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NAVSUPPACT NAPLES INST 11106.1E
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NAVSUPPACT NAPLES INSTRUCTION 11106.1E

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REGULATIONS CONCERNING MAINTENANCE AND OPERATION OF U.S. NAVAL SUPPORT ACTIVITY (NAVSUPPACT), NAPLES, ITALY, SWIMMING POOLS

Ref: (a) NAVSO P-3520, Financial Management Policies and Procedures for Morale, Welfare and Recreation (MWR) Programs
(b) OPNAVINST 5100.23C, Navy Occupational Safety and Health Program Manual
(c) NAVFACENGCOM Pub MO-210, Water Supply Systems - Water Treatment Manual
(d) NAVMED P-5010-4, Chap 4, Manual of Naval Preventive Medicine Swimming Pools and Bathing Places
(e) NAVMILPERSCOMINST 1710.6 of 10 May 84
(f) American National Red Cross Lifeguarding, Stock #32-9452, of Jun 91
(g) American National Red Cross Water Safety Instructor, Stock, #65-2001, of Mar 93

Encl: (1) Standard Operating Procedures for MWR Aquatic Facilities at Carney Park, Capodichino and Gricignano Support Site

1. Purpose. To establish the policies governing the operation and maintenance of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy swimming pools at MWR Aquatics Facilities, Admiral Carney Park, Capodichino Detachment and the Gricignano Support Site per references (a) through (g).

2. Cancellation. NAVSUPPACT NAPLES INST 11106.1D.

3. Information

a. In order to provide military training and recreational opportunities to U.S. military personnel, Department of Defense, state employees and their family members assigned to the Naples area, NAVSUPPACT Naples maintains and operates swimming facilities at the MWR Aquatic facilities of Admiral Carney Park, Capodichino Detachment, and the Gricignano Support Site.

b. The aquatic facility at Admiral Carney Park consists of a swimming pool 163 feet and 4 inches in length, 77 feet in width having a minimum depth of 3 ½ feet and a maximum of 11 feet, one 1-meter springboard and pool slides. In addition, a wading pool with a maximum depth of one foot is included in the facility. Maximum capacity within the pool area is 500 persons; within the wading pool 15 persons. At no time will capacity within the pool exceed the lifeguard/swimmer ratio of 1 to 25 patrons. The bathhouse serving the pool area includes changing and showering facilities, locker rooms, sun deck and snack bar.

c. The facility at Capodichino consists of a swimming pool that is 25 meters in length and 13.75 meters in width, having a minimum depth of 4 feet and a maximum depth of 6 feet. In addition, it consists of a jacuzzi with a length and width of 3 meters and a water depth of 1.05 meters. Maximum capacity within the pool area is 150 people; within the jacuzzi area, the maximum capacity is 10 people. At no time will capacity within the pool exceed the lifeguard/swimmer ratio of 1 to 25 patrons. The locker rooms serving the pool area include showering facilities, lockers, and sauna.

d. The facility at the Gricignano Support Site consists of an eight-lane, 25 meter main pool with attached shallow and deep ends; consisting of a main swimming pool, which is 82 feet in length and 62 feet in width, having an all-over depth of 4 feet, 2 inches. The attached shallow end is 40 feet by 40 feet, having a minimum depth of 2 feet and a maximum depth of 4 feet, with two sets of in-water stairs. The attached deep end is 40 feet by 40 feet, and has a water depth of 12 feet, with a 1-meter springboard and 1 large flume side. In addition, a wading pool with a maximum depth of 2 feet is included in the facility, as well as a jacuzzi with a maximum capacity of 8 persons, and a maximum depth of 4 feet. The bathhouse serving the pool area includes changing and showering facilities, locker rooms, sun deck and snack bar.

4. Management and Personnel

a. The MWR Aquatic Director and/or his/her approved delegate will have overall responsibility for pool and bathhouse management and operations. He/she will be assisted by the Lead Lifeguard(s) at each facility. Both the manager and supervisor(s) will be assisted by lifeguards, bathhouse attendants, cashiers, summer hires and any other personnel necessary for the safe and efficient operation of the facility.

