

CITY OF SAN RAMON



AQUATICS STAFF MANUAL

Revised 4/16/16

AQUATIC MANUAL

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1.1 AQUATIC DIVISION MISSION STATEMENT

The mission of the San Ramon Aquatics Division is to provide a comprehensive a safe year-round aquatics program designed to provide a variety of aquatic experiences which are recreational, educational and competitive.

1.2 PARKS AND COMMUNITY SERVICES DEPARTMENT

Emergency Numbers

Fire – Police – Ambulance	9-911
From Cell phone	646-2441
Non-emergency Police	973-2700
PCS Callout	580-0160
Public Services Callout during Business Hours.....	973-2800
Public Service Callout after Business Hours	766-2844

Department Staff & Phone Numbers

Esther Lucas	Interim PCS Director	973-2602
	Cell Phone	980-8617
Kathi Heimann	Interim Division Manager.....	973-2611
	Cell Phone.....	570-0175
Keith Haase	Interim Program Manager.....	973-2605
	Cell Phone.....	(707) 386-4511
Andrew Hubbard	Interim Aquatics Supervisor	973-3231
	Cell Phone.....	(707) 373-2911
TBD	Recreation Technician – Aquatics / Sports	973-3286
Christi Toman	Office Technician II.....	973-3233
Rebecca Hilst	Office Technician.....	973-3247
San Ramon Olympic Pool – 9900 Broadmoor Drive		973-3240
Lifeguard Office / First Aid Room		973-3235
Pool Manager in Aquatic Coordinator/Technician Office		973-3262
Pool Manager in Aquatic Supervisor’s Office.....		973-3232
Dougherty Valley Aquatic Center – 10550 Albion Road.....		973-3335
Lifeguard Office / First Aid Room		973-3336
Pool Manager 1		973-3338
Pool Manager 2		973-3337
Aquatics Supervisor/Coordinator/Technician.....		973-3340

* When using City phones to call other City phones, dial last four (4) digits only.

** Dial a 9 before reaching an outside line when using City phones.

*** Use the facility cell phone to call phone numbers in a different area code.

1.3 JOB DESCRIPTIONS

All positions are available at the San Ramon Olympic Pool & Aquatic Park and the Dougherty Valley Aquatic Center

Junior Lifeguard

Under supervision of the Recreation Coordinator or Recreation Supervisor, this position provides assistance to aquatic staff and/or the patrons during lessons and recreational swim. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. Completion of a Junior Lifeguard course is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Prior experience working with children and the public is desired.

Lifeguard I

Under supervision of the Recreation Coordinator or Recreation Supervisor, these positions provide aquatic safety and instruction for the patrons at the aquatic facilities including lessons and recreational swim. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. Previous participation as a Junior Lifeguard is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Prior exposure to working with children and the public desired. Current American Red Cross certifications required are Lifeguard Training, CPR/AED for Lifeguards, and First Aid.

Lifeguard II

Under supervision of the Recreation Coordinator or Recreation Supervisor, these positions provide aquatic safety and instruction for the patrons at the aquatic facilities including lessons and recreational swim. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. At least one year as a certified lifeguard or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. In addition to the Lifeguard I requirements, previous experience working with children, customer service, teaching or other skills required to teaching swim lessons.

Lifeguard III

Under supervision of the Recreation Coordinator or Recreation Supervisor, these positions provide aquatic safety and instruction for the patrons at the aquatic facilities including lessons and recreational swim. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. At least two years experience as a certified lifeguard; or one year of experience and possession of an instructor level certification; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. In addition to the above Lifeguard I-II requirements, possession of Water Safety Instructor, or Lifeguard Instructor or other continuing education that enhances applicants ability to teach swim lessons.

Lifeguard IV

Under supervision of the Recreation Coordinator or Recreation Supervisor, these positions provide aquatic safety and instruction for the patrons at the aquatic facilities including lessons and recreational swim. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. At least three years experience as a certified lifeguard; or two year of experience and possession of an instructor level certification; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. In addition to the above Lifeguard I-III requirements, possession of Water Safety Instructor, or Lifeguard Instructor or other continuing education that enhances applicants ability to teach swim lessons.

Senior Lifeguard

Under supervision of the Recreation Coordinator or Recreation Supervisor, this position provides leadership and program responsibility at the aquatic facilities in all operations including swim lessons, recreational swim, water safety classes, aquatics summer camps, and staff development. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. Previous experience as a Lifeguard/Swim Instructor is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. At least two or more years experience or equivalent working in aquatics is highly desirable. Current American Red Cross certifications required are Lifeguard Training, CPR/AED for Lifeguards, and First Aid. In addition to the Lifeguard certification requirements, possession of at least one instructor level certification in Lifeguarding, Water Safety, or other related areas are highly desired and minimum 17 years of age.

Assistant Pool Manager

Under supervision of the Recreation Coordinator or Recreation Supervisor, this position provides leadership and program responsibility at the aquatic facilities in all operations including swim lessons, recreational swim, water safety classes, aquatics summer camps, and staff development. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. Current American Red Cross certifications required are Lifeguard Training, CPR/AED for Lifeguards, and First Aid. At least three or more years experience or equivalent working in aquatics is highly desirable, leadership work experience, possession of Water Safety Instructor certification and at least one additional instructor level certification in Lifeguarding or other related areas, is highly desirable and minimum 18 years of age.

Pool Manager

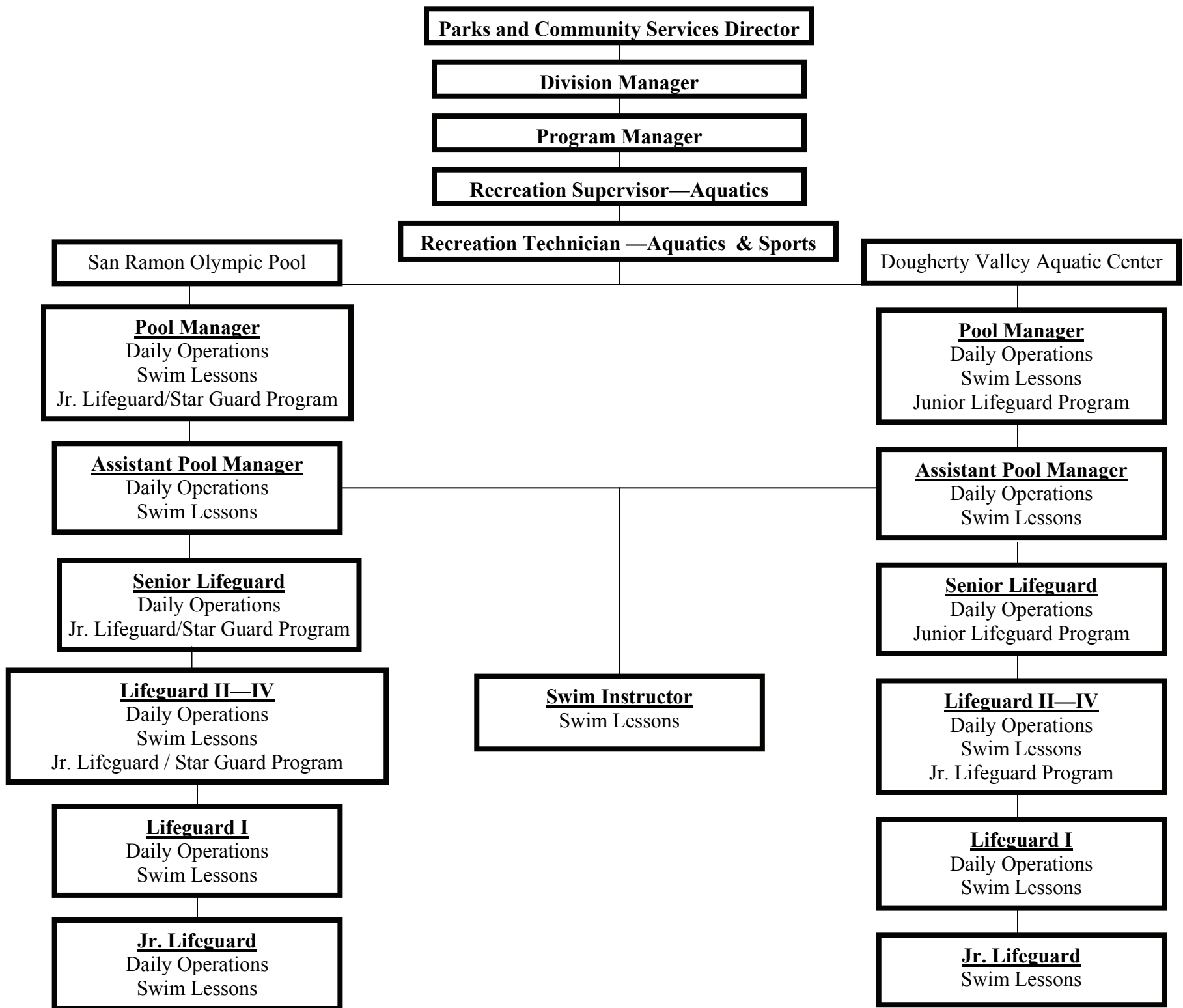
Under supervision of the Recreation Coordinator or Recreation Supervisor, this position provides leadership and program responsibility at the aquatic facilities in all operations including swim lessons, recreational swim, water safety classes, aquatics summer camps, and staff development. These positions are seasonal and assigned up to a 40 hours week which may include evenings and weekends. Current American Red Cross certifications required are Lifeguard Training, CPR/AED for Lifeguards, and First Aid. At least three or more years experience or equivalent working in aquatics is highly desirable, leadership work experience, possession of Water Safety Instructor certification and at least one additional instructor level certification in Lifeguarding or other related areas, and minimum 18 years of age.

Swim Instructor

Under the supervision of the Recreation Coordinator or Recreation Supervisor, this position teaches learn-to-swim and water safety courses. Responsibilities include supervising and evaluating swim lesson participants at the San Ramon Olympic Pool & Aquatic Park and Dougherty Valley Aquatic Center; protecting the health and safety of participants in each class; assisting with maintaining the pool and surrounding facility area; and performing related duties as required. These positions are seasonal and assigned up to a 40 hour work week which may include evenings and weekends. At least two years experience teaching swim lessons or coaching an aquatics team, or an equivalent level of experience that enhances applicant's ability to teach swim lessons, or certification in Water Safety or Early Childhood Development, or Teaching Credential is required.

NOTE: Complete job descriptions, duties and salary ranges can be found on the City of San Ramon website.

1.4 Chain of Command



2.1 GENERAL EMPLOYEE POLICIES

- **Certification Requirements**

All employees are required to maintain their certification for their specific position and provide a copy of it to the Aquatics Coordinator/Supervisor for the employees file.

- **Rescue Ready**

Maintain a professional posture with rescue tube held in front of your body at all times. (Has pack on, wearing a whistle and has a tube.)

- **Sunglasses/Contacts**

If you wear glasses/contacts to correct your vision, you need to wear them while you are on duty at all times. You must be able to see all areas of the pool clearly. Sunglasses are still required.

- **Staff Hang-Out**

Only scheduled staff is permitted to be in the guard office during shifts. Staff may use the facility to stay in shape, however. they are not permitted to distract other staff members who are working.

- **Sunbathing**

No sunbathing while you are scheduled at the facility. The team needs you to be as energetic and “Rescue Ready” as possible. The sun drains your energy quickly.

- **No glass bottles or ceramic cups or mugs in the facility.**

- **Front Desk Etiquette**

Only one pool staff member is permitted in this area at a time; please read and follow the instructions in the Lifeguard “Clerical Binder.”

- **Hair**

We ask that all staff members keep their hair clean, neat and if a staff member has long hair pulled back out of their face while working.

2.2 Public Relations

Your Public Image

Employees represent the City of San Ramon and its services to the community. This is important and should always be in the minds of employees. This holds true after working hours, as well as during the workday.

Opening the Pool

It is crucial that the pool be opened at the scheduled time. Each staff member is required to arrive on time and prepared for work when scheduled so there will be no delays.

Handling Complaints

Frequently, citizens will bring complaints, requests or suggestions to an Aquatics employee, even though that employee may not be in a position to provide a satisfactory answer or action. Rather than give incorrect or misleading information, the employee should politely refer the patron to the proper senior employee, or he/she should convey the message from the patron to the proper employee. No employee is expected to know all the answers, but he/she should be well enough informed and able to direct patrons to the proper person. Employees must be courteous when handling complaints.

Courtesy

In meeting and dealing with the public, all employees should conduct themselves in a courteous, pleasant, and agreeable manner. This is all the more true if the circumstances of the particular situation may have disagreeable aspects. When firmness is called for on the part of the employee, fairness and courtesy should still be present. Remember, your job when dealing with the public is to carry out in a reasonable manner the policies which have been established by management. Courtesy is a must for good public relations.

Know Your Programs

Each staff member should become familiar with the entire swim program including starting dates, pool hours, fees and charges. Many questions are asked by the public each day, and you are expected to answer a good majority of them or know where to refer them to when in doubt.

Staff members should be familiar with all of the facility's programs and procedures. All staff members are responsible for being familiar with the "Aquatics" information section in the Parks and Community Services Activity Guide. You should be able to answer questions from patrons about all of our programs. It is important **Only** to give out correct information. So if you are unsure, please refer to the Activity Guide or consult a pool manager or frontline staff. **Please ask questions if you are unsure about anything.**

Know Your Facilities

Each staff member should take a certain pride in working at the aquatic facilities and should know facts and details pertaining to them. It is encouraging to hear compliments from patrons about the facility. This is another way to improve and maintain a good public relations program.

2.3 STAFF UNIFORMS

Senior Staff

- Parks and Community Services staff polo shirt.
- Black or Tan dress shorts/pants
- City issued sweatpants and sweatshirts

Jewelry Policy

- Staff will NOT be permitted to wear any jewelry that may endanger their safety or that of the patron (subject to supervisor/coordinator approval). Ear rings, navel rings, eye posts, tongue rings and nose rings are permitted ONLY if they are studs.

Lifeguards & Jr. Lifeguards

- Clean, city issued guard staff t-shirt
- Navy blue, black, or red shorts
- City issued sweatpants and sweatshirts
- **For the Girls:** One-piece or two-piece swim suits. Red or black in color.
- **For the Guys:** Red or black swim shorts
- City-issued hats

Lifeguards Only

- Personal Hip Packs: Seal Easy pocket mask, gloves
- UV coated sunglasses / Sunscreen
- Whistle

Swim Instructors

- **Female:** Red, black, or one-piece or two-piece racing suits
- **Male:** Red, black, or swim shorts

Wetsuits/Rash Guards

Swim Instructors may wear shorty wetsuits or city rash guards. Rash guards are required to be worn to cover any tattoos on an instructor torso.

Hip Packs

Lifeguards must possess their own personal hip pack along with a functioning Seal Easy pocket mask. Staff are responsible for having gloves in their packs at all times. Failure to bring your pack to work is not being prepared and ready for work. If you lose your pack or mask you can purchase a new one from the Aquatics Coordinator or Supervisor.

Staff Parkas, Jackets, and Parkas

As a pool employee, you may be working at night or during a cold time of the year. For these times the pool provides community staff parkas. Please use care when you are wearing a parka and return when you are done. There are also staff ponchos available during rainy weathers for staff to use.

Employees on duty must be in full uniform and act in a professional manner. The Senior Staff, Coordinator, and the Supervisor may remove you from your shift if you fail to comply with the uniform policy.

Additional Clothing can be purchased online at:

<http://www.thelifeguardstore.com/lgsteams/productcart/pc/viewCategories.asp?idCategory=3154&idAffiliate=788>. Username: sanramon / Password: aquatics

2.4 STAFF AVAILABILITY AND SCHEDULING

Availability Forms

Prior to the start of each scheduling period, you will be given a blank availability form on which you need to enter your availability. Please indicate, on your availability, the times you may have conflicts during hours of operation (school, swim team, etc.). You will need to turn the availability to the Aquatics Supervisor/Coordinator/Technician before the set deadline. Remember you are scheduled according to the availability that you turn in.

