

Policies, Procedures and **Emergency Action Plans** Manual

FAIRBANK AQUATIC CENTER



2017 Version

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1. General Information

Municipal Pool Board

**President- Jason Kayser, Secretary-Teresa Haberman
Tina Robinson**

Aquatic Center Manager:

**Monica Ott
319-464-5547**

Asst. Manager: Teresa Imbrogno

CPO:

**David Ryan, Certified Pool Operator
Cell- (319) 240-7818**

Aquatic Center Telephone Number: (319)-635-2533

Admission Hours: (Monday – Friday) 1:00 –7:00p.m.
(Saturday & Sunday) 1:00 – 6:00 p.m.

Opening Requirements: 8 swimmers and 70 degrees F

1.1 Prices:

Daily Admission: All Day: \$4.00 (hand stamp)

Season Tickets:

Family	\$150.00
Individual	\$75.00

(Season Tickets are not transferable)

Day Care Provider: \$20.00 on either ticket

Pool Rental: \$150.00 – Entire Pool \$75.00 0' depth entry only (100 person max)

1.2 Pool Telephone:

- Patrons may use the phone at staff discretion.
- Do not call a swimmer to the phone unless an adult or a parent is calling.
- It is not a social phone.
- Use of the phone will be limited by guard and/or supervisor's discretion.

Useful Phone Numbers:

EMERGENCY	911
City Hall	(319) 635-2869
Fax	(319) 635-2340
Fire Station Business	(319) 635-2981
Police Station Business	(319) 635-2111

2. Aquatic Center Rules:

All stated rules are subject to the manager's and or pool board's discretion and interpretation unless bound by the State of Iowa, Dept of Health.

2.1 General Rules

- A. Individuals in street clothes may enter the pool. However they are required to pay admissions. (Pool manager or supervisor may exercise some discretion if he/she wishes)
- B. Individuals in street clothes must pay \$3 or have a season pass if they are going to wade in the zero depth area.
- C. HAVE APPROPRIATE SWIMMING SUIT! (White t-shirt is the only other accessory)
- D. Children unaccompanied by an adult during open swim hours must have completed level 2 in swim lessons or be entering the 1st grade.
- E. NO gum.
- F. NO diving in the shallow end (3' to 5').
- G. NO running, smoking, eating or drinking on deck. Plastic water bottles are allowed on deck.
- H. All food consumed in the food court must be purchased at the aquatic center.
- I. NO carrying another person, except for parents carrying small children.
- J. NO horseplay, dunking or pushing.
- K. NO splashing another swimmer or guards.
- L. NO swimming in deep end for those 17 and under without passing the deep water test and reading the diving rules annually.
 - A. Deep-water test consists of swimming the width of the pool 4 times with a reasonably good American Crawl and treading water for 30 seconds. If in doubt, consult another guard on 2nd chair and/or the Supervisor.
 - B. Guard on 2nd chair or off deck guard observes deep-water test.
- M. Take a shower before entering swimming pool.
- N. Do NOT play on the lifeline.
- O. Babies using the pool must be in swimwear and swimmer diapers, which is to be disposed of properly.
- P. Baby strollers are allowed on deck with parents.
- Q. "Nerf/beach balls" will be allowed with the exception of busy days.
- R. Do NOT play with poles, rescue tubes, or other life saving equipment.
- S. Do NOT tamper with drain in the deep end.
- T. NO recreation equipment in the deep water.
- U. Must be 70 degrees F and at least 8 swimmers to open and remain open.
- V. NO life jackets are allowed except during family hour.
- W. Arm floatation devices are not recommended but are allowed for preschool children in the zero depth area of the pool, during family hour.
- X. Floatation tubes/boats may be used with babies in shallow water.

2.2 Diving Rules

- A. One person on the diving board at a time.
- B. Dive straight out from the board.
- C. Don't prolong time on the board.
- D. Don't swim under the board.
- E. After dive, swim clear of diving area.
- F. When diving from side, use marked areas.
- G. One bounce on the diving board.
- H. NO running back and forth on the diving board.
- I. NO "sailor" (hands free) dives anywhere in the pool.
- J. NO hanging from board.
- K. Patrons under 17 must pass the deep end test to use the board OR drop slide.
- L. "Gainers" (a type of dive in which the diver leaves the board facing forward and completes a full backward) are not allowed.

