

# 2014 Pool Staff Training

## Facility Specific Information

### Lifeguards

Upon entering staff should go through locker room and pick up uniform, whistle, name tag, and facility specific folder then meet on the adult deck

- Groups – Risk Management
  - 4:15-5:55 (25 minute rotations)
    - Spinals
    - Extrications
    - Active/passive rescues
    - Swim/tread/brick
  - 6:00-6:45pm
    - H.R. - Part Time Employee Orientation
  - 6:45-7:00pm
    - Evaluations & Employee Standards
  - 7:00-7:30pm
    - When passing backboards/equipment show them where it is for EAP
    - Zones
    - Pool rules
    - Rotation
    - EAP roles
    - Chair names
  - 7:30-8:15pm
    - EAP practice
      - 4 groups rotate through
      - Practice two of them, talk about other two
        - Unconscious guest/first aid emergency
        - Clear facility (fire/chemical leak)
        - Code Adam
        - Severe weather
  - 8:15-9:15 (15 minute rotations)
    - Group 1
      - What do I need to bring to work?
        - Uniform
          - Hat, Shirt, Suit, Whistle/nametag, Shorts (girls), Sunglasses, Extra glasses or contacts, Sun Screen, H<sub>2</sub>O bottle
      - What do I do when I get to work?
        - Get to work 20 minutes before pool opens
        - Arrive 20 minutes before shift begins & check in with AFC right away
        - Explain why (cleaning, mini-meeting, training, etc.)
        - Time Clock Plus
          - Do not punch in early, must wait until assigned shift time
          - What to do if I forget to punch in (don't forget in the first place)
          - Punch out as soon as the AFC tells you to at the end of the shift, not right before you leave
        - Break room
          - Getting the key & locking the door
          - Do not leave things in lockers over night, but can bring lock for the day
          - NEVER cut through the concessions stand
        - What happens at the end of my shift
          - Plan on staying an hour after your shift ends
            - Cleaning

- End of shift meeting
    - Training
  - Group 2
    - Subbing & Schedules
      - All on line this year
      - Use trade board on W2W
      - Your responsibility to find subs for shifts you cannot work
      - Guards are expected to pick up sub shifts
      - Don't pick up shifts for unfilled schedules
      - Keep availability up to date at all times, as unfilled shifts may be assigned based on who is "available"
      - Can use computer in office to post and pick up subs with AFC approval
      - Pre-season schedule – shifts will be minimal, on June 14<sup>th</sup> that will change
    - Guard office, tube storage, and first aid room tour
    - Whistles practice
  - Group 3
    - Points/beads system
      - What can you get beads for
      - What can you get points for
    - In-service requirements
      - 4 hours per month
      - Mandatory in-service
      - What happens if you don't meet those requirements
    - Daily drills
      - Why do we do them
      - What do they look like
      - How does a guard respond
      - What happens if you fail a VAT drill
      - Scanning observations
    - Lap swim guard rotations and responsibilities
      - Cannot miss this shift
      - Set up equipment
      - Let cashier know when ready
      - Breaks must be taken on pool deck
        - Not in guard office
        - NO SLEEPING OR LAYING DOWN
  - Group 4
    - Take vision test
    - Sign and collect licenses
- 9:15-9:30
  - Reminders
    - Pool opens this weekend
    - May 11<sup>th</sup> all staff trainings in the evening at RCRC – MANDATORY
    - Guard of the month tube
    - Use AFC's returning guards/me for help

## Operations Staff

- 5:30-5:45
  - Hand out uniforms
- 5:45-6:00
  - Facility Tour
    - Break room
    - Guard office
    - Maintenance closet
- 6:00-6:45pm
  - H.R. - Part Time Employee Orientation
- 6:45-7:00pm
  - Evaluations & Employee Standards
- 7:00-7:25pm – Stay on adult deck
  - Risk Management – Roles in EAP's
    - AFA's
      - Greet ambulance
      - Clear path to guest
    - Cashiers – close down entrance
      - No one out until AFC says OK
      - No one in except police/EMS
    - Concessions
      - Crowd control
      - Clear path to guest
      - Assist in locking down entrance
      - Assist as needed
- 7:25-7:30
  - Closing
    - Reminders
      - Pool opens this weekend
      - Check schedule – pick up subs if needed

# OPERATIONS SIGN IN SHEET

Date: MAY 19 2014 Time Started: see Time Finished: Below

Training Leaders: MIKE LUSHNIAK Topics covered: Summer Orientation

Location: Rehm

\* AFA 4-5

\* Cashier 5-630

\* Conc. 6-730

Name	Signature
Banks, Carlos	<i>Carlos Banks</i>
Bell, Andrea	<i>Andrea Bell</i>
Bonds, Tatanya	<i>Tatanya Bonds</i>
Brewer, Shauna	<i>Shauna Brewer</i>
Cade, Jessica	<i>Jessica Cade</i>
Conroy, Sarah	<i>Sarah Conroy</i>
Davis, Ebonette	<i>Ebonette Davis</i>
Dorian, Sarah	<i>Sarah Dorian</i>
Ellis, Tasheon	<i>Tasheon Ellis</i>
Guajaro, Christian	<i>CC</i>
Hester, Brianna	<i>Brianna Hester</i>
Hoepf, Leigh	<i>Leigh Hoepf</i>
Janowski, Jacob	<i>Jacob Janowski</i>
Jefferies, Kierra ✓	<i>Kierra Jefferies</i>
Love, Victor	<i>Victor Love</i>
Mann, Charlotte	<i>Charlotte Mann</i>
McKnight, Briana	<i>Briana McKnight</i>
Morales, Julie	<i>Julie Morales</i>
Msall, Camille	<i>Camille Msall</i>
Parish, Ashley	<i>Ashley Parish</i>
Porter, Ashley	<i>Ashley Porter</i>
Price, Whitney	<i>Whitney Price</i>
Renzulli, Jasmine	<i>Jasmine Renzulli</i>
Sappington, Mariah	<i>Mariah Sappington</i>
Savage, Briana	<i>Briana Savage</i>
Tate, Kiera	<i>Kiera A. Tate</i>
Thomas, Eric	<i>Eric Thomas</i>
Thomas, June	<i>June Thomas</i>
Thurman, Dorothy	<i>Dorothy Thurman</i>
Vertin, Chelsea	<i>Chelsea Vertin</i>
Walkster, Annalise ✓	<i>Annalise Walkster</i>
<del>Wilson, Seria</del>	

