

**HARTFORD, VT
PARKS & RECREATION
DEPARTMENT**



**Sherman Manning Aquatic Facility
Lifeguard/ Pool Staff Manual**

Our mission is to serve the recreational needs of the community by offering lifelong learning through recreational and educational programming utilizing existing parks and facilities.

Revised: 9/2/2022

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I. INTRODUCTION

A. What does it mean to work for a Municipality?

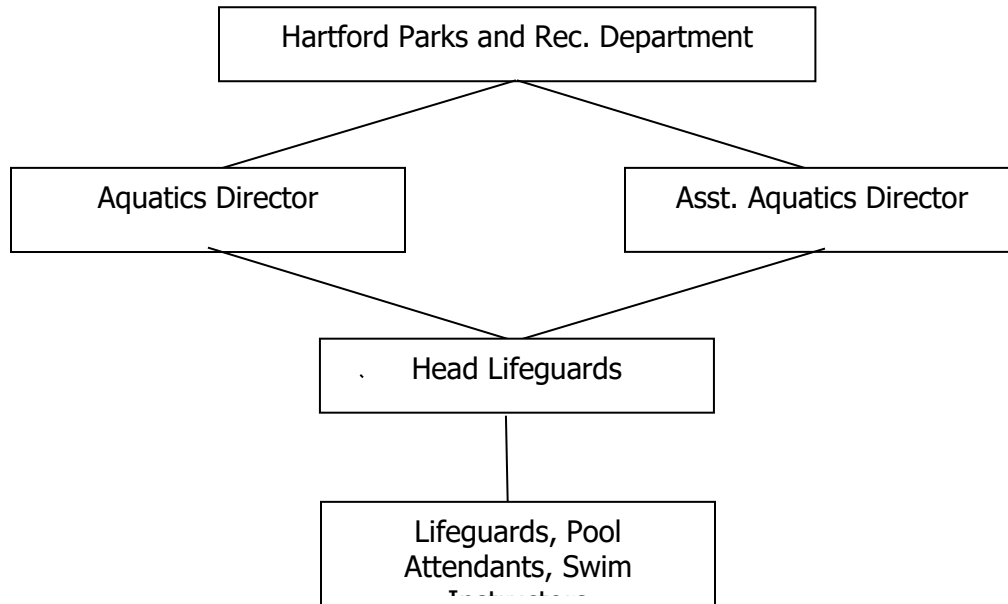
When you work for a municipal department, you are working for the community. Be aware that everyone and anyone can and is watching what you do. Always be polite to people. Be a professional. You are the most visible members of our department. Impressions of you reflect on our whole program.

B. Professionalism

Your actions are how you and our department are judged. Be proud of who you are and the job that you are doing. Be courteous, considerate, and pleasant always. If you are not sure how to answer a question or how to handle a situation, remember that you are a member of a team that is fully willing to help. You are not alone on the job. Please refer any question to your supervisor or co-workers if you do not know what to do.

II. GENERAL OPERATIONAL POLICIES & PROCEDURES

Sherman Manning Aquatics Facility Chain of Command:



Hartford Parks and Recreation Department; Responsible for overseeing all operations and management of the Sherman Manning Aquatics Facility.

Aquatics Director; Responsible for scheduling, creating programs, managing overall staffing and pool operations.

Assistant Aquatics Director; Assistant to the aquatics manager and shares their responsibilities when needed. Responsible for developing and monitoring swim lesson programs. Will also aid in coverage of open shifts and no shows.

Head Lifeguards; Responsible for ondeck staffing and oversee rotations of lifeguards. Will also aid in coverage of open shifts and no shows.

Lifeguards; Under general supervision, ensures the safety of patrons within the facility by preventing and responding to the safety of patrons and emergencies.

Pool Attendant; Under general supervision, the Pool Attendant is responsible for the daily admission, attendance, and accounting and answering phone calls.

Swim Instructor; Responsible for teaching swimming techniques, skills, and water safety.