2.3 Slide Rules

- A. No head-first sliding.
- B. Adult supervision recommended.
- C. Strong swimming ability recommended.
- D. warnings
- E. Water depth is feet.
- F. Weight limit 300lbs
- G. *based on astm standards
- H. Users must be 48" or taller to ride.
- I. Do not use this slide while under the
- J. influence of alcohol or drugs.
- K. Follow the instructions of the
- L. No running, standing, kneeling, rotating,
- M. tumbling or stopping in the flume.
- N. Only one person at a time. forming
- O. Keep both hands & feet inside the flume
- P. No diving from the flume.
- Q. Leave the flume pool promptly
- R. Slide lying on back, feet first only

2.4 Center Rental Rules

- A. Center can be rented for exclusive use from 8:30 p.m. – 10:00 p.m.
- B. No more than 2 rentals will be scheduled in a week
- C. No open containers of alcohol
- D. The responsible person renting the facility must:
 - 1. Remain at the Center at all times the facility is rented.
 - 2. Is responsible for conduct of patrons.
 - 3. Is responsible for any messes caused by the private patrons.
 - 4. Must sign a contract of agreement.

3 Aquatic Center Staff Qualifications, Polices and Procedures:

Staff Qualifications comply with the requirements of the State of Iowa Department of Health.

3.1 Lifeguard Qualifications:

- 1. Must have current Lifeguard Training Certificate, current Professional Rescuer CPR Certificate, which includes adult, child, infant and First Aid Certificate.
- 2. Must be in good mental and physical condition.
- 3. Must be reliable.
- 4. Must be emotionally stable.
- 5. Have a positive attitude.
- 6. Possess tact and good judgment.
- 7. Know rules and be ready to enforce them.
- 8. Must be able to educate patrons of purpose of rules.
- 9. Be willing to help in any area.
- 10. Obey the same rules as patrons.
- 11. Complete paper work on time.

MUST COMPLY WITH THE CITY OF FAIRBANK'S JOB DESCRIPTION AND PERSONNEL MANUAL.

3.2 Concession/Admission/ Attendants:

- 1. Be in good mental and physical health.
- 2. Be 14 years old.
- 3. Personable with children.
- 4. Know aquatic center rules and enforce them.
- 5. Obey aquatic center rules.
- 6. Have positive attitude.
- 7. Willing to help in any area where qualified.

- 8. Must pass American Red Cross Level VII Skills, CPR and FIRST AID or hold a valid card.
- 9.

3.3 Swimming Lesson Aids:

- a. Must be at least 14 years old.
- b. Must have completed the American Red Cross, Learn to Swim level VII and Basic Water Safety class, OR be able to prove knowledge and proficiency at that skill level.
- c. Must be in good physical health.
- 5. Must be able to work mornings

3.4 Employee Dress Code:

3.4.1 Lifeguards:

In order to portray a professional image, and more importantly for easy and quick identification, lifeguards shall wear the approved lifeguard uniform at all times while on the clock at the Aquatic Center. Initial swimwear will be purchased by the aquatic center, and maintained by the employee. Only approved uniform t-shirts or sweatshirts shall be worn over swimwear. For quick response in a rescue **NO PANTS OR SHOES SHALL BE WORN WHILE ON POOL SIDE OR SLIDE WATCH!**

3.1.2 Attendants, Aids and Concession Workers:

Attendants shall wear approved t-shirts. Attendants shall not wear unapproved lifeguard swimwear uniform.

3.5 Daily Duties and Rotation:

3.5.1 Lifeguards:

Guards are at four stations: SEE APPENDIX B

- a. 1st Station: Guard at 0' depth "fan" area; must walk around the area during crowded days. Also supervise the "narrow" area.
- b. 2nd Station: 3' - 5' area in front of building; guard 3' – 5' area; pass swimmers for deep water; get help from "off" guard if busy.
- c. 3rd Station: Diving area "pit"; guard deep end; check swimmers for passing deep-water test, watch diving board and drop slide.
- d. 4th Station: Observe large slide plunge pool. Help patrons as needed.
- e. Attendant: This person directs people down the slide watche's stairs and maintains order.
- f. Off Guard: Attends to concessions, Does a walk through the locker area, assists at the admissions desk.

