

ARMY GARRISON CAMP WILLIAMS  
SWIMMING POOL SOP

**Headquarters  
Utah Training Center  
Camp Williams,  
1 April 2011**

**Army Garrison Camp Williams  
Range SOP**

## **Range SOP**

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By Order of The Commander, Utah  
Training Center:

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COL, EN, UTNG  
Commander

**Summary.** This publication gives instructions on use of Utah Training Center ranges and training areas.

**Applicability.** This publication is applicable to all members and Federal and State employees of the Utah National Guard and to all non-National guard users.

**Proponent.** The proponent of this SOP is Utah Training Center Range Control.

**Suggested improvements.** Users are invited to make suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the proponent.

**Distribution.** This publication is available in electronic media only and is intended for all members and Federal and State employees of the Utah National Guard and all other users of the Utah Training Center as applicable

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**History.** This publication is an administrative revision. The Portions affected by this administrative revision are listed in the summary of change.

**Sections:**

1. Purpose.....	Page 4
2. Pool hours.....	Page 4
3. Fees.....	Page 4
4. Pool staff requirements.....	Page 4
5. Lifeguard requirements.....	Page 4
6. Lifeguard equipment.....	Page 5
7. Pool safety equipment.....	Page 5
8. Pool markings and Signs.....	Page 6
9. Emergency signals and procedures.....	Page 6
10. First aid.....	Page 7
11. Flotation aids, toys and aquatic equipment.....	Page 7
12. Rules for pool patrons.....	Page 7
13. Penalties.....	Page 9
14. Smoking, food, and beverages.....	Page 9
15. Pool closings.....	Page 9
16. Feces or Vomit Contamination.....	Page 9
17. Equipment.....	Page 10
18. Fencing and Gates.....	Page 11
19. Pool Employee Rules.....	Page 11
20. Emergency Actions by Pool Staff.....	Page 13
21. Pool Staff Time off.....	Page 14
22. Time cards.....	Page 14
23. Disciplinary Actions for Pool Staff.....	Page 14
24. References.....	Page 15

### 1. Purpose

The purpose of the swimming pool at Army Garrison Camp Williams (AGCW) is to promote fitness and recreation. Swimming programs may include fitness programs, competitive swimming, water safety, military survival training, and recreation.

### 2. Pool hours

- a. Unit level training/Unit PT (Unit will provide own safety who cannot participate in training): 0700-0900 (By advance reservation only).
- b. PT/lap swimming (Military personnel only): 0900-1100 Monday thru Thursday (A Certified lifeguard must be present).
- c. Open pool hours (A Military ID holder is required to sign in and remain with all guests): 1100-1900 daily.
- d. Unit functions (Military Only): 1900-2200 (By advance reservation only).

### 3. Fees

- a. Unit Level Training:
  - (1) Utah National Guard units – No cost.
  - (2) Reserve Units, Government, and other agencies - \$30.00 per hour.
- b. PT/lap swimming (Military Only) – No cost.
- c. Open pool hours: \$2.00 per person, two (2) years old and older (Whether swimming or not). Family passes will be \$50.00 for a family up to two people, and \$10.00 for each additional family member. (Immediate family only)
- d. Unit Functions (Military only):
  - (1) Less than 50 people \$35.00
  - (2) 50-200 people \$75.00
  - (3) More than 200 people \$150.00
- e. Pavilion reservation is through Range Control, is first come first serve, and is at no additional charge. (Open pool hours fees apply)

### 4. Pool staff requirements

- a. The following are training requirements for aquatic staff:
  - (1) One lifeguard or staff member for aquatic facility operations must possess a current Certified Pool Operator Certification available through the Utah Health Department.
  - (2) Ensure appropriate pH measurements every two hours during normal operations.
  - (3) Perform pool operation and sanitation IAW TB MED 575.
  - (4) Perform prevention of disease transmission orientation IAW 29 CFR 1910.1030.
  - (5) Use automated external defibrillators will IAW TIB 01–12–17.
  - (6) Hazardous material (HAZMAT) training, if handling pool chemicals will be IAW DODI 6050.5.
  - (7) Record maintenance.