A. Staff Uniforms

All staff will be required to wear a uniform while on duty. The uniforms will be as follows:

1. **Lifeguards:** One-piece or tankini bathing suits. While lifeguarding, you are required to wear a Lifeguard Uniform. This consists of a Lifeguard Shirt, Fanny Pack, Whistle and Rescue Tub. You will be provided with such equipment and use of a warm pullover if needed. **You are not allowed to keep any of this equipment (except the Lifeguard Shirt) after the season is over.** If you get cold while on duty you may wear any appropriate personal items but must be rescue ready at all times.
2. **Pool Attendants:** A Staff shirt with appropriate footwear and shorts/pants. You will be provided with the Staff shirt. Personal clothing for additional warmth can be worn but must be appropriate for your position.
3. **Swim Instructors:** One-piece or tankini bathing suits. **Bikinis are not acceptable.**

B. Staff Conduct

Your staff uniforms tell patrons who you are. They will be watching you. Watch your language. Enforce the rules and encourage good behavior tactfully (be sure to take the age of the patron/camper into consideration). Be consistent with rules. Be prompt, alert and ready to work when you are scheduled to come in. Attitude and conduct problems can cause you to be dismissed.

C. Timecards/Sign-In sheets/Payroll

All staff will be required to sign in and out each day. This may be a digital format or a sign in sheet which will be kept in the office and staff must sign themselves in/out. Your supervisor will approve all hours and submit them to the Parks & Recreation office. Paychecks will be available at the Town Hall or by direct deposit bi-weekly, (twice monthly). If you have any problems with your paycheck, please take it up with your direct supervisor first. They are the ones who have prepared and submitted your hours.

D. Sickness

Unless you are deathly ill or hospitalized. It is your responsibility to call your direct supervisor and the Parks & Recreation Office (802) 295 - 5036 as soon as possible if you are going to be out sick. It is important to find a substitute. **Failure to follow this policy will result in disciplinary action.**

E. Tardiness & Days Off

Being excessively late for work is tardiness. If our program is held up due to your tardiness you are putting our staff and customers at risk. Please do not expect other people to do your job.

Disciplinary action will be taken for tardiness. If you need a day off, please give your supervisor proper notice to ensure consideration for the day. It is also unacceptable to simply remove yourself from a shift. The Following are guidelines for requesting time off or if you are unable to work a scheduled shift:

- **2 Weeks Notice:** Text or Email your supervisor, confirm that they received your message.
- **1 Week Notice:** Text or Email all of your supervisors, confirm that they received your message.
- **48 Hours or Less Notice:** Call your direct supervisors and the Parks & Recreation Office (802) 295 - 5036. Simply texting or emailing your supervisor is unacceptable.

If you are calling off a shift and you have found coverage, you are still required to let a supervisor know. **Failure to follow any of these guidelines will result in Disciplinary Action.**

F. Disciplinary Action for Staff

The following behaviors are some examples that would be grounds for disciplinary action.

- Tardiness
- Failure to report to work without calling in.
- Unprofessional behavior.
- Consistent Phone or Personal Device Use.
- Use of or under the influence of alcohol, tobacco, or drugs on duty.
- Not performing your assigned duties.
- Any other behavior that goes against department policy (example: not wearing a staff uniform.)

All situations will be handled on an individual basis through the following course of action:

1. Written Warning by Supervisor
2. Meeting with Supervisor and Recreation/Program Director to discuss conditions of further employment.
3. Dismissal

G. Staff Meetings and In-Service Training

There will be a staff meeting every week at predetermined times. Meetings will last approximately an hour and all staff members are required to attend. If you miss a meeting, you must approach your supervisor so that the information & training discussed at the meeting can be made available to you. Staff meetings may involve in-service training. Reviewing emergency action plans, role playing, in-water and on-land training and CPR demonstrations are just some of the potential training offered throughout the summer.

H. Performance Reviews and Evaluations

Your supervisor will evaluate all staff under his/her purview. Recreation Leaders will be assessed on their professionalism, their ability to handle situations responsibly, and their conduction of required elements of their job. Lifeguards will be assessed based on their attentiveness and awareness, stationing, posture, and scanning techniques. Instructors will be evaluated on their conduct during lessons. These evaluations will be discussed with the staff individually at the midpoint of the summer and at the end of the summer. All inquiries about evaluations, recommendations for rehire, and possible job opportunities within the department should be made to your supervisor.

I. Office and Telephone Use

The offices are for staff only. These rooms are used for first aid treatment. Keep them clean. Take notice of the red hazardous waste bucket. Do not leave personal items (towels, plans, lunches, shirts, lotion etc.) on the tables that serve as the first aid station or on the main desk. You may store personal items in cubbies or under tables provided. The staff refrigerator must be kept clean. It will be cleaned out periodically. Anything not marked or claimed will be thrown away or donated to Listen.