NOTE: Rotation and placement of guards can change depending on number of patrons. Above placement is for full bather load. Area #2 and #3 can be supervised by 1 guard if 50 or less people in that area.

3.5.2 All Employees

Help with cleaning. *M, W, F*- disinfect decks; *T, Th, S*- disinfect dressing rooms.

- a. Help with concession/admission duties.
- b. Check dressing rooms.
- c. Keep fit by swimming (ie: laps)
- d. Get along with others.
- e. Keep locker rooms supplied and clean at all times.
- f. Guard during swimming lessons.
- g. Be on time.
- h. Rotation schedule:

Open at 1:00
 @ 1:55 Pool check
 @ 2:55 Pool check
 @ 3:55 Pool Check

Pool checks every hour - - usually 10 minutes - - can be shortened to 5 minutes on cooler days or eliminated in evenings depending on crowd and management. **No patrons shall be allowed in the pool during pool checks or breaks.**

3.5.3 Breaks and Lunch Break

- a. Employees can request 10 - 15 minute break when it is not too busy.
- b. Life Guard Lunch Break: You will receive (1/2) one half-hour supper break. The times for this break are one of the following:

4:30, 5:00, 5:30, 6:00, 6:30, 7:00. (if you have the 7:00 break you may be free to go home for the night) These times and the lunch schedule are subject to change according to the pool manager.

3.5.4 Concession / Admission Attendant:

- a. Keep the *Daily Report Sheet*.
- b. Account for money.
- c. Account for and stock food and candy
- d. Keep everything in its place.
- e. Help put equipment away.
- f. Keep concession room organized, clean and compliant with health code rules.
- g. Count all money, record in book and set aside opening change.
- h. Sell daily admissions, tickets and date them.
- i. Check swimmers for swimsuits, band-aids, and gum.
- j. Do not allow bikes on sidewalk in front of counter.
- k. Discourage people from gathering at counter.
- l. Do not allow unauthorized people in concession or guard rooms.
- m. Do not allow swimmers and visitors to play with ticket boxes, pens or counters.
- n. No one is allowed to sit on the counters.

3.6 Employee Performance Guidelines, Progressive Discipline and Termination:

All employees are expected to perform their assigned duties with diligence, respect, and kindness. Employees are also expected to know the fundamentals of their position, be skilled and proficient, and be knowledgeable of the content of this manual. By signing the "Employee Acknowledgement" you indicate such. Periodic evaluations will be performed by utilizing Appendix C to identify areas where employees excel, and/or need further training, counseling or guidance

3.6.1 Progressive Discipline

Management will attempt to alter or correct improper actions or behaviors by providing counseling, corrective measures, and a timetable for correction (See appendix F).

3.6.2 The following (but not limited to) actions shall be subject to immediate termination:

- a. Flagrant disregard to safety or duty.
- b. Flagrant Insubordination.
- c. Statements, writings, or actions demeaning an employee or patron's religion, sexual preference, race, or sexual orientation.
- d. Any violation of Iowa or United States law.

3.6.3 Termination

A vote of two thirds of the board is required to terminate an employee [City Code 22.06(5)].

An employee who has been terminated will be notified by appropriate measures.

A terminated employee shall be offered the opportunity to a hearing before the board.

3.7 Time Sheets:

Punch in when you get to work and punch out when you go off duty or go to lunch. Never punch anyone else's time card for them. That is considered fraud.

3.8 Do's and Don'ts of Life Guarding:

- A. DO PAY CLOSE ATTENTION TO YOUR GUARDING AREA.
- B. DO use sunscreen for protection.
- C. DO use the umbrellas.
- D. DO swim laps to keep physically fit.
- E. DO set a good example and obey the rules while swimming.

- F. DO check equipment before guarding.
- G. DO report for duty on time.
- H. DO be courteous, kind and respectful to your work and co-workers.
- I. DO be fair and consistent with discipline.
- J. DON'T talk to swimmers excessively while on duty.
- K. DON'T talk to friends excessively while on duty.
- L. DON'T twirl your whistle
- M. DON'T sit on the counter

3.9 Use of Cellular Devices, Personal Computers, Personal Data Devices, And Cellular/Data Watches

3.9.1 Lifeguards and Aids

- a. Cellular devices, personal computers, personal data devices, and cellular/data watches must remain in the lifeguard office at all times while on duty.
- b. These devices can only be used when on personal break.
- c. Management reserves the right to prohibit all employees from possessing the above items at the aquatic center for due cause.
- d. Devices are not allowed in the locker/shower rooms.
- e. The aquatic center shall not be responsible for theft or any damage occurred to a cellular device, personal computer, or personal data device.

