

2022 Aquatic Manual

**Woods Pool
711 Tomlin Drive
Burr Ridge, IL 60521
Phone: (630) 323-9209
Hot Line: (630) 850-Pool**

Burr Ridge Park District
Promoting Quality Living Through Quality Leisure

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INTRODUCTION

Dear Staff Member:

Welcome to the Burr Ridge Park District Woods Pool staff! You were selected to become a member of the staff based on your abilities, experience, and personality. Your job performance is extremely important to the successful operation of the pool. Our training program will provide you with the hands-on knowledge you will find necessary to successfully perform your duties.

Always keep in mind that all employees of the Park District are here to serve the general public. All Park District facilities and programs are a direct reflection of the work and personalities of our staff members. Teamwork is extremely important. We are absolutely concerned with the impressions each and every participant forms from utilizing our services. You are expected to "go out of your way" wherever possible to assist pool visitors. Treat every situation as an opportunity to insure that a repeat visit to our facility will be desired. High caliber staff members produce high quality results. By accepting this position, you are expected to take pride in providing our patrons with excellent service. You are literally "on stage" from the minute each person enters the facility until they leave. It is a responsibility that we must all take very seriously.

Your orientation program consists of three phases. First, all pool staff will review the contents of this manual. The material in this manual is extremely important and all employees are expected to abide by these rules and regulations at all times. Secondly, pool staff will be familiarized with the Burr Ridge Park District Personnel Policy Manual and the Safety Manual, which contains important information not included in this manual. Finally, all lifeguards will participate in a comprehensive lifeguard training program, which must be successfully completed in order to qualify as a Woods Pool lifeguard.

Again, congratulations on your selection and welcome to our team. We hope that you will find your work experience enjoyable and rewarding.

Sincerely,

Lavonne Campbell
Supt. of Recreation

Dave Nowak
Pool Manager

OPERATIONAL INFORMATION

WOODS POOL PHILOSOPHY

The only way for our pool operation to succeed and thrive is to make sure that our visitors want to come back for repeat visits. Park District staff is working hard to make our residents aware of our pool and to encourage them to visit the facility. Pool staff must insure that this initial visit is enjoyable and that our patrons will want to return. Do not underestimate "word of mouth" marketing. If you show our visitors a good time, they will tell other people of the experience. As a staff member, you are expected to abide by the following guidelines:

1. Treat our patrons as guests, not customers. They are our most important resource. Without guests, we have no job. Courtesy, friendliness, and helpfulness should always be extended without hesitation. Smile and be outgoing. Put in the extra effort.
2. Operate as a team. No single employee is above the team. We have a unity of purpose. We must all be dedicated to working together to help make our working lives safer, easier, and more enjoyable. Personality differences must be put aside. Every one of us is an ambassador for the Park District. Your actions and conduct reflect on the quality of our services. You must take this responsibility extremely seriously.
3. Safety must never be compromised. You must always be on guard regarding safety. Not only must we respond to accidents and emergencies promptly, effectively, and efficiently, we must do everything possible to prevent accidents and emergencies. Be proactive in ensuring a safe environment. Identify potential hazards and eliminate them in advance of any incident. It should bother all of us when an accident occurs and we must do everything possible to prevent repeat incidents. Strive for perfection.
4. Deal effectively with stressful situations. You have received proper training and you have the proper organizational structures in place to effectively deal with stressful situations. Stay calm! Problem solve. Deal with issues professionally and do whatever you can to successfully resolve the situation.

MISSION STATEMENT AND GOALS

Recognizing that wholesome, constructive and enjoyable leisure time activities are a very important aspect of individual, family, and community life;

And, that well planned public recreation facilities, programs and open space areas supply the needed outlet for much of the leisure activity within a community;

It is the purpose of Woods Pool to promote quality community living by providing a moderately priced, clean, and comfortable swimming facility for Burr Ridge Park District residents. In striving to meet our purpose, Woods Pool will offer and maintain quality recreation services and programs in a safe, enjoyable and fiscally responsible manner for all Burr Ridge Park District residents.

The Burr Ridge Park District provides the services of Woods Pool for the swimming enjoyment of our pool pass holders, the local community and its visitors. The objectives of the aquatic programs and services are:

1. To provide a comprehensive program of swimming services and opportunities that will meet the needs of our pass holders and the community.
2. To encourage and increase participation in Woods Pool activities, programs, and special events.
3. To conduct an ongoing public awareness program which will inform Burr Ridge Park District residents, local businesses, drop-in users, and our existing membership about the recreation services and opportunities available at Woods Pool.
4. To provide a safe, healthy and quality swimming facility.
5. To provide the opportunity to acquire aquatic skills through instructional programs.
6. To provide special services such as pool rentals, special events

and/or other appropriate recreational opportunities.

Included in this manual are policies and procedures of the Burr Ridge Park District. In order for you to properly perform your responsibilities you must be completely familiar with the information contained in this manual and be prepared to take action within the guidelines provided. As an employee of the Burr Ridge Park District, you are expected to function within the guidelines provided. If a situation should occur that is not adequately addressed in this manual, communicate this to your immediate supervisor for direction.

When you are on duty as manager, supervisor, or lifeguard, you should always remember that you are the public relations department of this organization. The manner in which you conduct yourself is a reflection on the department as a whole, not just the pool where you are employed. Remember, our mission is to provide and maintain quality parks, facilities, open/natural space, programs, and services which will enhance the physical, social, and emotional well being of all residents of the Burr Ridge Park District. Any recreation facility/program of which you are a part play an extremely important role in the accomplishment of that mission.

Please remember that people generally visit our pool because they want an enjoyable experience that will benefit their personal needs. Your attitude and personality will set the tone for their enjoyment or non-enjoyment and may even warrant a dissatisfied or happy customer.

BURR RIDGE PARK DISTRICT

Promoting Quality Living Through Quality Leisure

2022 SUMMER SCHEDULE

Regular Season

Saturday, June 4 – Sunday, August 14	
Monday, Wednesday, Friday, Saturday, Sunday	12:00 – 6:00pm
Tuesday, Thursday	12:00 – 8:00pm

Rentals

Monday, Wednesday, Friday, Saturday, Sunday	6:00 - 8:00pm
Member \$180	Non Member \$210

Woods Pool Daily Fee \$8.00
Ages 1 & under are free

15W400 Harvester Dr., Burr Ridge, IL 60527 Phone:(630) 920-1969 Fax:(630) 920-1973

2018 BURR RIDGE PARK DISTRICT BOARD OF COMMISSIONERS & STAFF

Board of Commissioners

Rob Quigley President
Kevin Caplis Vice-President
Patti Malloy Treasurer
Erica Paulius Commissioner
Jim Lawrence Commissioner

Regular meetings of the Burr Ridge Park District Board of Commissioners are held on the second Monday of every month. These public meetings begin at 7pm at the Burr Ridge Community Center, 15W400 Harvester Dr., Burr Ridge.

Administrative and Supervisory Staff

Jim Pacanowski, Director of Parks & Recreation
Lavonne Campbell Superintendent of Recreation
Jamie Janusz, Superintendent of Finance
Mark Pasqualini Recreation Services Coordinator
Dave Nowak Recreation Specialist
Mary Drent Learn to Swim Coordinator

*Administrative Office Phone Number:..... (630) 920-1969
Woods Pool Phone Number: (630) 323-9209
Woods Pool Hotline Phone Number (Pool Info) (630) 850-POOL*

Office

Barb Barkstrom Business Services Coordinator
Sherry Stednitz Registration
Carol Tomany Registration

*Office Hours:..... Monday-Wednesday, Friday, 8:30am-4:30pm
Thursday, 8:30am-6:30pm*

JOB DESCRIPTIONS

Woods Pool Manager Job Description

JOB SUMMARY:

Is the chief administrator for all swimming pool operations and is directly responsible to the Director of Parks and Recreation. Responsibility generally includes personnel management of the pool staff, all pool operations management, financial transactions, adherence to safety and personnel policies, and interaction with the public. Is required to perform essential functions outlined below. Is a seasonal 40 hour per week position for 18 weeks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Personnel Management

1. Recruits, hires, and evaluates all pool staff in accordance with Park District practices and policies. Must be able to delegate, supervise and evaluate personnel so that good working relationships and efficient and safe work habits are maintained in a cost effective manner.
2. Establishes weekly work schedules for all pool employees and communicates work schedules in an effective manner.
3. Attends staff meetings scheduled by the Director of Parks & Recreation.
4. Coordinates and conducts in-service training programs along with the Director of Parks & Recreation

Operations Management

1. Performs and/or coordinates pre-season opening procedures as contained in the Woods Pool Aquatics Manual.
2. Coordinates and supervises swim program schedules, including rentals, with the Director of Parks & Recreation.
3. Recommends and enforces pool rules and regulations.
4. Submits completed accident/incident reports, hazard recognition forms, safety inspection reports, health department forms, pool chemistry monitoring reports and other pool operation reports to the Director of Parks & Recreation. Knows registration and checkout procedures. Submits ledger reports and any money daily to the Administrative Assistant.
5. Purchases all pool supplies in accordance with current park district procedures and policies.
6. Follows established park district inventory control practices, including at least one completed inventory of pool equipment and supplies one time per month.
7. Ensures that all State of Illinois regulations pertaining to swimming pool operation

are met.

8. Coordinates grounds maintenance needs with the Director of Parks & Recreation.
9. Communicates all matters of importance to the Director of Parks & Recreation on a timely basis.
10. Knows the basic operation of the pool filtration system (familiar with filter room layout) to be prepared in an emergency situation.
11. Take daily water samples (chlorine, pH, & temperature) and adjust chemical feeds when necessary.
12. Keep pool area clean! Including: pool bottom, locker rooms, entrance way, pool office, pool deck, filter room, and storage areas.

Finance Management

1. Verifies, signs and submits all time sheets records to the Administrative Assistant on the 11th and 26th day of each month.
2. Submit all pool revenues to the Administrative Office.
3. Submit seasonal budget plan to the Director of Parks & Recreation before February 1. Administers that seasonal approved budget in an efficient manner.

Public Relations Management

1. Establishes and maintains cooperative relationships with other swimming pools and other outside agencies and organizations.
2. Investigates and acts on requests and comments from the public concerning swimming pool operations. Communicates clearly on the mission, goals and objectives of the Burr Ridge Park District for Woods Pool.
3. Prepares for the Director of Parks & Recreation a clear and concise report pertinent to swimming pool operations for Park Board review each month. Makes prudent recommendations and comments.

Risk Management

1. Supervises and evaluates the development of current risk management practices for use in all areas and facilities of the district. Is directly responsible for causing unsafe conditions in the swimming pool and building to be rectified as soon as found or reported. Reports unsafe condition within the Woods Pool grounds to the Director of Parks and Recreation as soon as possible. Knows and identifies current hazard recognition standards and techniques.
2. Assists with coordination and execution of various special events. Must be available during non-work week hours. Periodic lifting may be required.

HOURS:

Position is salaried; maximum 45 hours per week. Various hours based on clientele needs, pool schedule and coverage provided by assistant pool managers.

QUALIFICATIONS:

1. Must be at least 21 years of age with prior personnel and pool operations management preferred.
2. Must have knowledge of all aspects of pool operations and be CPR certified.
3. NPWTLP (Ellis) certification desired; Certified Pool Operators License is preferred.
4. Must be responsible, honest and trustworthy and have ability to communicate effectively with the public.
5. Must have the physical ability to perform light custodial, maintenance and lifeguarding duties when required.
6. A valid Illinois class "D" driver's license is required.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
3. Promptly report to the Safety Coordinator or member of the Safety Committee all unsafe actions, practices or conditions observed.
4. Responsibilities will subject the Pool Manager to all seasonal weather conditions. In particular, pool manager and staff must utilize effective measures must be taken to protect eyes and skin from over exposure to ultraviolet rays.
5. The Pool Manager must exhibit good judgment in supervising and enforcing all Burr Ridge Park District pool policies as well as any rules and regulations. Must be able to recognize dangerous situations and must always have a mental plan for effectively responding to dangerous situations.

() **Light Work.** Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

(x) **Light Medium Work.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

() **Light Heavy Work.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

() **Heavy Work.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.

1.

