorize and enforce the pool discipline rules. The pool supervisor or head lifeguard may skip any of the order listed below depending upon the severity of the incident. Lifeguards should use their best mature judgment. REMEMBER – Document any and all disciplinary actions that take place (warnings, suspensions, etc).
  - The FIRST time a patron is suspended from the pool, it will be for one day.
  - The SECOND time a patron is suspended from the pool, it will be for one week.
  - The THIRD time a patron is suspended from the pool, it will be for the remainder of the season.
- Guards have the authority to enforce any violations of the rules, but should be extremely courteous and use their best mature judgment while doing so.
- Lifeguards should not only guard the lives of the patrons, but also maintain discipline among the more active ones so as to insure the comfort and pleasure of others.
- The Lifeguard Supervisor and Lifeguards should refrain from engaging in an argument with any patron. The fault or infraction should be explained in detail and they should be told whether they have a warning or an ejection coming. Do not spend more than a few seconds on correcting infractions. If the individual wishes to argue, refer them to City Hall. If the patron warrants an ejection and refuses to leave, police should be called immediately. Do not touch the individual physically. Anytime it is necessary to call the police, notify City Hall as soon as possible.

Emergencies:

- The staff will know and practice the pool emergency procedures.
- Use first aid supplies for first aid only. Call the ambulance immediately if a serious accident occurs and notify City Hall as soon as possible.

Duties Specific to Lifeguard Supervisor:

- The lifeguard supervisor is responsible for the health, safety and welfare of all patrons.
- The lifeguard supervisor is responsible for any and all problems arising from the operation of the pool.
- The lifeguard supervisor is responsible for all money that is taken in at the pool. If a deposit is short, it is the pool supervisor’s responsibility to find information from the Head Guard that day. Receipts are to be made ready for deposit to the bank when
delivered to City Hall. A Pool Reconciliation Sheet Daily Pool Report must be
turned in along with the receipts to the Clerk's office each day.

- The lifeguard supervisor should keep the pool keys in a safe area. The lifeguard
  supervisor should be sure all keys are secured and be aware of who has keys.
- The lifeguard supervisor is responsible for scheduling work hours of staff and
designating a head lifeguard for each day.
- The lifeguard supervisor will review all time cards on a weekly basis and initial.
  Time cards will be turned in to City Hall by Tuesday of the week paychecks are
  issued.

Time off:

- Guards will be expected to work the hours in which they are scheduled to work. Once
  the schedule is complete, if a guard wishes to have a day off, it will be their responsibility
  to find a replacement and notify the lifeguard supervisor of any schedule changes
- Vacations must be approved by the lifeguard supervisor at least two (2) weeks in advance
- If guards are unable to report to work because of illness, the lifeguard supervisor should
  be called as soon as possible and prior to the time the guard is to report for work.
- Currently employed pool staff will be allowed free admission on days that they are not
  scheduled to work

Hours of work and paychecks:

- All lifeguard staff work by the hour and must fill out their time every day. The
  supervisor is responsible for checking all time turned in by all guards stating hours
  worked
- Paychecks are issued every other Friday – refer to the calendar in the guardhouse for
  specific dates
- Paychecks are picked up in person at City Hall
- Paychecks will not be mailed without written consent of the payee
- Paychecks will not be given to anyone other than the payee without written consent of the
  payee

Pool personnel disciplinary measures:

- Personnel issues will be handled by the City Administrator and the lifeguard supervisor
- If a lifeguard is having personnel issues with the lifeguard supervisor, s/he may go
directly to the City Administrator
- Staff disciplinary procedure:
  o Written warning with notification that 2\textsuperscript{nd} offense could result in termination
    (warning must be signed by employee receiving warning)
  o Second offense will result in meeting with lifeguard supervisor and city
    administrator to determine action to be taken, including possible discharge
- City Administrator reserves the right to modify the above outlined procedure or proceed
directly with termination, dependent upon the situation

Private swimming lessons:

- Any lifeguard that holds a current Red Cross WSI certificate will be allowed to provide
  private swimming lessons to individuals.