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TATYANIA

Jessica Cade

↓

Whitney Price

June Thomas

Annalise Walkster ✓

Johnson Shawndell ✓

# IN-SERVICE SIGN IN SHEET

Date: 6/20/14

Time Started: 4:00 pm

Time Finished: 9:30 pm

Location: Rehm

Name	Signature
Acosta-Perez, Kevin	[Signature]
Alger, Grace	Grace Alger
Bracco, Jack	Jack Bracco
Brangle, Jack	Here
Brewer, Serena	[Signature]
* Carroll, Reuben	[Signature]
Conrardy, Ryan	[Signature]
Fitch, Michael	[Signature]
Gorgol, Max	[Signature]
Hawthorn, Graham	[Signature]
Hawthorn, Stephen	[Signature]
Healy, Maggie	[Signature]
Kisbaugh-Maish, Jackson	[Signature]
Lucas, Micaela	[Signature]
Moncayo, Jessie	[Signature]
Moore, Dorothy	[Signature]
Moss, Charlee	[Signature]
Murchison, Lela	[Signature]
Phifer, Jack	[Signature]
Sacks, Nate	[Signature]
Skamser, Jasmine	Here
<del>Smith, Brandon</del>	<del>[Signature]</del>
Spillane, Nora	[Signature]
Thompson, Samuel	[Signature]
Wade, Collin	[Signature]
Walsh, Kaitlyn	[Signature]
Warner, Elaine	[Signature]
Washington, Jordyn	[Signature]
Wirtz, Megan	[Signature]
Barzowski, Kelley	[Signature]
Bascunan Simone, James	[Signature]
Canepa, Tony	[Signature]
Caprio, Rey	[Signature]
Cone, Presley	[Signature]
Cozzi, Lawrence	[Signature]
Cramer, Eric	[Signature]
de la Cotera, Stefan	[Signature]
Entner, Hannah	[Signature]
Fluharty, Noah	[Signature]
Fluharty, Josh	[Signature]
Frاندzel, Liam	[Signature]
Frumpinkin, Maggie	[Signature]
Gennell, Samantha	[Signature]
Gillis, Francesca	[Signature]
* Golden, Barron	[Signature]
* Golden, Jarrod	[Signature]
Harnigan, Danny	[Signature]
Hoepf, Ben	[Signature]
Houle, Catie	[Signature]
Huertas, Christian	[Signature]
Johanesson, Dale Marie	[Signature]
* Johnson, Maren	Here
Kaptur Guzman, Liana	[Signature]
Kasperovich, Dan	[Signature]
Kassey, Zach	[Signature]
Kenoian, Alex	[Signature]
Ketcik, Caroline	[Signature]
Kistulinec, Taylor	[Signature]
Koenigsberg, Sam	[Signature]

Name	Signature
Kolodziej, Grace	[Signature]
Korenich, Maya	[Signature]
Leeming, Kelcey	[Signature]
Leiner, Kathleen	[Signature]
OK Lucas, Cormac	[Signature]
Machuca, Connie	Here
MacNamera, Claire	Here
Mann, Jordan	[Signature]
McDermott, Griffin	[Signature]
Meister, Jake	[Signature]
Minnaugh, Conor	[Signature]
Munno, Sam	[Signature]
Munoz, Katie	[Signature]
Pack, James	[Signature]
Parish, Jonathan	[Signature]
Pritz, Lauren	[Signature]
Qualis, Damien	[Signature]
Roarty, Jane	[Signature]
Roarty, Moya	[Signature]
Robinson, Kennedy	[Signature]
Sandpval, Jim	[Signature]
Scheibal, Taylor	[Signature]
Stenger, Peter	[Signature]
Stevens, Paul	[Signature]
Stolarski, Mariel	[Signature]
Strain-Garcia, Aida	[Signature]
* Svehla, Toni	Here
Swibel, Elaine	[Signature]
Telleen, Calire	[Signature]
Thurman, Sophie	[Signature]
Toye, Brendan	[Signature]
Tucci, Michael	[Signature]
Vejcik, Olivia	[Signature]
Wadden, Melissa	[Signature]
Wade, Aiden	[Signature]
Wallace, Matthew	[Signature]
Walsh, Jackie	[Signature]
Walsh, Lili	[Signature]
Walzer, Max	[Signature]
Wang, Robin	Here
Wasilewski, Isabela	[Signature]
Zeigler, Ben	[Signature]
<del>Brafford, Alexis</del>	<del>[Signature]</del>

Chancellor, Kelley	[Signature]
Cole, Marcus	Here
Fingerman, Alice	Here
Gillenwater, Nia	Here
Hannigan, Caitlin	Here
Kasperovich, Edward	Here
Nelson, William	Here
Robinson, Rebecca	Here
Sacks, Leah	[Signature]
Shinsako, Daniel	[Signature]
Shinsako, Rebecca	Here
Parr, Noelle	[Signature]
Wallace, Adam	[Signature]
Woods, Jackie	[Signature]