The Aquatic Director will determine the number of personnel required.

b. Personnel serving on the pool staff must be at least 16 years of age, and if working as a lifeguard, must possess, as a minimum requirement, a current Red Cross Lifeguard Training Certificate and Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate.

c. The Aquatic Director must possess a current American Red Cross CPR for the Professional Rescuer and First Aid Certificate, Water Safety Instructor Certificate, American Red Cross Lifeguard Training Certificate, and American Red Cross Lifeguard Training Instructor Certificate. Lifeguards will be re-certified/re-tested prior to their employment and must maintain good physical condition throughout the season.

5. Safety and Health Hazards. The Aquatic Director or Lead Lifeguard is responsible for the safe, efficient operation of the pool and its environs. The Aquatic Director ensures compliance with accepted safety and health standards as described below:

a. Safety Practices

(1) Ensure adequate amount of safety/rescue equipment is readily available and in good working order.

(2) Provide lifeguard stands that allow complete visual coverage of swimming pool and bathing areas. These stands will each be equipped with one rescue tube. Shepherd crooks will be located in accessible areas to enable reaching assists.

(3) Ensure emergency equipment for spine immobilization and first aid is available and secluded from the general public.

(4) Assign an adequate number of trained lifeguards for the supervision of swimmers based on the water safety ratio of one lifeguard to 25 swimmers when maximum capacity level is reached.

(5) Control the flow and conduct of patrons.

(6) Restrict admittance of swimmers when maximum capacity level is reached.

(7) Enforce applicable pool rules and regulations.

(8) Periodically check for safety hazards.

b. Health/Sanitation Practices

(1) Test for residual chlorine and pH levels at least once every two hours to preserve the quality of the pool water. Maintain a signed record of chemical readings.

(2) Restrict admittance of swimmers known to have skin disease, sore or inflamed eyes, colds, nasal, or ear discharge, open sores or blisters, lacerations or incisions to prevent contamination of the pool water. Additionally, any person wearing a bandage of any kind or plaster casts will not be allowed to use the pool.

(3) Prevent contamination of pool water by informing patrons that:

(a) A soap and water shower is required prior to entry or re-entry in the pool, or the pool area;

(b) Spitting, blowing the nose, urinating or otherwise contaminating the pool in any way is prohibited.

(4) Maintain, on a daily basis, the pool and its environs by:

(a) Removing floating debris from the pool;

(b) Washing or hosing down pool decks and deck chairs;

(c) Removing trash and garbage to appropriate receptacles;

(d) Draining and refilling the wading pool;

(e) Disinfecting and swabbing the bathhouse areas when contracted labor is insufficient.

6. Pool and Bathhouse Operations. The Aquatic Director and other personnel will be guided by enclosure (1) for the safe and efficient operation of the facility.

a. Eligible Personnel. U.S. military personnel, Department of Defense employees and their family members are authorized to use the NAVSUPPACT Naples swimming pools. Authorized personnel are allowed four guests. Dependent children under 12 years old will not be admitted to the facility unless accompanied by parent, adult, or other guardian 18 years of age or older. Dependent personnel not accompanied will be denied admittance.

b. Hours of Operation

(1) Carney Park facility will normally be open on a daily basis from Memorial Day weekend to Labor Day weekend. Daily hours of operation are dependent on availability of qualified personnel and pool utilization. Capodichino facility is open on a daily basis year round. Daily hours of operation are Monday through Friday, 0530-2300, Saturday, Sunday & U.S. Holidays, 0830-2000. The Gricignano Support Site facility will be open on weekends (beginning on or prior to Memorial Day weekend) until school is officially closed. When school is closed, the pool will be open on a daily basis, excluding Wednesdays. Daily hours of operation are Monday, Tuesday, Thursday and Friday, 0530-1830 (this includes lap swim, water aerobics and swim lessons), Saturday and Sunday, 1100-1830. Every other Wednesday, the pool will be open 1200-1800. Swimming instructions will take place on Monday, Tuesday, Thursday, and Friday, from 0800-1030; Tuesday and Thursday, from 1845-2030, and on Saturdays, from 0800-1030. Super-chlorination will take place at least once a month as needed through the entire summer, beginning from the first day of weekdays' operations.