The pool telephone number is the same as the Parks & Recreation office, 802-295-5036. Staff members are not allowed to receive personal phone calls while on duty. All messages for staff will be recorded in the appropriate staff logbook by the pool attendant. Patrons/campers will be allowed to use the phone to call their parents.

J. Personal Phone/Device Use

Personal cell phones and devices are not to be used consistently while working unless in an emergency. You may answer phone calls, text messages and email when not sitting in the guard chair. However, being on social media, playing games and consistent usage is strictly prohibited. Employees should be paying attention to their surroundings and should be prepared to assist fellow lifeguards and staff should the need arise. **Failure to follow this policy will result in disciplinary action.**

K. Staff Logbook

Staff logbooks will be kept daily and located in the Control Building office. It is intended to encourage serious and non-serious communication between our staff members. It is a place for complaints, praise, phone messages, concerns, jokes, and questions. All staff members should initialize the side of all of the messages they have read. The logbook is also a public document, so please keep all comments in good taste and appropriate for all to read.

L. General Reports

Accident Reports

Accident reports must be filled out for all accidents, or anytime first aid is administered. They must be filled out completely and immediately. See Appendix for sample reports.

Behavior Incident Record/Conduct Slips

These forms document the behavior exhibited by patrons who endanger themselves or others, break the rules of the pool repeatedly, or do not constrain to our behavior policies. Our disciplinary system is a three-strike program that can be initiated by any staff member. Following a verbal warning, any pool patron who violates one or more of the six behavioral rules will enter step one of the programs. The documentation will start there. The staff member who begins the documentation will write up a Conduct Slip to be submitted to the supervisors and then sent to the Parks and Recreation Department. A mandatory break for the day should be given after any conduct slip is written.

In the event of a second occurrence of a repeated offense, a second strike will be administered. Another conduct slip will be written up by the reporting staff member and the supervisor on duty with the patron again being discharged from the pool for a period of 24 hours. The Supervisor on duty will make a phone call home to inform the parents or guardians of the incident. A letter will also be sent home or an email by the Parks and Recreation Department describing the patron's behavior.

The third and final step is to discharge the patron from the pool for the remainder of the summer with **No Refund**. The reporting staff member will write up another conduct slip and the supervisor will make another phone call home to inform the parents or guardians of the situation and will ask them to pick up the patron from the pool. A letter will be sent home or an email by the Parks and Recreation Department to detail the offenses recorded by our staff. With each letter or email sent, a copy of the ongoing report should be sent. See Appendix for behavioral rules and sample reports.

At each step a member of the pool management staff will meet with the staff member reporting the incident to clarify all matters. Staff members must be courteous to all pool patrons but must not, under any circumstances, put up with any breaks in our behavior rules.

III. SHERMAN MANNING AQUATIC FACILITY

A. Bath House/Changing Rooms

Many times during the day, the locker rooms need to be checked, particularly during our safety breaks. Pick up any papers and check and/or flush toilets. Be sure to replenish the toilet paper supply if it is low. The toilet paper is stored in the boiler room. Keys to the boiler room and the paper dispensers are in the office. Patrons should not congregate in the locker rooms or take multiple showers. If they get cold, have them put some clothes on.

B. Pump House

The pump house is a hazardous area with some very nasty inside. Only qualified management staff should enter this area. Staff members may also enter this area if under the guidance/supervision of a management staff member. **Patrons are not allowed to enter the Pump House!** Please contact the CPO for anything related to or issues within this area.

C. Pool Attendant Area

The pool attendant will record the number of daily patrons and will take all payments for daily admission and season pass sales. This area is to be a staff-only area. Large amounts of money are kept in this area and should never be left unattended. Information on recreation programs will also be kept at this area for public use. Two forms will be utilized by the pool attendant or by pool staff to keep track of attendance and cash revenues. **The pool attendant area (within the red box on the floor) is off limits to Lifeguards and non-supervision staff.** This is to maintain professionalism and a clean workspace for the attendant. See Appendix for a sample of these reports.