It is your responsibility to ensure accuracy on your availability form. Once your availability has been submitted you may only change it with the approval of the Aquatics Supervisor/Coordinator/Technician. If you cannot make a shift it is your responsibility to find a sub.

Schedules

Scheduling is done using an online program called “When to Work”. Employees can access their schedules by going to <http://www.whentowork.com/logins.htm>. All employees are issued a login and a password when they are hired. All schedules will be published at least by the Wednesday before the scheduled week by the Aquatics Supervisor/Coordinator. An e-mail will be sent when a new schedule is ready and or when a change to your schedule has been made. All substitutions can be entered on the website to keep your pool managers informed. Substitutions are based on the following basis: gender, experience and job classification.

Swim Instructor Schedules

Overall Swim Instructor schedules will be posted as part of the work schedule. Individual Lesson schedules will be posted on the first day of lessons. These schedules will not be confirmed, due to LTS enrollment and placement in classes, until the start date/time of classes. Lesson assignments are scheduled based on experience, ability, and availability. If you are going to miss one or more days in a particular session, you may not be scheduled to teach swim lessons for that session. LTS classes require consistent instructors and program elements to ensure success.

Make every attempt to be available for the entire session. If you miss more than one day in any given session, you may be removed from the teaching schedule for the remainder of the session.

*Substitutions must be approved by the Swim Lesson Pool Manager.

- Shift substitutions during scheduled swim lessons should be avoided if at all possible. If it does occur then a Lesson Plan needs to be filled out and submitted to the Swim Lesson Pool Manager prior to approval your shift substitution.

2.5 STAFF ATTENDANCE

It is extremely important that we can depend on you. You must call if you will be late. The City of San Ramon Aquatics works as a TEAM. Your fellow staff members and programs depend on you doing your part. A good guidance to live by is: "Early is on time."

Excused Absences

It is understood that there could be some unforeseen circumstances, such as getting sick or a family emergency that may make it necessary for you to miss a shift. If you are unable to come into work in the event of a medical or family emergency, contact the Aquatics Supervisor/Coordinator/Technician at their office or cell phone. If you do not contact the Aquatics Supervisor/Coordinator/Technician, and you miss a shift, the absence will be considered unexcused regardless of your excuse. Remember, simply leaving a message on the guard office phone is unacceptable. You may be required to find a sub to cover your shift.

Unexcused Absences

An unexcused absence occurs when the employee does not make an attempt to contact the Aquatics Supervisor/Coordinator/Technician prior to the start of the shift. Unexcused absences are completely unacceptable. As stated above, it is imperative that you are here on time and ready to work everyday that you are scheduled. Lifeguard and Swim Lesson shifts are equally important and the staff prides itself on the high quality of service provided. If you miss a shift, you are jeopardizing the quality and reputation of our program.

- Whether excused or unexcused, do not make it a habit of switching hours or finding other staff members to cover your hours or you may find yourself not on the schedule.

Tardiness

Being on time is a very important part of your job whether it is for a swim lesson or for a guard rotation, staff and patrons are counting on you to be there. When you are late, it affects the quality of our programs and staff dynamics. We expect you to be in full uniform and ready for duty at the beginning of your shift. After 30 minutes late, a tardy will count as an unexcused absence.

Refer to Section 2.9 Failure to Perform a Job Duty / Assignment for more details.

Substitutions

- All substitutions must be made (2) days prior to your scheduled work date.
- The Aquatics Supervisor/Coordinator/Technician are the only ones who can approve a substitution.
- You are responsible for your shift until you have an approved sub, then that sub is responsible for fulfilling that shift.
- All substitutes need to be at the same employee level or experience or above.
- All substitutions will be done on whentowork.com

It is the responsibility of each employee to show up for each scheduled shift. If an employee is mistakenly scheduled at a time when he/she is unavailable, it is the responsibility of the employee to inform the Aquatics Supervisor/Coordinator/Technician of the conflict as soon as possible. It will then be the responsibility of the Aquatics Supervisor/Coordinator/Technician to find an employee to work the scheduled shift.

If you do not follow proper procedure for approval, you will be held responsible for your shift. Refer to Appendix C for an example of how to use When-to-Work to trade you shifts and find subs.

Last Minute Substitutions:

If you are sick or need to find a substitute last minute because something has come up, you **MUST** contact the Aquatics Supervisor/Coordinator/Technician during business hours. If it is after business hours you will have to contact the Aquatics Supervisor.

You will need to notify the Aquatics Supervisor/Coordinator/Technician and let them know what you have done to get coverage for your shift(s).

2.6 PAY PRACTICES

Executime

Pool Managers will put employee's hours into a payroll program on the computer called Executime. This program gives you daily total and a pay period total. Employees are allowed to use the designated computers to check their hours at any time.

Employees need to approve their hours no later than the Monday after the end of every pay period. For specific pay and approval dates ask the Aquatics Supervisor/Coordinator/Technician.

Timesheets can be approved at work on the lifeguard office computers. Timesheets can be checked and approved at home or on a mobile device by visiting:
<https://etsaas3.executime.com:7081/ExecuTime/Index.do>

For more information please reference Appendix E.

Sign In/Out Procedures

When signing in and out, break up the hour into fifteen minute periods. For example, if you are done working at 2:10 pm, sign out for 2:15 pm. If you are done working at 3:05 pm sign out for 3:00 pm. The senior staff member in charge of the shift will determine the actual time of sign in/out.

It is the responsibility of the employee to make sure the sign-in/sign –out sheets include the following information:

- Time - In
- Time – Out
- Total Hours
- Signature

Please sign in/out for the correct times. If your shift ends fifteen minutes early, you should sign in for the time your done working, not for the time you were suppose to work until.

Pay Periods and Pay Days

Pay periods are bi-weekly. You will be paid on a Friday ending the bi-weekly period. Employees can pick up paychecks from the front counter at City Hall. If paychecks are not picked up, the check will be mailed to your address on file.

2.7 TRAININGS AND STAFF MEETINGS

Trainings are developed to prepare you with the information needed to perform your job responsibilities at the highest level.

Attendance is mandatory...

You will be paid for the time spent at all training's and designated staff meetings. Summer training's are held weekly as a group every Friday. Off – season trainings are typically held on the first Sunday of each month. You **MUST** clear any excused absence **prior** to the training with the Aquatics Supervisor/Coordinator/Technician or you will be removed from the work schedule until you make up the missed training. You will be required to make up any missed training. It is critical that all employees receive and understand the skills and information provided. You will not be permitted to work until you have met training requirements.

Training Elements

Training will include CPR skills, rescue drills, back board procedures, swim lesson teaching skills, rescue scenarios, as well as fitness workouts (all of which build team unity). Training's may also cover any new office procedures, forms, customer service items, employee events and other areas of concern.

Make-Up Trainings

Summer Only: Make-up trainings are held on Wednesday night at SROP. The subjects covered are the same as Friday All Staff trainings.

Off Season:

- If you miss a training you will have to attend make-up training the following Friday afternoon.
 - You must get all training absences excused prior to the training occurring.
 - * Reasons for missing trainings include:
 - Illness
 - Family emergency
- If you do not attend make – up training you will be removed from the schedule.
- You will remain off schedule until you make up your training and it has been approved by the Aquatics Supervisor/Coordinator/Technician that you can begin working again.

Monthly Quiz

- During the offseason, everyone must complete a monthly quiz by the given due date.
- Typically you will have one week to complete the quiz.
- If you get less than a 90% on the quiz, you will get a quiz remediation form, refer to appendix A.5. You will need to find the correct answers to the questions you answered wrong. When you find the correct answer you will have to write down where you found the correct answer and on what page. This will be completed at the following month's staff training.
- If the quiz is not completed on time, you will receive a quiz remediation from the Aquatics Supervisor/Coordinator/Technician and need to complete the remediation for the entire quiz. If this is not done on time then you will be removed from schedule until the following month.

2.8 ASSESSMENTS & INTERNAL AUDITS

Assessments

Assessments will be completed for each employee throughout the year to assist in mentoring staff on their performance. The aquatics staff receives Swim Instructor assessments.

All Star Awards

If an employee's performance is above and beyond expectations, they will receive an All Star Award. This is a document that any senior staff member can fill out for another staff member who does an outstanding job. When an employee receives an All Star Award they will then be entered for a chance to compete for the employee of the month with the other Divisions within the Parks and Community Services Department.

Lanyard & Bead Program

Employees will have the opportunity to be awarded with a lanyard for their whistle and beads to display their good performance.

Refer to Appendix A for a copy of the Lanyard & Bead Program.

Internal Lifeguard Audits

Each Lifeguard will receive at least two Internal Audits throughout the course of a contract period. Each Lifeguard will receive a grade of Excellent, Satisfactory, or Needs Improvement.

Refer to Appendix A for a copy of the Internal Lifeguard Audit form.

Vigilance Awareness Training

Vigilance Awareness Training is a key aspect to our lifeguarding program. It has many facets, but is primarily comprised of evaluating a lifeguards readiness. Identifying active, passive, and submerged victims is the most critical component of the VAT program. Repeated, announced drills will allow lifeguards to become familiar with recognizing/ reaction to potential victims. There are four types of VAT drills.

1. **Shadow Doll** - To recognize a victim located on the bottom of the pool during a rotation.
 - Victim Recognition
 - Might be on light or dark side
 - Double short whistle and point
 - No entry required
 - Must recognize and identify in under 30 seconds once at lifeguard station to pass
2. **Red Ball Drill** – To recognize and respond to an **Active** victim during scanning.
 - Victim Recognition & Reaction Time
 - Red Ball will be tossed in the water
 - Initiate EAP with one long whistle
 - Appropriate entry and approach required
 - Must recognize and reach the ball in under 30 seconds to pass
3. **Blue Ball Drill** – To recognize and respond to a **Spinal** victim during scanning.
 - Victim Recognition & Reaction Time
 - Blue Ball will be tossed in the water
 - Initiate EAP with one long whistle blast
 - Ease in entry and breaststroke approach
 - Must recognize and reach ball in under 30 seconds to pass

4. **Manikin Drop** – To recognize and respond to a **Passive** victim during scanning.
 - Victim Recognition & Individual or Team Rescue Skills
 - Initiate EAP with one long whistle
 - Appropriate entry and approach required
 - Must recognize and reach the manikin in under 30 seconds, perform rescue and appropriate follow-up care to pass
5. **Live Victim** – To recognize and respond to **any** type of victim with conducting an entire EAP.
 - Victim Recognition & Team Rescue Skills
 - Live Victim VAT's are identifiable by a RED CAP
 - Initiate EAP with appropriate whistle command
 - Appropriate entry, approach, rescue and follow-up care required
 - Must recognize and reach the person in under 30 seconds, perform rescue and appropriate follow-up care to pass
 - May occur in water or on land
6. **VAT Remediation** – In the event that a VAT drill is failed:
 - Sr. Staff will fill out the VAT Remediation form
 - Sr. Staff will review policies and protocols with employee
 - Staff will sign VAT Remediation form
 - Identical VAT will be issued on the staffs next shift
 - Staff may continue guarding for the remainder of the shift
 - Remediation form will be submitted to the Pool Manager in charge of VAT scheduling
 - If VAT is failed a second time:
 - Policies and procedures will be reviewed again
 - Staff will be sent home for the remainder of the shift
 - Form will be submitted to the Pool Manager in charge of VAT scheduling
 - Staff will shadow guard 2 shifts
 - Staff will receive and identical VAT to those failed
 - If VAT is failed a third time
 - Employee will be sent home
 - Aquatics Supervisor/Coordinator/Technician and Pool Manager in charge of VAT Scheduling will be notified immediately
 - Further action will be taken by Aquatics Supervisor/Coordinator/Technician in regards to the staff member
 - If VAT is passed at any point in the process submit the form to the Pool Manager in charge of VAT scheduling

CPR Audits

- Sr. Staff will conduct CPR Audits
- Sr. Staff will give prompts
- CPR Audits can happen during any part of the shift, whether guarding, rotating or on break
- CPR Audits will test individual rescue skills
- Initiate EAP with one short whistle
- Provide appropriate care for unconscious victim
- Victim may be a person

CPR Remediation

- Sr. Staff will fill out the CPR Audit Remediation form
- Policies and protocols will be reviewed with the employee
- Employee will sign the CPR Audit Remediation form

- Employee will be sent home for the remainder of the shift
 - During the off-season employee will be allowed to stay but can not guard
- CPR Audit form will be submitted to the Pool Manager in charge of VATs and Audits
- An identical CPR Audit will be given on the employees next shift
- If CPR Audit is failed a second time
 - Policies and protocols will be reviewed with the employee
 - Employee will be sent home for the remainder of the shift
 - Aquatics Supervisor/Coordinator/Technician and Pool Manager in charge of VATs and Audits will be informed immediately
 - Further action will be taken by Aquatics Supervisor/Coordinator/Technician in regards to the staff member
- If CPR Audit is passed anywhere during the process submit the CPR Audit form to the Pool Manager in charge of VATs and Audits

Internal Audits

- Sr. Staff will conduct Internal audits
- Sr. Staff will watch the staff guard and take notes on your performance
- Internal Audits will happen while staff are guarding
- Internal audits will test individual guarding skills
- During the staff members next break the audit will be reviewed and signed as acknowledgement of reviewing the audit

Full Facility Audits

Purpose of Full Facility Audits is to allow the Aquatic staff to respond and recognize a real scenario.

- Victim Recognition & Team Rescue Skills
- Live Victim's are identifiable by a RED CAP
- Initiate EAP with appropriate whistle command
- Appropriate entry, approach, rescue and follow-up care required
- Must recognize and reach the victim, perform rescue and appropriate follow-up care to pass
- For unconscious victims, staff performance must meet the TAM 1-2 RCO. See section 2.10
- May occur in water or on land
- Appropriate clearing of pools, crowd control, and facility shut down needs to be performed as necessary

Oxygen Audits

- Sr. Staff will conduct Oxygen Audits
- Sr. Staff will give prompts
- Oxygen Audits can happen during any part of the shift, whether guarding, rotating or on break
- Oxygen Audits will test individual ability to assemble and operate the oxygen cylinder.
- Know all terminology of the oxygen cylinder, regulator, and delivery device.
- Know the appropriate procedure to assemble / disassemble the oxygen cylinder.
- Know the appropriate flow rates for the delivery devices used.
-

Oxygen Remediation

- Sr. Staff will fill out the Oxygen Audit Remediation form
- Policies and protocols will be reviewed with the employee
- Employee will sign the Oxygen Audit Remediation form
- An identical Oxygen Audit will be given on the employees next shift
- If CPR Audit is failed:
 - Policies and protocols will be reviewed with the employee
 - Employee will sign the Oxygen Audit Remediation form
 - An identical Oxygen Audit will be given on the employees next shift
 - Eventually if improvement is not met further action will be taken by Aquatics Supervisor/Coordinator/Technician in regards to the staff member
- If CPR Audit is passed anywhere during the process submit the Oxygen Audit form to the Pool Manager in charge of VATs and Audits

2.9 FAILURE TO PERFORM A JOB DUTY / ASSIGNMENT

Below is a list of unfavorable actions from an employee. If an employee demonstrates any actions on this list or failures to perform a job assignment, contact the Aquatics Supervisor/Coordinator/Technician using the whentowork.com messaging system.

- Tardiness (excused / unexcused)
- Not prepared for work
- Refusal to accept work or perform work in accordance with Instructions
- Unauthorized use of Telephone / Computer / Personal Electronics
- Giving out false information
- Absenteeism
- Leaving without Permission
- Harassment
- Disorderly Conduct
- Negligence to staff/patrons/city
- Possession or under the influence of alcohol or narcotics at work
- Stealing

2.10 GUARDING PROCEDURES

Lifeguards at all stations are required to uphold the professional standards stated under the Employee Policies and Uniform Requirements. All guards should be in correct uniform and equipped with a whistle, hip pack and rescue tube. **Keep your tube ready at all times.**

Every Guard needs to be alert and ready for the 1 – 2 minute Response and Care Objective (1 – 2 RCO). In the 1 – RCO there's 1 minute to see the victim and get them out of the pool. And by 2 minutes to move them, protect yourself, assess the victim, apply oxygen and a BVM, and hook them up to the AED.