### 5. Lifeguard requirements

- a. Certification requirements for the swimming pool are current nationally recognized certifications in lifeguarding; basic first aid; and cardiopulmonary resuscitation. This training is to be achieved through the American Red Cross.

b. Duty will consist of the following:

- (1) A minimum of three certified lifeguards must be on duty in the facility during all operational hours to perform water rescue operations.
- (2) At least two lifeguards must be conducting surveillance at all times. An additional lifeguard is required after the first 150 patrons and each additional 50 patrons thereafter.
- (3) During structured swimming program, such as competitive swimming, water exercise classes, swim lessons, and physical education classes, one certified lifeguard must be on duty. A lifeguard is required to provide surveillance for all programs, to include programs that are supervised by an instructor, teacher, or coach (with or without certification).
- (4) All lifeguards on surveillance duty will adjust position by standing, kneeling, walking, or other activity every 50 minutes to ensure maximum lifeguard vigilance. Lifeguards will have a 10-minute break from surveillance duty every hour. Station rotation will be executed between 15- and 30-minute intervals.
- (5) Lifeguards will enforce safety, including bather load.
- (6) Lifeguards will have a proper uniform to include a uniform or distinguishing suit; whistle; first aid fanny pack with rescue pocket mask; and disposable gloves (latex or non-latex).

c. Additional training will include the following:

- (1) Each lifeguard will complete a swimming distance of no fewer than 500 yards per duty day. This training is to ensure peak physical readiness for safety of all staff and patrons.
- (2) UTC pool will conduct mandatory in-service training or on-site rescue training/drills (to include emergency action plan drills), prior to the seasonal opening of swimming areas, and a minimum of 1 hour each 2-week period of employment.

## 6. Lifeguard equipment

a. Each lifeguard on duty must have the following items at all times:

- (1) Distinguishable lifeguard uniform.
- (2) Rescue tube (one per guard on surveillance duty).
- (3) First aid medical fanny pack with mouth-to-mouth resuscitation mask and disposable gloves (latex or non-latex). (One per each life guard on duty)
- (4) Whistle with lanyard. (One per each life guard on duty)
- (5) Hat.

## 7. Pool safety equipment

a. UTC pool will have the following safety equipment available to all lifeguards at all times:

- (1) Back board made of marine-grade wood, polyethylene plastic or other durable plastic, with arm, torso, and leg immobilization straps and a separate head and neck immobilization system.
- (2) A minimum of three, U.S. Coast Guard approved ring buoys, on deck. Ring buoys must be at least 15 inches in diameter, and have at least 40 feet of line (at least 3/16 inches in diameter), and a foot loop or lemon (flotation buoy) to prevent overthrow and loss of the ring buoy. (One per 2000 sq/ft of pool area)
- (3) An extendable Life Pole at least 30 feet in length, with a blunt hook (Shepherd's Hook) at least 18 inches in length from the tip of the pole.

- (4) A minimum of three elevated lifeguard platforms. (1 per 2000 sq/ft of pool area)
- (5) Umbrella. (One per each lifeguard platform)
- (6) Automated external defibrillator.
- (7) Phone.
- (8) HAZMAT equipment.
- (9) Two wool blankets.

## 8. Pool markings and Signs

### a. Pool marking and signs will be placed at the following locations:

- (1) Pool rules signs will be placed on the fence at the entrance to the pool enclosure, on the pool attendant shack, and on the bathhouse.
- (2) Depth markings will be a minimum of 4 inches in height and will be placed on the pool sides and on the pool deck. The depth markings will be placed a minimum of 25 feet apart and must be visible to all persons swimming and on the deck. Depth markings may be placed on buildings or other locations visible from pool if unable to place on the pool wall above the water level.
- (3) "No Diving" signs will be placed a minimum of 40 feet apart on the deck around the entire pool.
- (4) Locations of steps and ladders must be marked with contrasting color visible to all persons swimming and on the deck.