2.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date
Employee

Reviewed with _____ Date
Supervisor

Woods Pool Assistant Manager Job Description

JOB SUMMARY:

Under the Pool Manager's direction, responsible for personnel management of lifeguard staff, pool operations, financial transactions, adherence to safety and personnel policies, and interaction with the public. Must be able to assume complete responsibility of pool operations in the Pool Manager's absence. Is required to perform essential functions outlined below. Is a seasonal 25 - 30 hour per week position for 18 weeks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Personnel Management

1. Directs and when necessary, participates in pool maintenance in accordance with the Woods Pool Aquatics Manual.
2. Attends all in-service training scheduled by the Pool Manager.
3. Knows and enforces rules and regulations tactfully.
4. Carry out all rules consistent with those listed in the Woods Pool Aquatic Manual.

Operations Management

1. Must take appropriate actions to maintain a safe facility at all times in accordance with the Burr Ridge Park District Safety Manual. Submits completed accident/incident reports, hazard recognition forms, safety inspection reports, health department forms, pool chemistry monitoring reports, and other pool operation reports to the Pool Manager.

2. With direction from the Pool Manager, investigates and acts on requests and comments of the public concerning swimming pool operations. Communicates clearly on the mission, goals and objectives of the district.
3. Balances daily receipts to the daily attendance log, make deposits and completes daily reports in accordance with the operating procedures.
4. Secures the pool facility at the close of each day in accordance with the operating procedures.
5. Supervises quick rotation of the lifeguards every twenty minute(s) in accordance with the operating procedures.
6. Effectively responds to the Pool Manager's directives.

HOURS:

Various hours based on clientele needs and pool schedule. Maximum hours per week – 40 (Monday – Sunday).

QUALIFICATIONS:

1. Prior pool operations management experience preferred and must have knowledge of all aspects of pool operation.
2. NPWTLP (Ellis) certification desired including CPR certification.
3. Certified Pool Operators License is preferred.
4. Must be responsible, honest, and trustworthy and have ability to communicate effectively with the public.
5. Must have the physical ability to perform light, custodial, maintenance and life guarding duties when required.
6. A valid Illinois class "D" driver's license is required.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
3. Promptly report to the Safety Coordinator or member of the Safety Committee all unsafe actions, practices or conditions observed.
4. Responsibilities will subject the Assistant Pool Manager to all seasonal weather conditions. In particular, pool manager and staff must utilize effective

measures must be taken to protect eyes and skin from over exposure to ultraviolet rays.

5. The Assistant Pool Manager must exhibit good judgment in supervising and enforcing all Burr Ridge Park District pool policies as well as any rules and regulations. Must be able to recognize dangerous situations and must always have a mental plan for effectively responding to dangerous situations.

EVALUATION:

Performance of this job will be evaluated annually (at the end of pool season) in accordance with provisions of the Personnel and Employment Policy. In this case, the Assistant Pool Manager will be evaluated by the Pool Manager and the evaluation will be conducted after the pool season.

ESSENTIAL FUNCTIONS:

1. In a typical work day employee may:

- D. Stand/Walk
 - None 4-6 hours
 - 1-4 hours 6-8 hours

- E. Sit
 - 1-3 hours 3-5 hours
 - 5-8 hours

- F. Drive
 - 0-1 hours 1-3 hours
 - 3-5 hours 5-8 hours

2. Employee may use hand(s) for repetitive:

- Single Grasping Pushing & Pulling
- Fine Manipulation

3. Employee may use foot/feet for repetitive movement as in operation foot controls:

- Yes No

4. Employee may:

	Not at all	Occasionally	Frequently
A. Bend	()	()	(x)
B. Twist	()	()	(x)
C. Squat	()	()	(x)
D. Climb	()	()	(x)
E. Reach	()	()	(x)

5. Employee will be required to perform the following work:

() **Sedentary Work.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as files, paper, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing at counters is often required in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.

() **Light Work.** Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

(x) **Light Medium Work.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

() **Light Heavy Work.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

() **Heavy Work.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.

1.

2.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date
Employee

Reviewed with _____ Date
Supervisor

WOODS POOL LIFEGUARD JOB DESCRIPTION

JOB SUMMARY:

Under the direction of the Wood Pool Manager and/or Assistant Pool Manager, the position is responsible for maintaining safety of all pool visitors. The position requires the ability to perform rescues, be CPR and First Aid certified, maintaining constant watch for potential swimming accidents and misuse of pool facilities. Performs daily maintenance responsibilities. Must wear lifeguard apparel supplied by the park district at all times when on duty. Is required to perform essential functions outlined below. Is a seasonal employee who will work for 14-18 weeks and could work up to 40 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Life guarding Responsibilities

1. Conduct business according to Ellis guidelines.
2. Is available to perform pool opening duties when necessary. Custodial duties of the bathhouse and pool area will be required and include floor cleaning, restroom and shower cleaning, trash removal, pool deck cleaning, and safety inspection of all areas.
3. Must supervise and enforce all pool rules to provide a safe swim environment. Use currently acceptable guarding techniques at all times while guarding.
4. Follow all procedures listed in the Woods Pool Aquatic Manual for responding to and reporting all accidents.
5. While guarding on deck, no conversation with customers and other employees should occur. Direct all customers with questions to the Pool Manager or Assistant Pool Manager.
6. Be firm but remain courteous and respectful when enforcing pool rules. When warranted, inform unruly customers of the consequence of continued rule violation. Report to the Pool Manager or Assistant Pool Manager should

ejection from the pool seem required.

7. Administer first aid as deemed necessary; complete accident report properly.
8. Report any repairs, hazardous situations, etc. to the Pool Manager.
9. Check signage on a continual basis and report necessary replacements to supervisor.
10. Attend all in-service training scheduled by the Pool Manager.

Cashier Responsibilities

1. Check season pass holders into the pool, through the locker rooms, following the procedures listed in the Woods Pool Aquatic Manual.
2. Understand and communicate pool rules, regulations, and procedures to customers who inquire.
3. Collect the correct fee from customers who do not have a season pass and deposit all money in the cash drawer. Is responsible for money collected while performing cashier duties.
4. Require that all customers, both season pass holders and daily fee customers, to print their name on the daily admissions log.

QUALIFICATIONS:

1. Requires current lifesaving, CPR and first aid certification.
2. NPWTLP (Ellis) certification required.
3. Must be responsible, honest, and trustworthy. Must have ability to communicate effectively with the public.
4. Water Safety Instructor certification a plus.
5. Must have the physical ability to perform light custodial and maintenance when required.
6. A valid Illinois class "D" driver's license is required.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
3. Promptly report to the Safety Coordinator or member of the Safety Committee all unsafe actions, practices or conditions observed.
4. Responsibilities will subject the Lifeguards to all seasonal weather conditions. In particular, pool manager and staff must utilize effective measures must be taken to protect eyes and skin from over exposure to ultraviolet rays.
5. The Lifeguards must exhibit good judgment in supervising and enforcing all Burr Ridge Park District pool policies as well as any rules and regulations. Must be able to recognize dangerous situations and must always have a mental plan for effectively responding to dangerous situations.

EVALUATION:

Performance of this job will be evaluated annually (at the end of pool season) in accordance with provisions of the Personnel and Employment Policy. In this case, the Lifeguard will be evaluated by the Pool Manager and the evaluation will be conducted after the pool season.

ESSENTIAL FUNCTIONS:

1. In a typical work day employee may:
 - A. Stand/Walk
 - None
 - 1-4 hours
 - 4-6 hours
 - 6-8 hours
 - B. Sit
 - 1-3 hours
 - 5-8 hours
 - 3-5 hours
 - C. Drive
 - 0-1 hours
 - 3-5 hours
 - 1-3 hours
 - 5-8 hours

2. Employee may use hand(s) for repetitive:

- Single Grasping Pushing & Pulling
 Fine Manipulation

3. Employee may use foot/feet for repetitive movement as in operation foot controls:

- Yes No

4. Employee may:

	Not at all	Occasionally	Frequently
A. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Employee will be required to perform the following work:

Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as files, paper, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing at counters is often required in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.

Light Work. Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Light Medium Work. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Light Heavy Work. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.

1.

2.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date
Employee

Reviewed with _____ Date
Supervisor

Woods Pool Admissions Cashier Job Description

JOB SUMMARY:

Under the direction of the Pool Manager and/or Assistant Pool Manager, the position is responsible for collecting fees from patrons entering the facility. Typically, lifeguard staff assumes cashiers duties according to schedule.

ESSENTIAL DUTIES AND RESOPNSIBILITIES:

1. Check season pass holders into the pool, through the locker rooms, following the procedures listed in the Woods Pool Aquatic Manual.
2. Understand and communicate pool rules, regulations, and procedures to customers who inquire.
3. Collect the correct fee from customers who do not have a season pass and deposit all money in the cash drawer. Is responsible for money collected while performing cashier duties.
4. Require that all customers, both season pass holders and daily fee customers, to print their name on the daily admissions log.
5. Maintains a professional and mature attitude with regard to co-workers and supervisors.
6. Helps maintain a clean, healthy and safe facility.
7. Performs a public relation function by acting as a spokesperson for the facility.
8. Enforces pool and bathhouse rules in a fair and consistent manner.
9. Maintains proper dress code.
10. Attends all in-service training scheduled by the Pool Manager.

11. Answer pool phone and provides accurate information to patrons in a calm, friendly manner.
12. Answers questions over the counter and provides accurate information regarding pool operations and programs to patrons, in a calm, friendly manner.
13. Report to the Pool Manager any needs or special arrangements.
14. Respond to emergency situations when needed.

QUALIFICATIONS:

1. Must be at least 16 years of age and have the physical ability to perform light custodial and maintenance duties when required.
2. Must be able to do basic math and figure out change.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
3. Promptly report to the Safety Coordinator or member of the Safety Committee all unsafe actions, practices or conditions observed.

EVALUATION:

Performance of this job will be evaluated annually (at the end of pool season) in accordance with provisions of the Personnel and Employment Policy. In this case, the Assistant Pool Manager will be evaluated by the Pool Manager and the evaluation will be conducted after the pool season.

ESSENTIAL FUNCTIONS:

1. In a typical work day employee may:

A. Stand/Walk

- | | |
|-----------------------------------------------|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 4-6 hours |
| <input checked="" type="checkbox"/> 1-4 hours | <input type="checkbox"/> 6-8 hours |

B. Sit

- | | |
|-----------------------------------------------|------------------------------------|
| <input type="checkbox"/> 1-3 hours | <input type="checkbox"/> 3-5 hours |
| <input checked="" type="checkbox"/> 5-8 hours | |

C. Drive

- | | |
|-----------------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> 0-1 hours | <input type="checkbox"/> 1-3 hours |
| <input type="checkbox"/> 3-5 hours | <input type="checkbox"/> 5-8 hours |

2. Employee may use hand(s) for repetitive:

- | | |
|-------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing & Pulling |
| <input checked="" type="checkbox"/> Fine Manipulation | |

3. Employee may use foot/feet for repetitive movement as in operation foot controls:

- | | |
|------------------------------|----------------------------------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|----------------------------------------|

4. Employee may:

- | | Not at all | Occasionally | Frequently |
|----------|-------------------------------------|-------------------------------------|--------------------------|
| A. Bend | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Twist | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Squat | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Climb | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Reach | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Employee will be required to perform the following work:
- Sedentary Work.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as files, paper, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing at counters is often required in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.

 - Light Work.** Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

 - Light Medium Work.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.
 - Light Heavy Work.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.
 - Heavy Work.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.

1.

2.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date
Employee

Reviewed with _____ Date
Supervisor

Head Swim Instructor and Lesson Coordinator Job Description

JOB SUMMARY:

Under the direction of the Director of Parks & Recreation and working closely with the Pool Manager, this position is responsible for organizing and conducting swim lessons for various age groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Become totally familiar with the Woods Pool swim lesson program.
2. Organize the participants into their particular skill level.
3. Teach all skills for that level.
4. Assist the students in every way.
5. Keep careful watch of your class before, during and after class.
6. Refer any difficult problems to the Pool Manager and/or Assistant Pool Manager.
7. Maintain cleanliness in the pool area and on the deck area.
8. Enforce all Woods Pool swimming pool rules and regulations.
9. Know the subject material. It is important that instructors use sound teaching methods to accomplish the various skills within the American Red Cross swimming levels.
10. If instructors have any questions or do not understand a particular skill, method of teaching, etc., please contact the Head Swim Instructor and/or Pool Manager. It is far better to ask for clarification than to teach the skill improperly.
11. Quality of skill performance takes precedence over quantity of students passed. Instructors should see that the class members can do all skills satisfactorily before allowing them to advance to the next swimming level.

