
CITY OF ALBION, NEBRASKA

SWIMMING POOL

Policy and Procedure Manual

April 10, 2018

Adopted by Resolution 109 (18) of the Mayor and City Council of the City of Albion, Nebraska

City Recreational Vision Statement

The City of Albion is prepared to develop and operate recreational facilities that provide area residents with quality recreational experiences.

Albion Swimming Pool Mission Statement

The City of Albion Swimming Pool Management promotes quality recreational experiences for Pool patrons by providing a safe, clean, and enjoyable swimming environment for individuals of all ages.

Pool Employee Goals

- 1) To maintain a consistently safe, clean and enjoyable environment throughout the entire pool facility.
- 2) To adhere to all scheduled maintenance, best work practices, duties, and safety rules.
- 3) To create an enjoyable and controlled atmosphere for the patrons in every area of the Albion Swimming Pool experience including but not limited to: check in, use of the bath house, swimming lessons, use of water features and recreational equipment, general aquatic recreation, and concessions use.
- 4) To enforce the rules and regulations that are described in the following sections of this manual.

Section 1: Management Responsibilities

Management:

Albion City Council
City Administrator
Pool Manager
Assistant Manager

Responsibilities:

City Council

- Approve and adopt policies of the Albion Swimming Pool.
- Establish and set the budget for the season.
- Determine the admission rates and fees.

City Administrator

- Recommend operating and personnel procedures that involve the safe and efficient operation of the Albion Swimming Pool.
- Hire the Pool Manager and Assistant Pool Manager.
- Responsible for disciplinary actions of employees.
- Evaluate the Manager and Assistant Manager.

Pool Manager

- Hire Pool Personnel with assistance and approval from City Administrator.
- Submit an annual summary of pool activities.
- Water quality control and inspections.
- Prevent accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons at the pool.
- Daily receipts and cash reports.
- Public announcements for scheduling changes and closing due to inclement weather.
- Scheduling (guards, lessons, inspections, events, etc.)
- Purchasing pool supplies (approval by the City Administrator)
- Training, evaluation, and discipline of employees.
- Ensure the Pool, Slide, and Diving Board rules are being enforced by guards.
- Report and document all accidents or emergency situations to City Administrator.
- Perform the duties outlined under the Nebraska Swimming Pools Act and Rules and Regulations 178: NAC-2 and 178: NAC-4.

Assistant Pool Manager

- Perform all duties assigned.
- Perform the following duties in the absence of the Pool Manager:
 - Water quality control and inspections.
 - Training, evaluating, and discipline of employees.
 - Scheduling (guards, lessons, inspections, events, etc.)
 - Report and document all accidents or emergency situations to City Administrator.
 - Ensure the Pool, Slide, and Diving Board rules are being enforced by guards.
 - Perform the duties outlined under the Nebraska Swimming Pools Act and Rules and Regulations 178: NAC-2 and 178: NAC-4.

Section 2: Employee Qualifications

Pool Manager

- Pool Operator License
- CPR and First Aid Certification-Preferred
- Life Guard Training and Certification-Preferred

Assistant Pool Manager

- Pool Operator License
- CPR and First Aid Certification-Preferred
- Life Guard Training and Certification-Preferred
- Water Safety Instructor Certification-Preferred

Life Guards

- CPR and First Aid Certified
- Life Guard Training and Certification

Section 3: Membership

Membership, Admission Fees, and Rates:

<u>City Resident Season Pass:</u>	Family = \$100.00	Individual= \$60.00
<u>Non-Resident Season Pass:</u>	Family= \$150.00	Individual= \$90.00

Cost of season pass is determined by the residence of the family or individual using the pass and not by the person purchasing the pass.

Family Season Membership Policy

A Family shall constitute only those immediate family members who are living in the same house. Immediate family members include: Mom, Dad, Son, Daughter, Adopted children, and Stepchildren. This membership package does not include ex-spouses, cousins, aunts, uncles, grandparents, and stepchildren not living in the home, sons-in-law, daughters-in-law, babysitters, or friends.