Division of duties among city staff:

- The City Administrator oversees:
  o Personnel and personnel issues
  o Patron disciplinary issues
- The Public Works Director oversees:
  o Maintenance and repair of the overall pool facilities
  o Ordering of chemicals
• The Financial Manager oversees:
  o Compliance of required paperwork
  o Compliance of child labor laws
  o Payroll
  o Ordering of pool supplies (except for chemicals)
  o Pool operations
PLAN OBJECTIVE – To have an organized, uniform plan in place ahead of time in order to be better prepared in the event an emergency arises at the pool. E.A.P.s for specific events or occurrences are outlined below.

*IN THE EVENT OF ANY EMERGENCY, ONE LONG WHISTLE BLAST SIGNALS THE IMMEDIATE EVACUATION OF THE POOL.

ACTIVE OR PASSIVE DROWNING E.A.P.
- Signal to evacuate the pool
- Guard who noticed the swimmer in distress will point to indicate location to other guards
- Appropriate rescue will be performed by the primary guard who noticed the swimmer
- Guard inside the guardhouse will call 911, and then the lifeguard supervisor and city administrator if they are not present. The guardhouse guard will then assist in calming the crowd.
- Remaining two guards will come down from stands and aid in rescue when/if possible- i.e. retrieve and load victim on backboard, assist in 2 person CPR, etc.
- The primary rescuer and at least one of the secondary guards will remain with the victim and perform appropriate care, taking disease transmission precautions, until EMS arrives.
- Primary rescuer will report situation to the EMS personnel
- Following the exit of the victim, lifeguard supervisor and city administrator will determine whether or not to re-open facility.

MEDICAL EMERGENCY OUTSIDE OF THE WATER E.A.P. –
- Signal to evacuate the pool
- Guard who noticed the patron in distress will clear the area around him/her and will point to indicate location to other guards
- Appropriate emergency care will be given/performed, taking any precautions not to transmit disease, based on the nature of the patron’s condition by the primary guard who first noticed the situation.
- Guard inside the guardhouse will call 911, and then the lifeguard supervisor and city administrator if they are not present. The guardhouse guard will then assist in calming the crowd.
- Remaining two guards will come down from stands and assist the primary guard in any way possible- i.e. treat victim for shock, get bandages, perform 2 person CPR, etc.
- The primary and at least one of the secondary guards will remain with the victim and perform appropriate care, taking disease transmission precautions, until EMS arrives.
- Primary guard will report to the EMS personnel.
- Following the exit of the victim, the lifeguard supervisor and city administrator will determine whether or not to re-open facility.
**INCLEMENT WEATHER E.A.P.**

- Pool must be evacuated immediately when lightening is sighted or thunder is heard.
- Lifeguard supervisor or head lifeguard can make the decision to close the pool due to approaching weather.
- If lightening is not sighted, but a storm is known to be approaching, the pool may still be closed.
- If there is adequate time before the storm hits, the pool will be evacuated and the patrons sent home quickly.
- If there is not enough time before the storm hits the following steps will be followed:
  1) Pool will be evacuated and head guard will announce for everyone to go into the girls’ bathhouse, or both bathhouses if there is a large number of patrons.
  2) Head guard will remain outside until he/she has made sure all patrons are in the bathhouse and both the pool and deck are clear.
  3) Guards will divide themselves evenly between bathhouses and try to maintain calm and order.
  4) In the event of a tornado or a storm with very strong winds, guards will ask patrons to sit against the walls and cover their heads.
  5) All persons will remain in the bathhouse until the storm has passed and it is safe to go outside. Lifeguard supervisor or head guard will make this determination.
  6) Following the storm, lifeguard supervisor will determine whether or not to re-open the facility.
  7) City Hall will be notified.

**CONTAMINATION E.A.P.**

- Signal to evacuate the pool
- Call lifeguard supervisor if not present
- Call public works director or city hall to report contamination
- Determine type of contamination discreetly
- All precautions to avoid disease transmission will be taken.
- Clean any contaminants from side of pool or pool deck using protective gloves
- Lifeguard supervisor will disinfect pool with the proper chemicals
- Pool will remain closed until it is determined to be safe to re-enter- this may mean a few hours or the rest of the day, depending on the type of contaminant and the size of the contaminated area.
- City Hall will be notified.

*THE LIFEGUARD SUPERVISOR USING MANY OF THE SAME STEPS FROM THE PREVIOUSLY OUTLINED PLANS WILL DEAL WITH ANY OTHER EMERGENCY THAT ARISES ON A CASE-BY-CASE BASIS.*