12. The teaching approach is very important requiring the utmost in the way of patience, tact, understanding, confidence, enthusiasm and effort!
13. The instructor is entirely and directly responsible for the health and safety of all members of his/her class.
14. The first day of class in each session should include:
 - a. Each instructor should sit class members down in a designated area and explain that this is where they will meet every day. No one is permitted in the water before class begins. Explain the bathroom rules!
 - b. The first day should be to get acquainted (i.e., class members with each other, the instructor, the water, and class-type situation).
 - c. "Individualized lessons" should not be taught in the mass-type class situation. In other words, keep them all busy -- do not spend two or three minutes with one student at a time and leave the rest of the class to themselves unattended.
 - d. Instructors must never walk off and leave the class unattended. Instructors are responsible for class members from the time they enter the pool area until they are in the locker rooms after each class period.
 - e. Class members should be encouraged to practice skills outside the class.
 - f. Be positive and enthusiastic!! It's contagious.
15. Instructors should remember teaching ethics in regards to fellow instructors and assistants. Criticism or suggestions should not be voiced in front of the students, but they should be made privately and constructively.
16. It is recommended that instructors constantly reevaluate themselves and their teaching methods for possible improvements. Take suggestions when offered and remember that no one is so good that there is not room for improvement.
17. Put away all kickboards and other equipment and clean up the pool area after class.

QUALIFICATIONS:

1. Must be 21 years of age and be a current certified American Red Cross WSI (Water Safety Instructor), CPR and first aid certification.
2. Background in swimming lesson instruction.
3. Must be able to communicate verbally with persons of all ages, have initiative and a desire to serve the public.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
3. Promptly report to the Safety Coordinator or member of the Safety Committee all unsafe actions, practices or conditions observed.

EVALUATION:

Performance of this job will be evaluated annually (at the end of pool season) in accordance with provisions of the Personnel and Employment Policy. In this case, the Head Swim Instructor and Lesson Coordinator will be evaluated by the Pool Manager and/or the Director of Parks & Recreation, and the evaluation will be conducted after the pool season.

ESSENTIAL FUNCTIONS:

1. In a typical work day employee may:

A. Stand/Walk

- | | |
|-----------------------------------------------|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 4-6 hours |
| <input checked="" type="checkbox"/> 1-4 hours | <input type="checkbox"/> 6-8 hours |

B. Sit

- | | |
|-----------------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> 1-3 hours | <input type="checkbox"/> 3-5 hours |
| <input type="checkbox"/> 5-8 hours | |

C. Drive

- | | |
|-----------------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> 0-1 hours | <input type="checkbox"/> 1-3 hours |
| <input type="checkbox"/> 3-5 hours | <input type="checkbox"/> 5-8 hours |

2. Employee may use hand(s) for repetitive:

- Single Grasping Pushing & Pulling
 Fine Manipulation

3. Employee may use foot/feet for repetitive movement as in operation foot controls:

- Yes No

4. Employee may:

	Not at all	Occasionally	Frequently
A. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Employee will be required to perform the following work:

Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as files, paper, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing at counters is often required in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.

Light Work. Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Light Medium Work. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Light Heavy Work. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with liabilities to perform the essential functions.

1.

2.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date
Employee

Reviewed with _____ Date
Supervisor

Swim Instructor Job Description

JOB SUMMARY:

Under the direction of the Head Swim Instructor and Lesson Coordinator, the position is responsible for conducting swim lessons for various age groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conducts assigned aquatic classes in a safe, professional manner.
2. Maintains accurate course records and student worksheets.
3. Performs a public relation function by acting as a spokesperson for the facility and the recreation department.
4. Makes final recommendations for students, regarding pass or fail with regards to class performance.
5. Arrives 15 minutes prior to the start of each class.
6. Teach all skills for that level.
7. Maintain cleanliness in the pool area and on the deck area.
8. Enforce all Woods Pool swimming pool rules and regulations.
9. Put away all kickboards and other equipment and clean up the pool area after class.
10. Attend instructional staff meetings held by the Head Swim Instructor and Lesson Coordinator.

QUALIFICATIONS:

1. Must be 16 years of age.
2. Background in swimming lesson instruction and must be able to communicate verbally with persons of all ages, have initiative and a desire to serve the public.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
3. Promptly report to the Safety Coordinator or member of the Safety Committee all unsafe actions, practices or conditions observed.

EVALUATION:

Performance of this job will be evaluated annually (at the end of pool season) in accordance with provisions of the Personnel and Employment Policy. In this case, the Swim Instructor will be evaluated by the Head Swim Instructor and Lesson Coordinator, and the evaluation will be conducted after the pool season.

ESSENTIAL FUNCTIONS:

1. In a typical work day employee may:
 - A. Stand/Walk
 None 4-6 hours
 1-4 hours 6-8 hours
 - B. Sit
 1-3 hours 3-5 hours
 5-8 hours
 - C. Drive
 0-1 hours 1-3 hours
 3-5 hours 5-8 hours

2. Employee may use hand(s) for repetitive:

- Single Grasping Pushing & Pulling
 Fine Manipulation

3. Employee may use foot/feet for repetitive movement as in operation foot controls:

- Yes No

4. Employee may:

	Not at all	Occasionally	Frequently
A. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Employee will be required to perform the following work:

Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as files, paper, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing at counters is often required in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.

Light Work. Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Light Medium Work. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Light Heavy Work. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.

1.

2.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date
Employee

Reviewed with _____ Date
Supervisor

Water Exercise Instructor Job Description

JOB SUMMARY:

Under the direction of the Head Swim Instructor and Lesson Coordinator, the position is responsible for conducting water exercise classes for various age groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Help develop and be totally familiar with the Woods Pool water exercise program.
2. The teaching approach is very important, requiring the utmost in the way of patience, tact, understanding, confidence, enthusiasm and effort!!
3. The instructor is entirely and directly responsible for the health and safety of all members of his/her class.
4. Keep careful watch of your class before, during and after class.
5. Refer any difficult problems to the Pool Manager and/or Assistant Pool Manager.
6. Maintain cleanliness in the pool area and on the deck area.
7. Enforce all Woods Pool rules and regulations.

QUALIFICATIONS:

1. Must be 21 years of age and have certification in aerobic exercise, CPR, and first aid.
2. Background in water exercise instruction and must be able to communicate verbally with persons of all ages, have initiative and a desire to serve the public.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
3. Promptly report to the Safety Coordinator or member of the Safety Committee all unsafe actions, practices or conditions observed.

EVALUATION:

Performance of this job will be evaluated annually (at the end of pool season) in accordance with provisions of the Personnel and Employment Policy. In this case, the Water Exercise Instructor will be evaluated by the Director of Parks & Recreation and/or Pool Manager, and the evaluation will be conducted after the pool season.

ESSENTIAL FUNCTIONS:

1. In a typical work day employee may:

A. Stand/Walk

- | | |
|-----------------------------------------------|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 4-6 hours |
| <input checked="" type="checkbox"/> 1-4 hours | <input type="checkbox"/> 6-8 hours |

B. Sit

- | | |
|-----------------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> 1-3 hours | <input type="checkbox"/> 3-5 hours |
| <input type="checkbox"/> 5-8 hours | |

C. Drive

- | | |
|-----------------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> 0-1 hours | <input type="checkbox"/> 1-3 hours |
| <input type="checkbox"/> 3-5 hours | <input type="checkbox"/> 5-8 hours |

2. Employee may use hand(s) for repetitive:

- | | |
|-------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing & Pulling |
| <input checked="" type="checkbox"/> Fine Manipulation | |

3. Employee may use foot/feet for repetitive movement as in operation foot controls:

Yes

No

4. Employee may:

	Not at all	Occasionally	Frequently
A. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Employee will be required to perform the following work:

Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as files, paper, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing at counters is often required in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.

Light Work. Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Light Medium Work. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Light Heavy Work. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.

1.

2.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date
Employee

Reviewed with _____ Date
Supervisor

REGULATIONS AND POLICIES

WOODS POOL RULES AND REGULATIONS

1. Pool will be open when air temperature is above 68 degrees.
2. Children under 10 years old must be accompanied by an individual age 16 years or older.
3. Children under the age of 1 year must be accompanied by an adult age 18 years or older.
4. Children not capable of swimming must have a parent or guardian supervise them while they are in the water.
5. **No** pets allowed in the pool area.
6. All swimmers must shower before entering the pool.
7. **No** glass containers are allowed in the pool area.
8. **No** smoking is allowed in the building or the pool area.
9. **No** alcoholic beverages are allowed in the pool area or park property unless authorized by the Director.
10. Floatation devices, masks, fins, snorkels, kickboards, or life jackets are allowed at the discretion of the Pool Manager. Arm floaties for children are permitted at all times. Small toys which clog pipes are prohibited.
11. Goggles with plastic or safety glass lens **are** allowed.
12. No running, pushing, "horseplay" or causing undue disturbance **in or around** the pool area is allowed.
13. **No** diving from the side of the pool or in the shallow end of the pool is allowed.
14. Swim diapers must be worn by infants who are not toilet trained. Specifications will be posted and available at front desk.
15. The management and staff will not be responsible for any items lost or stolen from the pool area.

Woods Pool Rules and Regulations (continued)

16. A fifteen-(15) minute rest period may be called by the manager, assistant manager or the lifeguards, each hour, for children under the age of 16 years old.
17. Immediate attention is to be given the pool manager, assistant pool manager or lifeguards at the sound of the whistle.
18. Swimmers are responsible for familiarizing themselves with and complying with all other regulations posted at the pool.
19. The Burr Ridge Park District reserves the right to modify or add rules when deemed advisable for the protection of the health and safety of its patrons.
20. Patrons are allowed in the swimming area only when a lifeguard is on duty.
21. **No** socializing with the lifeguards while they are on duty.
22. **No** one will be permitted in the guard chairs except lifeguards.
23. Food and beverage **must be** consumed in the designated eating area or by the picnic tables in the park.

REMINDER: LIFEGUARD'S DECISION IS FINAL!!

POSTED LOCATION: The pool rules and regulations are posted throughout the facility. Also, copies are available at the front check-in desk.

DIVING RULES

1. Swimming across diving area is not permitted.
2. Diving off side of pool is not permitted.
3. Only one diver is permitted on diving structure at a time.
4. Divers must leave the board from their feet and dive straight off the board.
5. Only one bounce is allowed on board.
6. Diver must leave the board with a forward motion.
7. Jumps must be forward, no twisting.
8. Once the diver has completed his/her dive, they quickly need to vacate via the side ladder or by swimming under the dividing rope; thus, prohibiting previous divers and swimmers from loitering in the deep end. Diving well must be vacated before next diver is allowed.
9. No one is allowed on the side of the pool in the deep end or under the diving board.

INTERACTING WITH THE PUBLIC

Effective communication with the public is one of the cornerstones of life guarding. As a lifeguard you will often be in direct contact with patrons; however, many times you cannot afford to be interrupted to talk with patrons or resolve conflicts. For example, a lifeguard on surveillance duty cannot compromise safety by dealing with questions, suggestions, or problems for more than a few seconds. In these situations, the Manager/Supervisor has the key interaction with patrons.

Even if you usually encounter cooperative, friendly patrons. You must also be prepared to deal with patrons who are uncooperative or even violent. You may also interact with members of various cultural groups and patrons with disabilities. The following general guidelines should help to develop a positive relationship with patrons:

- *Treat people as you would like to be treated* Make every patron feel welcome, important, and respected.
- *Be professional at all times.* Conduct yourself in a courteous, mature, and responsible way. Never insult or argue with a patron.
- *Avoid unnecessary conversation with other staff or patrons while on duty.*
- *When interacting with patrons, speak clearly and make direct eye contact.* (Remove your sunglasses if necessary.)
- *Take all suggestions and complaints seriously, and follow up as necessary.* Avoid finding blame. Direct complaints you cannot handle to the Manager/Supervisor.
- *Do not make promises you cannot keep.*
- *Keep interactions brief and direct.* Direct patrons who need more information to the appropriate staff.
- *Enforce rules fairly and consistently.* Be positive and non-judgmental. Reinforce correct behavior.
- *Take a sincere interest in all patrons.*

PROBLEM BEHAVIOR

Problem behaviors occur when a patron who is generally cooperative breaks a rule or behaves in a way that needs to be corrected for his or her safety or that of others. For example, a child simply gets excited and starts running on the deck - not to rebel or intentionally cause trouble, but just in the emotion of the moment. A different kind of situation occurs when uncooperative patrons, who, for whatever reason, intentionally break rules and do not cooperate with your attempts to correct the problem. Achieving the respect of patrons and encouraging their responsible behavior takes time and effort to develop.