## 9. Emergency signals and procedures

### a. Emergency signals for lifeguards.

- (1) One short blast on a whistle is used when a lifeguard wants the attention of a swimmer.
- (2) Two short blasts on a whistle are used when a lifeguard wants the attention of another lifeguard.
- (3) One long blast (whistle or air horn) is a signal used to clear the water of swimmers.
- (4) Two long blasts is a signal to save an individual in the water.
- (5) Three long blasts on a whistle are the signal for an emergency. All lifeguards on break or off-duty are to report immediately to pool area.

### b. Emergency procedures for lifeguards. (If an emergency occurs)

- (1) The lifeguard who is first aware of the situation sounds the emergency signal.
- (2) When the other lifeguards hear the emergency signal, they order all other swimmers out of the water.
- (3) The lifeguard who is nearest to the telephone will call 911 to summon an ambulance or rescue unit. Once 911 has been called, the lifeguard will then contact range control at 801-878-5421 before 1800 (6:00 PM), or the Security Gate at 801-878-5455 if after 1800 to let them know that an emergency has occurred.
- (4) The lifeguard who detected the emergency begins rescue of the victim; other lifeguards will assist as needed.
- (5) First aid will be given as needed. If the victim requires CPR or mouth-to-mouth resuscitation, it will begin as soon as possible. Efforts will not be stopped until Emergency Medical Technicians have taken over.

### c. Emergency drills will be conducted periodically to ensure that-

- (1) All lifeguards are familiar with their responsibilities.
- (2) Communication procedures via phone and radio (RC-1 and Security) are operative.
- (3) Rescue equipment is operational.

#### 10. First aid

a. First aid will only be provided by Red Cross Certified UTC pool staff. If the injury is serious, call 911.

b. First aid supplies:

- (1) No first aid supplies or medications will be given to children or teenagers under the age of 18.
- (2) If an adult asks for first aid items from the first aid kit, it is ok to give it to them. They may then give it to the child or teenager.
- (3) Document all items, amounts given, and to whom, so more can be ordered.

#### 11. Flotation aids, toys and aquatic equipment

a. The following guidelines apply to flotation aids, toys, and aquatic equipment in the UTC swimming pool:

- (1) Properly fitting U.S. Coast Guard approved personal flotation devices types I, II, or III are allowed during open recreation swim periods.
- (2) Pool or aquatic toys approved by the pool manager may be used during special events.
- (3) Appropriate training devices and aquatic equipment may be used during classes, team practices, or fitness training.

#### 12. Rules for pool patrons

a. All pool rules are for the safety of all of the pool patrons and staff. All pool patrons will comply with the following rules:

- (1) All patrons must present I.D. upon entering facility, and must be accompanied by at least one Military ID holder. Civilian groups with written Range Control authorization must show the authorization to gain entrance.
- (2) Pool entrance fee is \$2.00 per person, regardless of age, status, or whether or not swimming. No exceptions!
- (3) Any person suspected of being under the influence of alcohol or drugs will be prohibited from entering the pool facility.
- (4) The pavilion is reserved through Range Control Operations and is on a first come first serve basis at no additional cost. The pool cannot be privately scheduled.
- (5) All pool patrons will comply with the orders and instructions of the lifeguards and/or pool staff.
- (6) No more than 448 swimmers are allowed within the pool enclosure at one time.
- (7) All Swimmers will take a shower with warm water before entering the pool.
- (8) Running, scuffling, dunking, pushing in, sitting on shoulders, throwing swimmers, or any other forms of horseplay are NOT permitted anywhere in the pool area.
- (9) Spitting, blowing the nose, urinating, or defecating in the pool is forbidden.
- (10) No person, who has the following, is permitted to enter the pool: A respiratory, infectious, or other communicable disease; disease discharge; a bandage of any kind; or is otherwise ill.
- (11) Pets of any kind are not allowed within the pool enclosure.