Vigilant Scanning

Vigilant scanning is the process of the lifeguard actively watching their entire zone of coverage. A guard, who is vigilantly scanning, is one who is watching the bottom of the pool, surface of the water, and any problem areas (areas obstructed by glare, shadows, guard stand, etc).

There are three scanning patterns that are approved for use at the City of San Ramon Aquatics facilities: Up and Down, Side to Side, and “D” with a bump. Each scanning pattern has benefits for various types of programming. Each individual guard must use a scanning pattern that they feel comfortable with which meets the objective.

Bottom Checks

When a lifeguard is rotating between stations, they must complete a bottom check of the zone before assuming responsibility for that area. This method is practiced to ensure that all areas of the zone are clear before and after the guards rotate. To complete a bottom check, walk along the edge of the pool; look at all problem areas (areas obstructed by glare, shadows, guard stand, lane markers, etc). The guard that is coming off the rotation must complete the remainder of the bottom check.

Five-Minute Strategy

The Five-Minute Strategy helps a lifeguard in staying vigilant. A lifeguard must physically move or shift positions every five minutes to remain alert and vigilant while on duty. While sitting, guards should stand up and stretch. A roaming guard should ensure that they move around once every five minutes and not lock their legs.

Zone Guarding

Each lifeguard is responsible for a specific area of the facility/pool. If there are multiple guard positions, the zone(s) of responsibility will differ depending on location and zones will overlap for coverage. In both the DVAC and SROP lifeguard offices there are clear diagrams of each zone for each station. Refer to these diagrams for any questions on the zones.

If at any time you cannot see all parts of your zone, alert a Senior Staff member immediately. This could be but not limited to glare, weather, bather load, or water condition.

Guard Stands

It is very easy to get too comfortable at a seated station. Sit upright and concentrate on your area of responsibility at all times. You are responsible for your zone. Use caution when climbing up and down from the elevated guard stands.

Deck Stations

At a deck station or a walking station, you need to be moving your head and feet continually. This allows you to cover your area of responsibility thoroughly. Be aware of the locations of other guards at all times to allow for overlap of the zones.

Rotations

The Senior Staff on duty will assign the lifeguards beginning positions and rotations.

- The relief guard does a bottom check, then takes position by the guard stand and begins proactive scanning of the entire zone to be covered.
- As soon as the relief guard indicates that they are actively covering the zone. The outgoing guard then gets down from the guard stand.
- The outgoing guard begins proactive scanning of the entire zone to be covered.
- Once the outgoing guard indicates that they are actively covering the zone, the relief guard takes their position at the station.
- The Relief guard does another proactive scan of the entire zone to be covered and takes responsibility of the zone.
- The outgoing guard then completes the bottom check of the zone as they leave the pool or move onto the next guard station.

Rotations need to be performed in a timely and safe manner. Limit conversation to related material dealing with facts concerning the zone. Be sure that the relief guard is completely ready and has taken over the responsibility of the zone before leaving the scene.

Problem Areas

Be aware of the problem areas also known as “Danger Zones.”

- In front of and under diving boards
- Drop-off points
- Stairs / Ladders / ADA Stairs (White)
- Under Inner Tubes
- Deck Play Areas
- Gutters
- Starting Blocks / Lifeguard Stands
- Tarp Reels

Very often the public will ask you questions about the pool or its programs while you are guarding. **Remember, as a lifeguard, your responsibility is to the patrons in your zone first.** Try to answer the question politely and briefly. If you can not answer the question briefly, without taking your eyes off your zone, then please refer them to the pool office for a Sr. Staff member or office assistant who can answer their question with more time and accuracy.

Aquatic Staff – Responsibilities of Monitoring Patrons

The lifeguard staff must remain present while any patron is in the facility, on the pool deck or in the water.

Patrons in the Facility (No Swimmers On-Deck or in the Water) – Guards must remain in the Lifeguard office on standby until Patrons have exited the locker rooms and building. During business hours, 8:30 am – 5:00 pm the lifeguard staff can check with the Aquatics Coordinator / Aquatics Supervisor whether or not they need to stay or if one of those individuals will be present to enforce rules or provide emergency care until patrons have vacated.

Patrons On-Deck (No Swimmers in the Water) – Lifeguard staff must maintain a watchful eye on the patrons on the pool deck at all times. At least one lifeguard must stand outside the Lifeguard Office maintaining rule enforcement and patron surveillance. The remaining lifeguard staff must be on standby in the Lifeguard Office to provide assistance with rule enforcement and emergency care.

Patron In-Water – Lifeguard staff must rotate between assigned lifeguard stations, performing rule enforcement and patron surveillance. The guards that are not at a lifeguard station must be in the First Aid office or at the front counter depending on the shift.

2.11 RULE ENFORCEMENT & USE OF DISCIPLINE

While enforcing the rules and regulations it is always important to remain professional as you are representing the City of San Ramon. At times, rule enforcement can be a difficult and challenging task.

Enforcing Rules

It is a good idea to briefly explain the rule to the individual. The rules are designed for the health and safety of our patrons. Explain to the patron why certain rules exist.

- Whistle (one short) to alert the patron that you are enforcing a rule.
- Point at the patron in which you are speaking to, so that they are clear you are talking to them.
- Stand up if you are in a seated position. This helps identify which lifeguard is blowing their whistle and speaking to the patron.
- Use a positive approach to rule enforcement. "Please walk." Try to refrain from saying "Don't Run!"
- Be consistent and take into consideration the age of the person.
- Offer an alternative acceptable action.
- If needed, refer problems to the Sr. Staff on duty.

Recreation Swim Discipline Policy

<u>First Offense:</u>	Explain the rule appropriately and why their behavior is unsafe.
<u>Second Offense:</u>	If a child refuses to listen have them sit out or read a copy of the rules.

If you are unable to enforce a rule or encounter an unruly patron, refer them to the Sr. Staff to assist you. Your primary role is to ensure the safety of the patrons in and around your zone. If a patron is under the influence of drugs or alcohol, inform a Sr. Staff member as soon as possible.

See below section for information on Modeling and Consistency.

Swim Lesson & Camps Discipline Policy

Participating in swim lessons and summer camp is a privilege for participants and the goal of our programs is to give participants an equal opportunity to learn, be safe and have fun. At the beginning of each class/day the staff needs to remind the participants of the rules and appropriate behavior towards peers and staff.

Positive Reinforcement:

We want to use positive reinforcement for when participants exhibit appropriate behaviors. It is important that we catch participants being good and telling them what they are doing correctly. By recognizing and reinforcing positive behavior they are more likely to repeat the positive behavior.

When reinforcing participant's behavior, think about them on an individual level. While it is good to recognize the group as a whole for doing things correctly, individual reinforcement is more effective.

Certain participants may need constant positive reinforcers to remind them of what they should continue to do. Remind them of what they should be doing, rather than what they should not be doing. Example: “Johnny please sit quietly and listen to the directions so you know how to play the game” vs. “Johnny stop talking” or “Johnny don’t do that”.

Modeling

This is important to use because participants model everything that staff does during the day. Example: If you expect participants to talk nicely or sit still, then you must too!

Participants rely on non-verbal communication (body language, facial expressions) to pick up queues of what is going on. If a staff member is confused about a certain game, the campers can tell by the facial expressions, tone of voice and body language. Use your non-verbal communication to model good behavior.

Consistency

All staff must be consistent in what they say and do regarding behaviors and discipline. If one staff member disciplines participants one way and another disciplines them in another, then the participants don’t know what to expect or who is right or wrong. It’s also very important that each staff member give the same discipline for each negative behavior. Inconsistency creates confusion for the participants and can result in more negative behaviors because the campers don’t know where the limits are.

Steps for Disciplining Participants:

Step 1: Talk to the participant about the behavior or action that is causing the problem.

When you have to intervene to redirect a participant’s current negative behavior, you want to avoid jumping right into the consequence. You should talk to them first to get them to understand what they are doing is not appropriate, let them know what the appropriate actions are and if they continue there will be a specific consequence.

Often individuals who are frequently “getting yelled at” or “getting in trouble” hear nothing but negative things all day. Make sure your body is not threatening or overwhelming. Keep your cool and avoid raising your voice. Use the sandwich method to keep the interaction positive. Sandwich method: one positive comment about the camper, the negative behavior, and another positive comment about the camper.

Example: “Hey Johnny, you’re doing a great job of passing the ball. There are people on your team that haven’t had a chance to have the ball though. Try and pass to other people instead of your friends. If you can’t then you may be asked to sit out of the game. We don’t want to do that because you’re really good at this game.”

Step 2: Asked to take a break from activity.

When the participant is continuing to exhibit negative behavior after talking to them, then ask the participant to take a break from that certain activity, and/or choose another one. Simply state the behavior that is not appropriate and ask them to kindly sit out of that activity. **BE SURE TO REACT TO THE BEHAVIOR IMMEDIATELY. DO NOT LET TIME PASS.** If a participant is asked to take a break after a period of time, he/she will not know what he/she did wrong.

If sitting out a participant, only allow the participant to be out of the activity for no longer than their age. Example: 8 year old = 8 minutes. Talk with them about their behavior immediately following using the tips in Step 1.

Example: “Johnny, it looks like you can’t be a team player right now, go ahead and take a break until we finish this game. We’ll talk when the game is over.”

Step 3: Loss of privileges

If the participant continues to exhibit inappropriate behavior then discuss the issue with the Pool Manager in charge of the swim lessons or camp.

Step 4: Talk to parent at the end of the day/lesson.

If the participant continues to exhibit negative behavior, and does not listen to directions from staff, then the staff and the Pool Manager will bring up the issue with the participant’s parent immediately or at the end of the day/lesson.

Key Points:

- Behaviors that trigger positive feedback tend to stay the same or increase in frequency. This is the ideal behavior!
- Reinforce positive behaviors. Make sure you specifically target the behaviors you wish to see, and point them out whenever possible.
- Model the behavior you want others to demonstrate. Be the best you can be. The kids look up to you, and want to be like you when they grow up.
- Bored kids are more likely to act out. Keep them busy and engaged. When they get tired of an activity then change it up before they start to act out.
- Consistency is key! We as a staff need to be on the same page with the behavior steps. Communication is important because we don’t want to punish participants more than necessary. As a staff member if you are having difficulties with a participant, keep your Pool Managers informed as to the issues.

2.12 POOL RULES & EXPLANATIONS

POOL RULES for the SAN RAMON OLYMPIC POOL & DOUGHERTY VALLEY AQUATIC CENTER

The following rules are for the safety of all patrons and the aquatics staff. The aquatics staff has the authority to enforce the rules, including asking individuals to leave the pool area, in order to maintain a safe environment. Please read the rules and if you have any questions, direct them to the Senior Staff. Thank you for your cooperation.

General Rules

- ☐ No swimming allowed when there is no lifeguard on duty.
 - o *Lifeguards ensure patron safety. We do not allow swimmers to use the pool without a Lifeguard in the proper station.*
- ☐ Children ages seven (7) and under must be directly supervised by an adult at all times while at the pool facility.
 - o *Children under age 7 are too young to be responsible for themselves, and shouldn't be here alone.*
- ☐ The City of San Ramon is not responsible for any lost or stolen personal items.
 - o *Patrons should take care of their personal belongings. If they are concerned suggest that they bring a lock and utilize the lockers during their swim.*
- ☐ All persons entering the pool must take a shower.
 - o *It's state law, and it helps keep the pool water clean.*
- ☐ Please do not visit with or distract the lifeguards. If you have questions, inquire inside at the front counter or the First Aid Office.
 - o *The lifeguard's job is to ensure the safety of the patrons using the pool and its facilities. Any time a lifeguard's attention is directed away from their task is putting them at risk of missing a potential emergency.*
- ☐ Proper swim attire must be worn at all times. No T-shirts or jean shorts are allowed unless approved by the senior staff. Those permitted to wear T-shirts are only allowed in the shallow end of the pools.
 - o *The extra weight of these items of clothing when wet can put much stress on the swimmers body and may exhaust the swimmer which can lead to drowning.*
- ☐ Glass bottles and other glass containers are not allowed on the pool deck. Food and drink may be consumed in the bleacher, picnic and grass areas only.
 - o *Due to the possibility of glass breaking, we would like to prevent the chance of injury and also the chance of the broken glass entering the pool which would lead to other injuries.*

- ❑ Alcohol and persons suspected of being intoxicated are not allowed in the facility.
 - *Patrons that are under the influence are much harder to control. Their swimming skills may lack due to the amount of alcohol in their system, which may lead to injuries.*
- ❑ Barbecues and chafing dishes are not allowed in the pool area.
 - *These items could potentially cause severe burns or cause fire.*
- ❑ Smoking is prohibited at City parks and facilities.
 - *It is our responsibility to enforce this City Ordinance Section B5-19 and B6-73 with our guests/patrons. Additionally, please be aware that Electronic Cigarettes are prohibited, however not specifically spelled out in the ordinance.*
 - *B5-19. - Smoking. No person shall smoke any substance in any area designated as a nature trail or nature area or in or on any park facility where smoking is prohibited.*
 - *B6-73. Prohibitions. Smoking indoors or outdoors, in enclosed or unenclosed spaces and on all property-public or private- within the City of San Ramon is prohibited except as provided in B6-74 below. Additionally, smoking is prohibited at outdoor community events open to the public such as Farmers Markets, even if they event is held on property or at a location where smoking would otherwise be allowed under this ordinance.*
- ❑ Walk at all times to avoid accidents.
 - *When the surfaces of the facility are wet, the chance of slipping and hurting oneself during a fall are high.*
- ❑ Do not block ladders entering or exiting the pool.
 - *Ladders are there so that they provide an access spot for those who either do not wish to enter and exit the pool from the side or can not enter or exit from the side. If the ladders are blocked, it prevents them from using the pool.*
- ❑ The use of profanity is not allowed.
 - *The aquatic facility is a family environment and there are many children who swim at this facility and should not be subjected to this language.*
- ❑ No animals are allowed in the facility except working animals.
 - *Allowing animals into our facility is against the health codes.*
- ❑ Chewing gum is not allowed in the pool area.
 - *We try and keep our facility clean, and gum can cause a big mess.*
- ❑ Bicycles, skateboards, in-line skates and other vehicles are not allowed to be operated in the pool area.
 - *The pool deck and the facility aren't made for these things. It is especially dangerous because it's harder to control movement with the momentum of a skate board, or something of this nature, making a collision more likely.*
 - *Bicycles should be stored outside of the facility with the exception of a tri-athlete during lap swim / pool rental for training.*

- ❑ Locker Rooms will close 20 minutes after programs end.
 - *If there is a break in programming or if it is the last program of the day. The aquatic staff is only scheduled 30 minutes after a program, so this is to ensure they can close the facility in the allotted time.*

Recreation Swim

- ❑ Patrons under 18 years of age wishing to enter the deep water must first pass a swim test. Adults may be asked to pass a swim test at the lifeguard's discretion. The swim test consists of 1 lap, 25 yards without stopping.
 - *Swimmers who are able to pass the swim test are more likely to be able to properly maneuver in deeper water. More capable swimmers are less likely to have a problem*
- ❑ Jumping feet first is allowed in the shallow end of the pools. No flips, dives, or twists allowed from the side of the pool.
 - *Such activities put the participants at a much higher risk of seriously hurting themselves or others than if they were to enter the water feet first.*
- ❑ Starting blocks are for use by competitive programs only when directly supervised by a qualified coach.
 - *Swim coaches have received proper training to conduct dive training therefore should ensure that safety standards are followed.*
- ❑ Do not hang on lane lines or lifelines. They are to be used for emergency use only.
 - *They are not made for playing on and can break. They are also expensive to replace.*
- ❑ Roughhousing, shoving, and dunking are not allowed.
 - *It is dangerous in general, but especially around the pool and the slippery deck. The chance of injury is very high when patrons roughhouse, shove or dunk others.*
- ❑ Do not allow children or others to hang on another person's neck or back. Carry the child in front or on their shoulder.
 - *When people hang on others neck or back, the chance of injury increases. The chance of injuring the neck or back, and also being pulled back under water are very likely*
- ❑ Inflatable toys are not allowed in the pools.
 - *They provide a false sense of security and children can get turned over and are unable turn back over.*
- ❑ Personal flotation devices and Swim 'N Float swim suits (Type II or Type III) approved by the U.S. Coast Guard are allowed for infants and children. Parents must be in the water with all infants or children wearing a PFD or Swim 'N Float swim suit. All infants or youth wearing such devices are only allowed in shallow water 4 ½ feet or less.
 - *Type II or III USCG approved Lifejackets are the only devices certified to ensure that a swimmer will self right face up when wearing them correctly.*