As a team we can positively influence the behavior of patrons in three general ways:

- 1) *Appearance and Behavior:* Dress and behave professionally at all times. Patrons have more respect for staff members who look neat and organized and treat others with courtesy and respect.
- 2) *Posting Rules:* We post our rules to make it easier for patrons to behave correctly. Utilize these posted rules when having to discipline or explain yourself. Let patrons know the rules are posted.
- 3) *Enforcement:* Enforce policies and rules fairly and consistently. Inconsistent enforcement can confuse and frustrate patrons and lead to problem behaviors and possibly unsafe situations. All staff must also obey all the rules all the time.

UNCOOPERATIVE PATRONS

Most patrons will willingly follow rules and procedures. However, no matter how fair and consistent the facility team is when enforcing rules, you may occasionally encounter an uncooperative patron. An uncooperative patron is one who, after you have tried to motivate the person to follow the rules, deliberately persists in problem behavior. In any situation, be courteous and attempt to interact positively while maintaining safety. Before you assume a patron **is** uncooperative, make sure he/she understands the rules. Communication barriers may result from a disability or a difference in language.

DISCIPLINARY ACTION SITUATIONS

As an employee of the Burr Ridge Park District, you have the responsibility to discipline patrons who break the rules. The rules are set up for the protection of the patrons and the staff is responsible for enforcing them. When you have to discipline, follow these guidelines:

1. All patrons should be disciplined fairly and consistently at all times when necessary.
2. NEVER touch or grab a patron.
3. Patrons may be ejected from the pool at any time and for any length of time depending on the offense. The decision will be made by the Manager/Supervisor and communicated to the facility team.

4. Children may sit out of the water if the lifeguard deems necessary. First offense - warning, 2nd offense - 15 minutes, 3rd offense - (on the same day) - they will be directed to leave the facility, by the Manager/Supervisor, or stay out of the water for the remainder of visit.
5. Anyone insisting on using profane language will be directed to leave the facility, by the Manager/Supervisor, after once warned by any of the facility team.

Remember, be consistent at all times when enforcing rules. If you run into a unique or different type of situation, it is vital that you communicate it to your supervisors and the other team members so they will be prepared to deal with the same situation should it happen with them. Through this type of communication the staff, as well as the public, will not be experiencing a great deal of inconsistencies.

Rules are never fun and not always easy to enforce, but keep in mind when you explain these rules to patrons that it is for everyone's safety. It is usually much easier to enforce rules with children than with adults. Therefore, you should always be prepared to state the rule as well as be able to justify its existence to our patrons. If then they persist on questioning your authority, and continue to be uncooperative, you should refer them to your immediate supervisor on duty.

Sometimes, rules may allow for flexibility, depending on the individuals' maturity and responsibility. As a lifeguard, your main objective is to ensure the safety of all patrons which requires you to enforce rules. Always try your best to keep a "happy medium" between making a patrons visit a good or bad one.

PATRON OFFENSES AND GUIDELINES FOR DISCIPLINARY ACTION

1) Minor

- Running
- Disrespect to staff or patron
- Repeated use of profanity
- Repeated diving from side of pool - disregard for rules
- Small conflict with other patron(s)

Disciplinary Action to be taken:

Patron should sit out for 15 minutes. Offender should be instructed to apologize to the staff person(s) or patron(s) involved, if applicable. Each time the same patron commits a minor, their time should be increased by 15 minutes. Maximum time out is 45 minutes. Thus, 3 strikes - they're out.

2) Misdemeanor

- Minor vandalism such as writing on walls, severe or repeated littering
- Consistently repeated disregard of rules, resulting in repeated warnings from staff
- Fighting
- Severe use of profanity to staff persons or patrons.

Disciplinary Action to be Taken:

Removal from pool area for the remainder of the day. Offender should be instructed to apologize to the staff person(s) or patron(s) involved, if applicable.

3) Felony

- Severe disrespect for staff member and/or pool rules
- Severe fighting (more physical in nature)
- Major vandalism resulting in much time and/or expense to repair
- Stealing from staff, pool, or other patrons
- Repeated misdemeanors with previous punishment not proving effective

Disciplinary Action to be Taken:

Removal from pool for not less than 1 week, with facility restitution upon return. Offender should be instructed to apologize to the staff person(s) or patron(s) involved, if applicable.

All misdemeanor and felony cases will be documented on a Disciplinary Action Report at the time they occur or shortly thereafter. If the situation involves a habitual or repeated offender, the Director of Parks and Recreation will notify the Parent/Guardian through written or verbal correspondence. If we continue to have a problem with the same patron, he/she will have his pool privileges revoked for the remainder of the summer. This action will be taken by the Aquatic Director, and the Pool Manager/Supervisor will immediately be informed so they can communicate the action to the rest of the facility team.

The Manager/Supervisor is in complete charge at all times. She/he has the authority to settle all disputes. For disputes or questions, lifeguards should politely refer them to their immediate supervisor on duty after explaining to them that you cannot adequately cover your area and discuss this problem with them at the same time.

STAFF REGULATIONS

All staff members should be ready for duty five minutes before work begins. Lotions may not be applied nor hair combed once a guard is in the chair. The only items that should accompany a guard to his/her chair is a whistle, towel, visor and plastic cup or bottle for ice water, pop, and any other assigned materials. Keep a lid on your cups at all times.

Tardiness will not be tolerated. Action taken will depend on the frequency and extent. An aquatic facility cannot run without a staff. Frequent abuses may result in an employee reprimand.

Personal jackets and/or personal sweatshirts should be worn by lifeguards on cool days. Sweatpants may not be worn under any circumstances, while in the chair. You should use a towel or blanket instead. Staff T-shirts and visors/hats will be provided.

During work hours, lifeguards may not sunbathe on the pool deck. This includes time down from the chair.

Staff members will have access to a phone for local calls as long as the privilege is not abused. All staff must receive permission by the Manager/Supervisor, before using the phone. We have only one (1) line at the pool, therefore, calls should be kept as brief as possible.

Each staff member is required to attend in-service staff training sessions and reviews. Notification will be given in advance. Pay will be given for time in attendance.

Smoking is not permitted by staff at any time while on duty.

STAFF DISCIPLINE

When the conduct or job performance of a part-time, seasonal employee is such that duties are not performed satisfactorily, the Pool Manager will submit a written report to the Director of Parks and Recreation. At the Director of Parks and Recreation's discretion, a meeting may be scheduled with those parties involved. All written reports will be discussed and signed by the involved parties.

In the event of severe misconduct or gross negligence, an employee may be dismissed without prior warning. The following offenses are examples of conduct for which employees will be discharged immediately. This listing is not intended to be all inclusive but rather illustrative in nature.

1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician.
2. Drinking and/or possessing alcoholic beverages or using and/or possessing a controlled substance not prescribed by a physician while on the job.
3. Fighting while on the job.
4. Threatening employees or other citizens while on the job.
5. Stealing while on the job.
6. Stealing from the Burr Ridge Park District, which shall include unauthorized use of Burr Ridge Park District property or equipment.
7. Intentional or grossly negligent destruction or damaging of property while on the job.
8. Representing oneself as a Burr Ridge Park District employee in order to aid in committing or attempting to commit a felony or misdemeanor.
9. Failure to comply with a supervisor's order.
10. Immoral or indecent conduct, or use of abusive language while on the job.
11. Falsification of Burr Ridge Park District records or any records maintained by the Burr Ridge Park District.

12. Conviction of a felony.
13. Unauthorized disclosure of any confidential Burr Ridge Park District information.
14. Absence from duty without permission, habitual tardiness. excessive absences or misrepresentation of material facts relating to use of any type of leave.
15. Negligent behavior which resulted in the injury of a participant, damage to Burr Ridge Park District property or any other damage which could be construed as gross negligence.

WORK SCHEDULE POLICY/ABSENCE PROCEDURES

Sickness and Emergency

1. In the event a person cannot work an already scheduled period, he/she should notify the manager or supervisor as soon as possible; before the scheduled working day(s). This notification should be made by use of an Absent Request Form. These are available in the pool office.
2. It is your responsibility to find a proper substitute, whether it be for life guarding or teaching. If this is not possible, inform the manager immediately of your situation. Allow him/her plenty of time.
3. If you know well in advance that you need a specific day off, it should be turned into the manager early enough for ample warning. Scheduling is done on a monthly basis.
4. It is your responsibility to immediately inform the manager of any change in address or phone number.

Punctuality

The importance of being on time and ready to work cannot be over-emphasized. All employees are expected to be ready to work at the time indicated, so arrive early enough to make any personal preparations that may be necessary. You should report to work 15 minutes before your actual duty time begins, and no later.

PAYROLL INFORMATION

Temporary/seasonal employees are not eligible for the following paid benefits:

sick leave

personal business days

vacation leave

paid holidays

- family leave
- birthday leave
- bereavement leave
- group insurance with the Burr Ridge Park District

Falsification of Payroll

Employees are only paid for actual time worked as scheduled by the Pool Manager. No staff members shall be paid or compensated for rain days or emergency closings, unless the manager/supervisor has designated special clean-up time. Falsification of payroll will result in automatic discharge.

Pay Procedures

Paychecks are issued every two weeks by the Burr Ridge Park District on the 15th and the last day of the month. If you wish to designate an individual other than yourself to pick up your paycheck you must call the pool and inform the manager/supervisor on duty of your situation. Time sheets are due to the administration office on the 11th and 26th. The pool manager will outline specific payroll procedures.

Pay Schedule

<u>Payroll Period</u>	<u>Time Sheets Submitted</u>	<u>Checks Available</u>
4/25 - 5/10	5/11	5/15
5/11 - 5/25	5/26	5/31
5/26 - 6/10	6/11	6/15
6/11 - 6/25	6/26	6/30
6/26 - 7/10	7/11	7/15
7/11 - 7/25	7/26	7/31
7/26 - 8/10	8/11	8/15
8/11 - 8/25	8/26	8/31
8/26 - 9/10	9/11	9/15
9/11 - 9/25	9/26	9/30

Note: Time sheets not submitted on the due dates will not be paid until the following pay period.

Check with Manager for updated Payroll Schedule

STAFF DRESS CODE POLICIES

The Pool Manager and Assistant Pool Managers will rigidly enforce dress requirement for all personnel.

1. The Pool Manager, Assistant Pool Managers, Lifeguards and Cashiers will be furnished shirts that are to be worn while on duty.
2. Boxer type trunks are to be worn by male guards and swim suits by female guards which will be purchased and issued by the Burr Ridge Park District.
3. Staff guard suits must be worn at all times, while on duty. Anyone showing up for work without a guard suit will be sent home immediately to get his or her suit. *Staff guard suits are not to be worn by employees when visiting the pool on days off nor should they be worn when visiting other swimming pools.*
4. **Jewelry and/or free hanging earrings are not allowed. Absolutely no chains or necklaces shall be worn by any of the management/life guarding/instructor staff. Any tattoos must be covered. Any visible body jewelry must be removed while on duty. No exceptions.**

GENERAL WORKING PROCEDURES/GUIDELINES

- Be prompt in reporting to work.
- Do not visit or encourage friends to visit with you while on duty.
- Do not leave your assigned post until properly relieved.
- Know your facility's emergency operation procedures. They are posted in several locations throughout the pool.
- Radios and tape recorders are not permitted on guard chairs.
- Carry out your duties promptly and completely.
- Be helpful, tolerant and cooperative with co-workers and patrons at all times. Be alert and attentive at all times.
- **Telephones are not to be used for long-distance or personal calls. They are there for office-to-pool and emergency calls and should be used for that purpose only.**
- Employees are discouraged from bringing personal articles of any great value into the facility. Even more so, employees should not leave personal articles of great value in the bathhouse overnight.

Return to Work - Employee Injury

Any employee requiring physician care with regard to injury or illness will be required to obtain a written authorization from the attending physician prior to returning to work. This authorization must clearly state that the physician understands the job duties associated with that employee's position and that the employee is medically able to perform those duties. If restricted duties are specified, the Park District reserves the right to either adjust job assignments or exercise an option to schedule another individual to perform these duties.