- (12) Only approved bathing suits and water shoes are allowed in the pool. No cut-off jeans, street shoes, or street clothes are allowed in the pool.
  - (13) UTC is not responsible for personal belongings. Please do not bring valuables into the facility.
  - (14) UTC is not responsible for items stored in lockers. Personal locks left on lockers will be removed.
  - (15) Swimming is not permitted without a lifeguard on duty.
  - (16) Emergency equipment is to be used by authorized personnel only.
  - (17) The lifeguard stands are only for lifeguards.
  - (18) Pool patrons will not distract lifeguards with conversation or splashing.
  - (19) In the event of an emergency, the pool will be cleared. The signal for this will be one long blast of a lifeguard's whistle.
  - (20) All injuries in the pool area should be reported immediately to the pool manager or lifeguard.
  - (21) Any behavior determined to be dangerous by the lifeguards or pool staff will result in removal from the pool area.
  - (22) No sun tanning or lying within six feet of pool edge.
  - (23) Radios, Tape/CD players, other devices may be used only with head sets.
  - (24) Profanity, fighting, and any other inappropriate behavior will not be tolerated and will result in removal from the pool area. Patrons should treat each other and the staff with courtesy and respect.
  - (25) Flotation devices or toys of any kind are subject to approval by management. No hard toys such as Frisbees, footballs, basketballs, racquetballs, tennis, or golf balls allowed in the pool.
  - (26) Large rafts, oversized tubes, and high powered water guns are not permitted.
  - (27) A 10-minute rest break will be given every hour. At 10 minutes to the hour a signal is given and all swimmers must exit the pool for 10 minutes.
  - (28) The advent of camera cell phones has introduced a new privacy issue with regard to locker rooms and images being taken. No cameras, video cameras, or cell phones will be allowed in locker rooms. Patrons will only take video or photography of their own children only. No video or photography will be taken of any patron within the pool area without their consent.
- b. All youth must follow facility rules. Youth may use the UTC under the provisions below:
- (1) Children 12 years old and under must be under the supervision of a parent or guardian of at least 18 years of age.
  - (2) Children under the age of 13 are not allowed in the locker room without a parent or guardian.
  - (3) Children may be participants in a special program organized and conducted by UTNG youth programs, schools, or other authorized youth organizations.
  - (4) Children of kindergarten age and older will use gender appropriate showers, locker rooms, and bathrooms.
  - (5) Children five and under, non-swimming children, and children wearing flotation devices, to include life jackets, must be accompanied in the water (within arm's reach) at all times by an adult.
  - (6) Changing children's clothes and diapers is allowed only in the locker room or restroom.

(7) All children under the age of four, non-potty trained children, or anyone who lacks control of defecation must wear both a water resistant swim diaper and waterproof plastic pants. (Double-diaper policy)

(8) Parents or guardians are responsible for the actions of their young children.

### 13. Penalties for Pool Patrons

a. Minor rule violations will result in the following for children:

(1) The first time a minor rule is broken, a warning is given.

(2) The second time, a time out in the shade is given.

(3) The third time, the child is asked to leave the facility for the remainder of day. (This will result in a parent or guardian being required to leave with the child as well)

b. Minor rule violations will result in the following for adults:

(1) The first time a minor rule is broken a warning is given.

(2) The second time, the adult is asked to leave the facility for the remainder of day.

c. Major violations including fighting, intoxication, harassing the lifeguards, pushing the lifeguards in the pool, or intoxication, will result for all patrons:

(1) First and second violations will result in removal for the day or the weekend.

(2) Repeated violations will be forwarded to the Garrison Commander for disciplinary action and/or permanent expulsion.

### 14. Smoking, food, and beverages

a. Smoking, food, and beverage limitations are explained below:

(1) Smoking is prohibited within the fenced area of the UTC pool. All patrons wishing to smoke must exit the gate and must remain outside while smoking.

(2) Glass containers are prohibited in the pool area.

(3) Eating or drinking closer than 10 feet from pool edges is prohibited.