3.9.2 Concessions Workers

- a. Cellular devices, personal computers, personal data devices, and cellular/data watches are allowed on their person at all times if possessing such does not detract from official duties.
- b. Concessions workers may not have devices in the locker/shower rooms.

3.9.3 Management

- a. Cellular devices, personal computers, personal data devices, and cellular/data watches are allowed on their person at all times if possessing such does not detract from official duties.
- b. Management may use such devices to capture safety or personnel concerns, and must reported them to the Board.
- c. Managers may not have devices in the locker/shower rooms, unless used to capture or document a safety, personnel, or facility concern.

3.10 Certification and Reimbursement

Lifeguards shall be certified as required by Iowa Code 10.3(1) "Certified Lifeguard". The cost of initial training and certification will be reimbursed at a rate of ½ the cost for one year of satisfactory service. The remaining balance will be paid should the lifeguard be hired, and satisfactorily completed a second season. Recertification of lifeguards will be reimbursed for lifeguards returning after two or more years of satisfactory service.

4 Facility and Equipment

4.1 Danger Areas in Swimming Areas SEE APPENDIX A

- A. Along the lifeline
- B. Diving areas
- C. Ladders.
- D. The Narrow area
- E. Area directly in front of pool side building exit
- F. Area in front of slide discharges in plunge pool
- G. Slide platform and stairs

4.2 Equipment:

- A. WHISTLES
 - 1. One short blast - to get attention of swimmers.
 - 2. Two blasts in succession – to signal other guards of an emergency.
 - 3. Three blasts – to clear the pool immediately (emergency! Need Emergency Equipment and Backboard)
- B. KICKBOARDS

1. Used for lessons.
 2. Used for exercise classes.
 3. Used for family hour.
 4. Not used during open swim time.
- C. RINGS/STICKS
1. Used for lessons.
 2. Can be used for Family Hour.
 3. Not used during open swim time.
- D. REACHING POLES – AND SHEPHERD'S HOOK
1. Used for emergencies.
 2. Used during lessons.
- E. PFD'S
1. Used for teaching purposes only.
 2. Can be loaned for handicapped swimmer.
- F. BACKBOARD
1. Used for suspected neck or back injury.
 2. Used during lessons.
- G. CERVICAL COLLAR
1. Used for suspected neck injury.
 2. Put in place in water before removal from water.
 3. Kept in First Aid cabinet.
- H. FIRST AID KIT
1. Kept in office cabinet above desk.
 2. Band-aids, compresses, rubber gloves, H₂O, etc.
 3. Ice packs - - use ice cubes in refrigerator.
- I. RADIO
1. Used for exercise classes.
 2. May be played during open hours, under the manager's discretion

4.3 Restrooms:

Showers are for the use of swimmers at the pool. (Exception can be made with manager or pool board approval) Restrooms are open to the public.

4.4 Lost and Found:

- A. Gathered at the end of the day when sides are checked.
- B. Laundered.
- C. Returned to pool and put in office.
- D. Only staff are members to search for lost items.
- E. Not to be used by staff members or given out.
- F. After one week, any unclaimed money goes to city hall.

5 Patron Disciplinary procedure:

(Apply to situation as needed.)

- A. Verbal warning.
- B. Sit out (time determined by guard involved.)
- C. Send home.
 1. Must call parents and explain.
 2. Tell Manager, or attendant.
 3. Determine amount of time out.
- D. Permanent Suspension from the Aquatic Center. This step must be approved by the Pool Board

6 Fairbank Swimming Lessons

The City of Fairbank follows a curriculum set forth by the Aquatic Center Board. Swimming lessons are scheduled on a yearly rotating basis for the different “city groups” If you are unable to attend your city group, please register with another.