D. Safety Breaks

Depending on the temperature or staffing, we will call a Safety Break. This will occur during the last ten minutes of every hour or on the hour. All swimmers will be called out of the water for ten minutes. These breaks give all swimmers a chance to rest from water activities. They are also to be used for lifeguards to go swimming if they choose to do so. The Manager on duty will be the one to determine and initiate a safety break with one long whistle blast to start the break.

E. Ventures Program

Day camp will be using the pool facility from 12:00 to 1:00 on Tuesdays and Thursdays. We will have at least one lifeguard on duty at that time. Five to eight counselors will also be present to act as lifeguards. They, however, are not first responders.

A. Ventures counselors' Ventures swim protocol

- a. At 12:00pm, bring campers over promptly and supervise locker rooms while campers are changing. During free swim, counselors must be playing with campers on the deck or in the water. Counselors are not allowed to sit behind the tent during free swim. They must be with the campers. When not playing games with the

campers, counselors may sit in chairs in between lifeguard chairs and enforce pool rules. It is not solely up to the lifeguards to enforce rules. The guards and counselors must work together to eliminate safety issues. Though, in the case of an emergency, the lifeguards will make the save because they are certified as first-responders. At 12:45pm, the whistle will signify that free swim is over and that the children must get changed. During this time, the counselors must gather their campers and return to camp.

F. Swim Lessons

When a patron requests private swim lessons, a private swim lessons form is filled out and filed by the pool attendant. If the child or adult taking lessons does not have a pool pass, they must pay the Town of Hartford the entrance fee for using the pool facility on top of the rate agreed upon with the swim instructor.

G. Swimming Test

In the past, Lifeguards were called upon to test swimmers before they were allowed to jump off the diving board (we no longer have a diving board). This policy will not apply. The safety of the patrons is our top priority; however, our job is to watch the entire pool, not to test swimming abilities. If a patron asks you about a swimming test, it is up to them to determine what they feel their ability is. If a child is unsure about his/her ability, they must consult their parent(s) or guardian. **In summary, we do not have a swim test for our pool to the general public.**

H. Water Testing

The Pool management staff should be the only staff conducting water tests, however, should you be called upon to do a water test, follow the procedure listed on the inside cover of the test kit. Test for chlorine level and pH level. Be sure to record all findings on the daily record sheet. This recorded information is important as it may be viewed by town and/or state officials. Keep accurate records. See Appendix for a sample report.

I. Rainy Day Procedure

We have a duty to the Town to be open as advertised. The pool will be opened if it sprinkles. If patrons do not come, some staff may be sent home on a rotating basis. **If there are any patrons in the facility we will never close early.** The pool will also not close early simply because there is no one there. We will trim staff but stay open. In thunderstorm situations, we will follow the American Red Cross Guidelines: At the sound of thunder, all patrons will be asked to get out of the pool until 15 minutes have passed or until the thunder sounds again. If there is lightning, pool patrons must stay out of the pool for 30 minutes. Patrons may have to be brought inside the bathhouses to stay out of dangerous weather and to use the office phone to call for a ride home. This is acceptable, and at times, necessary! If we must close early, we will put an appropriate sign up to inform the public.

J. Water Contamination Procedure

Follow the following procedure in the event that a Fecal Incident occurs in the pool:

1. Close the aquatic venue that is contaminated to swimmers. Do not allow anyone to enter that specific venue until the hyperchlorination process is completed.
2. Remove as much of the fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during hyperchlorination). **VACUUMING FECAL MATTER FROM THE WATER IS NOT RECOMMENDED.**
3. Using unstabilized chlorine (for example, sodium hypochlorite), raise the water's free chlorine concentration (see bullets below) and maintain water at pH 7.5 or less.²
4. Chlorination (This step can only be completed by a qualified Staff member who is trained handling chemicals). Follow the steps below to treat the pool:

For a Formed Fecal Incident:

Keep the Free Chlorine up as followed:

Concentration (ppm)	Disinfection Time
1.0	45 minutes
2.0	25–30 minutes
3.0	19 minutes

For a Semi Formed or Liquid Fecal Incident:

Keep the Free Chlorine up as followed:

Concentration (ppm)	Disinfection Time
20.0	28 hours
30.0	18 hours
40.0	8.5 hours

5. Swimmers may return to the water only after the proper chlorination and time has been completed and the free chlorine concentration and pH are within the operating range allowed by the state or local regulatory authority.

