

2011 Village Green Homeowners Association
Swimming pool policies and procedures for lifeguards
The Lifeguard's primary responsibility is the safety of all guests

Communications

Pool Manager: Shawn Raines
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VGHA Board Member: Eddie Wysmierski
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VGHA Board Member: Stuart Anderson
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Pool Maintenance: Pro Pools
Phone: (865) 966-8419

Residents, non-VG members, Guests

Request that all arrivals sign in on the log sheets.
If anyone refuses to sign in, contact the Pool manager.
If arrivals are non-residents (or non-members), politely ask them to leave, If they refuse, contact the pool manager
If the manager does not respond, contact assistant manager.
All guests must be accompanied by a member in good standing. Lifeguards will ensure that guests living within 50 miles pay a \$3 fee.

Guest Behavior

Behavior rules are posted at the pools and available at the web site (<http://villagegreenweb.com/>).

If someone is not obeying the rules, blow your whistle and tell them to stop.
If behavior continues, warn them they will be expelled from the pool. Get name(s) if possible.
If behavior continues. tell person to leave for the rest of the day. Notify the pool manager
If the person refuses to leave, notify the pool manager
If the manager does not respond, contact the assistant manager.

Weather

If thunder is heard, the pool is to be vacated until all thunder has ceased for 15 minutes
If lightening is observed, the pool AREA is to be vacated for the next 15 minutes - everyone should immediately leave the pool area and be encouraged to take shelter in his

or her automobile or return home. Under no circumstances should anyone remain inside the fenced area. Lifeguards should take shelter in their automobile or in the pump house. If it is raining hard enough that the bottom of the pool cannot be seen, the pool is to be vacated. If the pool is vacated for more than 1 hour, contact the pool manager regarding the closing. Only the pool manager or Board member has the authority to close the pool for the day. Collapse and tie umbrellas if a storm is approaching.

Emergency Procedures

In the event of accident or injury requiring medical attention, clear the pool. One lifeguard will render assistance, the second guard will call as follows:

If victim is unconscious, call 911 first, then call number on sign in sheet to notify family member. (This is why everyone is to sign in)

If victim is conscious and an adult, ask if they want 911 called.

If victim is a minor, attempt to contact parent. If not able to contact parent, call 911.

Only the victim's parent or legal guardian may waive calling an ambulance.

After calls are made, if required, both guards should assist the injured party. Injuries that require immediate medical attention include the following:

Anytime CPR was administered

Large cuts resulting in life threatening loss of blood

Head injury

Suspected broken bone

Heat stroke

Suspected heart attack

Anytime the lifeguard feels that the victim should receive immediate medical attention

As soon as practical, notify the pool manager and a VGHA board representative

Do not discuss the accident with anyone except the pool manager, a VGHA board member or law enforcement officials

Any injury, however slight, is to be recorded in the pool log, including name of the injured, the date and time and nature of the injury.

Work with the pool manager to prepare an accident report.

Lifeguards

The lifeguard's primary responsibility is the safety of all guests.

No horse-play or playing in the pool while on duty.

Lifeguards will be courteous at all times.

Lifeguards will wear a red swimsuit to make them easily identifiable as the lifeguard.

Lifeguards will sign in and out during each shift.

If there is one or more persons in the pool, a lifeguard chair must be manned. The other guard may be located near the pool edge or tend to other lifeguard duties. Guards will switch chairs every hour. Both guards will watch the pool. If swimmers are in deep end, one guard will be in a position to watch swimmers there.

If there are more than 15 people in the pool, or if one guard can not adequately supervise the pool, BOTH chairs must be manned.

A lifeguard may play music while on duty. Music will be played at a reasonable volume and must not be able to be heard from outside the fence line. Headphones are NOT allowed. Recorded music with a Parental Advisory label is not allowed.

Lifeguards will enforce the Pool Rules.

Reading a book or magazine is not allowed while on duty.

The pool telephone is primarily for emergencies. Emergency calls should be placed on the pool telephone if possible.

Guests may use the pool phone for brief calls. It is not for personal conversations.

Necessary calls are to be limited to 2 or 3 minutes.

No cell phones or texting are allowed while on duty.

Lifeguards are required to obtain a substitute if they cannot work on their scheduled shift.

Both guards must get manager approval when covering a shift.

For planned absences, lifeguards must notify the pool manager at least two weeks in advance.

Lifeguard must notify the pool manager as soon as possible of any illness or family emergency that would prevent them from working assigned hours.

Lane marker may be used at the Monticello pool to allow lap swimming. Mon., Tue., Fri., Sat., and Sun from 12:30-1:30 and 6:00- 7:00. During this time anyone can take advantage of lap swim. Keep lane clear when lap swimmers are present.

Lifeguards will call adult swim every hour on the hour for 10 minutes except for opening and closing hours. Only 18 or older are allowed during the adult swim. During adult swim concessions will be opened while the other guard takes their break. Each guard will take scheduled break every other hour.

Daily Schedule

Opening Duties

1. Check, clean and maintain bathrooms
 - Clean toilets
 - Empty trash cans
 - Toilet paper on roll
 - Paper towels on rolls
 - Soap dispenser full
 - No trash on floor
 - Clean Sinks
2. Put out clipboards
3. Pick up trash around deck. Hose/sweep deck if necessary
4. Check and record water quality.
5. Empty skimmers
6. Open Umbrellas

Closing Duties

1. Empty trash cans & pick up paper, cans, and trash on deck
2. On Monday, take garbage to street
3. Tidy pool furniture
4. Put down and tie umbrellas
5. Put clip boards away
6. Put items in lost & found
7. Take pool toys out of the pool
8. Maintain bathroom tidiness
9. Empty Skimmers
10. Bathrooms to be mopped

Disciplinary Actions:

The following actions will result in immediate termination:

- Intoxication
- The use of drugs or alcohol on Village Green property
- Fighting
- Bringing a weapon onto Village Green Property.

In addition to lifeguard pay rate, there will be an additional allocation for a bonus which will be paid at the end of the summer. Bonuses are an incentive for good performance and are discretionary. For example, don't expect a bonus if you miss work or are found reading a book or sleeping while on duty. Sleeping while on duty will get you fired.

Failure to comply with these procedures may result in a written warning being issued to you by the manager. This warning will identify the procedure you failed to comply with, the corrective action to be taken and establish a time period for compliance.

Corrective actions:

First warning – verbal

Second warning-written

Third warning - termination of employment

I certify that I have received a copy of, read and understand the "Village Green Homeowners Association Swimming pool policies and procedures for Lifeguards" and "swimming pool regulations".

Lifeguard Signature: _____

Printed Name: _____ Date: _____