Pool Usage For Rentals

During the course of the season, the pool may be utilized by renters for private outings. Rules and regulations regarding rental usage are outlined in the Burr Ridge Park district Facility Usage procedures. Staff duties during rentals are no different than during open swim hours. Any special accommodations made for the renters will be communicated to staff prior to the rental.

Pool Usage By Employees

No special benefits are granted to employees for pool usage during open swim hours or after operational hours. Two reasons exist for this. First of all, simply being an employee of the district does not constitute the granting of privileges that are not available to our residents. Secondly, all pool usage must be accompanied by the minimum acceptable level of staffing and supervision. Certainly, employees are eligible to become pool members, daily admissions, or renters under applicable rules and regulations. However, any usage of the facility outside of a rental or through the seasonal or daily pass system is prohibited unless authorized by the Director of Parks and Recreation. This does not prohibit guards from swimming during transitions time to build endurance.

Telephone Use

The Woods Pool telephone was installed for official business and **SHALL NOT** be used for personal calls either by employees or patrons except when absolutely essential. Outgoing calls are monitored on a weekly basis. If the use of the telephone by a patron is necessary, the employee shall see that such use is kept to a minimum.

Please answer the telephone ...

Good morning/afternoon/evening, this is Woods Pool, May I help you?

End with ... Thank you for calling.

OPERATING PROCEDURES

WOODS POOL SPRING START-UP & WOODS PARK SPRING CLEAN-UP

A. Mid-March to Early April Start-Up Procedure

1. Install the tennis nets and posts. Check the court timer for correct time of **day** and shut-off time.
2. Call the Village of Burr Ridge and schedule a date to re-install the water meter.
3. Schedule the dates for cleaning the pool, order chemicals and any other parts required if the pool suffered any damage during the winter.
4. Remove all lounge chairs and tables to the outside area of the pool deck.
5. Start the general clean up of the clubhouse interior and exterior with the landscape and maintenance crews.

B. Clubhouse Water Connection Start-Up

1. After the water meter has been installed and water has been turned on, start repairing the valves on the toilets and installing the drain plugs on the showers, outside faucets, sinks and drinking fountain.
2. Install all parts to the shower blending valve located on the wall behind the pool water heater.
3. Install the plugs to the pool heater and clubhouse water heater. Close all drain valves.
4. There are four outside faucets on the building, one on each corner of the building. Check for operation.
5. The trick to installing the Sloan diaphragms on the toilets and urinal is the small rivet hole in the diaphragm. Be sure this hole is clean of rust or dirt.
6. Use the 2 1/2" ball valve to isolate the water between the clubhouse and pool equipment.

C. Pool Start-Up Procedure

1. Drain the pool with the large sump pump. It usually takes about 3 to 4 hours if the pool is only full in the deep end. Try to spray down the pool as it drains, this makes it easier to clean. Don't let the sun bake

the dirt into the pool surface. In other words, it is great to do this on a rainy day!

2. While the pool is draining take a mirror and flashlight and inspect the pool gutters for toys, tree branches and other debris.
3. Clean out the pool filter pit by installing the ejector pump and be sure to clamp the return pipe to the wall. Inspect the 10" pipe from the pool for debris, toys, and for good operation of the shut-off valve. Oil if necessary.
4. Remove the small 1/4" drain plug from the filter manifold pipe in the pit. Wash down the pit to remove the anti-freeze and debris. **Please Note: Be sure to put back the plug!! Hand tighten!!**
5. Check all filter hinges and hooks and replace if required.
6. Install the filter screens and inspect for damage or replacement. Use proper gasket or new material if required. Fold down the frame and latch in place.
7. Assemble the pool pump by installing the basket, clean cover and gasket, and bottom drain plug. Do not use an adhesive sealant on the cover gasket. Remember, only a clean surface is required to keep the lid sealed.
8. Check pool heater for all plugs and drain valves. Make sure they are closed. Note that there is one 1/4" plug on the right side and close two drain valves, one on each side!
9. Open the diverter valve to the pool heater full to remove all the trapped air at start-up.
10. Close the fill valve to the baby pool. The baby pool gets filled after the large pool is filled and is operating. After the baby pool is cleaned, install the drain plug located on the floor near the floor drain.
11. While the main pool is cleaned, remove the floor inlet plugs and replace with the proper orifice plugs. Flush out the winter anti-freeze with a garden hose. The shallow end of the pool uses special plugs with no hex heads. This helps keep people from stubbing their toes! Install these with two screwdrivers and lots of pipe dope and make sure it is flush with the pool surface.
12. Check all pool tile for loose pieces and repair if required, tap lightly with screwdriver handle and listen for a slightly different sound.
13. Now you can fill the pool. Start by assembling the 3" pipe with the bulkhead fitting to the outside wall next to the filtration room door. Two sections are required along with a saddle block to support the pipe.
14. Open the return line valve to the filter pit, close the filter pit, and fill valve with the automatic float assembly. Start filling the pool!
APPROXIMATE FILL TIME IS 18 HOURS!! BE CAREFUL!!!

15. As the pool nears the top, switch to the filter automatic float valve to play it safe so it does not overflow!
16. Refer to "Section D" for Filter Operation.
17. Add 3 chlorine tablets to the stainless steel basket that hangs on the filter pit wall.
18. Refer to "Section E" for proper instructions on the pool heater.
ALLOW 4 DAYS FOR HEATING THE POOL FROM START-UP.
19. Run the chemical tests and set the timers for chlorine injection accordingly.

D. Pool Filter Operation

1. Shut down the pool pump and isolate the filter from the pool by closing the return line, the large "T" handle valve at the front of the pit.
2. If required, clean out the pit with the garden hose and a special sprayer nozzle. Use the ejector pump and hose down each filter screen until they are all clean. Remove any toys or large objects.
3. Shut off the ejector pump and fill the pit using the automatic float valve.
4. Turn all valves to recycle all the water into the pit, not the pool, from the main pump.
5. When the pit is full, start the pool main pump and check to make sure the pool is not losing or gaining water and that Diatomaceous Earth is not being released into the pool. Only the filter pit should be re-circulating!
6. Add approximately 20lbs of Diatomaceous Earth (D.E., 20lbs) into the filter pit slowly and evenly around each filter screen. Try to coat each screen until they are white.
7. Keep re-circulating the water until the filters become clear or visible to the bottom of the pit.
8. Slowly open the large "T" valve to the pool return line and redirect the water into the pool.
9. Adjust the flow rate to operate between 300 to 325 GPM on the flow gauge. The pressure should not exceed 25 PSI on the discharge of the pump.
10. Check the chlorine level and adjust accordingly.

E. Pool Heater Operation

1. The pool heater is simple to operate. Proper flow rates and large volumes of fresh air are required to keep the heater operating properly.
 - a) Never close off the pool door vent and always open the rear vent to the chemical storage room located on the

- outside southwest side of the building.
- b) Adjust the flow control valves on the outlet and inlet of the heater so that no trapped air is contained in the heater block. The inlet valve should be open greater than 45 degrees and the outlet valve should be slightly less than 45 degrees. **IF LOUD BANGING OCCURS DURING OPERATION, YOU HAVE TRAPPED AIR IN THE HEATER!!! TURN OFF IMMEDIATELY!!**
2. The temperature should be set at 75 degrees normally but 78 degrees during start of the season.
 3. Divert the pool water through the heater with the main pool pump. Check for water leaks.
 4. Start the heater by turning the main gas line "on". The heater has an electronic ignition, so no pilot light is required. Flip-on the switch located on the wall above the heater.
 5. **WATCH FOR FLAMES SHOOTING OUT THE BOTTOM OF THE HEATER!!** If flames appear, shut down the heater and clean out the heater block by removing the soot from around each section.
 6. If the heater does not operate, check all terminals and a low-pressure switch located on the right side in front. A high temperature switch is also located on the heater for safety.

ACCESS TO CHEMICAL ROOM

Access to the chemical room is limited to: Pool Manager, Assistant Pool Manager, Learn to Swim Coordinator and any guard acting in one of these positions. When in the chemical room and /or while handling chemicals such as chlorine and diatomite refer to the safety guidelines in Half Mask Air Purifying Respirator – Operating and Maintenance Instruction Manual.

OPENING/CLOSING DUTIES

All staff working the opening shift will report to work no later than 15 minutes prior to the advertised starting time. This allows plenty of time for staff to complete opening duties as well as personal tasks. Staff showing up earlier than the 15 minutes will not be paid for that time unless the Pool Manager/Assistant Pool Manager has something for you to do.

Opening Duties

The following duties are performed by all staff using a check-off system:

- **Make sure bottom of the pool is clear**

- Sweep and rinse women's bathhouse/clean toilets
- Sweep and rinse men's bathhouse/clean toilets
- Hose deck and skim pool
- Clean drains
- Set out safety equipment (backboards, ring buoys, etc.)
- Check pool for foreign debris
- Collect trash
- Clean countertops
- Clean mirrors
- Clean debris from drains
- Sweep entry way sidewalk
- Restock paper towels and toilet paper
- Hose down shower rooms
- Disinfect shower rooms
- Clean toilets and toilet area

NOTE: Clean conditions of washrooms, decks, etc. must be maintained continuously during public hours.

Please remember that guards are to be in the chair at the advertised starting time, not just arriving at the pool.

Closing Duties

No one leaves the facility until the Pool Manager/Assistant Pool Manager has okayed the following closing duties:

- Pick up trash and lost-and-found articles on deck and in shower rooms
- Put away safety equipment
- Clean pool drains
- Sweep/hose decks
- Roll up hoses and hang neatly
- Bring in first aid kits for storage
- **Make sure bottom of the pool is clear**

Special Duties

- Disinfect garbage cans
- Clean deck of algae
- Pull weeds around deck area
- Pick up lawn trash
- Scrub bathhouse wall

DAILY DUTIES

OPENING

- A. Unlock all doors
- B. Make sure bottom of the pool is clear**
- C. Vacuum Pool
 1. Vacuum/5ft.
 2. Hoses (green/gutter-gray/pool)
 3. Water hose / turn on & fill gray hose
 4. Extension cord
 5. Pole / gray hose
 6. Turn on
 7. Fill tank
 8. Turn off water tank
- D. Spray off deck
- E. Clean Bathrooms
 1. Spray down floors
 2. Scrub floors (1/4 bottle of citrus fresh)
 3. Spray down floors, removing all soap
 4. Sweep floors, removing standing water
 5. Clean toilets, sinks, mirrors, dryers, drinking fountain and partitions
- F. Trash cans
- G. Spinal board
- H. Clean decks and tables
- I. Check pH and Chlorine
- J. Check Voice Mail

CLOSING

- A. Straighten deck & chairs
- B. Vacuum clubhouse
- D. Trash cans
- E. Hang lane line on fence
- F. Spinal board
- G. Make sure bottom of the pool is clear**
- H. Lock all doors

**RISK MANAGEMENT
ACCIDENT AND EMERGENCY
PROCEDURE**

Four Major Steps of Emergency Accident Procedures

1. Call emergency help Fire/Ambulance, 911
 - Tell WHERE the emergency situation is, i.e., pool deck, parking lot, etc.
 - Give the EMS dispatcher your full name.
 - Tell WHAT HAPPENED clearly and concisely.
 - Indicate HOW MANY persons are involved.
 - Describe WHAT help, if any, is being done for the victim(s).

Do not hang up until the dispatcher hangs up. The EMS dispatcher may be able to tell you how to best care for the victim until the ambulance arrives.

2. Only the Manager or Supervisor should call the parents or guardian.
3. Call the Pool Manager and/or Assistant Pool Manager or, if neither can be reached, the Parks and Recreation office to notify them the EMS has been called.
4. Fill out an accident form. (To be done by Pool Manager and/or Assistant Pool Manager along with the initial rescuer.)

Do not, under any circumstances, transport the victim on your own and do not talk to any of the patrons regarding the accident.

Accident Response Procedures - Emergency Accident Procedures

1. Upon discovery of an accident victim or swimmer in distress, the guard gives one long blast on the whistle while descending from the chair. **JUMP INTO THE WATER DIRECTLY OFF THE CHAIR.**
2. Other guards in their chairs continue watching their zone areas, including the accident area in their surveillance. The Pool Manager and/or Assistant Pool Manager comes immediately to vacated chair to guard and assist rescuer as needed. At this time, guards should be prepared to clear the pool if directed to do so by the Pool Manager and/or Assistant Pool Manager. It may not always be necessary to clear the pool in response to an accident. In many cases, clearing the pool creates more havoc among the patrons as well as brings more attention to the situation.