6.1 Rules:

- A. Students must be registered by the deadline date set by the Aquatic Center Board to be registered in swimming lessons.
- B. All information on the registration form must be filled out completely for the student to be processed.
- C. Water introduction with guardian is limited to children 2 through 3 years old. **AN ADULT OR ABLE PERSON AT LEAST 14 YEARS OLD WHO WILL ASSIST IN THE WATER MUST ACCOMPANY** water introduction students as these children require one on one contact to insure a safe learning environment.
- D. Weather cancellations will be on the machine at the Center. (319-635-2533)

6.2 Early Withdraw or Cancellation Policy:

If a student doesn't attend any scheduled classes, (*misses 100% of the classes*) he/she is entitled to a full refund. If a student attends one session, and decides to withdraw early, 100% of the registration fee will be returned. If a student attends more than one class and withdraws or is forced to withdraw for any reason, no refund will be issued.

7 Private Lessons

Private lessons are scheduled with the instructor, and are not bound by the swimming lesson rules or curriculum established by the Aquatic Center Board.

7.1 General Board Policy:

The Fairbank Aquatic Center shall not advertise, manage, or offer private swimming lessons. Private swimming lessons are a private agreement between two parties (student and instructor).

7.2 Compensation:

Employees of the Fairbank Aquatic Center shall not receive compensation from the Aquatic Center for time spent instructing private lessons. Compensation for providing private swimming lessons is an agreement between the student and instructor.

7.3 Use of Facility:

All students must pay daily admission, or be season ticket holders, regardless of whether the instruction is conducted during regular public swim, or during off hours. It shall be considered a privilege of employment exclusively for instructors who are employees of the Aquatic Center, to have the option to conduct lessons during periods when the facility is not open to the public. AT NO TIME shall any instructor who is not an employee, have access to, or be granted permission to use the facility during off hours. EXCEPTION: Contractual employees such as swim team coaches, water aerobics instructors, etc. Management or the Board will not schedule any events such as practices, extracurricular activities, pool parties, employee in-services, etc. to accommodate private swimming lessons.

7.4 Lifeguard:

If the employee who is conducting lessons during off hours is not a certified lifeguard, then he/she shall make arrangements for a certified lifeguard who is an employee of the Aquatic Center to assume the sole duty of lifeguarding. The instructor shall be responsible for reimbursing the Aquatic Center for the FULL wages and benefits of the lifeguard for the time spent working during the private lesson.

7.5 Responsibility:

During off hours the instructor is responsible for the safety and actions of the student. All Aquatic Center rules apply to the student regardless of when the lesson is conducted. These include, but are not limited to: shower requirement, swimming ability evaluation for 12 foot area, slide usage (slide cannot be used unless fully staffed), etc..

8 Chemical Emergency Procedure

When a chemical emergency occurs, the Guard who observes the emergency will survey the scene to determine extent of hazard and then initiate the emergency procedure by two (2) sharp whistle blasts. The remainder of the procedure follows:

OBSERVING GUARD: (not always the nearest)

Alert other staff members by two (2) sharp whistle blasts - - then clear the area quickly.

NEAREST GUARD:

Assist observing guard in evacuating the area. Decide with observing guard what help is needed. Communication is a must!!

THIRD GUARD:

Report an "EMERGENCY IN PROGRESS" to the supervisor. Stand-by to relay information from the incident site and observing guard.

Office ATTENDANT:

Call for necessary help as requested by the third guard. Notify the Fairbank Fire Department, **911 and call CPO**

Use P.A. to CALMLY inform pool patrons of an emergency in progress and ask them to leave the water immediately. Three (3) whistles from third guard.

Help supervise/evacuate patrons to safety until emergency is over.

OFF DECK GUARD:

If emergency permits, take key and open padlock gate for Fire Department/HazMat Crew. If leak does not permit, give key to Fire Department/HazMat Crew when they arrive on scene. Then, assist other guards to contain/evacuate patrons to safety until emergency is over.

UN-ASSIGNED STAFF:

The Fire Department/HazMat Crew brings nearly all equipment needed. Stand by with any additional equipment they may need. Help to contain/evacuate patrons to safety until emergency is over.