(4) Food and drink must be consumed off of pool deck area in the enclosed grassy pool area or in the pavilion. Food will be served in appropriate disposable containers and will be disposed of properly. Water in plastic bottles is permitted on deck.

(5) No chewing gum is allowed in or around pool.

### 15. Pool closings

a. The pool will be closed for the following reasons with no refunds:

(1) During any inclement weather the following rules will be followed:

(a) At the sound of thunder the lifeguard and or the pool manager will announce the pool is closed.

(b) The pool will remain closed for at least 30 minutes from the last sound of thunder.

(c) The safety of our patrons is our biggest concern, so the pool may be closed before the first sound of thunder if the lifeguard and/or pool manager feels there is a risk of injury to any person using the facility.

(d) No swimming is permitted during electrical storms.

(2) In the event of biological contamination i.e. blood, feces, etc, staff will close pool per CDC guidelines until proper procedures and chemical parameters are achieved.

### 16. Feces or Vomit Contamination

- a. Formed-Stool (solid, non-liquid).
  - (1) Clear entire pool of swimmers.
  - (2) Using a skimmer net or scoop, remove as much of the fecal material as possible and dispose of. Make sure to take the trash immediately to the dumpster. Do not make a spectacle.
  - (3) Clean and disinfect the net, scoop, etc. by leaving them in the pool.
  - (4) Raise the chlorine level by 3-4 PPM
  - (5) Keep all patrons out of the pool for 30 minutes.
  - (6) Notify Maintenance.
- b. Diarrhea (liquid poop).
  - (1) Clear the entire pool of swimmers.
  - (2) If possible, use the skimmer net to remove as much of the fecal material as possible and dispose of. Make sure to take the trash immediately to the dumpster. Do not make a spectacle.
  - (3) Clean and disinfect the net by leaving it in the pool.
  - (4) Raise the chlorine level by 20 PPM by adding chlorine directly to the pool.
  - (5) Close pool for at 8-10 hours.
  - (6) Notify Maintenance.
- c. Vomit.
  - (1) Contaminates in vomit are easily killed by chlorine. By the time the mess has been cleaned up, patrons should be able to swim.
  - (2) Keep patrons out of the immediate area. Use the skimmer net to remove as much of the vomit material as possible.
  - (3) The pool does not need to be closed for vomit. If necessary have patrons sit out until the vomit has been cleaned up.
  - (4) Notify Maintenance
- d. Blood
  - (1) Contaminates and pathogens in blood are easily killed by chlorine. By the time the mess has been cleaned up, patrons should be able to swim.
  - (2) The pool does not need to be closed for blood.
  - (3) Wear disposable gloves (latex or non-latex) and use bleach to clean blood from any surfaces outside of pool.
  - (4) Notify Maintenance.

## 17. Equipment

a. In addition to the above mentioned equipment, the provisions of the Virginia Graeme Baker Pool and Spa Safety Act (PSSA) apply to the UTC swimming pool. (See paragraphs (1) and (2) below)

- (1) The pool must be equipped with anti-entrapment devices or systems that complies with American Society of Mechanical Engineers (ASME)/American National Standards Institute (ANSI) A112.19.8 performance standard or any successor standard.
- (2) The Directorate of Public Works is responsible for the procurement, installation, inspection, and certification of equipment required to meet the ASME/ANSI A112.19.8 standard.
- (3) Water turbidity and clarity will be determined by a turbidity disk or the main drain. The object must be visible for the lifeguard to distinguish it at all distances up to ten feet.

## 18. Fencing and Gates

a. The purpose of fencing and gates is to provide barriers to prevent drowning, near-drowning injuries, and unauthorized use of the swimming pool, particularly among children.

(1) The fence must be at least 60 inches in height with a maximum vertical clearance of 2 inches above the ground. Chain link must have slats on the fence so that the openings do not exceed one inch.

(2) Access gates must comply with the following:

(a) Be at least 60 inches in height.