*****All Fecal Incident must be reported in the Water Contamination Log in the pool office*****

K. Reports

Swim Rescue Reports

Any swim rescue requires written additional documentation. There is a separate report form specifically for swim rescues. It may be necessary for you to fill out an accident report and a swim rescue report for a particular incident. Again, it is important to fill these forms out immediately following the incident. See Appendix for a sample report.

Lifeguard and Pool Patron Statement Forms

For any guard rescue or serious injury statement forms will need to be filled out. Lifeguards should fill out forms immediately and pool patrons who witnessed a serious accident or assisted in a rescue need to fill out a form as soon as possible. These forms will be attached to any reports being filed. See Appendix for samples of both forms.

Behavior Incident Record/Conduct Slips

These forms document the behavior exhibited by patrons who endanger themselves or others, break the rules of the pool repeatedly, or do not constrain to our behavior policies. Our disciplinary system is a three-strike program that can be initiated by any staff member. Following a verbal warning, any pool patron who violates one or more of the six behavioral rules will enter step one of the programs. The documentation will start there. The staff member who begins the documentation will write up a Conduct Slip to be submitted to the supervisors and then sent to the Parks and Recreation Department. A mandatory break for the day should be given after any conduct slip is written.

In the event of a second occurrence of a repeated offense, a second strike will be administered. Another conduct slip will be written up by the reporting staff member and the supervisor on duty with the patron again being discharged from the pool for a period of 24 hours. The Supervisor on duty will make a phone call home to inform the parents or guardians of the incident. A letter will also be sent home or an email by the Parks and Recreation Department describing the patron's behavior.

The third and final step is to discharge the patron from the pool for the remainder of the summer with **No Refund**. The reporting staff member will write up another conduct slip and the supervisor will make another phone call home to inform the parents or guardians of the situation and will ask them to pick up the patron from the pool. A letter will be sent home or an email by the Parks and Recreation Department to detail the offenses recorded by our staff. With each letter or email sent, a copy of the ongoing report should be sent. See Appendix for behavioral rules and sample reports.

At each step a member of the pool management staff will meet with the staff member reporting the incident to clarify all matters. Staff members must be courteous to all pool patrons but must not, under any circumstances, put up with any breaks in our behavior rules.

IV. Opening and Closing Procedures:

Opening Duties Checklist:

- Unlock the main pool entrance, the passcode is ##### (Note: Line up the numbers to the black lines on the lock, not the center of the lock).
- Enter the facility and on the right of the main entrance, unlock the lockbox on the wall. The passcode is #####.
- Use the keys to unlock the pool office and the restrooms.
- Place A frame from the pool office in front of the building and update it to reflect the current day and operating hours.
- Unlock the deck lounge chairs and arrange them for the day, the passcode for the locks are #####.
- Walk pool perimeters and check ALL pools for:
 - Foreign objects on bottom
 - Water clarity – are the drains visible?
 - Damage to drains, pool surfaces
 - Check ladders, railings, lifts
 - Sweep any debris up from the deck
 - Check water levels of all pools
 - Check for any other issue that may pose a public health hazard: lower than acceptable disinfection levels, electrical wires or unprotected circuits within 10 feet of the pools, failure to maintain proper emergency lighting; glass or sharp objects in the pools or on the deck, any other item that may pose a public health hazard.
- Take initial chemical readings for pools and record them in the chemical log book. *****Remember chlorine level must be between 1.5 and 5.0 for the Splash Pad and Big Pool; the pH level must be between 7.2 and 7.8 for all pools. If chemical levels are outside the above ranges for any pool, that pool must be closed until levels return to acceptable levels*****
- Make sure lap swim and life jackets are neatly stacked and placed out for patrons.
- Place the backboard on the side of the building and grab a lifeguard tub and pack.