(2) The Aquatic Director may establish periods during which only defined categories of eligible personnel may utilize the facilities. Examples include military training or other command functions, swim instruction classes, and other special activities.

c. Admission Fees. Expenses associated with staffing, operation and maintenance of the facility must be borne by the non-appropriated Composite Recreation Fund. It is necessary, therefore, to recover a portion of these expenses by instituting admission fees. Such fees will be determined by considering anticipated staffing, operation and maintenance expenses. The

Morale, Welfare and Recreation Aquatic Director will establish and publicize, with the approval of the Commanding Officer, any fees regarding use of the facility.

d. Supervision of Swimmers

(1) A qualified employee lifeguard will be on duty at all times when the pool is open. Lifeguards will be in full charge and have the authority to enforce the rules and regulations.

(2) Lifeguards on duty are responsible for the safety of all persons in the pool area. They will not run errands, or be distracted from their official duties. Lifeguards will rotate in responsibilities from lifeguard chairs, rover, guard shack watch, and cleaning.

(3) Lifeguards will familiarize themselves with the location and use of all emergency equipment within the area. On-duty lifeguards will wear a distinguishable article of clothing, which identifies themselves as lifeguards.

(4) The Aquatic Director and/or Lead Lifeguard on duty, may secure the facility if, in his/her opinion, one of the following conditions exist that may endanger the health and safety of the patrons:

(a) A lifesaving situation is or has occurred in the pool or around the pool area;

(b) Residual chlorine or pH levels are insufficient or excessive;

(c) Water becomes cloudy or is in unsanitary conditions;

(d) Thunderstorms, electrical storms or inclement weather exist.

(e) Mechanical failures such as electricity, water, etc. If the Aquatic Director or Lead Lifeguard deems it necessary to secure the facility, he/she will inform the MWR Director or designated representative, Public Works Officer and NAVSUPPACT Naples Command Duty Officer. The pool may be re-opened after appropriate clearance has been obtained.

e. Personnel Regulations

(1) Upon entry to the pool, all patrons must present an appropriate pass/I.D., sign in and pay the applicable fee.

(2) Bathers must wear, and keep adjusted, appropriate bathing attire, which conforms to good taste and decency. Street or athletic attire, such as "cut-off" trousers or tee shirts will not be worn in the pool.

(3) Swimming is permitted only when qualified lifeguards are on duty.

(4) Swimmers and sunbathers are discouraged from conversation with or disturbing the lifeguards on duty.

(5) Suitable placards embodying the above regulations and instructions will be posted in the pool facility.

(6) The failure of any individual to abide by the regulations may result in loss of pool privileges. The Aquatic Director may, with cause, deny any person access to the facility for a designated time period or require any violator of the regulations to leave the premises for a designated time period.

(7) Complaints or suggestions should be discussed with the Aquatic Director or assigned Lead Lifeguard. If a satisfactory agreement cannot be reached, the problem will be referred to the Mission Essential Director.

f. Private Party. The Carney Park and Support Site pools may be reserved for private functions or parties, which must be held outside normal operating hours. Persons desiring private pool reservations should follow the procedures below:

(1) Contact the Aquatic Director either in person or by writing/telephone. Reservations are to be made at least 10 working days in advance, and are taken upon payment and signing of the contract.

(2) Request must include exact date, time and estimated number of authorized users. One person (individual organizing a party or official representative of an organization) will be responsible for the request, signing of contracts, clean up, and financial obligations.

(3) Upon receipt of a request, the Aquatic Director will ascertain the availability of the pool, determine the approximate cost, and inform the requestor.

(4) After confirmation that the pool is available and the financial requirements have been given, the requestor must finalize arrangements and make payment in full at the time the reservation is made.