(b) Comply with (1) above.

(c) Must be self closing.

(d) Equipped with a self latching device that is placed at least 54 inches from the bottom of the gate.

(e) Installed to open outwards away from pool.

(f) Equipped to accommodate a lock.

## 19. Pool Employee Rules

**a. Rules cannot be made to cover everything. Use common sense and good judgment. Ask the pool manager if there are any questions. Be polite but firm in enforcing all Camp Williams Pool rules. Consistency is vital to smooth operations. If a patron wants to argue, direct them to the Pool Manager or range Control.**

(1) The number one responsibility of all Camp Williams pool employees is the safety of the patrons and staff.

(2) Always look and act professional when in the public's view; never argue with patrons or other staff when within hearing or site of the public.

(3) Be patient with the patrons, they may not know the rules.

(4) Stay alert at all times, the public's lives depend on it.

(5) Avoid long conversations with patrons and/or friends.

(6) Never leave an assigned area unless relieved or in an emergency.

(7) Sitting is only allowed when in the lifeguard chairs. Otherwise lifeguard must be standing or patrolling area of responsibility.

(8) Use whistle or megaphone to get attention – avoid use of either.

Do not get distracted when making a correction. Spend only a few seconds making the correction. If necessary, involve management.

Patrons displaying suggestive or inappropriate affection for each other, or wearing too revealing of swim wear, need to be reminded that this is a family oriented facility. If they do not stop, or correct the problem, the lifeguard will contact management.

(9) Do not do anything, whether on or off duty, to embarrass self or Camp Williams.

(10) Personal appearance is of top priority. All employees will dress in the appropriate uniforms, and will not wear jewelry while on duty. Do not chew gum or eat while on duty.

(11) Arrive at the Camp Williams pool early enough to be at their assigned position, ready to work at least five minutes before shift begins. Being late three times, even when

calling in, will result in disciplinary action. Being late more than 20 minutes, will result in a disciplinary strike.

(12) Enforce **ALL** pool rules to everyone. Therefore, employees must know the rules to enforce them.

(13) Follow all pool rules, even when not on duty.

(14) Inform pool manager of any unsafe equipment or facilities.

(15) No family or friends will be brought to work (to hang out), unless they are employees.

(16) Report all accidents to the pool manager, and fill out an accident report on any accident for which any first aid of any type (including ice and band-aids) is given.

(17) Schedule changes of any kind can only be made by the pool manager. Submit any requests for days off at least a week in advance.

(18) Missing work or excessive schedule change request for non-emergency situations can result in termination.

(19) Insubordination or causing problems with the pool manager or other pool staff is also grounds for termination.

(20) Use of alcohol, drugs, or tobacco while on duty, or coming to work impaired from the use of drugs or alcohol is forbidden and will result in termination

(21) Rubber gloves will be worn when dealing with blood or any other potentially dangerous substances.

(22) Use proper chemicals when cleaning up blood, feces, or vomit.

(23) Camp Williams phones are not for personal use by employees. For personal calls, use cell phones.

(24) No cell phones are allowed for use while an employee is on duty. Cell phones will be turned off while performing lifeguard duty. Family members can use office phone number to call for emergency situations.

(25) All employees will be formally evaluated at least twice during season.

(26) All employees are required to help maintain a clean pool, deck, buildings, and grounds. If a patron is observed making a mess, employees will identify problem to patron and ask them to clean up after themselves. If patron refuses to comply, notify pool manager, Range Control, or Security.

(27) At the end of the duty day, employees are required to pick up any trash lying around, clean the bathrooms and showers, and empty the trash before leaving.

(28) Camp Williams is not responsible for stolen items. Do not bring valuables to work.

(29) A mandatory meeting for all staff will be held weekly, every Monday at 1000, unless otherwise notified. Staff must receive approval from the pool manager, or operations manager before missing the meeting.

(30) Staff is responsible for knowing their work schedule.

(31) Employees who are terminated or quit will be charged the price for their lifeguard clothing and gear.