- ❑ Tables and canopies are not allowed to be brought into the facility. Umbrellas are allowed but they cannot go more than six inches into the ground.
 - *Tables and canopies will obstruct pathways for patrons, staff, and emergency personnel to move around the facility. Tables and canopies would limit the amount of space for other patrons to set up camps and therefore would limit our overall capacity. Tables and canopies cannot be taken down in a timely fashion. Umbrellas can be removed quickly and do not take as much space or likely to obstruct pathways.*
- ❑ No breath holding, hyperventilation or extended underwater swimming is allowed.
 - *These types of activities can lead to shallow water blackout where swimmers become unconscious due to hypoxia and carbon monoxide build up. Swimmers typically submerge when unconscious and can take on water in their lungs and drown. We would like to err on the side of safety therefore do not allow these activities.*
- ❑ Children who are not toilet trained must wear swim diapers. Diapers should be changed as soon as possible in the event of a release. Diapers should be properly disposed of in trash cans.
 - *To avoid risk of fecal contamination in our pools we must ensure that children who may have an accidental release will be contained until the diaper can be changed.*

Lap Swim Rules

- ❑ Recreation swimming and horse play are prohibited in the lap swim area.
 - *This space is reserved for patrons who wish to swim laps or water walk. Recreation swimming and horseplay are disruptive to lap swimming.*
- ❑ Children 12 and under are allowed in the lap swim lanes only if accompanied by an adult.
 - *Lap lanes are otherwise reserved for adults who specifically pay to swim laps.*
- ❑ Children may not be left unattended on the pool deck or in the facility during lap swim.
 - *Children under age 7 are too young to be responsible for themselves, and shouldn't be here alone.*
- ❑ Masks, fins, and snorkels are allowed in lap lanes.
- ❑ Circle swimming may be enforced to accommodate more swimmers if crowded.
 - *We do not guarantee that each lap swimmer receives their own lane. Lap swimmers may have to split the lane or share with 3 or more people to ensure that all patrons get an opportunity to participate.*

Inner-Tube Rules

- ❑ Inner-tube use will be allowed at the lifeguard's discretion and may revoke use at any time.
 - *If there is an individual that the staff determines to be either unsafe to use the tubes either because of lack of ability or because of unsafe activity, we have the right to take away the use of the tubes.*

- ❑ Do not stand on, jump on, jump or dive through the inner-tubes.
 - *It is easy to fall off the tube in these positions and during the falling process; they could hit another swimmer or the wall.*

Diving Board Rules

- ❑ One person at a time on the diving board.
 - *By only allowing one person on the board at a time prevents the chance of others jumping on top of the first person that went off.*
- ❑ Those wishing to use the diving board must wait on the ground.
 - *This is to ensure that there is only one person on the boards at a time. It also helps serve as a visual guideline for where patrons are to wait.*
- ❑ Only one bounce is permitted on the diving board.
 - *If a person is to perform multiple bounce on the board, the chance of the patron losing their balance greatly increases.*
- ❑ Only forward motion jumps, dives, and flips are permitted.
 - *For patrons, backwards dives are dangerous because of the risk of hitting their heads on the board.*
- ❑ Jump or dive straight off the end of the board. Do not jump towards the side of the pool.
 - *If a swimmer was to jump towards the wall, there is a risk that they will hit the wall and harm themselves*
- ❑ After entering the water, exit the diving area immediately. Do not enter the lap lanes.
 - *This reduces the possibility of them getting hit by another person going off the diving boards, if they don't wait, and it helps to make the line go faster.*
- ❑ Diving area must be clear of all swimmers or divers before another diver attempts a dive.
 - *This is to eliminate the possibility of a person going off the diving board from jumping on the previous person who just went.*
- ❑ Diving is permitted off the outside diving boards only.
 - *By only allowing patrons to use the outside diving boards eliminates the chance of patrons colliding in the air if we were to allow them to use all four diving boards.*

Water Slide Rules – San Ramon Olympic Pool

- ❑ Riders must be at least 42" tall and be able to swim 25 yards without stopping.
 - *The height requirement is due to manufacturer's specifications. Also, swimmers should be proficient enough to swim 25 yards because the momentum of the slide can leave people slightly disoriented and this could scare younger kids. Better swimmers are less likely to have a problem.*
- ❑ Riders must go down the slide in a feet-first position on their backs.
 - *Patrons can hit their heads on the bottom of the pool causing serious injury and possible spinal if they were to slide headfirst.*

- ❑ No stopping while riding down the slide.
 - *The slide is not made for stopping. Also this just holds up the line.*
- ❑ Exit the splashdown area immediately at completion of ride.
 - *This is to prevent the chance of a collision in the splash zone. This also helps the line to go faster.*
- ❑ Uses of t-shirts or oversized rash guards are not allowed on the waterslide.
 - *T-shirts or oversized rash guards tend cover the riders face as they enter the pool causing disorientation.*

Play Pool Rules – San Ramon Olympic Pool

- ❑ Strollers, ice chests and chairs are not allowed inside Play Pool fence.
 - *In an emergency we need as much deck space as possible to respond. Also this helps to keep the evacuation process faster.*
- ❑ At the discretion of the Aquatic Staff, the number of play pool users may be limited to ensure safety of all users. When necessary play pool users will be rotated at appropriate durations determined by the aquatics staff.
 - *This is to limit the number of patrons in the play pool area to ensure all patrons remain safe. This will be determined by the Sr. Staff. Rotations will ensure that all patrons receive equal use.*
- ❑ One person on the slide at a time.
 - *Having more than one person go down the slide can be dangerous, so this prevents even the chance of this happening.*
- ❑ Landing mat at bottom of slide must be kept clear at all times.
 - *This is to prevent collisions between swimmers at the bottom of the slide.*

Other items of concern are:

- ❑ Inappropriate public display of affection.
 - *The aquatic facilities are a family environment and there are many children who swim at this facility and should not be subjected to this type of behavior. It also makes other patrons and staff feel uncomfortable.*
- ❑ Persons having currently active diarrhea or who have had active diarrhea within the previous 14 days shall not be allowed to enter the pool water.
 - *This is a state law.*
- ❑ Follow aquatics staff direction in regards to procedures and policies during emergency situations.
 - *Patrons will expect aquatics staff to provide direction during an emergency. Emergency procedures are provided in the Emergency Action Plan binder.*
- ❑ See the Aquatics staff about swimming with sores or wounds.
 - *Depending on when the sore or wound occurred, it is not advised to swim in chlorinated water as this can cause infection in the water or to the wound itself.*

Inflatable Obstacle Course – Dougherty Valley Aquatic Center

- ☐ Patrons must pass a swim test to use the inflatable. The swim test consists of 1 lap, 25 yards without stopping.
 - *Swimmers who are able to pass the swim test are more likely to be able to properly maneuver in deeper water. This is a manufacture recommendation and operational requirement.*
- ☐ Patrons will be allowed to step onto the inflatable one at a time at the direction of an aquatics staff member.
 - *The aquatics staff will dispatch patrons on to the inflatable when the patron ahead of them have reached the halfway point. This is to ensure there are not too many patrons on and around the inflatable at once.*
- ☐ Swimming under the inflatable is not allowed.
 - *It is difficult for the lifeguards to see patrons under the inflatable. Other patrons jumping or falling off the inflatable may not be aware of swimmers that are swimming under the inflatable.*
- ☐ No diving off of the inflatable.
 - *This is to ensure that patrons enter the water feet to avoid hitting their head on the bottom of the pool*
- ☐ Patrons must go down the slide in a feet-first position on their backs.
 - *This is to ensure that patrons enter the water feet to avoid hitting their head on the bottom of the pool*
- ☐ After entering the water, exit the inflatable area immediately. Do not enter the lap lanes.
 - *This is to prevent the chance of a collision in the splash zone. This also helps the line to go faster.*
- ☐ No jewelry, watches, metal or sharp objects, glasses, or body piercings are permitted on the inflatable.
 - *This is to protect the inflatable from being punctured or damaged.*
- ☐ No goggles or lifejackets permitted on the inflatable.
 - *This is to avoid any injuries to themselves or other patrons.*
- ☐ Patrons are not permitted to roughhouse or have contact with other patrons while on the inflatable.
 - *It is dangerous in general, but especially around the pool and the slippery deck. The chance of injury is very high when patrons roughhouse, shove or dunk others.*

- ❑ Wait until the person in front of you has made it safely to the exit before sliding into the water.
 - *This is to eliminate the possibility of a person going off the slide from sliding on the previous person who just went.*
- ❑ Read the inflatable rules posted at the entrance of the inflatable.
 - *This is to ensure that the patrons are clear on all of the rules prior to each use. We want to protect the patrons and preserve the life of the inflatable as long as possible.*

Any other action or behavior that is deemed unsafe or inappropriate by the Aquatics staff will not be allowed.

Failure to follow posted rules and lifeguard directions could result in serious injury.

2.13 SLIDE OPERATION

Dispatcher

- Before Operation, Sr. Staff must complete the daily inspection form.
- Must be at least 16 years of age or older to be a dispatcher
- Need to have gone through slide operations training.
- Assist guests into the slide start flume.
- Make sure no other rider proceeds down until the splashdown area is clear.
- Ensure that each rider knows how to ride.
- No guests should wear glasses, unless they have a safety strap, denim, hats or t-shirts.
- Riding Instructions: tell each patron the following:
 - Keep your arms across your chest.
 - Keep your legs crossed.
 - Remain flat throughout the ride.
- Make sure that all guests remain off the slide platform until it is time to dispatch them.
- Patrons must be at least 42 inches tall to ride the water slide.
- There should be no more than 3 people at the top of the slide at one time, the dispatcher, patron waiting and patron coming up the stairs.

ALWAYS LISTEN carefully for the lifeguard's whistle in case of emergency. If there is an emergency, stop dispatch until the problem is resolved.

Lifeguard

- You must be standing attentively in uniform at all times watching your zone.
- Assist in rescues as needed.
- Clear any debris from the pool if needed.

Zone Coverage

- The lifeguard's zone at the splashdown area will be covered by one lifeguard. The position for this station is standing to the left of the flume.

See Appendix D for the Water Slide Operations Manual and Training Form

2.14 GENERAL OFFICE POLICIES & GUIDELINES

Office Policies

- The pool offices are a place of business.
- There is NO LOITERING in these offices.
- These offices are not meeting places for your friends. ON DUTY EMPLOYEES ONLY!

Office Duty

When working at the front counter or in the office, the following is prohibited:

- Loitering or “hanging” around the entrance.
- Eating at the front counter
- Social calls with friends.
- Personal radios.
- Sitting on the counter or desks.
- Putting feet on counters, tables, or desks.
- Jumping or climbing over front counter.
- General “horseplay.”

Telephone Etiquette

- Telephone call to a department or facility main number will be answered during normal business hours and not allowed to be answered by voicemail.
- All main numbers will be answered within 3 – 4 rings.
- Calls will be answered in the order received.
- If the estimated time on hold will exceed one minute, the customer should be offered a designated time which staff will call them back (i.e. within one hour). Call back time should not exceed 2 hours.
- If you are unable to answer the question or the call is for someone else, place the customer on HOLD.
- Callers will be asked if they may be placed on hold and staff will wait for a confirmation before placing a caller on hold.
- If you do not know the information being requested:
 - Look it up.
 - Ask someone who does, or transfer the call to them.
 - Take the customer’s name and number and inform them that you will pass them on to someone who can call them back with the correct information.
- When transferring calls, callers will be provided the direct phone number prior to transfer in case there is a problem or they reach voicemail.
- If the caller is being transferred to a staff person who is unavailable for the day (or longer), they will be offered to speak to the staff’s supervisor or designee for faster service.
- Phones will be answered in a friendly tone of voice with:
 - “Thank You for calling (The San Ramon Olympic Pool or The Dougherty Valley Aquatic Center)! This is (Your Name). How may I assist you today?”

Messages

Write down all messages and be sure to include the name, number, time, date, and what it regards. Then be sure to pass the message to the necessary person.

Transferring Calls

To transfer a call from any City of San Ramon office phone:

Press the transfer button and then the extension of the phone you are sending the call to.

If it is a City of San Ramon phone and the number starts with 973 - _ _ _ _, you only need to type in the last 4 digits of the number.

DO NOT GIVE OUT ANY STAFF TELEPHONE NUMBERS.

2.15 FACILITY MAINTENANCE

All staff members are expected to assist with the maintenance of the pool area and locker rooms. The cleanliness of the facility directly affects our customer's satisfaction with our programs. It is everyone's responsibility to provide a clean and safe environment for our patrons.

Care of Equipment

Handle all equipment with care. If equipment breaks (equipment is everything from kickboards to staplers) report the equipment needing attention to a Senior Staff member.

All equipment that can be moved (clocks, rescue tubes, back boards) must be stored properly and locked up at night.

Hazard Identification

Report any broken, cracked, chipped, bent, torn, rusted, sharp, weak or otherwise damaged equipment to the Aquatics Supervisor/Coordinator/Technician immediately. If they are not available, do your best to locate a pool maintenance staff member. Two of the main responsibilities of a lifeguard are recognition and prevention. With this in mind, try to identify potential accidents before they occur.

Pool Tarps

- Tarps are to be removed completely before any city sponsored activity begins in the pool unless instructed otherwise by the Supervisor/Coordinator/Technician.
- Remove any tarps with as little dragging or stress to the tarps as possible. Do not remove over ladders.
- Always return hand cranks to proper storage area in the on-deck shed (rope hanging storage at far end).
- Take care not to injure yourself while doing tarps – make sure you have enough assistance.
- Never swim with the tarps on the pool. DO NOT allow anyone to swim under tarps.
- Secure tarps by connecting the handles together.
- Cover pools completely every night. Only the Aquatics Supervisor/Coordinator/Technician have the authority to decide if the covers should be left off. Please ensure that no puddles of water remain on the top of the tarp. Heat is lost if there is water on top of the tarp.
- Always coil and place tarp rope back in the proper area.
- Employees must wear closed toed shoes when tarping and un-tarping

Lane Lines

Remove and replace lane lines at the edge of the pool deck. Do not let them drag on the edge of the deck, which causes severe damage. Store lane line reels in proper area on deck.

Pace Clocks

The pace clocks are permanently fixed to the light poles or scoreboard at each aquatic facility. The pace clocks are controlled by a computer in the office and a wireless signal is sent to each clock in the facility. The pace clocks should be turned on when the pool that each pace clock is associated with is in use.

Pool Lobby

It is important that the lobby remains clean and uncluttered. This is the first impression that our patrons get when they come up to the facility. Everyone needs to make an effort to keep the counters clean and program binders straightened up. If you notice that the trash is full, take the initiative to empty it.

Lifeguard Office

Guards, management and patrons (in need of first aid) may use the lifeguard office. Please, be courteous and quiet if staff are working or on the phone. It is important that the lifeguard office remains clean and uncluttered. The first aid sink **MUST** be clear of all dishes and/or food items. Please do not leave your bags on the floor. Use the lockers provided. The refrigerator and microwave are for staff use only. All staff are responsible for daily cleaning of the guard office.

Bathrooms

- When rotated off, each staff must check the bathrooms to see if they need supplies, trash emptied, or litter removed.
- Empty garbage: Always wear gloves while emptying trash.

Garbage

- Lawns will be picked up each day as needed. Pick up all visible trash, including gum wrappers, cigarette butts, cans, paper, etc. Be watchful for glass.
- Any garbage cans inside (including all office/classrooms) or outside should be emptied if 2/3 full or more.
- All trash bag tops should be tied and trash bags should be placed in the dumpster located at the north gate.
- We will do periodic patrols of the fence line for garbage outside of the facility.