(5) In the event of inclement weather or any emergency condition that may cause cancellation prior to its commencement, the requestor may apply for a partial or full refund. No refunds will be made once the party has commenced.

(6) Normal pool rules and regulations will be adhered to when conducting private pool parties. Any violation of these rules may cause the cessation of the activity. Lifeguards on duty have the authority to determine whether violations have occurred and cease the party. No refunds will be made.

(7) Private pool party users will be held financially responsible for any damage or loss to the facility and/or equipment.

g. Maintenance. The Public Works Officer, in conjunction with the MWR Director, will be responsible for routine maintenance and operation costs, which will be in strict accordance with reference (b).

G. L. HEHE

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Lists I through IV

STANDARD OPERATING PROCEDURES FOR MWR AQUATIC FACILITIES AT CARNEY PARK, CAPODICHINO AND GRICIGNANO SUPPORT SITE

1. General Information

a. The U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy outdoor swimming pool is located within the Carney Park 56-acre complex. The pool consists of an Olympic size pool, bathhouse, wading pool, sun deck and snack bar.

b. The Carney Park Pool will be only open on weekends (beginning Memorial Day weekend) until school is officially closed. When school is closed, the pool will be open everyday of the week until Labor Day. The pool will operate daily Monday through Fridays from 1030-1830 for recreational swim; swimming lessons will take place on Tuesday, Wednesday, Thursday, and Friday, from 0800-1030.

c. The Gricignano Support Site pool site is located next to the Fitness Forum gym and across from the U.S. Naval Hospital. The pool consists of an 8-lane, 25 meter main pool with attached shallow and deep ends, wading pool, jacuzzi, sun deck, and snack bar. The pool will operate daily Monday, Tuesday, Thursday and Friday from 0530-1830. The swimming pool will be closed alternate Wednesdays and open every other Wednesday, from 1200-1800, (this includes lap swim, water aerobics, and swim lessons). On Saturday/Sunday, the pool will open from 1100-1830. Swimming instructions will take place Monday, Tuesday, Thursday, and Fridays from 0800-1030. Super-chlorination will take place every other Monday throughout the entire summer, beginning from the first day of weekday operation.

d. Eligible Pool Patrons

(1) All active duty, retired and reserve personnel and their dependents, and authorized NAVSUPPACT Naples "Houseguests" pass holders.

(2) DoD Civilians and their dependents.

(3) Sponsored, escorted local nationals.

e. Pool fees (subject to change after pre-season review)

(1) Daily $3.00 per person (I.D. card holder or Houseguest pass)/guest $5.00 per person at Carney park; $7.00 per person at the Gricignano Support Site.

(2) Monthly and seasonal passes (may be purchased and valid at each pool) vary upon sponsor's rank or rate and each year.

2. Responsibilities. The MWR Aquatic Director will be responsible for the overall operation of the swimming pools. The Aquatic Director reports to the Fitness Coordinator with management of the pool facilities. The Aquatic Director will ensure the pool is maintained in a safe, healthy condition.

a. The Aquatic Director is responsible for:

(1) The entire operation of the swimming pools;

(2) Training and supervising a staff consisting of Lead Lifeguards and Lifeguards, all required cashiers and slide attendants, including pre-hire skills assessments and regular in-service training sessions. Weekly training milestones will be developed for the staff;

(3) Ensuring the maintenance of water chemical balance records, sanitation, and general cleanliness of the pool and surrounding area;

(4) The safekeeping of all monies and ensuring submission of the accompanying Daily Activity Report;

(5) Ordering supplies and equipment necessary for programs and general operation of the facility;

(6) Maintaining safety and health standards as prescribed by NAVOSH, OSHA, and the NAVMED policies by following a written facility safety checklist;

(7) Performing public relations tasks and evaluating and recommending changes regarding staff, programs, procedures, and facilities;

(8) Administering and supervising emergency procedures that may arise in the facility;

(9) Teaching and/or organizing swim classes for various age levels and abilities;

(10) Serving as a lifeguard, should the conditions warrant such actions;