3. The guard effecting the rescue begins necessary first aid at the nearest point on deck and remains with the victim. Do not wait for the Pool Manager and/or Assistant Pool Manager if immediate life threatening conditions exist.
4. If determined necessary by the rescuer and the Pool Manager and/or Assistant Pool Manager, the Pool Manager and/or Assistant Pool Manager sends an available guard to call the EMS - 911. The Pool Manager and/or Assistant Pool Manager unlock the gate nearest the accident site. The Pool Manager and/or Assistant Pool Manager makes sure a responsible individual awaits the ambulance at the gate in order to direct the EMT's/Paramedics.
5. Meanwhile, guards not directly involved must carefully note swimmers who were **in** immediate vicinity of the accident area for report purposes and clear pool as directed by the Pool Manager and/or Assistant Pool Manager. Available personnel should keep spectators well away from the victim. All pool personnel should avoid saying anything to patrons regarding the accident at hand.
6. For serious injuries, the Pool Manager and/or Assistant Pool Manager should call the victim's parent/guardian or nearest relative if an adult victim, whether or not an ambulance was required.
7. When ambulance services are required, notify the Pool Manager, Director of Parks and Recreation, and the Park Center Office immediately. After office hours, call the Pool Manager and the Director of Parks and Recreation, in that order, until at least one of them has been alerted to the situation.
8. The initial rescuer and Pool Manager and/or Assistant Pool Manager should fill out an accident form in **DETAIL**, including witnesses' names, addresses and phone numbers.
9. Make no statements to anyone such as the press or pool patrons. The Pool Manager or other department administrative staff will deal with public concern. Review the Park District's guideline for crisis management.

EMERGENCY PHONE NUMBERS

Police

Emergency: 911

Non-Emergency: Burr Ridge Police Department (630) 323-8181

Fire

Emergency: 911

Non-Emergency: Pleasantview Fire Protection District (630) 352-9229

Burr Ridge Park District (Community Center)

(630) 920-1969

Woods Pool Manager

Dave Nowak Cell (630) 926-3951

Burr Ridge Park District Administrative/Supervisory Staff

Lavonne Campbell Cell (630) 464-1736
(Notify on all emergencies, last resort leave message on cell phone.)

Jim Pacanowski Home (815) 254-0442
 Cell (630) 606-6170
(Notify on all emergencies, last resort leave message at home number.)

Jamie Janusz Home (630) 986-5830
 Cell (630) 464-6320

Mark Pasqualini Home (630) 527-1971
 Cell (630) 404-3792

Charlie Anderson Home (630) 323-7269
 Cell (630) 565-1709
(Notify for maintenance/infrastructure emergencies.)

Preventative Life guarding

The best way to manage risk is to eliminate or minimize the hazard or hazardous behavior. Since an accident in a swimming area could result in serious consequences, it is extremely important that all staff perform preventative life guarding. Accidents are caused by factors in the environment. A slippery deck, water too shallow for diving, horseplay, and swimming too far under water are all factors which must be recognized by lifeguards as hazards or hazardous practices if accidents are to be prevented. Problem areas to keep an extra special eye on include:

1. Blind Spot - The most frequently neglected pool area is directly under the lifeguard's chair, close to the pool's edge.
2. Diving Boards and Diving Areas - Keep diving well free of swimmers. Only allow entrance by going straight off the end of the board only, and instruct divers to look before going off the board. Once the diver has completed his/her dive, they quickly need to vacate via the side ladder or by swimming under the dividing rope (this rope sections off the shallow end from the deep end and should always remain in place during times when young children are in the pool): thus, prohibiting previous divers and swimmers from loitering in the deep end.

Patrons should also not be allowed to hang on the wall or gutter system in the deep end, even children wearing flotation devices. Therefore, no one is allowed on the side of the pool in the deep end of under the diving board.

3. Entrance Areas - After leaving the locker rooms, swimmers may rush to the poolside without realizing dangers of this action.
4. Diving in Shallow Water - Only allowed when depth is six feet or greater. Be alert for this activity.
5. Drop-off Areas - Be alert for weak swimmers who step off or slide into deep areas from shallow sections of the pool. Do not allow swimmers to hang on lifelines used to differentiate change in pool depths.
6. Ladders - They become a gathering place for swimmers. Do not allow ladders to be used for anything but exiting from the pool.

7. Overflow Gutters - Weak swimmers can work themselves into deep water by moving along gutters. Gutters are also very slick, so caution needs to be exercised.
8. Pool Deck - Wet deck can be very slippery, leading to accidents or injuries. Do not allow running. Everyone walks!
9. Drinking Fountain - Do not allow horseplay at the fountain as it may cause cut lips, broken teeth, etc.
10. Horseplay - Dangerous and should be stopped immediately. Examples include tag, dunking, chicken fights, etc.
11. Wading Pool - This is the most serious potential drowning area because this is where the very small and inexperienced children and babies play. Only a slight wave of water or bump from another youngster is all that is needed to knock a youngster off balance and perhaps subject him/her to panic. Overactive children should be asked to settle down for the safety of less active children.

Weather Closing Information for Open Swim

Woods Pool will not be in operation for open swim during the following conditions:

1. Under 68 degrees according to the National Weather Service.
2. Lightning, thunder, severe rain, or any other condition that would jeopardize swimmer's safety.
3. Mechanical failure.
4. Special Events
5. Follow closing procedures and notify swimmers if closing. Do not allow anyone in the pool.

Fire Emergencies

What to do in case of a fire!

1. Pool Manager clears pool. All lifeguards report to manager's office. If necessary, manager appoints staff to monitor locker rooms (do not enter) or to direct persons through alternate route for safety. * Fire should not be mentioned at this point.
2. Pool Manager assigns the following:
 - a. Staff to call fire department from safe area.
 - b. Staff to evacuate pool and building. Everyone must report to front of the building. Work in teams of two (2). (two to men's locker room and two to women's locker room).
3. All staff to report back to manager at front of building when assignments are complete.
4. Once the fire department has arrived, the manager shall report the following:
 - a. Location of fire (if known)
 - b. All staff accounted for
 - c. All guests accounted for
5. Call Community Center (630) 920-1969 or call Lavonne Campbell, Supt. of Recreation at (630) 464-1736 or call Jim Pacanowski, the Director at (630) 606-6170.

NOTE: No one shall be allowed to change into his or her street clothes. No one shall be allowed into a locker room for personal items. The lifeguards' job is to clear people out fast and orderly. The whole process should not take more than 5 minutes.

Hazardous Material Emergencies

1. Pool Manager clears pool. All lifeguards report to manager's office. If needed, manager appoints guards to keep guests away from contaminated area.
2. Pool Manager assigns the following:
 - a. Staff to call fire department from safe area.
 - b. Staff evacuates pool and building. When main exits are inaccessible,

- utilize the fence gate on the east pool perimeter. Everyone report to safe area to be accounted for.
- c. Staff reports back to Pool Manager.
3. Pool manager shall report to fire department.
 4. Call Community Center (630) 920-1969 or call Lavonne Campbell, Supt. of Recreation at (630) 464-1736 or call Jim Pacanowski, the Director at (630) 606-6170.

Fecal and Vomiting Accident Procedures

1. When a patron has defecated or vomited in the pool, the pool manager shall remove visible foreign matter and super chlorinate the affected area of the pool. The pool must remain closed for a minimum of 30 minutes following the super-chlorination, or longer if necessary, for the disinfectant residual to return to prescribed levels. For pools with a capacity greater than 50,000 gallons, the pool operator may elect to prohibit the use of the affected area only in lieu of closing the pool. Smaller pools such as tot pools may need to be closed, drained, and cleaned with a strong chlorine or bleach solution. See Appendix 21 for additional information provided by the Illinois Department of Public Health.
2. All young children are required to wear plastic sealed pants and related protective devices to minimize the potential for fecal contamination and potential E. coli illness. It is further recommended that plastic sealed pants be available and sold to the public at aquatic facilities.

Civil Disturbances

The Pool Manager should do the following:

- a. CALL POLICE
- b. Clear pool.
- c. Keep persons away from disturbance; this includes staff.
- d. Move uninvolved persons to safe area (locker room, etc.)
- e. Move witnesses to manager's office.
- f. Call Community Center (630) 920-1969 or call Lavonne Campbell, Supt. of Recreation at (630) 464-1736 or call Jim Pacanowski, the Director at (630) 606-6170.

Severe Aquatic Incident

Any aquatic incident resulting in a guest or staff member as a patient requiring resuscitation, CPR, or spinal incident requiring medical attention. The following must be done:

- a. Call 911
- b. Clear the pool
- c. Call Community Center (630) 920-1969; or call Lavonne Campbell, Supt. of Recreation at (630) 464-1736 or call Jim Pacanowski, the Director at (630) 606-6170.
- d. Fill out accident report form
- e. Ellis & Associates (within one hour of incident)
(800) 742-8720 or (281) 360-0606

If your call is picked up by the answering service, provide them with your:

- Client name
- Contact person
- Direct phone and cell phone numbers
- Brief description of the incident

Recognition Tips For High Risk Patrons

1. High Risk Guests -- Who Are They?
 - Children ages 7-12 years old
 - Minorities - African Americans, Hispanics, Asians
 - Parents with small children
 - Overweight patrons
 - Seizure prone swimmers
 - Multiple impaired individuals
2. When and How Do People Get Into Trouble?
 - Most often at mid-day
 - When unaware of entering deep water
 - When engaged in horseplay
3. Appearance of the Victim -- What Do They Look Like?
 - Eyes may be opened widely or tightly closed
 - Bodies may be stiff or tense
 - Conscious victims are usually in a diagonal or vertical position in the water.
 - Arms may flail up and down or reach and grab

- Head is generally back and mouth gasping for air
- Usually disoriented
- May be unconscious (limp or rigid)

Accident Procedures

All employees will be issued a Burr Ridge Park District Safety Manual, which will be discussed in depth at the orientation meeting. Additionally, accident procedures will be covered in the Ellis & Associates Life guarding Training program. Itemized here are items of special note and emphasis.

1. In cases of a serious accident or injury, contact 911 and allow professional medical personnel to attend to the victim. The following symptoms will merit a 911 contact:
 - Victim is unconscious, unusually confused, or seems to be losing consciousness
 - Victim is having trouble breathing or is breathing in a strange way.
 - Victim has persistent chest pain or pressure
 - Victim has pain or pressure in the abdomen that does not go away.
 - Victim is vomiting or passing blood
 - Victim has seizures, severe headache, or slurred speech
 - Victim appears to have been poisoned
 - Victim has injuries to the head, neck, or back
2. Don't panic. You will be able to assess the situation more effectively if you remain calm. Plus, you will be able to give more effective psychological comfort.
3. Go to the victim. Regardless of how minor the injury might be, your personal attention is required. You are the one responsible and accountable for the person under your supervision. If attending to the victim reduces your ability to effectively perform your duties (as in the case of a lifeguard attending to an injured person,) the pool manager or other lifeguard must immediately clear the pool of swimmers until adequate supervision can be restored.
4. Do not move the injured person. Except in cases of sunstroke and heat exhaustion, keep the victim still and warm. Loosen any clothing that may restrict breathing or interfere with circulation.

5. Check the victim's vital signs. Is the victim breathing? Is there a pulse? If not, take CPR action, if trained to do so, or seek assistance from someone who is CPR trained.
6. Check for bleeding, shock, and/or broken bones. Follow recommended Red Cross first aid procedures.
7. Look for an emergency medical identification tag. Check victim's wrist, ankle, or neck. Check wallet for an identification card with instructions. Another alerting device could be a sticker on the windshield of the victim's car.
8. The Pool Manager and/or Assistant Pool Manager will phone the victim's family. Whether or not phoning the paramedics is necessary, phone the family of the victim to advise them of the accident. If the victim is a child, the parent should be requested to pick up the child as soon as possible. Upon arrival, the parent should be advised to get appropriate medical attention when appropriate.
9. Complete an accident report form and contact the Park district office (630) 920-1969 within 24 hours, immediately if the accident is of a serious nature. If accident occurs during non-business hours, use the emergency phone list to contact a member of the full-time staff.