Gutters

On windy days be sure to check the gutters for debris every 30 minutes. Gutters will get blocked and the pool will over flow causing a pool closure.

Pool Tests

The chlorine level in the pool must be checked every time the facility is opened and before any patrons enter the water. It should also be tested if there is any indication of a problem in the water. (Example: cloudy water, foul smell, etc.) In order to prevent any problems such as these from occurring, the chlorine and pH must be tested upon opening the facility, and based on the timeline in the log book.

All test results are to be recorded on the Daily Facility Log. It is best if the same person continuously takes the tests throughout the day. This will eliminate the possibility of employees judging the colors differently. If the chlorine or pH level appears to be off, retake the test. If problem still seems to exist, notify the Senior Guard, Pool Manager, Aquatics Supervisor/Coordinator/Technician immediately.

Acceptable Chemical Ranges

Chlorine:	1.0 – 10.0	Ideal Level:	3.0
PH:	7.2 – 7.8	Ideal Level:	7.4

2.16 AQUATIC REPORT FORMS

Complete the appropriate form(s) for various situations at the pools. These forms are located in the crash bags, Lifeguard Offices, and Pool Manager office.

The following guidelines must be followed any time a form is filled out.

- Fill out the proper forms.
- State just the facts.
- If you are unclear on any aspect of the report, investigate further until you have all of the facts.
- Date, Time, Facility, Location within the facility, and Staff on duty are vital information.
- These are legal documents and must be treated as such. Use proper spelling and grammar. Poorly filled out forms, with simple errors can make us look unprofessional in a court of law and eventually cost the City.
- All reports must be completed immediately following the accident / incident and provided to the Aquatics Supervisor/Coordinator/Technician the same day or first thing the next day.

Minor First Aid Report Form

Any first aid related incident that does not require a lengthy description, was not an injury due to a city equipment, or was not a staff member.

Salmon – Accident / Incident Report

Accident includes major accident, anytime 911 is called, a participant was injured by city equipment, or an employee incident.

Incident includes closing a pool, a patron fight, calling the police, or anything takes place that requires documentation.

Anytime there is an injury to the head.

White – Rescue Report Form

(Any water related rescue or rescue resulting in CPR and back boarding related emergencies)

AED – AED Report form

Any time that the AED is used this form must be filled out

State Amusement Park Form – For injuries involving the waterslide

Any time a patron is injured on the waterslide this form must be filled out

Reportable Waterborne Illness Form – Anytime that the pool is closed due to diarrhea. We must submit this form to the county health department.

Near Drowning or Drowning Incident Response Form - Anytime that we make a rescue that leads to 911 being called we must fill out this form and submit it to the county health department.

- Notify the Aquatics Supervisor/Coordinator/Technician as soon as possible.

3.1 EMERGENCY PROCEDURES AND GUIDELINES

Emergency Action Plans

Emergency Action Plans (EAP's) may need to be used at any the EAP's apply to all programs. An EAP is initiated anytime a guard leaves their station to assist someone. The extent to which the plan is carried out will depend upon the severity and nature of the situation. Please see the "Emergency Action Plan" Binder for a complete outline of EAP's, important contact phone numbers, etc.

Emergency Action Plan Binders

Red "Emergency Action Plan Binders" (EAP) are located in the Lifeguard Office and Coordinator's Office. These binders contain the following information:

- Emergency Action Plans
- Phone Numbers (important contact information)
- Evacuation Procedures (detailed by emergency situation)
- Maps of Facilities
- Material Safety Data Sheets

Whistles and Air Horns

Whenever a rescue is performed you first need to use the correct signal to activate the EAP. We use whistle commands and air horn commands. Types of commands are:

1 short whistle blast	=	get patron attention
2 short whistle blasts/fist raised	=	get staff members attention
1 long whistle/air horn blast	=	conscious rescue
2 long whistle/ air horn blast	=	unconscious rescue / clear pool / Spinal

Summer: Senior Staff members on the pool deck will sound the air horn. Any time a guard leaves their station, the Senior Staff member will need to do the proper air horn command.

Offseason: The lifeguard's in their stations will carry an air horn in addition to their whistle. The lifeguard will use their whistle for patron attention / staff members attention, however, would use the air horn to activate the EAP.

3.2 HAZARDOUS MATERIALS

Position Statement:

During your course of employment with the City of San Ramon, you will be working at a facility that stores many hazardous materials on site. In the performance of your job, you should have no reason to use or come in contact with any of the materials used in the maintenance and operation of the physical pool facility. Part-time employees may, on occasion, come in contact with day to day cleaning materials and liquid bleach used for cleaning potentially infectious material.

Chemical Storage:

All pool maintenance hazardous materials are stored in the maintenance area at the facilities. The EAP binders contain Material Safety Data Sheets, also called MSDS forms, for all chemicals stored on site. In the event of a hazardous materials emergency, employees should refer to the Evacuation Plan in the EAP binder, labeled “Haz Mat Evacuation Route.” If the public or any employee makes contact with these materials, the EAP should be referenced and the MSDS for the material in question should be pulled and the directions followed. Please refer to “Emergency Action Plan” binder for more details and a site map.

In case of any Hazardous Material Emergency please refer to the Emergency Action Plan Binder for the facility map and “Haz Mat Evacuation Route” map.

3.3 SAFETY DATA SHEETS

The SDS (Safety Data Sheet) formerly known as MSDS (Material Safety Data Sheet) is a listing of vital health and safety information pertaining to a given chemical or product. An extensive SDS should include the categories listed below. The information is supplied by the company which manufactures or sells the product.

The following is a breakdown of each section contained on a SDS sheet and the information provided in each section

I. Product and Company Identification

- Product identifier used on the label and any other common names or synonyms by which the substance is known.
- Name, address, phone number of the manufacturer, importer, or other responsible party, and emergency phone number.
- Recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant) and any restrictions on use (including recommendations given by the supplier). ¹

II. Hazard(s) Identification

- The hazard classification of the chemical (e.g., flammable liquid, category¹).
- Signal word.
- Hazard statement(s).
- Pictograms (the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame).
- Precautionary statement(s).
- Description of any hazards not otherwise classified.
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note that this is a total percentage of the mixture and not tied to the individual ingredient(s).

III. Composition / information on ingredients

- **Substances**
 - Chemical name.
 - Common name and synonyms.
 - Chemical Abstracts Service (CAS) number and other unique identifiers.
 - Impurities and stabilizing additives, which are themselves classified and which contribute to the classification of the chemical.
- **Mixtures**
 - Same information required for substances.
 - The chemical name and concentration (i.e., exact percentage) of all ingredients which are classified as health hazards and are:
 - Present above their cut-off/concentration limits or
 - Present a health risk below the cut-off/concentration limits.
 - The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
 - A trade secret claim is made,
 - There is batch-to-batch variation, or
 - The SDS is used for a group of substantially similar mixtures.
- **Chemicals where a trade secret is claimed**
 - A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

IV. First Aid Measures

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

V. Fire Fighting Measures

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

VI. Accidental Release

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

VII. Handling and Storage

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements)

VIII. Exposure controls/personal protections

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves; and breakthrough time of the glove material).

IX. Physical and Chemical Properties

- Appearance (physical state, color, etc.);
- Upper/lower flammability or explosive limits;
- Odor;
- Vapor pressure;
- Odor threshold;
- Vapor density;
- pH;
- Relative density;
- Melting point/freezing point;
- Solubility(ies);
- Initial boiling point and boiling range;
- Flash point;
- Evaporation rate;
- Flammability (solid, gas);
- Upper/lower flammability or explosive limits;
- Vapor pressure;
- Vapor density;
- Relative density;
- Solubility(ies);
- Partition coefficient: n-octanol/water;

- Auto-ignition temperature;
- Decomposition temperature; and
- Viscosity.

X. Stability and Reactivity

- **Reactivity**
 - Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.
- **Chemical stability**
 - Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
 - Description of any stabilizers that may be needed to maintain chemical stability.
 - Indication of any safety issues that may arise should the product change in physical appearance.
- **Other**
 - Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
 - List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
 - List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
 - List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion products should also be included in Section 5 (Fire-Fighting Measures) of the SDS.)

XI. Toxicological Information

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate, or chronic effects from short- and long-term exposure.
- The numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose)) - the estimated amount [of a substance] expected to kill 50% of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical including symptoms from the lowest to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA

XII. Ecological Information

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (Kow) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

XIII. Disposal Considerations

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.

- Any special precautions for landfills or incineration activities

XIV. Transport Information

- UN number (i.e., four-figure identification number of the substance)¹.
- UN proper shipping name¹.
- Transport hazard class(es)¹.
- Packing group number, if applicable, based on the degree of hazard².
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/78³ and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))).
- Any special precautions which an employee should be aware of or needs to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

XV. Regulatory Information

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations)

XVI. Other Information

- Any relevant additional information

SDS's are prepared by both the manufacturer and distributors, therefore not all SDS's will be in the same order or have the same section names. All of the above information, however, will be provided. The sections which you should be most familiar with are:

- **Product and Company Identification**
- **Hazard(s) Identification**
- **First Aid Measures**
- **Handling and Storage**

Appendix A

- A.1 Internal Lifeguard Audit
- A.2 Unconscious Choking / CPR Audit Form
- A.3 Unconscious Choking / CPR Remediation Form
- A.4 VAT Remediation Form
- A.5 Emergency Oxygen Assembly Audit
- A.6 Emergency Oxygen Assembly Audit Remediation Form
- A.7 Monthly Quiz Remediation Form
- A.8 Staff Standards
- A.9 Staff Standards Remediation Form
- A.10 Lanyard Bead Incentive Program

City of San Ramon

INTERNAL LIFE GUARD AUDIT

Lifeguard Name _____ Position _____

Date _____ Time _____ am / pm Location at Facility _____

Activity: Rec Swim _____ Lap Swim _____ Lessons _____ Other _____

ITEM TO BE ASSESSED	NOT APPLICABLE	YES	NO
Proper Uniform Comments:			
Equipment Check – Whistle / Air Horn / Pack (Gloves, working mask w/ one-way valve) Comments:			
5-Minute Strategy Comments:			
Proper Scanning / Head Moving Comments:			
Rescue Ready Comments:			
Whistle Clarity & Rule Enforcement Comments:			
Patron Distraction Comments:			
Proper Bottom Check during Rotation Comments:			
Lifeguard Rotation Comments:			

Grade: Excellent (9-8) _____ Satisfactory (7-5) _____ Needs Improvement (4-0) _____

The following breakdown of points is based on all criteria being applicable. If not all criteria apply, use similar percentages to give final grade.

Senior Staff _____ Lifeguard _____

Signature of employee indicates that this evaluation was seen and reviewed by the employee but does not imply agreement.

City of San Ramon Aquatics

Lanyard & Bead Incentive Program

In order to recognize staff members and outstanding work, the aquatic staff will be awarded break-away lanyards and beads based on the following guidelines.

Lanyards and beads will be awarded by the Aquatics Supervisor or Aquatics Coordinator at All-Staff trainings.

1. Gray-Blue

Rec Swim Daily All-Star –

Staff goes above and beyond tasks that fall within their job description. Staff member takes initiative / completes tasks without being asked and is a leader/role model for staff. Daily All-Star award makes employee eligible for Lifeguard of the Session Award.

2. Red

Swim Instructor Daily All-Star –

Swim instructor that is very relatable with students in their class, one that gets compliments from parents and one that is helping other staff members with lesson plans and teaching strategies. Daily All-Star award makes employee eligible for Swim Instructor of the Session Award.

3. Orange

Swim Instructor of the Session –

Swim instructor that is very relatable with students in their class, one that gets compliments from parents and one that is helping other staff members with lesson plans and teaching strategies.

4. Pink

Senior Staff of the Session –

Sr. Staff goes above and beyond tasks that fall within their job description. Sr. Staff member takes initiative / completes tasks without being asked and is a leader/role model for staff.

5. Orange

Swim Instructor of the Session –

Swim instructor that is very relatable with students in their class, one that gets compliments from parents and one that is helping other staff members with lesson plans and teaching strategies.

6. Purple

Junior Guard of the Session

Staff goes above and beyond tasks that fall within their job description. Staff member takes initiative / completes tasks without being asked and is a leader/role model for staff.

7. Dark Blue

“Top Gun” Bead –

A Booty Buck that goes above and beyond expectations is chosen by Facility Manager.

6. Fuschia

Try-Out, Selected & Participates in the BAPPOA Lifeguard Games

7. White

“Innovator” Bead –

Provides an idea that makes the staff or a program operate more effectively or efficiently

8. Café-Mocha Brown

“Brown Trout” Bead–

Handles a serious brown trout/mud shark/water chocolate situation.

9. Yellow

“End of Year Awards” Bead –

Receives end of year award due to recognition by fellow senior staff members and great work throughout the session.

10. Sky Blue

“All Star” Bead –

Receives customer recognition by name – as approved by Aquatics Supervisor, Aquatics Coordinator and/or Facility Manager.

11. Red

“Supervisor Bead” –

To be given out at the discretion of the Aquatics Supervisor and/or Aquatics Coordinator.

Unconscious Choking/CPR Audit Form

Employee Name: _____ Job Title: _____

Date: _____ Time: _____ am/pm Facility: _____

Scenario: Obstructed Airway _____ CPR _____ Victim: _____ Adult _____ Child _____ Infant _____

Obstructed Airway OPR _____ / _____ = _____ % CPR OPR _____ / _____ = _____ %

Automatic Fail = <80% or missed Bold item *Note you must still complete the entire audit even if they fail a primary skill

Primary Assessment

Prompt: The victim (Adult / Child / Infant) appears to be unconscious	Pass	Fail
Check for consciousness		
Prompt: No Response		
Activate Emergency Action Plan		
Proper Equipment		
• Gloves, Pocket Mask		
Open Airway		
• Check for breathing and a pulse at the same time		
Prompt: The chest does not rise or fall and there is no pulse		
Scan for severe bleeding		
Prompt: You do not see any severe bleeding		
If you choose obstructed airway have the adult be a victim of drowning/respiratory emergency or a child/infant with no witnessed sudden collapse		

Unconscious Choking	Pass	Fail
One ventilation		
Prompt: The chest does not rise or fall		
Retilt and give one ventilation		
Prompt: The chest does not rise or fall		
30 chest compressions		
Look in the mouth		
Prompt: You do not see anything in the mouth		
Two ventilations		
Prompt: The chest does not rise or fall		
30 chest compressions		
Look in the mouth		
Prompt: You do not see anything in the mouth		
Two ventilations		
Prompt: The chest does not rise or fall		
30 chest compressions		
Look in the mouth		
Prompt: You see an object in the victims mouth		
Finger sweep with a gloved finger		
Two Ventilations		
Prompt: You see the chest rise and fall		
Checks for breathing and pulse at the same time		
Prompt: The victim has a pulse and is breathing		

CPR	Pass	Fail
Adult Victim of a drowning/respiratory emergency		
• Two rescue breaths followed by 30 chest compressions		
Adult victim NOT of a drowning/respiratory emergency		
• 30 chest compressions followed by 2 ventilations		
Child/Infant		
• 2 rescue breaths followed by 30 chest compressions		
Child/Infant witnessed sudden collapse		
• 30 chest compressions followed by 2 ventilations		
Hand Position:		
Adult (two hands) Child (two hands) Infant (two fingers)		
Breaths make chest rise and fall during each cycle		
Do 5 cycles of CPR		
(About two minutes of CPR/EMS arrives)		

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

City of San Ramon
CPR Audit Remediation Form

Employee Name: _____

Date: _____

1st Failed CPR Audit

Review policies and protocols with employee and have them sign below.

Review of Procedures / Protocols:

Employee Signature Date

Sr. Staff Signature Date

Send the employee home for the remainder of the shift. Attach the CPR Audit Form and submit to the Pool Manager in charge of CPR Audit scheduling for the CPR Audit to be scheduled for the employee's next Lifeguard shift.