9 Emergency & Rescue Plan & Procedures

9.1 General Emergency Response

- The spotter blows 3 sharp, loud blasts with whistle. Take the appropriate actions and rescue techniques.
- A second lifeguard should be clearing the pool and removing the ropes if necessary. Also providing any assistance to the primary rescuer
- The remaining lifeguards should be helping to clear the pool and get the backboard/assist with rescue if needed.
- Notify 911.
- All lifeguards should be in the water assisting if backboarding is necessary. The manager should be waiting by the back gate for the ambulance to arrive to let them know the situation.

9.2 Emergency Procedures:

- A. ACCIDENTS - - procedure above telephone, in office, concession stand and admission desk.
 - 1. All injured persons are to report the to business office.
 - 2. All injuries recorded on accident sheet.
- B. RESCUE BREATHING - - use mask.
 - 1. Know how and when.
 - 2. Use procedure above telephone.
- C. CPR
 - 1. Know how and when.
 - 2. Use procedure above telephone.
- D. FIRST AID - - wear gloves.
 - 1. Bleeding (nose or other.)
 - 2. Shock.
 - 3. Heat stroke/Heat exhaustion.
 - 4. For small injuries, apply basic first aid. All injuries recorded on accident sheet.
- E. STORMS
 - 1. Keep patrons until threat is over.
 - 2. Police or Fire Department will often come or call if threatening storm is approaching.
 - 3. Lie down next to inside wall - - all patrons.
- F. SERIOUS DISTURBANCE OUTSIDE OR INSIDE POOL AREA.
To call police regarding help with an unmanageable situation; the attendant or concession stand will be asked to call 911.
- G. Accident report: Clipboard hanging in the office, complete accident report in your own words and initial. Any incident requiring an ambulance response must be reported to the Pool Board members as soon as it is reasonable.

10 Municipal Aquatic Center Board Manual Certification

We, the Municipal Aquatic Center Board of Fairbank, Iowa certify this manual and Emergency Action Plan for the Fairbank Family Aquatic Center. Any contents of this manual will NOT supersede State and Federal laws and regulations. Any such laws and regulations take precedence over any part of this manual.

Every employee must read and understand this manual and the City of Fairbank Personnel Manual and sign as such before they begin employment at the Fairbank Aquatic Center.

Certified on 3/23/17

Jason Kayser
Teresa Haberman
Tina Robinson

FAIRBANK AQUATIC CENTER SPECIAL ATTENTION AREAS



- 1. Under small slide and diving board**
- 2. Drop off to the pit**
- 3. Slide discharge**
- 4. Lilly Pad area**

FAIRBANK AQUATIC CENTER LIFEGUARD OBSERVATION AREAS



GUARD 1 AREA
GUARD 3 AREA
ATTENDANT 5 AREA

GUARD 2 AREA
GUARD 4 AREA

FAIRBANK AQUATIC CENTER
Employee Performance Appraisal

Employee: _____ Position: _____

Supervisor (s): _____

Performance Rating Categories and Definitions

Exceptional

Performance consistently far exceeds expectations. Performance is characterized by exceptionally high work quality. Employees rated as having exceptional performance repeatedly make contributions which are far above the requirements of their position. They use exceptional judgment and regularly exhibit mastery of their job duties and responsibilities.

Exceeds Expectations

Performance frequently exceeds expectations. Performance indicates thorough attention to and the completing of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond what is expected.

Meets Expectations

Performance meets the requirements and standard expectations of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently or the performance is progressing at an appropriate pace based on the length of time in the position.

Needs Improvement

Performance does not consistently meet all expectations of the position.

Unsatisfactory

Performance does not meet minimum expectations of the position. Supervisor should specifically identify unacceptable performance.

Safety

To the extent the employee exhibits safety awareness towards themselves, other employees, and patrons.

Performance Rating

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Supportive Details or Comments

Job Knowledge and Skills

The extent to which an employee demonstrates knowledge and the skill level required to complete assignments efficiently and effectively. Includes learning and adapting to changing skill requirements, lifeguarding skills, facility cleaning and minor maintenance, physical fitness, and swimming lesson instruction.

Performance Rating

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Supportive Details or Comments

Communication

The extent to which an employee is proficient and professional in oral and written communications and communicates effectively. Includes active listening, seeking and receiving feedback; use of appropriate communication channel and medium; respecting confidential information; and providing information to others in a clear, complete and concise manner, as well as appropriate communication with managers.