Seizure Prone Swimmer Policy and First Aid Procedures

In order to provide a safer swimming environment for patrons who experience seizures, the Burr Ridge Park District has established the following policy. This policy is intended to be a supplement to your emergency response plan and lifeguarding protocol.

1. The pool manager and lifeguards should be notified of those patrons in the Burr Ridge Park District programs who are "seizure prone". (The general public is not required to share such information.) When notifying staff it is helpful to communicate any aura, trigger, signal of symptoms for staff so they can be aware of things to look for.
2. Participation by patrons whose seizures may not be controlled by medication may be limited unless 1:1 supervision ratios are available.

3. Seizure prone patrons may use US Coast Guard Approved personal flotation devices for buoyancy and sense of personal security.
4. All lifeguards should be aware that US Coast Guard Approved personal flotation devices will not necessarily prevent drowning.
5. Lifeguards and pool managers should be trained for special situations involving seizures through lifeguard rescue training, first aid training, and special in-service training. Have SRA staff meet with lifeguards during regular trainings to discuss the patrons that will use the facility and to jointly practice rescue procedures.
6. Staff should start timing the seizures as soon as the symptoms are recognized.
7. Document any information as to the condition of the person when they were found. (When, Where, How, In what condition)

When to activate the EMS (911) system:

8. If you are not aware that the individual is seizure prone, activate EMS immediately.
9. Anytime you are uncomfortable with either the situation or the condition of the patron, call EMS. Always err on the safe side, for the patrons' safety.
10. If you know the patron is prone to seizures or is being medically treated, it is usually not necessary to activate EMS unless:
 - The seizure lasts longer than 5 minutes (a medically accepted time frame for patron's seizure prone).
 - Another seizure begins within 1 hour after the first.
 - The patron does not regain consciousness after the convulsions have stopped.
 - The patron stops breathing for longer than 30 seconds.

- Seizure occurs after a known head injury or the person complains of a sudden severe headache.
- The patron is pregnant.
- The patron has a medical alert tag or diabetic alert tag.
- The patron appears injured.
- The patron has swallowed excess amounts of water.
- You are at all uncomfortable with the situation.

Definition and Description:

Generalized Seizures are caused by abnormal electrical activity over the entire brain simultaneously. This group of seizures affects the level of awareness and muscle movement of all extremities.

Seizure types: Absence seizures (Petit Mal), Myoclonic seizures, Atonic seizures, Tonic seizures, and Tonic-Clonic seizures (Grand Mal).

Seizure length: They range from 3 seconds to up to 5 minutes, depending on the type and severity.

Symptoms: a dazed look in the face, eye blinking, head bobbing, sudden brief jerks of a single muscle or group, unconsciousness, loss of body functions, and full body constriction.

Partial (focal) Seizures are seizures begin in one part of the brain instead of all over. Depending on which lobe of the brain that the seizure comes from will determine the physical symptoms of the seizure.

Seizure types: Simple partial seizures, Complex partial seizures. They can also be classified as Frontal Lobe, Temporal Lobe, Parietal Lobe, and Occipital Lobe.

Seizure Length: They range in length from seconds up to 2 minutes.

Symptoms: People, in the majority of cases, are completely aware and alert during these seizures. There can be tingling or shaking of a small body part, unusual smell, visual hallucinations or ill-defined feeling. They are also described as an altered consciousness, subtle, repetitive and stereotypical movements of the face or extremities.

Hypoxic convulsions are due to lack of oxygen in the brain. Persons may appear rigid or stiff, may jerk violently, and/or froth at the mouth. Unlike the seizure conditions described above, this is a life threatening condition.

Emergency Procedures:

If the seizure occurs *on dry land*:

1. Prevent the patron from injuring themselves. Place something soft under their head, loosen tight clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed.
2. Place the patron in a recovery position to allow saliva to drain from the mouth.
3. Start timing the seizure as soon as symptoms are recognized.
4. If uncomfortable with the situation, contact EMS immediately.
5. **Do not** restrain the patron's movements.
6. **Do not** place any items in the patron's mouth and **do not** attempt to give any liquids.
7. Be sensitive of the environment and the patron's privacy.
8. If staff is unfamiliar with the patron, unsure if previously diagnosed as seizure prone or medically treated, contact EMS immediately.
9. Maintain the patron's airway.
10. After the seizure subsides, complete an initial assessment to determine the condition of the patron (airway, breathing, circulation, physical condition).
11. If the person is not breathing, begin artificial respiration. If the person does not have a pulse, begin CPR. Make sure EMS is contacted.
12. Provide an area for the patron to rest until fully coherent, where the patron can be observed by a responsible adult. Consider a shaded area or an office.

13. The patron involved in the episode should be restricted from any entry into the water for the remainder of the day.
14. If a minor patron, the occurrence of a seizure should always be reported to the patron's parents or guardians.

*If the seizure occurs in the water (unknown patron or SRA seizure prone swimmer **found under water**) **potentially hypoxic convulsion:***

1. As soon as the patron is found under the water, initiate the Emergency Response Plan (contact EMS immediately).
2. The lifeguard should follow their standardized rescue procedures and retrieve the patron. The patron should be brought to the top of the water.
3. The lifeguard should support the patron's head keeping the face above water and head tilted back to maintain a clear airway.
4. Move the patron to the shallow end of the pool.
5. The seizing patron should be kept away from the side of the pool, amenities, sharp objects and patrons to avoid further injury caused by movement of arms, legs, body parts.
6. **Remove the patron from the water** in accordance with your lifeguarding protocols.
7. Place the person in the recovery position.
8. Prevent the patron from injuring themselves. Place something soft under the head and clear the area of hard and sharp objects.
9. **Do not** restrain the patron's movements.
10. **Do not** place any items in the patron's mouth and **do not** attempt to give any liquids.

11. When the seizure subsides, perform an initial assessment (airway, breathing, circulation, physical condition).
12. If the person is not breathing, begin artificial respiration. If the person does not have a pulse, begin CPR. Make sure EMS is contacted.
13. Be sensitive to the environment and the patron's privacy.
14. Provide an area for the patron to rest until fully coherent, where a responsible adult can observe the patron. Remember to maintain the airway of the patron.
15. The patron involved in the episode should be restricted from any entry into the water for the remainder of the day.
16. If a minor patron, the occurrence of a seizure should always be reported to the patron's parents or guardians.

*If the seizure occurs in the water, (**the patron is observed with their face above the water when the seizure started**), then the following procedures should take place:*

1. The lifeguard staff should support the patron's head keeping the face above the water and head tilted back to maintain a clear airway while moving the patron to the shallow end of the pool.
2. Keep the patron away from the side of the pool, amenities, and sharp objects to avoid injury caused by movement of arms and legs.
3. If uncomfortable with the situation, call EMS immediately.
4. Keep the patron in the water, with their head above the water and the body supported, until the seizure subsides.
5. Remove the patron from the water **after** the seizure subsides.

6. Once removed from the pool, place the patron in the recovery position to allow saliva to drain from the mouth. It is also important to continue maintenance of the patron's airway.
7. Perform an initial assessment (airway, breathing, circulation, physical condition).
8. Be sensitive to the environment and the patron's privacy.
9. Provide an area for the patron to rest until fully coherent, where a responsible adult can observe the patron. Remember to maintain the airway of the patron.
10. The patron involved in the episode should be restricted from any entry into the water for the remainder of the day.
11. If a minor patron, the occurrence of a seizure should always be reported to the patron's parents or guardians.

Near Drowning

The pool personnel making the discovery of a water accident victim, who appears unconscious, should begin emergency procedures at the nearest point on the deck. The guard making the rescue will remain with the victim rendering all assistance possible. Patrons should be moved away from the accident scene. The cashier or nearest staff person should make the call to the pre-designated emergency number.

Inclement Weather

The Village of Burr Ridge utilizes an Early Storm Warning System which includes numerous sirens strategically located throughout the Village. Sirens are sounded when a tornado is sighted in the area, emitting one continuous sound. The sirens are tested on the first Tuesday of each month at 10:00 a.m. and should not be confused with a storm warning at that time. In addition, a warning system for severe weather conditions is utilized by the Illinois Emergency Services and Disaster Agency (ESDA,) the Illinois State Police, and National Weather Service with transmissions being broadcast our local radio stations. Also, an emergency weather radio is located at the pool that will activate during inclement weather conditions.

Rain, Lightning, Thunder - Severe rain, visible lightning, or audible thunder will result in the pool being cleared of swimmers. Patrons should be housed in the pool building until storm subsides. If the storm is of some length, the pool manager may opt to close the facility. If the storm is severe, patrons should be encouraged to stay at the facility until a ride arrives or the severe weather subsides. Patrons may return to the water only after a period of 30 minutes has elapsed since the last lightning or thunder has been seen or heard.

Tornado Watch or Warning - A tornado watch only indicates that weather conditions are conducive for a tornado. The pool may not necessarily be closed during a watch, depending on accompanying lightning or thunder. The declaration of a watch should signify increased awareness and monitoring of weather conditions. A tornado warning indicates that a tornado or funnel cloud has actually been spotted in the immediate area. At this time, the Village warning sirens should sound. However, news of the warning may be accessed earlier through local radio or the weather radio. When a warning is declared, patrons should immediately be removed from the pool and be taken into the pool building. Patrons should sit with knees raised and arms locked overhead, with the following building locations, in priority order, being utilized to house pool patrons and staff: Men's Locker Room and Women's Locker Room

Under no circumstances will individuals under 18 years of age be allowed to leave the facility during a tornado warning unless accompanied by a parent or legal guardian. Once the warning is over, patrons may return to the water only after a period of 30 minutes has elapsed since the last lightning or thunder has been seen or heard.

Fire or Explosion - Combustible items can be found almost anywhere. Fires can begin through explosions from highly volatile material, lightning strike, vandalism, old, unsafe or overheated appliances, fireworks, smoking materials, improperly stored flammables, etc. To stop the spread of fire, early detection and extinguishment are essential. If a fire gets out of control or an explosion is imminent, then evacuation must be immediate.

Fire Extinguisher Use - Good judgement is necessary. If an employee has the slightest doubt about whether or not to apply the extinguisher, they should not. **Do not fight the fire if any of the following are true:**

- The fire is spreading beyond the immediate spot where it started.
- The fire could block the exit.

Fight the fire only if the following are true:

- The fire department has been notified.
- The fire is small and confined to its immediate area of origin.
- You have a way out and can fight the fire with your back to the exit.
- You have the proper extinguisher, know exactly how to use it, and it is in good working order.
- You use careful judgement and know to get out fast and close the door behind you if your effort is failing.

Basic Action and Evacuation

If a visual sighting of unusual smoke or fire has been made, general recommendations include but are not limited to:

- Phone 911
- Begin evacuation of occupants
- Close windows and doors if possible
- Attempt to extinguish if possible

Utility Failure

The loss of power (electricity, gas, etc.) will result in a closing of the facility. If this occurs at night when pool area is lit, instruct patrons to swim slowly and quietly to the side of the pool and exit water. With flashlight, check pool bottom, locker rooms, and showers to insure that all patrons are removed from the facility.

Note - For any emergencies requiring evacuation, minors must be kept on the property until parents or guardians are present.

Heat Exposure

1. Heat Stroke - Is a response to heat characterized by very high body temperature and disturbance of the sweating mechanism. Signs and symptoms include elevated body temperature, rapid and strong pulse, hot, red and dry skin, and disorientation or unconsciousness. Contact emergency medical personnel. Reduce body temperature through wet compresses and shade.
2. Heat Exhaustion - Is a response to heat characterized by fatigue, weakness, and collapse due to intake of water not equal to water lost. Signs and symptoms include normal body temperature, pale and

clammy skin, profuse perspiration, tiredness and weakness, headache and cramps, nausea and dizziness, and shock. Contact emergency personnel. Give water to drink. Transport to a shaded cool area. Treat for shock. If victim vomits, do not give any fluids.

3. Heat Cramps - Muscular pains and spasms are due largely to loss of fluids from the body in sweating. Legs and abdomen are usually affected first. Apply firm pressure and massage to release the cramp. Give sips of water.