2nd CPR Audit:

Shift Date/Day

Sr. Staff Signature

Pass

Fail

If the CPR Audit is passed, submit to the Pool Manager in charge of CPR Audit scheduling. If the CPR Audit is failed, move on to the directions under 2nd CPR Audit.

2nd Failed CPR Audit

Review policies and protocols with employee and have them sign below.

Review of Procedures / Protocols:

Employee Signature Date

Sr. Staff Signature Date

Send the employee home for the remainder of their shift and inform the Aquatics Coordinator / Supervisor & Pool Manager in charge of CPR Audit scheduling immediately.

Action Taken: _____

Employee Signature Date

Coordinator/Supervisor Signature Date

**City of San Ramon
VAT Remediation Form**

Employee Name: _____

Date: _____

1st Failed VAT Test

Review policies and protocols with employee and have them sign below.

Review of Procedures / Protocols:

Employee Signature Date

Sr. Staff Signature Date

Attach VAT Form and submit to the Pool Manager in charge of VAT scheduling for VAT to be scheduled for the employee's next Lifeguard shift.

2nd VAT Drill:

Shift Date/Day

Sr. Staff Signature

Pass

Fail

If the VAT is passed, submit to the Pool Manager in charge of VAT scheduling. If the VAT is failed, move on to the directions under 2nd Failed VAT.

2nd Failed VAT Test

Review policies and protocols with employee and have them sign below.

Review of Procedures / Protocols:

Employee Signature Date

Sr. Staff Signature Date

Send them home for the remainder of their shift. Submit this form to the Pool Manager in charge of VAT scheduling.

Shadow Guard Shifts:

1. _____
Shift Date/Day

Sr. Staff Signature

2. _____
Shift Date/Day

Sr. Staff Signature

3rd VAT Drill:

Shift Date/Day

Pool Manager Signature

Pass

Fail

If the VAT is passed, submit to the Pool Manager in charge of VAT scheduling. If the VAT is failed, move on to the directions under 3rd Failed VAT.

3rd Failed VAT Test

Send the employee home for the remainder of their shift and inform the Aquatics Coordinator / Supervisor & Pool Manager in charge of VAT scheduling immediately.

Action Taken: _____

Employee Signature Date

Coordinator/Supervisor Signature Date

Emergency Oxygen Assembly Audit

Employee Name: _____ Job Title: _____

Date: _____ Time: _____ am/pm Facility: _____

NOTE: If a missed/failed skill presents an unsafe situation, correct it and complete the audit.

Select a scenario.

Scenario	Victim Type	Delivery Device	<u>Pass</u>	<u>Fail</u>	Flow Rate	<u>Pass</u>	<u>Fail</u>
1	Non-breathing	BVM			15 + LPM		
2	Difficulty Breathing (No BVM)	Non-Rebreather			10 - 15 LPM		

<i>Prompt lifeguard to assemble oxygen for selected scenario.</i>	<u>Pass</u>	<u>Fail</u>
Check the cylinder Labeled USP, has yellow diamond, ensure it is medical		
Clear the valve Make sure that it is turned away from you and others.		
Attach the regulator Correct position? Do the holes line up?		
Attach appropriate delivery device		
Open cylinder - Counterclockwise one full turn NOTE: Only an automatic fail if cylinder is completely unopened		
Adjust valve to appropriate flow rate		
Verify oxygen flow Listen for hissing noise		
Adjust flow rate back to zero		
Remove delivery device		
Close cylinder Clockwise one full turn		
Bleed tank Adjust flow rate all the way back up until hissing stops, then back to 0		
Disassemble tank Remove regulator, place tank on side		
Was tank ever left standing and unattended during audit?		

Emergency Oxygen ____ / 15 = ____ %

Automatic Fail = <80% or missed Bold item

Employee Signature _____ Date _____

Sr. Staff _____ Date _____

(Please Print)

City of San Ramon
Emergency Oxygen Remediation Form

Employee Name: _____
(Please Print)

Date: _____

1st Failed Oxygen Audit

Review policies and protocols with employee and have them sign below.

Review of Procedures / Protocols:

_____ Employee Signature	_____ Date	_____ Sr. Staff (Please print)	_____ Date
-----------------------------	---------------	-----------------------------------	---------------

Attach Emergency Oxygen Assembly Audit form and submit to the Pool Manager in charge of VAT scheduling for Oxygen Audit to be scheduled for the employee's next Lifeguard shift.

2nd Oxygen Audit:

_____ Shift	_____ Date/Day	_____ Sr. Staff (Please print)	_____ Pass	_____ Fail
----------------	-------------------	-----------------------------------	---------------	---------------

If the Audit is passed, submit to the Pool Manager in charge of VAT scheduling. If the Audit is failed, move on to the directions under 2nd Failed VAT.

2nd Failed Oxygen Audit

Review policies and protocols with employee and have them sign below.

Review of Procedures / Protocols:

_____ Employee Signature	_____ Date	_____ Sr. Staff (Please print)	_____ Date
-----------------------------	---------------	-----------------------------------	---------------

Attach Emergency Oxygen Assembly Audit form and submit to the Pool Manager in charge of VAT scheduling for Oxygen Audit to be scheduled for the employee's next Lifeguard shift.

3rd Oxygen Audit:

_____ Shift	_____ Date/Day	_____ Pool Manager Signature (Please print)	_____ Pass	_____ Fail
----------------	-------------------	--	---------------	---------------

If the Audit is passed, submit to the Pool Manager in charge of VAT scheduling. If the Audit is failed, move on to the directions under 2nd Failed VAT.

3rd Failed Oxygen Audit

Review policies and protocols with employee and have them sign below.

Review of Procedures / Protocols:

_____ Employee Signature	_____ Date	_____ Sr. Staff (Please print)	_____ Date
-----------------------------	---------------	-----------------------------------	---------------

Attach Emergency Oxygen Assembly Audit form and submit to the Pool Manager in charge of VAT scheduling for Oxygen Audit to be scheduled for the employee's next Lifeguard shift.

City of San Ramon Aquatics Staff Quiz Remediation Form

Name:

Quiz Date:

Due Date:

Directions: You must use the books and manuals provided to you on your orientation CD to find the correct answer(s). Please list the incorrect question number, the correct answer, the book or manual that you found the correct answer, and the page numbers you found the information on in the space provided below.

Incorrect Question Number	Correct Answer	Book / Manual Name	Page Number(s)

Please return this form with your original quiz to the Aquatics Coordinator / Supervisor by the date listed above.

City of San Ramon Staff Standards

1. 300 Yard Swim

Purpose: To measure the endurance and comfortability of lifeguards in the water.

Procedure: Lifeguard starts in the water and swims 300 yards non-stop using any stroke they choose.

2. Brick Sprint

Purpose: To simulate approaching a victim on the surface and carrying them to safety. Measures speed, endurance and leg strength of lifeguards.

Procedure: Lifeguard starts in the water, sprints 25 yards, grabs a diving brick from the edge of the pool, carries brick with two hands, treads water back to the starting point, places brick on the deck and climbs out.

3. Brick Tread

Purpose: To simulate supporting a victim and to measure the leg strength and endurance of lifeguards.

Procedure: Lifeguard starts in the water with brick on the gutter, on the start signal, lifeguard holds brick with two hands and treads water for up to 2 minutes. Time stops when the lifeguard's hand comes off the brick, the brick is dropped, or lifeguard quits.

4. Brick Recovery

Purpose: To simulate approaching a victim under water, bringing victim to the surface and carrying them to safety. Measures speed, endurance and leg strength of lifeguards.

Procedure: Lifeguard starts in the water, swims out to the third black line, performs a feet first surface dive, recovers brick from a depth of 12'-14', returns to the surface coming straight up, treads water with two hands on the brick, returns to starting position, and places brick on the deck.

Time Standards

The following time standards have been set to help the staff gauge their fitness, provide incentives to improve, and set quantitative standards for the staff.

Lifeguard Time Standards

	300 Yard Swim	Brick Sprint	Brick Tread	Brick Recovery
Goals	≤5:45m	≤1:08m	≥1:00	≤0:29s

Junior Lifeguard Time Standards

	300 Yard Swim	Brick Sprint	Brick Tread	Brick Recovery
Goals	≤6:30m	≤1:30s	≥1:00m	≤0:35s

Remediation / Training Program for Lifeguards

Those lifeguards not able to achieve the goals in any standard will be required to complete remediation in each standard with a subpar rating. Each day the employee is scheduled to work, the employee will complete the specific staff standard they have a subpar rating. The remediation will continue while the employee shows improvement and will stop when they have achieved the goals.

**City of San Ramon
Staff Standards & Fitness Levels
Training Program**

Name: _____

Job Title: _____

Category: ☐ 300 Swim ☐ Brick Tread ☐ Brick Sprint ☐ Brick Recovery

Original Date of Fitness Test: _____

Original Times: 300 Swim _____ Brick Tread _____
Brick Sprint _____ Brick Recovery _____

Monday Date: _____

300 Swim _____

Brick Tread _____

Brick Sprint _____

Brick Recovery _____

Sr. Staff Intls _____

Thursday Date: _____

300 Swim _____

Brick Tread _____

Brick Sprint _____

Brick Recovery _____

Sr. Staff Intls _____

Tuesday Date: _____

300 Swim _____

Brick Tread _____

Brick Sprint _____

Brick Recovery _____

Sr. Staff Intls _____

Friday* Date: _____

300 Swim _____

Brick Tread _____

Brick Sprint _____

Brick Recovery _____

Sr. Staff Intls _____

*Friday's time must be better than the original time listed above.

Wednesday Date: _____

300 Swim _____

Brick Tread _____

Brick Sprint _____

Brick Recovery _____

Sr. Staff Intls _____

When you have completed the week of training and the final time check on Friday, turn your form in to the Aquatics Supervisor or Aquatics Coordinator for review.

Appendix B

- B.1 Daily Facility Log – SROP
- B.2 Daily Facility Log – DVAC
- B.3 Emergency Equipment Placement – SROP
- B.4 Emergency Equipment Placement – DVAC

Daily SROP Facility Log

Date:

AED & Oxygen Check - (O2 level & AED Battery checked on Mondays only.)

Time	O2 Tank 1	O2 Tank 2	O2 Tank 3	O2 Tank 4	AED	Crash Bag	F/A Cabinet	INTL
	Blue	Red	Yellow	Green				

Total Kickboard Count

50m POOL

	Opening			
Time		10:30AM	3:00PM	6:00PM
CHL:				
PH:				
INT:				

Check Chair Lift @ 3:30PM on Mon

	Time	INTL
50m POOL		
LAP POOL		

	Pool	INTL
VAC OUT		
VAC IN		

LAP POOL

PLAY POOL (Only when pool is in use)

	Opening					Opening			
Time		10:30AM	3:00PM	6:00PM	Time		10:30AM	3:00PM	6:00PM
CHL:					CHL:				
PH:					PH:				
INT:					INT:				

Pool / Deck

	Time	INTL	Time	INTL
Tarps removed/covered & Tarp reels pushed off to the side				
Backboard and crash bag put out / brought in				
Lane lines moved / removed / put in				
Pace clock and umbrellas put out / brought in				
Empty trash				
Pick up kickboards / lost & found				
50m NE and NW gutters are cleared of debris				

Locker Rooms

	Time	INTL	Time	INTL
Toilets flushed and cleaned throughout the day and at closing				
Counter tops wiped down at 230pm				
Paper towels and toilet paper stocked as needed				
Locker room picked up at 230pm				
Remove all lost and found items				

Office / Shower Area

	Time	INTL	Time	INTL
Equipment stacked on shelves				
Parkas hung up				
Table tops are clean / organized and office left clean at closing				

Senior Staff Notes:

AM Senior Staff

Noon Senior Staff

Afternoon Senior Staff

Night Senior Staff

Daily DVAC Facility Log

Date:

AED & Oxygen Check - (O2 level & AED Battery checked on Mondays only.)

Time	O2 Tank 1	O2 Tank 2	O2 Tank 3	O2 Tank 4	AED	Crash Bag	F/A Cabinet	INTL
	Blue	Red	Green	Yellow				

Total Kickboard Count

	Pool	INTL
VAC OUT		
VAC IN		

Check Chair Lift @ 3:30PM on Mon

	Time	INTL
50m POOL		

50m POOL

PLAY POOL (Only when pool is in use)

	Opening					Opening			
Time		10:30AM	3:00PM	6:00PM	Time		10:30AM	3:00PM	6:00PM
CHL:					CHL:				
PH:					PH:				
INT:					INT:				

Pool / Deck	Time	INTL	Time	INTL
Tarps removed/covered & Tarp reels pushed off to the side				
Backboard and crash bag put out / brought in				
Lane lines moved / removed / put in				
Pace clock and umbrellas put out / brought in				
Empty trash				
Pick up kickboards / lost & found				
Locker Rooms	Time	INTL	Time	INTL
Toilets flushed and cleaned throughout the day and at closing				
Counter tops wiped down at 230pm				
Paper towels and toilet paper stocked as needed				
Locker room picked up at 230pm				
Remove all lost and found items				
Office / Shower Area	Time	INTL	Time	INTL
Equipment stacked on shelves				
Parkas hung up				
Table tops are clean / organized and office left clean at closing				

Senior Staff Notes:

