

## CLUBHOUSE FOREMAN/ROUTINE PROCEDURES – SECTION 14.0

### 14.1 GENERAL REQUIREMENTS

#### 14.1.1 MEETINGS

The Clubhouse Foreman, "the Foreman," shall follow the instructions and directives of the Board of Supervisors of Central County Water Control District and provide input to the board in preparation of the budget relating to recreational: The Foreman shall be present at all monthly Board meetings where direct input to the Board of Supervisors is required.

#### 14.1.2 APPEARANCE

The Foreman shall dress neatly and carry out a professional manner appropriate for the position and be courteous to those using the facilities.

#### 14.1.3 CLUBHOUSE SECURITY

The Foreman shall be responsible to unlock Clubhouse doors at hours established by the Board and to make sure all security lights are off and on at proper times. The Foreman shall be responsible to open and close Clubhouse doors for public meetings authorized by the Board.

#### 14.1.4 CLUBHOUSE ORDER

The Foreman shall be responsible for maintaining order at the recreational facilities and to call for the help of the sheriff's office if needed.

#### 14.1.5 CLUBHOUSE MAINTENANCE

The Foreman shall have the responsibility of overall maintenance including repairs of the interior and exterior areas of the Clubhouse.

### 14.2 CLUBHOUSE PROCEDURES

#### 14.2.1 DEPOSIT

The Foreman shall, upon a two-week advance notice of persons desiring the use of the Clubhouse facilities for functions, be responsible for the scheduling of such functions and to accept deposit according to the fee schedule adopted by the Board.

#### 14.2.2 POSTINGS

The Foreman shall be responsible to post the "Chain of Command", "Rules and Regulations Governing the Use of the Recreational Facilities", "Duties and Responsibilities of the Clubhouse Foreman", "Duties and Responsibilities of the Clubhouse Maintenance Person", "Duties and Responsibilities of the Lifeguard(s)", "Swimming Pool Maintenance Procedures" and "Emergency Action Plan for Pool Facility".

### 14.3 SWIMMING POOL PROCEDURES AND REQUIREMENTS

#### 14.3.1 POOL TESTING

The pool shall be tested each day for adequate chlorine and proper ph levels. A test will be performed once a month for adequate cyanuric, calcium hardness and total alkalinity levels, according to the directive titled "Swimming Pool Maintenance Procedures." In the event the "Swimming Pool Maintenance Procedures" publication is amended, the pool shall be tested in compliance with any such amendments.

#### 14.3.2 POOL MAINTENANCE

Water shall be added to pool, if necessary, clean filters when necessary, inspect filters, vacuum pool when necessary, also inspect pump and chlorine feeder lines for normal and proper functioning. The Foreman should be capable of performing these duties in the absence of the Clubhouse maintenance person.

#### 14.3.3 POOL SUPPLIES

The Foreman shall be responsible for maintaining adequate pool supplies such as pool chemicals, cleaning solvents, cleaning equipment, bathroom necessities, etc.

#### 14.3.4 POOL HOURS

The Board shall establish the hours of operation for the recreational facilities. The pool hours of operation are subject to change by the Board and the schedule shall be posted for the public.

#### 14.3.5 REPORTS

The Clubhouse Foreman shall be responsible to collect, review and properly file daily swimming pool water analysis reports from the lifeguard(s) and also photocopies of all water analysis reports submitted to the Health Department and their conclusions. The Foreman will collect, review and properly file reports of lifeguard(s) "Incident and Injury Report", "First Aid Treatment Records", "Injury

Log Reports", "Report of Injury Producing Incident", "Report of Injury", "Report of Incident", "Pre-Employment Qualifications for Clubhouse Foreman", "Special Clubhouse Foreman Application for Employment", "Special Lifeguard Application for Employment".