(11) Promptly reporting any discrepancies to the Aquatic Director;

b. The Lead Lifeguard is responsible for (but not limited to):

(1) The operation of the pool, including opening and closing of the facility on scheduled work days;

(2) Monitoring chemical water balance and water conditions and providing in-service training for the staff in the monitoring of water balance and conditions;

(3) Maintaining safety and health standards as prescribed by NAVOSH, OSHA, and the NAVMED policies, by following a written facility safety checklist;

(4) Enforcing pool regulations and maintaining proper discipline between staff and patrons;

(5) Program swimming classes (with assistance of the Aquatic Director) and instruct swimming classes and aerobic classes;

(6) Establishing and implementing an on-going in-service training program for lifeguards;

c. The Lifeguards are responsible for:

(1) Observing activities of persons in the pool area to ensure safety rules are followed and to ensure no physical harm occurs to anyone. Also provides information to swimmers regarding safety rules and procedures, and rescues swimmers;

(2) Checking pool water condition every two hours, recording it in log provided and notifying Lead Lifeguard or Aquatic Director if an unsafe water condition exists.

(3) Maintaining a pool incident log, documenting any unusual occurrences, and reporting them immediately to manager.

(4) Performing other duties as assigned.

d. The Cashier is responsible for:

(1) Collecting, handling, and recording all pool related revenue;

(2) Taking swimming instruction registration;

(3) Keeping accurate and legible pool attendance records;

(4) Performing public relations tasks such as answering questions, providing information, and directing any problem to the Aquatic Director and supervisor;

(5) Greeting and behaving in a business-like manner.

e. The Slide Attendants are responsible for:

(1) Observing activities of persons on the slide and in the immediate slide area of the pool to ensure safety rules are followed and to ensure no physical harm occurs to anyone. Also provides information to swimmers regarding safety rules and procedures;

(2) Performing public relations tasks such as answering questions, providing information, and directing any problem to the Aquatic Director and supervisor;

(3) Greeting and behaving in a business-like manner.

f. General maintenance and cleaning (duties shared by all pool personnel).

(1) Hosing cement deck.

(2) Cleaning patio floor chairs and tables.

(3) Emptying and cleaning trashcans.

(4) Moving and cleaning pool furniture.

(5) Maintaining all necessary supplies for pool.

(6) Storing all unused equipment in storage areas after pool secures for the day.

(7) Necessary cleaning and maintenance of offices, bathhouse, or restrooms.

3. Private Party Policies

a. All private parties are to be arranged at least 10 working days prior to the actual party. A contract must be signed at the swimming pool prior to the pool party.

b. The Aquatic Director or Lead Lifeguard will determine, prior to issuing contract, the number of staff lifeguards needed to monitor the pool.

c. The pool cannot be reserved for private parties during regularly scheduled hours of operation.

d. Alcoholic beverages are permitted during pool parties. They must, however, be in unbreakable containers.

NO GLASS CONTAINERS OF ANY KIND MAY BE BROUGHT ONTO POOL PROPERTY.

e. Any complaint concerning inappropriate or excessive behavior/noise will result in cessation of such actions and removal from the pool.

f. Carney Park pool is available for parties Thursday through Sunday from 1900-2200. Gricignano Support Site pool is available for parties, Friday through Sunday from 1900-2200.

g. The sponsor is responsible for maintaining the overall cleanliness of pool deck area and bathhouse or will be charged accordingly.

h. The sponsor is responsible for any damage to pool property and will be billed for any damage resulting from misuse.

The sponsor will also be responsible for the guests' actions during and after the party.

i. A designated, non-drinking person will be responsible for maintaining order.

j. Organizers of the party may arrive 15 minutes early to set up.

k. There is no smoking permitted in the pool facility, including bathhouse and deck area.

l. Charges for pool parties: Prices vary according to attendees, and are approved by the Aquatic Director.

m. Lifeguard ratios - One lifeguard per 25 guests (including those who are not swimming).

n. Lifeguards have full authority within the pool facility. This includes having persons leave the pool area for violation of pool rules.

o. All existing rules concerning the Carney Park and the at Gricignano Support Site pools apply.

p. Cancellations. If an event must be cancelled:

(1) Prior to 72 hours of party - 90 percent refund.