Daily Admission: Child (0-6) free with paid adult
Youth/Adult (7 & Up) = \$5.00

1-Week Pass:

Individual: \$25.00
Family: \$50.00

Pool Parties: \$100 for 1 hour
\$180 for 2 hours

Pool parties may be scheduled on Saturday or Sunday from either 11:00am to 1:00pm or 6:00pm to 8:00 pm. Pool parties must be scheduled with the Pool Manager and shall be subject to availability of labor and time.

Hours of Operation: Mon-Sat. 1-7 pm (Water Slide, Splash Pad, and other features
Sun. 1-6 pm may close early per Management discretion)

Membership and Patron Responsibilities

- Individuals will not be admitted until a membership or admission fee has been paid.
- Deferring payment of fees or memberships will not be allowed.
- Anyone entering the pool area with a membership or admission fee must be wearing appropriate swim wear. Street clothes are not allowed.
- Outside food and drink is not allowed in the pool or concession area. Concession items must be eaten in the designated concession area. Concession area is not to be used as a viewing deck. This area is reserved for individuals eating or drinking items from the concession stand.
- Any requested activities (groups, clubs, schools, reunion, etc.) shall be approved by the Pool Manager and/or City Administrator.
- Only employees of the Albion Swimming Pool are allowed in the office area of the pool building.
- Patrons and members are required to abide by the rules and regulations of the City of Albion and the Nebraska Department of Health and Human Services.
- All patrons and members shall adhere to these rules and regulations and respect the decisions of the pool manager.
- Anyone loitering inside the fenced pool area after normal hours of operation will be considered trespassing on the property of the City of Albion.

Section 4: Closing Procedures

Conditions Regarding Pool Closure

Under the following conditions, the swimming pool will be closed:

- Air temperature is below 68 degrees.
- Dark clouds with high winds present.
- Sustained rain event or presence of severe weather including tornado warning, thunder and/or lightning.
- Chemical imbalance.
- Inadequate number of lifeguards of duty.
- Required lifesaving equipment unavailable.
- No telephone or telephone out of order.
- Fecal, vomit, or other accident or injury that adversely affects the sanitary condition of the pool.
- Pool may close early at the Management's discretion due to lack of attendance.

Section 5: Disciplinary Action

The Pool Manager and Assistant Manager have the authority to expel any patron or member for violation of the safety rules and regulations of the Albion Swimming Pool, for disrespectful acts toward the employees, and/or for damage to City property. It is at the Management's discretion whether the nature of an infraction is sufficiently grievous to cause a patron or member to be expelled from the premises. The City Administrator and Pool Manager shall determine the penalties for violations.

Section 6: Daily Operating Procedures

- Water Quality Tests shall be performed and Reports filled out every 2 hours of operation.
- Pool is to be thoroughly inspected for any abnormalities during the testing intervals.
- Sanitation of the pool house, locker rooms, and pool decks will be performed daily. All areas must be clean of debris.
- All personnel shall be required to wear safety goggles and protective gloves when performing routine maintenance and handling water treatment products.
- Patron Break Periods – A whistle will be blown and/or an announcement made at ten minutes to the hour. All swimmers must exit the pool and rest on the pool deck. Adult swimmers (18 and over) may be allowed to lap swim at this time at the discretion of pool staff. Lifeguards will use this break to evaluate the pool conditions, check the pool drain, check cleanliness of facility, rehydrate, and cool down. The pool deck shall not be unsupervised during this break period. A ten minute break will not be held during the last hour of operation.
- The Filtration Area and Chemical Room shall be locked at all times.
- Fire Extinguishers and Safety Rescue Equipment shall be inspected every Monday and documented.
- Patrons may use the telephone in the presence of the City staff.
- Weather related closings or postponements shall be at the management's discretion and may require an event to be rescheduled.
- In case of inclement weather, postponements, or cancellation of scheduled events, the management will make every effort to notify the public in a timely manner.
- The management will monitor weather conditions and announcements from the National Weather Service. Management shall evaluate the situation and determine the most practical safety precautions necessary for the safety of the patrons and pool employees.
- When inclement weather or maintenance forces the pool to close for short intervals, the management will evaluate the situation and the pool will be reopened if possible. Depending on severity of weather, lifeguards may be required to stay after closing while management evaluates the duration of the weather conditions and determines if reopening will be possible.
- During a day closing, employees will be required to report to the pool for the evening hours shift unless notified by a manager.