Performance Rating

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Supportive Details or Comments

Reliability

The extent to which an employee can be relied upon regarding task completion and follow-up. Maintaining appropriate attendance/punctuality, and adhering to the Fairbank Aquatic Center policies and procedures.

Performance Rating

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Supportive Details or Comments

Critical Thinking and Decision Making

The extent to which an employee appropriately handles issues or conflicts; analyzes problems effectively; involves others in seeking the best solutions; determines appropriate courses of action for solutions; and makes clear, consistent and timely decisions while acting with integrity. Performs appropriately in life saving situations, or situations where aid is necessary.

Performance Rating

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Supportive Details or Comments

Initiative

Identifies what needs to be done and does it with little or no guidance. Takes initiative to make ensure the work day runs smoothly.

Performance Rating

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Supportive Details or Comments

Teamwork/Inclusion

Cooperates and collaborates with others as appropriate; works in partnership with others; contributes to an inclusive and welcoming environment and respects individual differences. Recognizes and respects diverse points of view. Recognizes and respects other employee’s space and privacy.

Performance Rating

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Supportive Details or Comments

Overall Performance Rating

Indicate the performance level that most closely reflects how the employee’s overall performance measured up to what should normally be expected from an employee with similar experience at this level.

Exceptional Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Employee Signature _____ Date: _____

Appraiser Signature: _____



Employee Counseling Form

Date:	Affected Employee(s):
-------	-----------------------

Description of Incident:

Was a policy, rule, or guideline violation, and if so describe.

Corrective Action: _____ Termination: _____
CORRECTIVE ACTION TAKEN

In detail, describe measures and steps to alter or improve job performance:

Should counseling prove ineffective, the next course of action is:

Review Date:	Disposition:
--------------	--------------

Signatures:
Manager or Supervisor: _____ Date: _____
Employee: _____ Date: _____
Board of Director Representative _____ Date: _____

APPENDIX E

City of Fairbank
Swimming Pool Manager
Job Description
Position Summary

Directly responsible to the Municipal Pool Board. Pool Manager is primarily responsible for overseeing the safety of patrons and facility. Pool manager is also responsible for the administrative operations of the pool.

Nature of Work

Work involves long hours in the sun and heat.

Work will involve using cleaning chemicals and agents.

Work involves a large amount of record keeping and/or bookwork. Work involves exchanging money.

Must work effectively with the public in a professional and friendly manner in person, telephone, or in writing.

Essential Job Functions

Work involves monitoring patron's safety.

Must understand pool and city policies, procedures and emergency action plans.

Must provide emergency care at your training level calmly, effectively, and professionally.

Work involves adopting and enforcing facility rules and policies.

Work involves maintain a neat clean facility at all times.

Will be called upon to educate patrons on the safe use of facility and waster safety.

Work involves selling concessions or other goods.

Must work with the pool board, mayor and council, and Public Works Director.

Promote health, safety and the general usage of the facility.

Adopt specific programs and activities to targeted groups, i.e. adult lap swims, water aerobics, etc..

Must be available at all time in the event of an emergency, or have arrangements made that an equally qualified person will be available for answering emergency calls.

Must have the ability to direct and supervise, and discipline employees including:

- Planning and supervising all employees operations.
- Assign employees to daily rotations and activities.
- Orienting employees to specific safety concerns.
- Evaluate employee's performance and report to Municipal Pool Board.

Minimum Essential Requirements of Work

Must be at least 21 years old.

Must have current American Red Cross or American Heart Association CPR, and First Aid certificates.

Must be in good physical health.

Must be able to work mornings, nights and weekends.

Lifeguard

Job Description

Position Summary

Directly responsible to the Pool Manager. Lifeguards are responsible for the safety of patrons and facility.

Nature of Work

Work involves long hours in the sun and heat.

Work will involve using cleaning chemicals and agents.

Work involves a small amount of record keeping and/or bookwork. Work involves exchanging money.

Must work effectively with the public in a professional and friendly manner in person, telephone, or in writing.

Essential Job Functions

Work involves monitoring patron's safety.

Must understand pool and city policies, procedures and emergence action plans.

Must provide emergency care at your training level calmly, effectively, and professionally.

Work involves enforcing facility rules and policies.