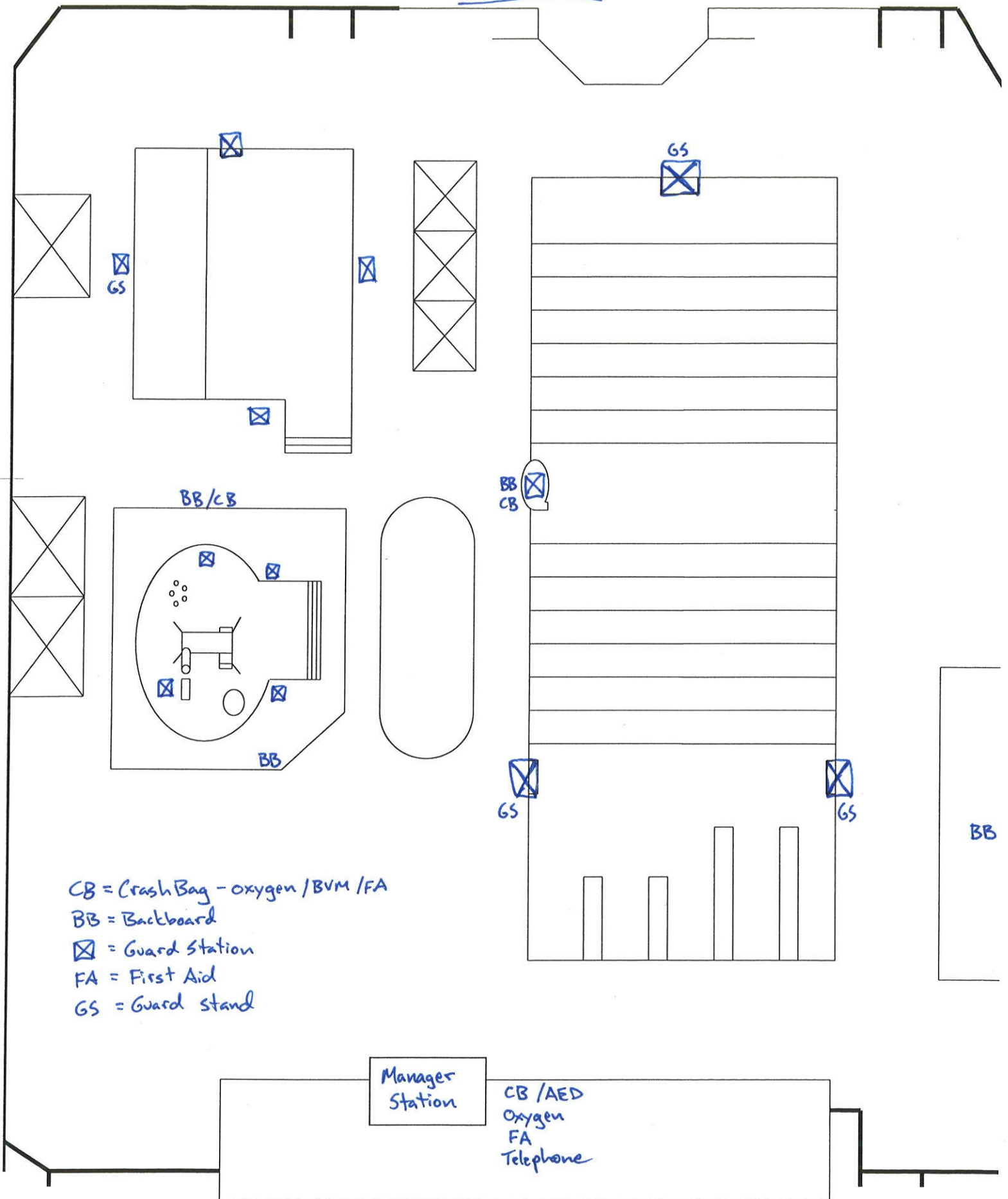
AM Senior Staff

Noon Senior Staff

Afternoon Senior Staff

Night Senior Staff

SROP



DVAC

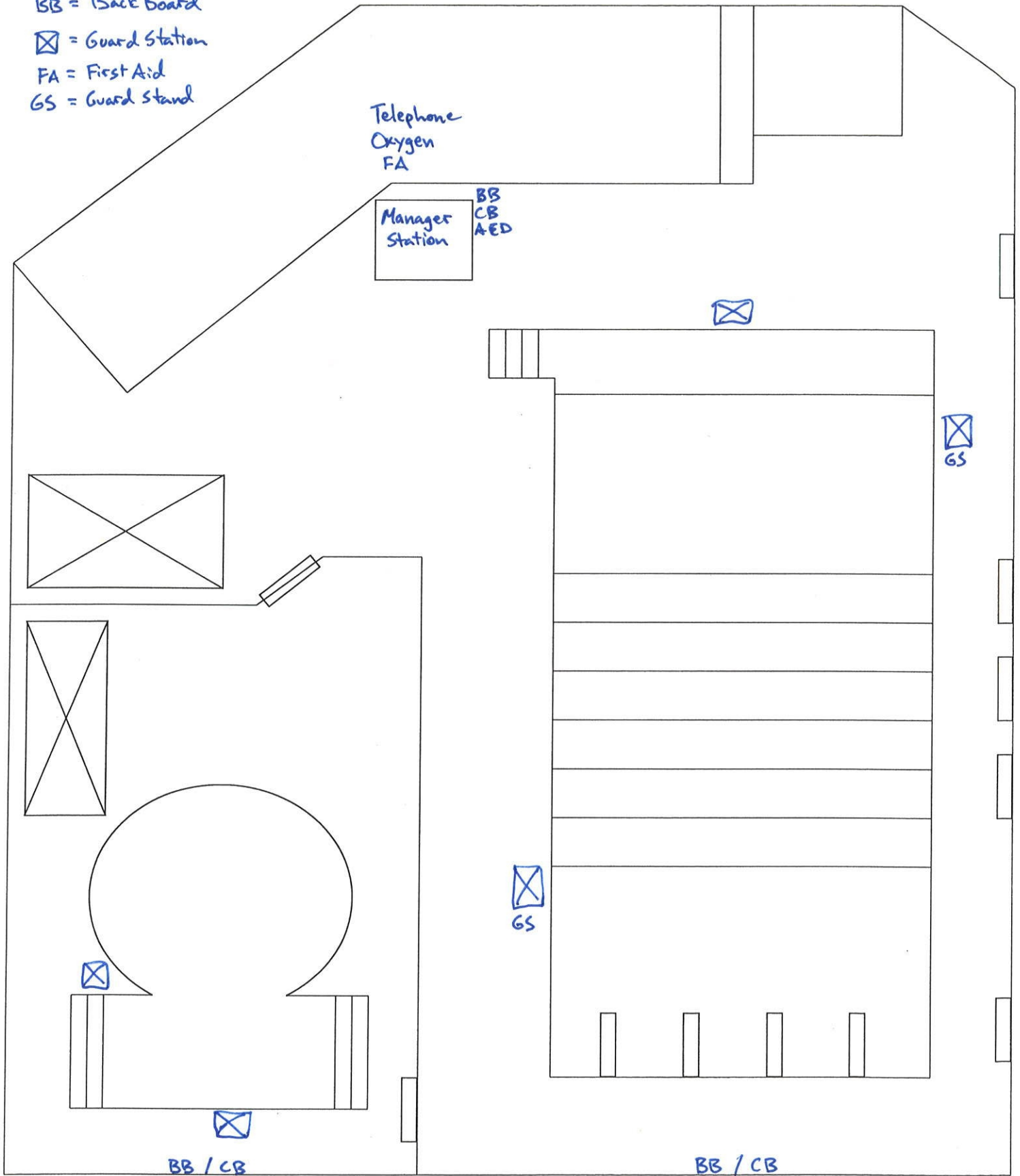
CB = Crash Bag - oxygen/BVM/FA

BB = Back Board

☒ = Guard Station

FA = First Aid

GS = Guard Stand



Appendix C

C.1 When-To-Work Use

City of San Ramon

How to Use When-To-Work – Trades / Subs

Whentowork.com Overview

Private" Shift Trade		With Manager Approval
John signs in and clicks one of Jane's shifts and suggests a trade for one of his specific shifts. An e-mail is sent to Jane making a trade proposal (and Jane will see a link to the new trade link on her home page when she signs in).	Jane signs in and clicks to agree to the trade. A message is sent to John that she agrees to trade. (If Jane refuses the trade a message is sent to John informing him)	Manager is notified of the trade in their "What's New" section and can either deny or approve the trade. -If approved the shifts are updated in the schedule and the employees are notified. -If denied the employees receive notification that it was denied.
Trading Shifts		With Manager Approval
John signs in and wants to get rid of one of his shifts and trade for someone else's. He posts his shift to the tradeboard and indicates he wants to trade.	Jane signs in and sees John's shift on the tradeboard and wants to offer one of her shifts in trade for his. The shift is removed from the tradeboard and an e-mail is sent to John asking him if he agrees to the proposed trade. John signs in and agrees to the trade. (Or if refused the trade must be reposted to the tradeboard)	Manager is notified in their "What's New" section of the drop/pickup of the shift. -If approved the shift is updated in the schedule. -If denied the employees receive notification that it was denied.
Drop / Cover up a Shift*		With Manager Approval
*Note: Dropping a shift always requires that another employee agree to picking it up.		
John wants to get rid of a shift and posts it on the Tradeboard indicating he wants someone else to pick it up.	Jane signs in and wants to pick up the shift and add it to her schedule. An e-mail is sent to John that she wants to pick up the shift.	Manager is notified in their "What's New" section of the drop/pickup of the shift. -If approved the shift is updated in the schedule. -If denied the employees receive notification that it was denied.
Picking Up Unassigned Shifts		With Manager Approval
If your Settings page "Can See and Pick Up Unassigned Shifts" option is set to put Unassigned shifts on the Tradeboard they will show up on the Tradeboard when the schedule is published.	Jane signs in and sees an open shift that she wants to add to her schedule and clicks to pick it up.	Manager is notified in their "What's New" section of the shift to be picked up. -If approved the shift is updated in the schedule. -If denied the employees receive notification that it was denied.

Directions

To Trade a shift –

- Click on the shift that you would like to trade for (The person's shift that you want to work – not the shift that you want to get rid of.)
- A new window will open; click “propose trade.”
- Select the shift that you are trading away, from the list.
- A message will be sent to that employee that you are trading with.
 - This employee must log on to whentowork.com and approve the trade.
- When the shift has been approved by both employees, a message will be sent to the managers.
- When the managers have approved the trade, it will automatically be updated on the schedule and both employees will be notified via e-mail.

To drop a shift for another employee to pick up (Substitutions) -

- Click on the shift that you would like to drop.
- A new window will open; click “drop.”

YOU ARE STILL RESPONSIBLE FOR THE SHIFT UNTIL ANOTHER EMPLOYEE PICKS UP THE SHIFT AND IT IS APPROVED BY A MANAGER.

To pick up a shift –

- Click on Trades.
- Select the correct week of the shift that you are going to pick up.
- Click the shift on the trade board.
- A new window will open; click “Pick Up This Shift.”
- A message will be sent to the managers for approval.
- When one of the managers have approved the trade, it will automatically be updated on the schedule and both employees will be notified via e-mail.

At any time that a shift is not approved by an employee or a manager, the individual trying to find a sub will need to repost the shift on the trade board.

The schedule posted on Whentowork.com will always be the correct schedule. You must get substitutions approved 48 hours before the shift.

Appendix D

- D.1 Water Slide Operation Manual
- D.2 Water Slide Inspection Form
- D.3 Play Structure Inspection Form
- D.4 Inflatable Obstacle Course Operation Manual

San Ramon Olympic Pool & Aquatic Park

Water Slide Operation Manual

Revised 6/10/08

Table of Contents

Section 1 Daily Operations & Maintenance

- Section 1.1 – Introduction to the DIR-DOSH Amusement Ride Office - Water Slide Permanent Amusement Ride Program
- Section 1.2 – Responsibilities of Water Slide Attendant
- Section 1.3 – Water Slide Operation Guidelines
- Section 1.4 – Water Slide Inspections
- Section 1.5 – Water Slide Maintenance Program
- Section 1.6 – Water Slide Training Program

Section 2 Emergency Plans & Operation

- Section 2.1 – Emergency Action Plan
- Section 2.2 – Communication & Signal System

Appendices Forms

- Appendix 1 – Water Slide Inspection Form
- Appendix 2 – Water Slide Acknowledgement of Training Forms

Section 1 Daily Operations & Maintenance

1.1 The DIR-DOSH Amusement Ride Office Water Slide Permanent Amusement Ride Program

In 2000, a new law took effect in California (AB 850), establishing the Permanent Amusement Ride (PAR) Safety Inspection Program. The PAR Safety Inspection Program is administered by the Elevator, Ride and Tramway Unit of the Division of Occupational Safety & Health from the Department of Industrial Relations. Establishment of this new program represented a significant expansion of the division's jurisdiction. As a result, the division now is responsible for conducting safety inspections of all amusement rides operated in California. The division and the Occupational Safety and Health Standards Board have developed regulations to implement the PAR Program.

The City of San Ramon Parks and Community Services Department has developed the following training program to fulfill the regulations outlined in the PAR Program. The PAR Program requires that; operators follow the operation procedures that are laid out in this manual; receive and document training; are certified in First Aid & CPR and have access to first aid supplies while tending rides; and, that emergency procedures for ride operations are outlined in writing.

1.2 Responsibilities of Water Slide Attendant

A water slide attendant is the authorized person to operate, inspect, test and/or perform maintenance on the water slide.

Any of the following San Ramon Parks and Community Services Job Descriptions may serve as a Water Slide Attendant after completing this training requirement: Aquatics Supervisor; Aquatics Coordinator; Pool Manager; Lifeguard; Lifeguard II; Swim Instructor; Senior Lifeguard;

Water slide attendants are responsible for the safe and orderly conduct of customers, safe entry and exit of riders from the slides, general crowd control, and emergency procedures.

During operating hours, there should be at least one person on duty at all times who has current certification from the Red Cross or equivalent in First Aid & CPR. This person should also be competent in carrying out any emergency procedures particular to the operation of the water slide.

Prior to Operation of Water Slide

It is the operator's responsibility to ensure that the water flow is maintained in accordance with the manufacturer's guidelines. A serious exposure to hazard develops when flow is interrupted to a flume. Daily inspections of the water slide are recorded on the daily Water Slide Inspection Form (see appendix 1) and check for:

- Obstructions in the slide path
- Cracks or chips in the sliding surface
- Rough patchwork at joints or cracks

- Leaking seals at joints
- Loose risers on the turns
- Excessive movement of the flume when walked on
- Ensure that there is sufficient water flowing in the channel and the correct level of water is in the splash pool
- Ensure that the pumping and filtration equipment is operating correctly

Top of Slides

The area at the top of the water slide is supervised by the water slide attendant who has continuous and direct supervision of that area and is responsible for:

- ensuring that customers conduct themselves in a safe and orderly manner;
- ensure that eyewear is securely affixed to riders, that bathing attire is safe for slide use (i.e. zippers, buckles, rivets and metal ornamentation on swim wear is not permitted), and observe riders for any physical impairments (intoxication etc.) and do not allow impaired customers to use the slide.
- ensuring that customers enter the slide properly and that riders are in proper riding position before dispatching;
- ensuring that customers are dispatched one at a time at safe intervals, a rider shall not be dispatched until the slide landing area is clear of obstruction and the previous rider has been cleared;
- visually surveying all areas of the water slide that are visible from the attendants position, and communicating any problems to other attendants & lifeguards, monitor riders progress through the slide in areas visible from the assigned slide attendant position;
- communicating hazardous behaviors exhibited by patrons during the course of their ride to the splash pool lifeguard.

Splash Pool

The splash pool may only be supervised by a certified lifeguard who has continuous and direct supervision of that area and is responsible for:

- ensuring that customers conduct themselves in a safe and orderly manner;
- ensuring that customers move into and out of the splash pool in a quick and orderly manner;
- controlling running, horseplay, or other unsafe behavior on the pool deck;
- communicating hazards or obstructions present in the splash pool to the water slide attendant responsible for dispatching customers & calling for emergency cessation of operation.

1.3 Water Slide Operation Guidelines

General Description of Rides

Waterslides use the flow of water to propel or lubricate the movement of riders down a fixed fiberglass flume section. The riders must ride alone with no vehicle.

All rides except as noted below allow only one rider to be dispatched at one time. Safe interval times are determined to eliminate the possibility of rider collisions.

Description of Motion

Waterslide Flumes are fixed in position and do not move. Propulsion is from gravity aided by water flow in the flume. Riders with or without vehicles will experience motion and accelerations consistent with the flume path. Movements include right and left turns, vertical

curves and deceleration at the finish. Riders or vehicles shall maintain constant contact with the flume ride surface.

Operational Restrictions Due to Weather

Lightning – Operation of slides should be suspended during any storm or weather conditions where lightning may occur. Suspend operation of the water slide if any interruption of power occurs that causes water supply failure.

Safe Water Flow

Waterslides use water pumped into the starting area of the ride to operate. The water volume (or flow rate) is important to safe operation of the ride. In general the less water volume pumped, the faster the rider will travel. Insufficient water volume can result in higher speed. The water tends to restrain and cushion violent motions and impacts as well as reduce speed.

The water flow should be maintained at approximately 80 U.S. gallons per minute.

If during operation, the water supply is restricted or fails operators shall suspend operations when water volume is below specified operating requirements.

Slide Rules

1. You must be 42" tall to Ride the slide.
2. No Headfirst or Belly Sliding
3. Only one guest on the platform at a time
4. No Stopping in the slide tube
5. Always ride in the proper position
6. Exit Splashdown area immediately
7. Failure to follow posted rules and lifeguard directions could result in serious injury.
8. Pregnant Guests or those with physical ailments should not ride the waterslide

Proper Attire for Water Slide Use

Water slide customers are to be checked by the slide attendant for proper swim wear and physical condition. Attire should not have any metal parts that could damage the slides or cause injuries. Customers who show signs of drug or alcohol impairment should not be permitted to use the facility.

Dispatching Customers

Bodily collisions can occur in the flumes and the splash pools as a result of riders traveling at different speeds and riders slowing or stopping in the flume. Bodily collisions can be minimized by the use of conscientious, well-trained attendants.

At a minimum, slide traffic flow is restricted to one passenger in the flume at a time, the attendant must be attentive and regulate entry based on the conditions present in the flume and at the exit at all times. The top attendant and the lower splash pool lifeguard should have collectively, a view of much of the slide and have a means of communication between them.

The attendant dispatching customers must be alert and aware of the fact that people will travel at different rates of speed due to variations in body weight, body friction, and rider position. Generally, the heavier the person, the faster they will travel on the slide. Slippery materials, like nylon, slide much faster than cotton clothing. All other factors being equal, riders in a sitting position will travel slower than a person lying flat on their back. Specific rider spacing is calculated for the "average" rider under "average" conditions. Therefore the entry attendant

may be required to adjust rider release rates based on variations in previous slide rider and the rider waiting to enter the slide.