Section 7: Pool Rules

All pool employees must read and understand all rules and procedures for each area of the pool. It is the responsibility of the lifeguards and management to enforce the rules and regulations of this pool to provide for a pleasant and professional atmosphere. Disciplinary action may be taken for failure to enforce and comply with pool rules and regulations.

- Any conduct, behavior, or activity that endangers the welfare, safety, and/or comfort of other patrons is prohibited.
- Bullying will not be tolerated anywhere on the premises and may result in immediate expulsion.
- Children must be 7 years old and have passed level 1 Red Cross swimming lessons (certificate required) to gain admission to the pool without an accompanying chaperon 13 years of age or older. Management may determine if child does not have ability to swim unsupervised and if chaperon is capable of responsibly supervising young children at the City pool.
- Children 4 and under must be within arms reach of supervising chaperon. If the child is in the water, the supervising chaperon must also be in the water.
- All children in diapers must wear a "little swimmer" (Available for purchase in office).
- Appropriate swim wear is required in the pool – no street clothes, cut off jeans, or shorts.
- No person is permitted to use the pool without first having taken a warm water shower in the nude with soap.
- No person having an obvious communicable disease, skin eruption, cut, sore, or lesion, eye, ear, nose or throat infection, is permitted to use any public swimming pool
- Spitting or spouting of water, blowing the nose, or any other similar activity in the swimming pool is strictly prohibited.
- No running, boisterous or rough play, except supervised water sports, is permitted in the pool or anywhere on the premises.
- No hanging, sitting, or playing on ladders, safety ropes, and buoys.
- No diving in less than 5 feet of water or in areas marked "No Diving."
- No swimming under diving boards.
- One person on diving boards at a time. Diving must be straight from the end of the board.
- Lockers are available for patron use. Pool staff is not responsible for lost articles.
- No Smoking.
- Maximum patron load is 322 persons.
- Absolutely no food or drink is allowed in the pool area. Place refuse in receptacles.
- No profanity.
- Hourly rest break periods shall be observed by all patrons as instructed. At the pool staff's discretion, adult lap swimmers may be allowed to use pool during break periods.
- Patrons found in violation of rules and regulations, causing harm to self or others, acting disrespectful toward staff, or damaging city property may be subject to disciplinary action including but not limited to expulsion from the premises.

Water Slide Rules

1. All riders must be at least 48" tall to ride the slide.
2. Slide must be ridden feet first while lying on your back. No riding head first or on stomach.
3. Only one rider at a time. Absolutely no trains or chains of riders are permitted.
4. Wait for Attendant permission before starting down the slide.
5. Maximum rider weight is 300 pounds.
6. No tubes, mats, or life jackets are permitted on the slide.
7. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide.
8. Do not stand, kneel, rotate, or stop in the flume. Arms and hands must remain inside the flume at all times.
9. The line should form on the deck with one rider on each landing and one rider in the starter tub. Wait until landing area is clear before entering.
10. Riders must be in good health. Elderly persons, those suffering from heart disease, high blood pressure, epilepsy, or persons using prescription medications should consult their physicians before using this slide. Individuals with medical conditions including, but not limited to, pregnancy, heart, or back problems should not ride.
11. Do not use this slide while under the influence of alcohol or drugs.
12. No diving from the slide.
13. Leave the plunge pool promptly after entering.
14. WARNING: water depth is 3 feet 6 inches.
15. Rider assumes all risk of injury due to misuse of this slide and failure to follow these rules.