Closing Duties Checklist:

- Place the backboard on the inside of the janitor's closet and put away the lifeguard tubs and packs.
- Organize the Lifejackets and swim gear, put them back in the pool office.
- Check the Restrooms and clean them as needed (See bathroom checklist for more info).
- Stack the lounge chairs and lock them up.
- Bring A frame back into the pool office.
- Walk pool perimeters and check ALL pools for:
 - Foreign objects on bottom
 - Water clarity – are the drains visible?
 - Damage to drains, pool surfaces
 - Check ladders, railings, lifts
 - Sweep any debris up from the deck
 - Check water levels of all pools
 - Check for any other issue that may pose a public health hazard: lower than acceptable disinfection levels, electrical wires or unprotected circuits within 10 feet of the pools, failure to maintain proper emergency lighting; glass or sharp objects in the pools or on the deck, any other item that may pose a public health hazard.
- Take closing chemical readings for pools and record them in the chemical log book. *****Remember chlorine level must be between 1.5 and 5.0 for the Splash Pad and Big Pool; the pH level must be between 7.2 and 7.8 for all pools. If chemical levels are outside the above ranges for any pool, that pool must be closed until levels return to acceptable levels*****
- Turn off the lights and lock up all of the doors.
- Place keys back in the lockbox, you will need to unlock it again and hold the lever down to reinstall it correctly (passcode is #####).
- Lock the main gate.

V. Appendix and Forms:

Opening Bathroom Cleaning Checklist:

Date: _____

Floor Clean (No Trash, Dirt, or Urine Stains)	
Toilet and Toilet Seat Clean (No Urine or Fecal Stains)	
Sink Clean	
Mirror Clean	
Shower Clean	
Toilet Paper Stocked	
Paper Towels Stocked	
Hand Soap Stocked	
Trash Emptied (Below ¼ Full)	
Feminine Disposal Bin Emptied	
Floor Mats Clean and In Place	
Bathroom Walls Clean (No Stains or Marks)	
Door and Handles Clean	
All Bathrooms Checked (Including School Bathrooms)	
Additional Comments:	

Completed By: _____

Closing Bathroom Cleaning Checklist:

Date: _____

Floor Swept and Moped (No Trash, Dirt, or Urine Stains)	
Toilet Tabs Added	
Toilet and Toilet Seat Sprayed and Wiped (No Urine or Fecal Stains)	
Sink Sprayed and Wiped	
Mirror Sprayed and Wiped Down (No Streaks)	
Shower Cleaned	
Toilet Paper Stocked	
Paper Towels Stocked	
Hand Soap Stocked	
Trash Emptied (If Over ¼ Full)	
Feminine Disposal Bin Emptied	
Floor Mats Cleaned (Moped) and In Place	
Bathroom Walls Clean (No Stains or Marks)	
Door and Handles Sprayed and Cleaned	
All Bathrooms Checked (Including School Bathrooms)	
Additional Comments:	

Completed By: _____

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Daily Chemical Report

Date: _____

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

<i>Time</i>	<i>Person Reporting</i>	<i>Main Pool</i>		<i>Splash Pad</i>		<i>Action Taken</i>	
		<i>Cl</i>	<i>pH</i>	<i>Cl</i>	<i>pH</i>	<i>Main</i>	<i>Splash</i>
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							

Chemicals must be recorded at least 3 times a day!!

Weather conditions:

9:00 am: Pool Temp:____ Clouds? ____ Humid? ____ Sunny?____ Rain?____

3:00 pm: Pool Temp:____ Clouds? ____ Humid? ____ Sunny?____ Rain?____

Swim Activity: HEAVY NORMAL LIGHT

Pool Supervisor:_____

**Hartford Parks & Recreation
Sherman Manning Aquatic Facility
*Accident Report***

Name of Injured Party: _____ Age: _____

Victims Address: _____

Home Phone: _____ Cell Phone: _____

Email Address _____

Date of Accident: _____ Time: _____ Place of Accident: _____

Description of Incident : _____

Injuries (Do Not Diagnose): _____

Care Given: _____

By Whom: _____

Emergency Services Contacted: YES NO

Was Victim taken by EMS (If no, Victim must sign): YES NO

Victims Signature: _____

Parents Contacted (Under 18)? YES NO

Witnesses to Incident: (Name and Contact Info)

1. Name: _____ Phone: _____

Email: _____

2. Name: _____ Phone: _____

Email: _____

3. Name: _____ Phone: _____

Email: _____

Signature of Reporting Party: _____ Date: _____

Please Print Name: _____ Phone: _____

Office Use Only:

Date Report Received: _____ By Whom? _____

Follow-up to Injured Party: _____

Signature: _____ Date: _____

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Lifeguard or Staff Statement Form

Name (Please Print): _____

Description: _____

Date: _____ Time: _____

Staff Signature: _____

(To be filled out immediately and submitted with adjacent reports to the Parks & Recreation Office)