#### 14.3.6 POSTING REPORTS

The Foreman will collect, review and properly post lifeguard(s) current certification of lifeguard's First Aid and CPR skills in addition to his/her own certifications. Also collect, review and properly file monthly copies of pool water test results submitted to the Health Department along with any of their suggestions or conclusions. The Foreman shall also be responsible to obtain two water samples, one from the deep end of the swimming pool, the other from the shallow end, on the first day of each month, and forward these samples to the Clewiston Health Department for testing. When the results of these tests are made public, the Foreman shall review the results, these same procedures should be followed when the inspector from the Clewiston Health Department does their quarterly/annual testing of the pool water.

#### 14.3.7 RECORD KEEPING

The Foreman shall be responsible for office security and properly file all test results along with recommendations including all corrective action in the event that the test results were unsatisfactory.

#### 14.3.8 CLUBHOUSE FOREMAN CERTIFICATION

The American Red Cross shall certify the Foreman for Lifeguard, First Aid and CPR. The Foreman should be a Certified Pool Operator.

### 14.4 LIFEGUARD

#### 14.4.1 SUPERVISION

The Foreman shall be responsible to supervise the lifeguard(s), in addition to sections 14.3.1; 14.3.4; 25.3.6; 14.3.7 and 14.3.8 in being able to make sound decisions that conforms to facility policies when dealing with difficult situations, must be able to explain the necessity for each rule and regulation, and also must fully comprehend the "Administrative Structure", and "Chains of Command", so that in an emergency, the lifeguard can implement the "Emergency Action Plan for the Pool Facility".

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#### 14.4.2 FOREMAN-LIFEGUARD BACKUP

The Foreman being fully certified as a lifeguard, first aid and CPR can also act as a backup and may take over responsibilities when the lifeguard leaves the pool for any reason such as lunch breaks or sickness.

#### 14.4.3 LIFEGUARD HIRE PROCEDURE

The General Manager shall be responsible to hire lifeguards according to the rules and regulations dictated by our recreation facility insurance company policy suppliers, Central County Water Control District and the American Red Cross Life-Guarding textbook (latest edition).

#### 14.4.4 CURRENT PUBLICATIONS

The Foreman supervising the lifeguard(s) is responsible for updating all the material contained in the Red Cross Textbook and the "Swimming Pool Operators Handbook" ensuring that the lifeguard continuously reviews the literature to maintain a good working knowledge of such.

#### 14.4.5 LIFEGUARD SALARIES AND HOURS

Central County Water Control District's Board of Supervisors shall determine salaries and hours for the lifeguard(s).

#### 14.4.6 LIFEGUARD APPLICANT

The General Manager shall request prospective lifeguard applicants to read the guidelines titled "Lifeguard Pre-Employment Qualifications" and the General Manager must ascertain if the applicant meets these guidelines to qualify for possible employment with the District. After it has been ascertained that the applicant qualifies for the position of lifeguard then he or she shall be requested to fill out the three-page application form in which page three (3) is titled "Special Lifeguard Application for Employment." Lifeguard applicants shall be notified that they will be requested to submit to drug testing in accordance with the District's Drug Free Workplace Policy and Procedure, Appendix "A" attached hereto. If the applicant is determined to be positive they will be found to be ineligible for employment.

### 14.5 CLUBHOUSE EMERGENCY PLAN

#### 14.5.1 INITIATE AND POSTING

The Foreman shall be responsible to initiate and post a "Plan of Action in Case of an Emergency Situation", involving the lifeguard(s) and possibly the Clubhouse maintenance person. The Foreman shall also be responsible to post and continuously update a "Notice of Emergency Telephone Numbers" to enable that responsible quick access in case of an accident or injury.

## CLUBHOUSE MAINTENANCE MAN – SECTION 12.0

### 12.1 MAJOR FUNCTION

This is labor work performed in and around the Clubhouse facilities such as painting, maintaining laws, shelters, fences, and sidewalks and cleaning the swimming pools by brushing and using chemical, etc.