WARNING: Failure to follow rules can result in serious injury.

Water Walk Rules

1. Users should attempt to move across the water walk by stepping on the floatables.
2. Loitering and prolonged standing upon floatables is not permitted.
3. Swimming under the floatables is not permitted.
4. Remain clear of the anchor chains at all times.
5. Pushing others off the floatables is not permitted.
6. Climbing on top of the cargo net is not permitted.

Diving Board Rules

1. Only one person at a time is permitted on the diving board and ladder.
2. Each person must wait at the bottom of the pool diving board ladder until the previous diver has reached the side of the pool.
3. For your safety, swimming under the diving area is not permitted.
4. Divers must swim directly to the ladder and exit the pool.
5. Only one bounce per dive is permitted. For your safety, please do not jump or dive off the side of the board.
6. Cartwheels and hand stands off the board are prohibited.
7. Swimmers wanting to use the diving board may be required to pass a swim test administered by a lifeguard.
8. Lifeguards and/or management have the authority to prohibit swimmers from using the diving board or diving area due to their lack of swimming ability.

Section 8: Aquatic Personnel

RULE #1: Safety

Preventing accidents through the enforcement of policies, rules and regulation is our #1 priority. It is the responsibility of the lifeguards and management to enforce the rules and regulations of this pool to provide for a pleasant, safe and professional atmosphere. Disciplinary action can be taken for failure to enforce and comply with pool rules and equipment regulations.

Training

Employees may be required by management to attend regularly scheduled training sessions.

Facility Maintenance & Cleanliness

Each pool staff member shall adhere to daily maintenance and cleaning schedule as established by management.

Attendance

It is expected of each employee to report to work on time and continue to work to the end of the work period. Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action.

Time Off

All employees will be asked to submit requested time off in writing prior to the season opening. The Manager will set and display the work schedule two weeks in advance. All time-off requests from employees must be provided in writing. All requests must be submitted seven days in advance to the Manager. Employees are responsible for arranging substitutions when necessary; however, all changes to the schedule must be approved by the Manager. The Manager has the authority to deny time-off requests due to inadequate labor to properly operate the facility.

Breaks and Lunch Periods

Management may establish short break and lunch break periods for pool staff. If such break periods are scheduled by management, they shall be done so in an equitable fashion for all pool staff members. No more than one short break shall be scheduled within one 4-hour work period. The Department of Labor recognizes short breaks as 5 to 20 minutes long and they are compensable. Lunch breaks longer than 20 minutes are not compensable.

Cell Phones

Cell phones and texting will not be allowed during work hours. Cell phones must be stored in a purse or bag out of plain sight. Lockers in the office area shall be used for staff personal belongings. The Albion Swimming Pool is equipped with a phone to use for emergencies and occasional personal use. Violation of the cell phone policy will result in disciplinary action.

Employee Discipline

All employees recognize that they are representatives of the City of Albion. Enforcing the rules and regulations will provide for a pleasant and professional atmosphere and is a direct reflection of an organized recreation facility. Pool Management has supervisory authority of all pool staff and any and all disciplinary action will follow the City of Albion Personnel Manual.

Uniforms

All guards must wear appropriate authorized swim wear displaying the word lifeguard or the lifeguard symbol. The City will purchase each guard an appropriate swim suit up to \$50 in cost. Management Staff and Attendants will also be provided with appropriate identifying attire.

EMPLOYEE AND SEASON PASS MEMBER* ACKNOWLEDGEMENT FORM

I HEREBY CERTIFY THAT I HAVE RECEIVED AND READ THE CITY OF ALBION SWIMMING POOL POLICY AND PROCEDURE MANUAL AND THAT I UNDERSTAND THE POLICIES CONTAINED THEREIN.

DATE

SIGNATURE

Please return to Pool Management prior to first day of work; or, *first use of the facility.