(32) Read all notices posted on the whiteboard in the entrance shack for any updates and information.

## 20. Emergency Actions by Pool Staff

### a. Actions to take in the event of an emergency

- (1) Recognize the emergency – DO NOT PANIC.
- (2) Sound the signal for emergency (three long blasts with the whistle)
- (3) Call 911 if necessary
- (4) Move victim to safety (Do NOT move victim unless absolutely necessary)
- (5) Assess the condition of the victim

### b. If the victim is OK:

- (1) Make sure the victim is stable and able.
- (2) Fill out an accident report.
- (3) Notify pool manager.
- (4) Check equipment and identify first aid supplies to be replaced.
- (5) Debrief staff
- (6) Return to duty.

### c. If the victim needs care:

- (1) Put on protective gloves
- (2) Provide appropriate care until victim is OK or EMS arrives
- (3) Back up staff notifies EMS
- (4) Back up staff clears pool if necessary
- (5) Notify pool manager
- (1) Interview witnesses
- (2) Fill out accident report
- (3) Check equipment and identify first aid supplies
- (4) Debrief staff
- (5) Return to duty

### c. Areas of responsibility for staff

- (1) First responding lifeguard (lifeguard who identifies the emergency)
  - (a) Sounds the signal for emergency (three long blasts with the whistle).
  - (b) Begins rescue of the victim.
  - (c) Conducts an assessment of the injuries.
  - (d) Performs first aid as needed. If the victim requires CPR or mouth-to-mouth resuscitation, it will begin as soon as possible. Effort will not stop until Emergency Medical Technicians have taken over.
- (2) Break lifeguard in guard shack
  - (a) Calls 911 when directed by responding lifeguard or pool manager.
  - (b) Directs EMS to pool entrance.

- (c) Call Range Control at 5421 to alert of the situation. If after 1800 (6:00 PM), call front gate at 5455.
  - (d) Contacts pool manager if not on scene.
  - (e) Performs crowd control – order swimmers out of pool as necessary.
- (3) Other lifeguards on duty
- (a) Assists as necessary with first aid
  - (b) Performs crowd control – orders swimmers out of pool as necessary.

## 21. Pool Staff Time off

- a. Requests off must be kept to a minimum.
- b. Excessive requests for days off or schedule changes can be grounds for termination.
- c. Time off requests must be turned in at least two weeks prior to the time off.
- d. No more than 7 consecutive days can be taken off (one time between June and August).
- e. No requests for time off will be granted once a schedule is posted.
- f. Employees can switch with other employees, or have someone take their shift, with Pool Manager's approval at least one day prior to the shift. The employee is responsible to coordinate the switch.
- g. In case of illness, the employee must contact the Pool manager at least eight hours prior to the shift. If the illness is reported less than eight hours prior to the shift, the employee is responsible to find a replacement.
- h. Failure to report for duty is grounds for termination.

## 22. Time cards

- a. Employees are responsible to fill out time cards.
- b. Filling out times, other than approved shifts, without the Pool Manager's approval will be grounds for disciplinary action or termination.
- c. Employees must sign their time cards or they will not be paid.
- d. The pool manager will review time cards, and sign them before submitting them for pay.

## 23. Disciplinary Actions for Pool Staff

- a. Lifeguard staff will receive three strikes for breaking rules.
  - (1) Strike one; the employee will receive a verbal warning that will be documented in their file.
  - (2) Strike two; the employee will receive written counseling to the infraction that they will sign acknowledging the infraction and the results of further infractions.
  - (3) Strike three; the employee will be terminated.
  - (4) If an infraction is serious enough, an employee may be terminated regardless of the number of strikes. This includes, but is not limited to: Missing shift, stealing, inappropriate behavior, felony, or lying.
  - (5) Unusual situations not covered in this policy will be dealt with by the management.

(6) All warnings, strikes, suspensions, or terminations will be documented and put in the employee's file.

24. References

- a. AR 215-1
- b. TB MED 575
- c. TM 5-662