### 12.2 DUTIES

Maintain and keep Clubhouse clean, maintain lawns and keep shrubs, flowers, and trees, planted to beautify grounds, watering and keeping the grounds well groomed.

### 12.3 QUALIFICATIONS

Must have the knowledge of repairs in plumbing, woodwork, painting, lawn mowing and landscaping. Must know how to work with cement, paneling, hanging doors and repair broken windows and perform maintenance to machinery.

### 12.3 TRAINING AND EXPERIENCE

Must have High School Diploma or G.E.D. equivalent and two years experience in maintenance.

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## CLUBHOUSE FULL-TIME LIFEGUARD – SECTION 13.0

### 13.1 MAJOR FUNCTION

This is a skilled job of life saving knowledge. This employee will be responsible for approximately fifty people, adults and children in an (8) eight-hour period of time. Must be a certified expert swimmer and know CPR. This employee will be under the direct supervision of the Clubhouse Manager.

### 13.2 DUTIES

The lifeguard will be stationed in the lifeguard seat at all times while on duty and people are swimming in the pool. This employee must enforce all rules and regulations of the pool due to the safety of all concerned. The lifeguard must make sure all safety rules are posted for the public to observe and should ask any person to leave that is not following the rules. His/her swimming suit should be work by the poolside, but other clothing such as shorts and shirt should be worn while inside the Clubhouse. This employee should be alert at all times. The Clubhouse manager will designate other related duties.

### 13.3 QUALIFICATIONS

Must be certified in CPR, also be a Certified lifeguard with current certification. Must be able to act accordingly upon any type of danger and know all danger signals to prevent accidents from happening.

### 13.4 TRAINING AND EXPERIENCE.

This employee must be certified in CPR and first aid. Must have current certification as a lifeguard by the American Red Cross.

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## RULES FOR LIFEGUARDS

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1. Lifeguards are responsible for cleaning the outside bathrooms.
2. Lifeguards are responsible for working schedules posted.
3. Lifeguards must be alert and follow all the rules of the Clubhouse.
4. Lifeguards will be responsible for the cleaning of the tile around the pool, also sweeping of the patio area around the pool.
5. Lifeguards will be responsible for keeping food and drink out of the immediate pool area.
6. Lifeguards will not admit any child under 12 years of age into the pool without a parent present.
7. Lifeguards will be responsible for making sure all children under 3 1/2 feet tall are wearing arm bands.
8. Lifeguards will not sit and socialize while there are swimmers in the pool.
9. Lifeguards will always be polite and if a problem arises seek the Clubhouse Foreman's help.
10. Lifeguards will be responsible for keeping horseplay, running or fighting from happening in the pool area.
11. Lifeguards will not let anyone enter the pool who is not wearing the proper swimwear. ( not cut offs )
12. No infants in the pool with diapers or pampers on .
13. Lifeguards will be responsible for locking bathrooms and set any gates at the time pool closes.
14. Lifeguards will stay in assigned areas while on duty.
15. Only 40 people will be allowed in the pool at one time.
16. Lifeguards will get a 1 (one) hour lunch and two 15 minute breaks per 8 hour day.
17. If the Lifeguards have a problem they will meet with the Clubhouse Foreman to resolve the problem, If the problem cannot be resolved with the Clubhouse Foreman, the lifeguards and Clubhouse Foreman can meet with the General Manager to resolve the problem.
18. Lifeguards will work together to keep the swimmers safe, each lifeguard is responsible for his own behavior, this is a serious job and needs to be treated as such.
19. All Lifeguards are responsible for reporting safety violations and safety hazards to the Clubhouse Foreman, who will see to making any repairs or changes needed.
20. ALL LIFEGUARDS WILL FOLLOW THESE RULES OR DISIPLINARY ACTIONS WILL BE TAKEN.

I have read and understand the above rules

Signature: \_\_\_\_\_