(2) Between 72 and 24 hours - 50 percent refund.

(3) Less than 24 hours - no refund.

(4) Do not show - no refund plus salary for lifeguards.

q. Inclement weather. If party is cancelled during the event for inclement weather, charges will be pro-rated. (Prior to party - 90 percent refund.)

4. Regulations

a. Patron Regulations

(1) Be considerate of others.

(2) Any person having a skin disease, sore or inflamed eyes, nasal or ear discharges, or any other communicable diseases shall be excluded from the pool.

(3) Persons using the pool are required to take a cleansing soap shower prior to entry or re-entry to the pool.

(4) Bathers must wear and keep adjusted, appropriate bathing attire that conforms to good taste and decency.

(5) Family members under the age of 12 will not be admitted to the facility unless accompanied by a parent or guardian over the age of 18.

(6) Children six years of age and younger or non-swimmers are not permitted in the main pool unless accompanied by a parent or adult guardian.

(7) The use of the wading pool is restricted to children under six years of age. Children must be accompanied by a parent or guardian.

(8) All swimmers must follow diving and sliding rules. Children under 12 years old must pass the swimming test to enter the slide or dive area.

(9) Metal or glass objects (except eyeglasses) will not be permitted in the pool area. No swimming paraphernalia (i.e. toys, balls, floats, fins) may be taken into the pool. Swimming aids are allowed in the wading pool.

(10) No pets or music devices are permitted within the pool area. Smoking, eating and drinking is permitted in designated areas. No street shoes are allowed on the pool deck. No alcohol in the pool area except during private parties.

(11) Spitting, spouting of water, blowing the nose, Urinating, or in any other way contaminating the quality of the water is prohibited.

(12) No running, pushing, acrobatics, horseplay or unnecessary roughness is permitted in the pool area. No diving or jumping in the shallow end of the pool. No foul language.

(13) Swimmers under the age of 18 must vacate the pool for a minimum of 15 minutes every hour.

(14) Only U.S. Coast Guard approved lifeguard jackets or floatation devices made of foam are allowed. Parent must directly supervise children who are wearing flotation devices. No inflatable flotation equipment of any kind, this includes arm water wings, balls, or baby inter-tube devices.

b. Lifeguard Rules and Regulations

(1) Lifeguards will go through one full rotation of guard chairs not to exceed two and one half-hours, then take 15 minutes out of the sun.

(2) When not watching the pool, lifeguards must be in the pool area or guard break room (not hanging out in pool office). Lifeguards can only leave the pool area on a scheduled break.

(3) Every two hours minimum, the chlorine, pH must be tested. It is the responsibility of the Lead Lifeguard to take these readings or the designated lifeguard set by the Lead or Aquatic Director.

(4) All guards are responsible for keeping their swimming and rescue skills proficient.

(5) Do not engage in unnecessary conversation while on duty.

(6) Keep the lap lanes clear of non-lap swimmers.

(7) Watch for alcoholic beverages and remove the alcohol from the premises.

(8) Watch for smoking in the non-smoking areas and direct smokers to the smoking area.

(9) Ensure tabletops in the eating areas are always clean and the grass and deck areas are free of debris.

(10) No friends in pool office, cash counters, snack bar or guard break room, only authorized personnel and patrons seeking information.

(11) Remember you are in charge. Work together as a team and enforce all rules.

c. Specific Rules for Lifeguards to Enforce.

(1) No horse play, yelling, or screaming in the locker rooms or pool area.

(2) No balls or other toys in pool, except for those provided by the pool staff at their discretion. Diving objects (i.e. disks, rings, or sticks) are permitted when not thrown in the area of other patrons.

(3) No gum chewing allowed in entire facility.

(4) No flippers and masks permitted in the pool during regular open hours.

(5) No chicken fights or piggyback rides.

(6) No wrestling in the water.