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Guard Rescue Report

Date: _____ Time: _____
Primary Rescuer's Name: _____

Victim's Name: _____ Age: _____
Victims Address: _____
Phone Number: _____ Email: _____

Location in Pool: _____ Conditions: _____

Parents Contacted (Under 18)? YES NO
Was there supervision at the time of the rescue? YES NO
By whom? _____
Did Victim disregard any pool rules? YES
NO
If Yes, Identify: _____

Description of the rescue:

Equipment used in rescue:

Was CPR performed? YES NO
By whom? _____
Were other lifeguards involved in the rescue? YES NO
Names: _____

Emergency Services Contacted: YES NO
Was Victim taken by EMS (If no, Victim must sign): YES NO
Victims Signature: _____

Signature of Reporting Party: _____ Date: _____

Please Print Name: _____ Phone: _____

Office Use Only:

Name of Lifeguard who made the save:

Address: _____

Phone Number: _____

Current Lifeguard Certification: YES NO Exp. Date: _____

How many years has the guard been certified? _____

How long were the lifeguard shifts that day? _____

When was the lifeguard's last break? _____

How far away was the lifeguard stationed? _____

Name of Supervisor on duty? _____

Additional comments:

Filed Away By: _____

Signature: _____

Date: _____

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Lifeguard or Staff Statement Form

Name (Please Print): _____

Description: _____

Date: _____ Time: _____

Staff Signature: _____

(To be filled out immediately and submitted with adjacent reports to the Parks & Recreation Office)

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Pool Patron Statement Form

Name (Please Print): _____

Address: _____

Phone Number: _____ Email: _____

Description: _____

Date: _____ Time: _____

Patron Signature: _____

(To be filled out immediately and submitted with adjacent reports to the Parks & Recreation Office)

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Behavior Incident Report

Patron's Name: _____ Age: _____

Parent/Guardian Name (If under 18): _____

Address _____

Email (Parent/Guardian If under 18): _____

Phone Number (Parent/Guardian If under 18): _____

1st Offense

2nd Offense

3rd Offense

(Circle One)

Explain Behavior Exhibited: _____

Has Patron exhibited this behavior before?	YES	NO
Has Patron been stopped for other offenses today?	YES	NO
Was 911 contacted because of Patron Behavior?	YES	NO

Explain Action taken against Patron: _____

Additional Comments: _____

Reported By: _____ Date: _____ Time: _____

Supervisor Signature: _____ Date: _____

Recreation Director Signature: _____ Date: _____

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Staff Disciplinary Writeup

Staff Name: _____ Position: _____

1st Writeup 2nd Writeup (Followup Required) 3rd Writeup (Followup Required)
(Circle One)

Explain Behavior Exhibited: _____

Has Staff Member exhibited this behavior before Today?	YES	NO
Has Staff committed any other offenses today?	YES	NO
(If yes) Explain: _____		

What Corrective Action was taken against Staff Member: _____

Additional Comments: _____

Supervisor Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Recreation Director Signature: _____ Date: _____

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Lifeguard or Staff Statement Form

Name (Please Print): _____

Description: _____

Date: _____ Time: _____

Staff Signature: _____

(To be filled out immediately and submitted with adjacent reports to the Parks & Recreation Office)

Hartford Parks & Recreation
Sherman Manning Aquatic Facility
Daily Bather Headcount

Date: _____

Time:	Headcount	Total #
6:00am - 7:00am		
7:00am - 8:00am		
8:00am - 9:00am		
9:00am - 10:00am		
10:00am - 11:00am		
11:00am - 12:00pm		
12:00pm - 1:00pm		
1:00pm - 2:00pm		
2:00pm - 3:00pm		
3:00pm - 4:00pm		
4:00pm - 5:00pm		
5:00pm - 6:00pm		
6:00pm - 7:00pm		

7:00pm - 8:00pm		
Total # For Day	=	

Supervisor Signature: _____

VI. Employee Acknowledgment Form:



Hartford Parks & Recreation Sherman Manning Aquatic Facility Employee Acknowledgment Form:

By signing this form you agree to abide by the Town of Hartford's Code of Conduct and the Standards/ Policies in this document. You acknowledge that if you do not abide by these Standards/ Policies in this document that disciplinary action or dismissal from your position at the Sherman Manning Aquatic Facility may occur.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

Welcome to the Team!