Shock

Shock is a condition resulting from a depressed state of respiratory and circulatory functions of the body. Shock can be caused by bleeding or loss of body fluids, infection, heart attack or stroke, poisoning, bug bites and stings, or lack of oxygen. Signs and symptoms include pale or blue skin which is cold to touch, weakness, rapid and weak pulse, shallow, irregular, and increased breathing, restlessness and anxiety, severe thirst, vomiting or wretching, sunken dilated eyes, and a vacant expression. Treatment objectives are to improve circulation, insure adequate supply of oxygen and maintaining normal body temperature. Keep victim lying down. Cover the victim only enough to maintain normal body temperature. Raise legs 6-12 inches, making sure to be careful of other injuries.

Bone and Joint Injuries

1. Fractures are breaks or cracks in the bone. A closed fracture is not related to an outer injury. An open fracture involves injury to the skin caused by the broken bone end.
2. Dislocations are injuries to the capsule and ligaments or a joint that results in displacement of that bone end at the joint. A fracture dislocation involves a combination of a fracture and dislocation.
3. Sprains are a tearing or stretching of a ligament or muscle tendon.
4. Strains are overstretching or tearing of a muscle.

Signs and symptoms of these conditions include an actual bone snapping sound, difficult mobility, grinding when moved, obvious deformities, swelling, discoloration or pain, and tenderness to the touch. Call emergency medical personnel. Use splint to immobilize

fractures. Control bleeding. Save bone pieces and/or body parts.

Heart Attack

Signs and symptoms of a heart attack include chest pains that may radiate into the arms/shoulders or neck/jaw regions, gasping and shortness of breath, bluish color of lips and face, or swelling of the ankles which may indicate heart disease. Should any of these signs appear immediately contact emergency medical personnel. Put the victim in a comfortable position -- sitting is the best. Provide ventilation and guard against drafts and cold. If the victim has medication, assist when applicable. Do not transport the victim, as this will cause added strain.

Stroke

Signs and symptoms of stroke include unconsciousness, paralysis or weakness on one side of the body, difficulty in breathing or swallowing, loss of bladder or bowel control, pupils unequal in size, speech slurred or interrupted. Contact emergency medical personnel immediately. Cover the victim. Maintain airway and perform CPR if necessary. Do not give fluids.

Psychogenic Shock (Fainting)

Should a victim faint, leave them lying down. Do not pour water on face or body. Maintain airway. If recovery is prompt, emergency medical personnel is not necessary although further medical attention should be recommended to the victim.

ILLINOIS TOXIC SUBSTANCES DISCLOSURE TO EMPLOYEES ACT “ILLINOIS RIGHT TO KNOW ACT”

The Burr Ridge Park District recognizes that its employees have an inherent right to know about the known and suspected health hazards which may result from working with toxic substances so that they make knowledgeable decisions regarding any personal risks of their employment.

Signage: Employees will note that a sign from the Illinois Department of Labor is posted at the Woods Pool. Key information regarding laws and employee rights are presented via this sign.

Material Safety Data Sheets: Material Safety Data Sheets serve as the primary means for transmitting information about toxic substances. A “MSDS” can vary in format from one to several pages in length. The “Right to Know” pamphlet distributed with this manual describes the information that must be contained within the MSDS. District staff will assist all employees in understanding how to read MSDS’s. The Burr Ridge Park District will acquire MSDS’s on all toxic materials used at Woods Pool and maintain these sheets in a special file in the pool office. These sheets will be readily accessible for employees and their legal representatives with ten days of receiving a written request. Additionally, the Burr Ridge Park District annually supplies the Illinois Department of Labor with a list of acquired MSDS’s.

Labeling: The Burr Ridge Park District is responsible for ensuring that each container of hazardous material is properly labeled, including the identity of the hazardous material and the appropriate hazard warnings. Fixed containers, such as storage tanks, must also be labeled. Portable containers of 10 gallons or less, intended for an employee’s immediate use, are exempted from labeling requirements.

Hazardous Materials at Woods Pool: The following list of chemicals are typically utilized at Woods Pool during the operating season:

1. Chlorine
2. Muriatic Acid
3. Diatomaceous Earth

Detection of Hazardous Conditions

1. Chlorine: Chlorine is a poisonous gas with a sharp, disagreeable odor similar to extremely strong bleach. It is very corrosive to moist tissue and has a very irritating effect on the lungs and mucous membranes of the nose and throat. Chlorine gas makes breathing extremely difficult. On-deck personnel will notice, in the event of a leak, a strong odor and difficulty in breathing. Chlorine gas is not visible to the human eye. Should these conditions exist, implement evacuation process immediately.
2. Muriatic Acid: Muriatic acid is very corrosive and may produce an irritation and burning to the mucous membranes and the skin. In the event of a leak, on-deck personnel will notice a yellow, smoky discharge. Should this condition exist, implement evacuation process immediately.
3. Diatomaceous Earth: D.E. can pose health problems if ingested or absorbed through mucous membranes. On-deck personnel should have no contact with this material regarding any emergency leaks or spillage.

*Please note: All of these chemicals are quickly dissipated through the application of water. Hose down any spillage immediately.

Exposure to Hazardous Materials: With the exception of the pool manager and assistant pool managers, Woods Pool Staff is not authorized to enter areas where hazardous materials are used and stored. The pool manager will conduct a formal training program for the Assistant Managers separate from this general training program which will address more specific material characteristics, handling, and safety precautions. However, all pool staff is classified as "potentially exposed" to hazards which necessitates that employees are properly prepared to deal with workplace emergencies or unexpected chemical releases. Pool staff will only be allowed in the mechanical room if the pool manager is present and directs them to aid in a matter that requires immediate response.

Crisis Management: A crisis involving hazardous materials will likely involve one of two scenarios: a fire or a chemical leak. In the event of either, pool staff is responsible for quickly clearing the pool and immediately evacuating the pool facility. Patrons will be evacuated through the gate on the north side of the fence line. The gate must be unlocked during pool hours of operation. Immediately upon initiating the evacuation, the cashier/desk attendant will contact 9121 and report the emergency. The gate will **only be opened for emergency evacuation**, otherwise it is to be regarded as a continuous fence. Lifeguards will be responsible for clearing the pool and ushering patrons out of the gate. Patrons will then be escorted by guards and cashier to the far north side of the grass parking area or the tennis courts, depending on the incident and wind conditions. The gate is strategically located so that both guards can monitor unauthorized entry in or out of the pool area through their normal pool scanning.

Forms: Attached to this manual is several forms. The first form is an employee request for Material Safety Data Sheets. The next form is an employee training completion which all employees will sign and return immediately upon the conclusion of the orientation. This information constitutes the written program conducted by the Burr Ridge Park District. Additionally, this material will be discussed at the formal orientation program, which necessitates written acknowledgement by the employee that this training has been performed and is understood.

TROUBLESHOOTING

- ❖ The ventilation system for the pump room is located in the chlorine room in the back of the pump room. The fan should be on at all times, if you notice that it is not on, you should check the switch on the wall. The switch should be in the on position, if it is, the breaker switch needs to be checked. Any further problems need to be addressed by Bev or Charlie (in that order).
- ❖ The filters are to be cleaned by following the instructions on the wall by the chlorine regulator. This procedure should not be attempted until Bev has an in-service training session with the assistant pool managers.
- ❖ Protective gear should be used at all times when chemicals are being used. There is a mask with filters, gloves, goggles, and an apron. They are located in the storage cabinet of the clubhouse.
- ❖ Handling of the chemicals is very dangerous situation. Make sure protective gear is utilized when handling. All chemicals are to be kept in the storage shed except for open chlorine and tablets that are used on an every day basis. These should be kept by the side of the filter pit.
- ❖ There are two ways of leakage that can occur with chlorine and acid. The first is an puncture of the tank and the second is a dislodging of the feeder hose.

The procedure for handling of the leak from a feeder hose is to put on the protective gear, turn off the pump, and reattach the hose. A hose that is severed needs to be spliced or a new hose ran. A demonstration of this procedure will be highlighted at the mechanical room training session.

A puncture of a tank needs to be handled in two ways. A puncture high on the tank should be diluted with water until the fluid level of the tank is below the puncture. A puncture low on the tank needs to have the pump shut off and the pool evacuated until repair of the tank is completed. No patron should be allowed in the pump room!

- ❖ All unauthorized personnel should not be allowed in the pump room. The best possible

way is to always close the door behind you. The pool manager and assistant managers should try not to attract attention to themselves when entering the pump room. Other pool staff will only be allowed in the mechanical room if the pool manager is present and directs them to aid in a matter that requires immediate response. Any unauthorized entry to the pump room should be immediately ordered from the room.

- ❖ Emergency procedures for chemical related accidents can be handled with this simple process: Acid or chlorine that makes direct contact with the skin needs to be washed off the skin immediately. Any contact with mucous membranes (eye e.g.) is a serious situation and should be washed with running water (faucet or hose) and emergency action taken if needed (ambulance or hospital).
- ❖ Tools and equipment for the pool are the only things that should be stored in the pump room besides open chlorine containers or tablets that are to be used on an every day basis.
- ❖ Please Note: Charlie, Pool Manager and authorized personal are the only ones that should ever clean the pump room!
- ❖ All pipes and water inlets and outlets will be labeled with directional flow arrows.

TROUBLESHOOTING

PROBLEM	CHECKS AND ADJUSTMENTS
Chlorine High	Retest Check Regulator Turn Off
Chlorine Low	Retest Check Regulator Check Tank Check Hose
PH High	Retest Check Chlorine Check Regulator Add Acid
PH Low	Retest Check Chlorine Check Acid Check Regulator Check Acid Hose Add PH Balance
High Pool Water Level	Check Previous Weather Check Gutter Return Check Number of Patrons Check Filter Tank
Low Pool Water Level	Check Pump Check Water Flow Valve Check Water Flow Gauge Check Safety Water Filter
Cold Pool Water	Check Furnace Temperature Gauge Check Previous Weather

Water enters from the water flow valve into the pump room. The water flows through the filters into the safety water filter to the furnace. It flows from the furnace to the pool into the gutters, which re-enters the pump room tank through the gutter return.

WOODS POOL FORMS

**Burr Ridge Park District
Woods Pool (630) 323-9209
Problem and/or Ejection Report**

_____ Date

_____ Day

_____ Location

_____ Time

Name: _____ Age: _____

Address: _____ City _____ Zip _____

Phone: _____

Parent's Name (if under 18) _____

Problem: _____

Action
Taken: _____

Parent Called: ____ Yes ____ No Date & Time _____

Employee Involved: _____

Signature: _____

Burr Ridge Park District
Time Off / Substitution Request From
(Please Print)

Requested By

Regular Employee _____

(Signature) _____

Reason for Request: _____

Dates: _____

Times: _____

Substitute Employee _____

(Signature) _____

EMPLOYEE REQUESTING TIME OFF IS ULTIMATELY RESPONSIBLE

..... For Office Use Only

Approved By

Manager _____

Date Approved _____

Follow-up Information _____

Woods Pool Member Sign-In Sheet

Date _____, _____

Name	# In Party	Phone Number
1.		
2.		
3.		
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25.		

Page ___ of ___

Weather: _____

BURR RIDGE RESIDENTS

DAILY PASS SIGN-IN SHEET 2021

\$8 per
person

Date _____

Name	Street Address	Town	Phone	Amt. Paid	Initial
1.				\$	
Signature					
2.				\$	
Signature					
3.				\$	
Signature					
4.				\$	
Signature					
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Burr Ridge Park District

EMPLOYEE ACKNOWLEDGMENT OF TRAINING

I, _____, hereby acknowledge that I have received my Burr
Ridge Park District Woods Pool Manual and have reviewed and have access to the Burr
Ridge Park District Personnel Policy Manual, Safety Manual, and Aquatic Manual. I
understand that these manuals have been developed for the general guidance of
Woods Pool employees. It is my responsibility to study and acquire an understanding of
the information contained in these manuals. I have been advised that my pool
managers are available to answer any questions. The pool manual was presented to
me in a training session specifically addressing that document. I understand that the
manual does not constitute or represent binding commitments on my contract with the
Burr Ridge Park District. The policies, benefits, and rules described in these manuals
are subject to change by the Burr Ridge Park District at any time without prior
notification.

I am free to terminate my employment at any time, recognizing that the Burr Ridge Park
District also has the right to terminate my employment at any time.

I agree to update my manuals as new information or revisions are issued to insure that
my copies remain an accurate resource for Burr Ridge Park District policies.

I, _____, have been issued said manuals, on _____
Signature Date

I certify that I have reviewed it and understand the policies contained therein.