(7) No flips off the sides or jumping in backwards.

(8) No playing around ladders.

(9) No playing in slide or diving area.

(10) Only one person allowed on diving board at a time.

(11) No climbing out of the deep end at the back wall.

(12) All persons who jump or dive from the board must go directly off the end. Jumping or diving towards the side is not allowed. Swimmers must go directly towards the ladder and exit the water in both the slide and the diving area.

(13) No inward dives from the diving board. No gainers.

(14) No running on the diving board.

(15) Food and smoking will not be permitted in the locker rooms or outside of designated eating and smoking areas.

(16) When breaks are called, the guard in the middle chair will use the megaphone or loud voice and call all patrons under 18 years old out of the water. Breaks are for 15 minutes beginning at 15 minutes to the hour. The lifeguards remain in the chairs during the breaks.

(17) A minimum of 2 chairs will be occupied at all times and a rover should be constantly moving.

(18) Lifeguards are on duty and in charge at all times.

(19) Patrons who receive a warning must sit out of the pool for five to 10 minutes depending on the situation.

(20) No one under 12 years old is allowed on a slide or diving board before passing a swim test and receiving an ankle or wrist band.

(21) Whistle Signals:

(a) 1 long – removes all patrons from pool.

(b) 2 short – will call another guard's attention.

(c) 3 long – will indicate emergency EMS activation.

(d) 1 short – will be to attract a patron.

5. Accidents and Safety. It is the responsibility of each employee to provide a safe environment for pool patrons. The

following is a list of actions that will be performed for accident prevention and individual employee's area of responsibility.

a. Aquatic Director, Lead Lifeguard, and all Lifeguards are required to successfully complete the American Red Cross Lifeguard Training Course and CPR for the Professional Rescuer Training before employment begins.

b. In-service training and emergency drills will be conducted on a twice monthly basis for all pool staff. Training and drills will be conducted by the Aquatic Director or by the supervisor.

c. Accident reports and Unusual Situation reports will be used and filed for every incident, no matter how minor.

d. Any unusual incident that involves injury or perception of risk should be reported to NAVSUPPACT Naples Security at DSN 626-4686/626-4904/626-4111, Aquatic Director and MWR Director.

e. The U.S. Naval Hospital will be called to respond to any accidents.

6. Opening and Closing of the Pool. The Aquatic Director is responsible for seeing that no one enters the pool before it is ready for use and a lifeguard is in the stand. During periods of absence, the Lead Lifeguard will be responsible. The Lead Lifeguard in charge will be responsible for the proper closing of the pool at the end of the day.

a. Opening the pool – The Aquatic Director or Lead Lifeguard must do a daily inspection of the pool and all equipment to see that everything is in good operating condition before allowing swimmers within the fenced enclosure. The total pool facility must be inspected to ensure that no hazards exist and all equipment is checked.

(1) Swimming will be permitted only when qualified lifeguards are on duty.

(2) The swimming pool will be closed during normally scheduled hours of operation when unusual circumstances,

weather, sanitation, or mechanical problems dictate. Rain checks will be given due to inclement weather. The Athletic Director and MWR Director will be notified immediately.

(3) Test pool chemicals and log in book.

(4) Clean, fill and chlorinate wading pool.

(5) Empty and clean skimmer baskets.

(6) Put plastic liner bags in all trashcans.

(7) Remove floating debris from pool.

(8) Make a final check of pool before opening.

b. Closing of the pool - The Lead Lifeguard in charge must be the last person to leave the pool area at the end of the day. Before daily clean up is started, all doors and gates leading back into the pool must be locked as soon as the last person leaves. Additionally, the lifeguards will:

(1) Inspect the bottom of the pool to ensure that no person is lying submerged;

(2) Check pool chemicals (chlorinator);

(3) Close slide;

(4) Return lane lines to proper areas;

(5) Empty and clean skimmer baskets.;

(6) Sweep decks;

(7) Empty all trash cans;

(8) Store umbrellas;

(9) Replace furniture to proper place;

(10) Store all cleaning supplies and equipment;

(11) Store all guard safety equipment;

(12) Turn off all lights;

(13) Make final check of security and cleanliness of entire facility beyond reasonable doubt.

