IM Pools Management, Inc.

GENERAL INFORMATION

When arriving at pool facility lifeguard needs to verbally call into office immediately.

CALL IN OFFICE # 610-733-0411

Office will be staffed between the hours of 9:00 AM and 1:00 PM.

If you have concerns regarding your schedule feel free to call in to office during office hours.

If you are working as a lifeguard and your shift starts after 1:00 PM please text into office that you have arrived instead of verbally calling. (Verbal calls fill up mailbox!)

Remember that if you need coverage of any of your shifts for any reason the 1st step is calling all the guards at your facility and asking them to cover the shift 1st. If you find coverage alert the office so that we can know who is working.

If you need coverage and no one at your facility is willing to work the shift call the office between 9:00 AM and 1:00 PM. Remember the office will try to help cover your shift but ultimately you are still responsible for working shift if it can not be covered.

Do not call into office requesting help on coverage of shift with 72 hours of your shift. This makes if overly difficult in finding coverage and has a higher chance that you will end up working the shift after no coverage is found.

In the case of a MAJOR EMERGENCY whereby it is past 1:00 PM and no one is in office and you are trying to call out of a shift for the next day you will need to call STEVE WOOLERY directly at 484-433-3497. Be prepared to explain in full of why you are requesting off within 1 day of your shift. Also realize that despite what might be said from Mr. Woolery you may possibly not be hired the following summer because of this call out.

If you are having uniform issues or have not received a uniform please contact Steve Woolery directly by texting.

If you have any Payroll questions or concerns please call Todd Woolery at 484-433-2728

If you are having technical difficulties at your pool or are in need of supplies please call the Woolery who specifically stops by your pool.

Ted Woolery 484-431-8783

Todd woolery 484-433-2728

Steve Woolery 484-433-3497

**DAILY PROCEDURES**

1. Unlock facility using code on lock box.
2. Take out keys and open facility.
3. Lock Facility behind you until facility is officially open to public.
4. Find your facilities bin. Pull out WEI book and follow procedures.
5. CALL IM Pools Management at 610-733-0411
6. Finish check list in book
7. Unlock facility at opening time.
8. Make sure every patron signs in everyday and shows passes at facilities in which passes are required.
9. Enforce facility and IM Pool Rules.

10.DO NO HARM AND ACT PROFESSIONALLY.

11. If you have any concerns call your pools supervisor.

**IN THE CASE OF AN EMERGENCY**

**EAP**

1. **ACT!**
2. **Use the knowledge learned from your training as a lifeguard and also apply common sense to each rescue.**
3. **If and when possible have the pool cleared of any and all patrons while the rescue is underway and do not allow anyone to re enter the pool.**
4. **If unconscious in any scenario have someone call 911. If victim is conscious ask them if you can help and also ask if you can call 911.**
5. **Continue monitoring the victim and or continue with lifesaving techniques until additional rescue personnel arrives**
6. **Allow the advanced medical team to take over the rescue at their discretion.**
7. **Work with them in anything they may request of you at any time.**
8. **Provide information to the medical team as needed.**
9. **When the rescue is completed fill out the incident report located in your bin.**
10. **At the earliest convenience without hindering the rescue of the victim call one of the Woolery’s immediately and notify them of the situation.**

***Job Description of a Pool Lifeguard***

\* Primary responsibility is to scan the water.

\* Responsible for ensuring the safety of the facility patrons by preventing and responding to all emergencies.

\* Preventing injuries by minimizing or eliminating hazardous situations and behaviors.

\* Recognizes and responds effectively to all emergencies.

\* Administering first-aid or CPR in an emergency.

\* Informing other lifeguards and facility staff when more help or equipment is needed.

\* Enforce all aquatic facility policies, procedures, rules, and regulations.

\* Be mature and show good leadership.

\* Inspects the facility daily and reports unsafe conditions and equipment.

\* Attends and participates in all in-services.

\* Completes any additional duties that may be asked of you.

\* Do any daily or nightly maintenance tasks.

Characteristics of an excellent lifeguard:

RELIABLE

COURTEOUS

POSITIVE ATTITUDE

WELL GROOMED

READY TO ACT

MATURE

CONSISTENT

HEALTHY AND FIT

ALERT

GOOD LEADER

GOOD PUBLIC RELATION SKILLS

**IM Pools Management Inc.**

**Swimming Pool**

**Rules & Regulations**

1. No one will be allowed in the swimming area unless the pool is officially open and a lifeguard is on duty.
2. Every person entering the pool gate during swim times must have a valid pass.
3. Children under 12 years old must be accompanied by an adult over the age of 18.
4. Running, boisterous or rough play, pushing, acrobats, dunking, wrestling, splashing, yelling, diving, jumping without care and caution, snapping of towels, improper conduct causing undue disturbance on or about pool area or any acts where it would endanger any patron are prohibited.
5. Walk; don’t run in and around pool facility.
6. Fool or abusive language will not be tolerated.
7. Alcohol beverages or persons under the influence of alcohol will not be permitted in the pool complex, on its grounds, or surrounding areas.
8. Non-swimmers or weak swimmers must remain in the shallow water, no deeper than their waist. Under no circumstances are they permitted in deeper water. Any non-swimmer must be accompanied by their parent or legal guardian, at poolside, and in swimming attire, when using and of the pools.
9. No prolonged under water swimming for time/or distance. Completely or repetitive breath holding can be deadly and is not permitted.
10. During storms, the outdoor pool will be closed and the entire area cleared of patrons, the pool will not reopen until 30 minutes after the last clap of thunder.
11. Additional facility rules regarding safety and patron behavior are in effect during public swim pools for sign posted at the pool.

**Responsibilities of a Professional Lifeguard**

Primary Responsibility is to prevent drowning and other injuries from occurring at your aquatic facility.

Lifeguards do this in many ways, such as:

Monitoring activities in and near the water through patron surveillance

Preventing injuries by minimizing or eliminating hazardous situations or behaviors.

Enforcing facility rules and regulations and educating patrons about them.

Recognizing and responding quickly and effectively to all emergencies

**A Lifeguard also is responsible for other tasks, which are secondary responsibilities. Secondary responsibilities must never interfere with patron surveillance. Secondary responsibilities can include:**

Testing the pool water chemistry

Assisting patrons

Cleaning or performing maintenance

Completing records or reports

Performing opening duties, closing duties or facility safety checks and inspections

Signing in guests and checking badges

**A lifeguard should never:**

Leave their post of surveying the aquatic facility for any reason with patrons still in the pool.

Become distracted from their primary responsibility of surveying the pool. To include use of cell phone, head phone or any technological device.