Work involves maintain a neat clean facility at all times.

Will be called upon to educate patrons on the safe use of facility and waster safety.

Work involves selling concessions or other goods.

Minimum Essential Requirements of Work

Must be at least 15 years old.

Must have current American Red Cross lifeguarding, CPR, and First Aid certificates, or equivalent

Must be in good physical health.

Must be able to work mornings, nights and weekends.

City of Fairbank

Water Safety Instructor (WSI)

Job Description

Position Summary

Directly responsible to the Pool Manager for the purpose of instructing swimming and water safety.

Nature of Work

Work involves extended time in the water.

Work involves ability to instruct students in a proficient and professional manner.

Essential Job Functions

Responsible for instructing American Red Cross, Lean to Swim curriculum to an assigned level and group.

Responsible for completing lesson plans for an assigned level or group.

Prepares written evaluations for students and/or parents.

Responsible for the well being of the group.

Must enforce all facility rules.

Minimum Essential Requirements of Work

Must be at least 17 years old.

Must have current WSI, CPR and First Aid certificate.

Must be in good physical health.

Must be able to work mornings.

Swimming Lesson Aid

Job Description

Position Summary

Directly responsible to the WSI and Pool Manager for the purpose of aiding the assigned instructor.

Nature of Work

Work involves extended time in the water.

Work involves ability to instruct students in a proficient and professional manner.

Essential Job Functions

Follows instructions of WSI in the instruction of the students.

Communicates progress of students to the WSI. Aid is not to communicate information to parents.

Enforces instructor's and facility rules and policies.

Assists the WSI with the general well-being of the students.

Minimum Essential Requirements of Work

Must be at least 14 years old.

Must have completed the American Red Cross, Lean to Swim level VII and Basic Water Safety class, OR be able to prove knowledge and proficiency at that skill level.

Must be in good physical health.

Must be able to work mornings.

**CHAPTER 22
SWIMMING POOL BOARD**

22.01 Purpose

22.02 Public Pool

22.03 Pool Board Members

22.04 Qualifications of Board Members

22.05 Organization of the Board

22.06 Powers and Duties

22.07 Expenditures

22.08 Annual Report

22.01 PURPOSE. The purpose of this chapter is to provide for the appointment of a City Pool Board and to specify that Board's powers and duties.

22.02 PUBLIC POOL. The public pool for the City shall be known as the Fairbank Public Pool. It shall be referred to in this chapter as the pool.

22.03 POOL BOARD MEMBERS. The Pool Board, hereinafter referred to as the Board, consists of five (5) resident members. All members are to be appointed by the Mayor with the approval of the Council.

22.04 QUALIFICATIONS OF BOARD MEMBERS. All members of the Board shall be bona fide citizens and residents of the City.

22.05 ORGANIZATION OF THE BOARD. The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for four (4) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-half (½) the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any Board member shall be vacated if such member moves permanently from the City. The position of a Board member shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Board member shall fill out the unexpired term for which the appointment is made.

3. Compensation. Board members shall receive no compensation for their services.

22.06 POWERS AND DUTIES. The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary.

2. Physical Plant. To have charge, control and supervision of the public pool, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the pool.

4. Hiring of Personnel. To employ lifeguards and such assistants and employees as may be necessary for the proper management of the pool, and fix their compensation; provided, however, that prior to such employment, the compensation of the assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove any employee or assistant, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

6. Use by Nonresidents. To authorize the use of the pool by nonresidents of the City or County and to fix charges therefor.

7. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the pool and the business of the Board, fixing and enforcing penalties for violations.

8. Gifts. To accept gifts of real property, personal property, or mixed property, and devise and bequests, including trust funds and to take the title to said property in the name of the City.

9. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devise and bequests accepted by the City on behalf of the pool.

(Code of Iowa, Ch. 661)

10. Record of Proceedings. To keep a record of its proceedings.

22.07 EXPENDITURES. All money appropriated by the Council for the operation and maintenance of the pool shall be administered by the Council and Clerk. Expenditures shall be paid for only on orders of the Council.

22.08 ANNUAL REPORT. The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the pool, the number of users, the amount of revenues collected, and the amount of money expended in the maintenance of the pool during the year, together with such further information as may be required by the Council.