(14) Check locker and bathroom facilities.

7. Pool Registration and Instruction. Registration for swim lessons will commence one week prior to swimming lessons beginning. Classes will comply with, and uphold, American Red Cross standards. Swim lessons will last for forty minutes for levels one through six, and 30 minutes for Infant/Toddler class. Classes are held four days per week, for two weeks. Swim lesson dates are subject to change. Cost of swimming lessons are $35.00 per session for level one through six and adult lessons, and $30.00 for Infant/Toddler lessons; 8 lessons total. When offered and available, weekend and evening classes will be $20.00 for 4 lessons. Lifeguard classes will be conducted continuously during the fall, winter, and spring. Additional Lifeguard classes will be conducted during the summer if occasion permits.

a. Swim Lesson Policies

(1) Classes have maximum enrollment numbers which are based on the class level recommendations of the American Red Cross.

(2) Parents will not be permitted in the immediate pool area during swim lessons.

(3) Classes will run with a minimum of three students.

(4) All classes are subject to the availability of swim instructors.

b. American Red Cross Swim Lessons Guidelines

(1) Level One - Water Exploration

(a) Water adjustment: Fully submerge face for 3 seconds.

(b) Buoyancy and Breath Control: Supported float on front and back. Submerge head for 5 seconds, shallow water bobs.

(c) Water entry and exit: Jump from the side into chest-deep water and recover.

(d) Locomotion: Flutter kick on front and back. Float and glide on front and back with support.

(2) Level Two - Fundamental Aquatic Skills

(a) Water adjustment: Retrieve objects, orientation to going deeper in the water.

(b) Buoyancy and Breath Control: Prone float or glide. Submerge head for five seconds, shallow water bobs.

(c) Water entry and exit: Jump from the side into chest-deep water and recover.

(d) Locomotion: Flutter kick-front and back, swim on side.

(3) Level Three - Stroke Development

(a) Water adjustment: Retrieve objects, eyes open, with no support.

(b) Buoyancy and breath control: Rotary breathing, treading water.

(c) Water entry and exit: Jump into deep water from the side of the pool.

(d) Locomotion: Coordinate arm stroke for front crawl, coordinate back crawl, butterfly kick, and body motion.

(e) Turns: Reverse direction while swimming on front to back.

(4) Level Four - Stroke Improvement

(a) Buoyancy and Breath Control: Deep water bobbing

(b) Water entry and exit: Dive from side of pool.

(c) Locomotion: Elementary backstroke - 10 yards
Sculling on the back - 5 yards or 15 seconds
Front crawl- 25 yards
Back crawl - 25 yards
Breaststroke - 15 yards
Butterfly - 25 yards
Sidestroke scissors kick - 15 yards

(5) Level Five - Stroke Refinement

(a) Buoyancy and Breath control: Alternate breathing.

(b) Water entry and exit: Diving from the side - long shallow dive.

(c) Locomotion: Breaststroke - 25 yards
Sidestroke - 25 yards
Underwater - 3 body lengths
Elementary Backstroke - 25 yards
Butterfly - 25 yards
Crawl Front - 50 yards
Back Crawl - 50 yards

(d) Turns: Front and back crawl flip turns, breast stroke, and butterfly open turns

(7) Level Six - Four different tracks:

(a) Fitness swimmer

(b) Lifeguard readiness

(c) Water safety

(d) Diving

9. <u>Lifeguard Standards</u>

a. The Aquatic Director along with other management will hire lifeguards for the pool season. Each person will be

evaluated according to the position description (see copy of Position Description).

b. Lifeguards will comply with the training standards and schedules as devised by the Aquatic Director.

c. Lifeguards will work a rotation of lifeguard chairs. They will work in the stand or roving for no more than 30 minutes per stand. They will have a break to refresh themselves after a rotation of specified chairs, roving, and guard shack watch.