Under no circumstances should customers be permitted to ride the flume in any position other than facing forward lying on the back. Similarly, running or leaping entry into the flume is not permitted. The marker for dispatching a new rider is that the previous rider has exited the splash pool or has passed the backstroke flags.

Bodily collisions in the splash pool area are controlled by proper entry rate dispatching and a well trained and attentive splash pool lifeguard continually urging and encouraging customers to leave the flume discharge and the splash pool area. The splash pool lifeguard must be alert to the possibility of many emergency situations and be prepared to enter the water at any time to assist a customer. In the event of a delay at the discharge, following riders should be stopped at the entry. Riders tend to congregate in the splash pool, either because; they experience an emergency situation and are unable to move away from the splash down site; they are temporarily confused and disoriented upon entering the water; they want to wait for their friends who are coming behind; or they want to socialize with persons located in the splash pool.

Collisions are also a direct result of multiple rider entry (i.e. trains). This practice is not allowed even for small children being carried on their parent's legs.

Evacuation Procedure

In an emergency all riders at the top of the slide should use the stairs to exit the area. The riders in the flume can leave the ride as they arrive at the bottom.

Accidents

The most common water slide related accidents are: slips and falls, collisions between one riding customer and another customer, impact with the splashdown pool surface and abrasion from side walls. Operators should keep detailed logs of all reported accidents on site. If there is any event of a failure or malfunction of the slide that:

- 1 Results in the ride being closed to patron for more than 12 consecutive hours when use was scheduled; or
- 2 Reasonably and substantially appears to have an impact on the safety of patrons

Immediately inform your supervisor if an accident of this nature occurs.

Reporting of Accidents

Each operator of a permanent amusement ride shall report or cause to be reported to the Division's Anaheim or Sacramento Amusement Ride Section Office immediately by telephone each known accident where maintenance, operation, or use of the permanent amusement ride results in a death or serious injury to any person unless the injury does not require medical service other than ordinary first aid.

Preservation of Accident Scene

(1) If a death or serious injury results from the failure, malfunction, or operation of a permanent amusement ride, the equipment or conditions that caused the accident shall be preserved for the purpose of an investigation by the division. (2) Upon receiving a report of an accident from an owner or operator, the Division shall make a determination as to whether preservation is necessary and inform the owner or operator of its determination. (A) If the Division determines that preservation is necessary, the Division shall make a reasonable effort to initiate the inspection within 24 hours of receipt of the report from the owner or operator. (B) Upon

initiating the inspection, the Division shall provide the owner or operator with an instruction as to how long the equipment or conditions shall continue to be preserved.

Northern California amusement ride office

2424 Arden Way, suite 340

Sacramento, CA 95825

(916) 263-3511

fax (916) 263-3576

Nancy Medeiros, senior engineer

ASTM Ride Data

Ride Name:	Lil' Squirt
Manufacturer:	Amusement Leisure Worldwide
Date of Manufacturer:	1994 Installed: 1994
Direction of Travel:	Downward
Maximum angle of slide path:	23.3%
Average grade of slide path:	24%
Passenger capacity by weight:	250 lbs.
# of Passengers permitted:	One at a time.

Pool Slider Operation: Body Flume Ride into a Splash Pool

Minimum staffing for Lil' Squirt is two (2). One attendant at the top of the slide (T-SA) and one lifeguard at the splash pool (SP-LG). The one platform attendant supervises the line formation, dispatches riders, supervises visible areas of the flume, splash pool lifeguard supervises the flume exit, splash pool and surrounding pool deck. There is one flume for this attraction.

Opening Procedure

TSA – After walking the slide (see section 1.4 – Water Slide Inspection) walk down the stairs; check the handrails and stairs for stability, debris and any defects or trip hazards. Test the E-stop button and the waterslide flow valve, to make sure that they operate properly. A slide inspection must be performed on the slide prior to opening. If you find a problem with the ride, summon a supervisor, and if necessary, delay the ride opening.

SPLG – Prior to opening, Make sure the attendant at the top of the attraction can see you, so your hand and whistle signals will be seen or heard. Make sure that the water is at the proper level. Make sure you have your proper gear for lifeguarding (rescue tube, whistle and first aid / CPR equipment pack).

Height Requirement

Riders must be at least 42" tall to ride.

Riding Device

No Vehicles are used in this slide. Patrons ride the slide in proper swim attire.

Dispatch Guideline(s)

Dispatch only one person at a time. All other guests are required to stay behind the platform & starting flume, where the dispatch guard will be located, until they are instructed to step forward by the attendant. The next rider may not step up to the starting flume platform until instructed to do so. Running or rolling starts are prohibited.

Staffing Location & Location Specific Responsibilities & Procedures

TSA Top of Waterslide- Dispatcher (Minimum Staffing)

Position Location – Standing at the starting flume.

Position Equipment – Emergency stop button, CPR equipment pack and whistle.

Position Responsibilities – The safe and controlled dispatch of the flume.

Rider Check - Each rider should be checked for the following:

- Swim Wear – Only riders wearing a swimsuit are permitted to ride (no jeans, cutoffs or riveted clothing).
- Foot Wear – Water socks are the only permitted footwear of any kind.
- Eyewear – Eyewear is permitted but must be securely fastened or held.
- Loose Jewelry – Loose jewelry is not permitted.
- Life Jackets – Life jackets are not permitted.
- Height – Check each rider to ensure that they meet the height requirement of being 42” inches or taller in height.

If an incident occurs on the slide (TSA) attendant is responsible for hitting the E-stop button to stop all water from flowing down the flume. Communicate with the (SP-LG) guard notifying staff that there is a problem at the waterslide.

Verbal Instructions

Each rider should sit at the starting flume while you give him / her the instructions. If the rider has been given instructions previously, ask if they understand the instructions given before letting them enter the start box. Give the following instructions to first time riders or those who did not understand previous instructions:

“I need you to please ride feet first lying down with your hands at your sides. When you reach the splash pool, follow the lifeguard’s instructions and exit the area quickly.”

Check to see if the riders are in the proper riding position. Once the rider is proper riding position the attendant verifies that it is safe to dispatch and then says, “okay, you may go.”

SPLG Bottom of Waterslide at Splash Pool (Minimum Staffing)

Position Location – Walking the deck at the splash pool, maintaining constant vigilance of the exit flume of the waterslide.

Position Equipment – Rescue tube, whistle, first aid / CPR equipment pack

Position Responsibilities – Standard Lifeguard Responsibilities.

Instructions

When each guest lands in the splash pool, instruct him or her to:

“Please exit the area to the right of the exit flume quickly.”

Assist guests that are having trouble exiting the area.

The following procedures and rules should be followed during the operation of the waterslide.

- a. If you notice improper riding procedures from guests that are exiting the flume (i.e., guests wearing shoes, or not sitting down or lying down) communicate the concerns with the slide attendant (TSA).
- b. Parents will usually want to wait for their child at the end of the slide. This can create an unsafe situation, and you need to ask them to stand clear of the exit flume.
- c. If someone appears to be injured, follow the whistle protocols and make sure that the attendant at the top of the attraction has stopped dispatch and has hit the E-stop button. Turn the waterslide control valve to stop the water flowing down the flume. After evaluating the situation, if you determine that the guest needs medical attention, call for help and follow whistle protocols to summon assistance.
- d. If at any time there is a guest acting or behaving in a manner that is unsafe, contact a supervisor so the situation can be mitigated.
- e. Make sure you check the TSA position and keep in communication regarding slide rider safety and any improper slide riding procedures.

Closing Procedure -

TSA – After the last rider has been sent down the slide, the TSA should make sure the dispatch area is all clear. The slide attendant at TSA needs to walk down the stairway to ensure that no one is still on the stairs or walkway. Once this has been accomplished, the slide attendant needs to close the slide with the metal chain. If the slide is closing temporarily for an emergency, it is permissible to not close the slide but rather control guests at ground level from climbing the steps to the waterslide or return to the top of the slide before operation resumes.

SPLG – After the last rider has reached the bottom of the ride, SPLG should remain on station until the end of the shift or they are rotated out by another lifeguard, unless they are currently involved in responding to an emergency.

1.4 Water Slide Inspection

Before each shift that the water slide is in use, the slide attendant must complete the daily Water Slide Inspection Form (see Appendix 1).

Slide Inspections

A basic operational test should be performed daily in accordance with the Manufacturers Operations & Maintenance Manual. Inspection of the fiberglass and sliding surface should be made daily in accordance with the Operations & Maintenance Manual. Small chips or surface imperfections may cause injury to riders. To perform a slide inspection, walk up the slide flume surface sweeping your hand across each joint seam and visually inspecting the slide surface.

Daily inspections should be completed to check:

- Flume joints for leaks
- General flume condition for cracks, chips or bubbles
- Flume is clear of obstructions

- Water flow in flume & water level in splash pool is appropriate
- Slide supports are stable
- Slide fasteners are secure
- Walkway and deck are clear of obstructions

Mechanical Inspections

Daily inspections should be carried out prior to opening the waterslide. Just as the slide inspection is done before the water is circulated to ensure that no safety hazard exists, the mechanical inspection of the pump and flow of water through the flume is completed as the pump is turned on and with the water circulating to ensure that there is sufficient water flow and the correct level of water is in the splash pool. This inspection is also necessary to ensure that all the pumping and filtration equipment is operating correctly. Simply watch the pump after turning on the waterslide to ensure that no leaks or equipment failure is present and then check the waterslide to ensure that there is proper water flow.

Chemical Inspections

Proper water chemical balance should be obtained each day before the facility is opened to the public. When the facility is operational, water quality testing should be performed three times daily. Each test is recorded on the Water Test Log located in the mechanical room on the pool binder. The chemical testing of the pool is handled by the Aquatics Supervisor, Aquatics Coordinator, Pool Manager, Lifeguard, Lifeguard II, Swim Instructor or Senior Lifeguard.

Other Routine Checks on an Annual Basis

All welds should be checked for security and corrosion. Grout around base plates should be in good condition.

1.5 – Water Slide Maintenance Program

Inspections

NOTE: Before performing any inspection or maintenance work on the waterslides and related equipment, ensure that all equipment is electrically isolated using recognized equipment lock out procedures. Equipment should not be turned on until all personnel are clear from the ride and are accounted for. The daily inspection of the slide is detailed in Section 1.4 – Slide Inspection, which covers the pre-operational components of slide inspection. This inspection is to be carried out by Aquatics Personnel.

All stairs and decks should be visually inspected for wear and or damage.

Other Routine checks on an annual basis: All welds should be checked for security and corrosion. Grout around base plates should be in good condition.

Inspection and maintenance of fiberglass should be performed as per the specifications laid out in this manual, the slide manufacturer and the specific product manufacturer's instructions.

Fiberglass Wear Limits

The fiberglass should be inspected regularly as per this manual. The riding surface of the flume is subject to wear and weathering due to exposure to the outdoor pool environment. The exterior of the slide is subject to weathering due to exposure to the outdoor pool environment.

Outer Weather Limits

Wear on the tubes is to be expected through normal operations of the water slide. If the wear is excessive it may impair the function of the tube and operation of the ride. The wear should be checked in accordance with the tube manufacturer's recommendations and those not meeting the specifications must be repaired or replaced in accordance with San Ramon Olympic Pool and Aquatic Park procedures, the slide manufacturer and the specific product manufacturer's instructions.

Replacement Fasteners

All replacement fasteners shall conform to the standards specified in the engineering drawings and manufacturer's manuals. If this information is not available then all fasteners must be replaced with like type, grade and size.

Electrical/Mechanical Systems Operation and Maintenance

All electrical motors, pumps, controls, etc. shall be inspected and maintained in accordance with their manufacture's recommendations. These procedures can be found in the provided manufacturer's manuals for the pumps, filter system, heaters, float assembly, chemical controllers, metering pumps, flow meters and timing system.

All pump intake grating or screens must be inspected to ensure that no structural flaw is evident.

NOTE: Whenever inspection or maintenance work is being done on electrical/mechanical systems, including pump intake grating, all related equipment must be electrically isolated using recognized equipment lockout procedures.

Cleaning

Maintenance requires removal of surface dirt, grease and suntan oil by cleaning the flumes with a soft bristled brush and mild detergent such as 3M-"Multi-Purpose Boat Soap." For hard water buildup (a white chalky discoloration) use C.L.R. or other cleaner specific for this purpose. For difficult stains use a cut polish or rubbing compound and finish wax or a combination product such as 3M "Marine One-Step Fiberglass Restorer and Wax."

Waxing

At least once a year the fiberglass finish should be waxed and buffed with high quality paste wax or polish such as above. On scratched, dull or faded areas, use a fine buffing compound to restore the original gloss before waxing. Prolonged exposure to the ultra-violet rays of the sun can, in time, cause discoloring and fading. Use paste wax or polishes containing ultra-violet screens. The more often the surface is waxed, the longer it will last.

CAUTION: If you use power tools for buffing or polishing, use extreme care to prevent overheating the surface. Overheating a rubbing compound burns small gritty particles into the slide surface causing blistering and streaking. This may require the area to be sanded and repainted.

Joints

Slide Joints play an important role in rider comfort and pleasure. Proper maintenance will keep the joints smooth and trouble free for years.

Joint Caulking

All fiberglass sections will expand and contract with temperature changes. Therefore, the joints between sections are filled with a flexible, elastic caulking. Should the joints need re-caulking,

all the old filler should be removed, the fiberglass cleaned and the joint re-filled using a flexible polyurethane sealant. **DO NOT** use plastic filler that will harden.

Joint Roughness

Joints may become rough with use, especially if metal articles are allowed down the slide. For minor chips and cracks, the joints may be fixed using the patching procedures outlined in the following section. More serious cases may require power sanding that will cut through the gelcoat.

Patching

Chips and Cracks may appear in the fiberglass flumes from normal usage. The following sections outline procedures to repair minor damage to the slides.

Minor Chips and Cracks

In areas that have chips and cracks in the gelcoat only or have a scratch that is deep enough to penetrate through the gelcoat to the fiberglass but not deep enough to go completely through the laminate, follow the procedures in the following section.

Surface Cracks

Hairline cracks, sometimes called spider webbing or star cracks may develop in the gelcoat or surface coating of the fiberglass product. This is caused by a combination of weathering, vibrations and/or impacts. Although unsightly, they do not necessarily affect structural strength. The hairline cracks can be fixed by sanding out the affected area with 100-grit sandpaper and re-coating the surface with gelcoat. Follow the patching instructions in the following section.

Cracks and Flanges

The area around the flanges of the flumes contains a thick layer of gelcoat, which is very stiff. Stresses from normal use may cause cracks in the gelcoat around the flanges. These are not structural cracks. Flange cracks may be remedied by sanding the affected area with 100-grit sandpaper and recoating the surface with gelcoat. Follow the patching instructions in this section omitting steps 4 through 6.

Fiber-Glass Repair

1. Determine the extent of the damage or crack. A repair may be required on both sides of the slide. Any major fiber-glass repair work should be done with the assistance of a fiber-glass repair expert.
2. Repairs don on the seams are particularly difficult. Fiber-glassing over the entire seam is possible but not recommended. One side of the seam should be repaired first, then the other side separately. This will allow the glue to flax in between the seam when the slide moves.
3. Any loose, torn, and damaged gel-coat or fiber will have to be removed with a grinder or dremil tool. Try to remove the minimum amount of layers as possible.
4. Clean area with acetone and tape off.
5. Cut a piece of fiber matt to fill hole. Depending on how deep the repair is more than 1 layer may be required. Set pieces to the side.
6. Mix marine fiber resin thoroughly for 2 minutes, and add catalyst. The amount of catalyst required will be determined by the heat and humidity in the air. It is about 25 to 1 normally and less catalyst the hotter it is. Mix again for 1 minute.
7. Brush resin onto repair and place matt into hole one layer at a time.
8. Using a sponge roller, smooth resin into matt removing air bubbles. Repeat process for additional layers. Remove tape after a few minutes and allow to dry.

9. Sand smooth with 400 grit paper and then again with 800.
10. Once surface is smooth, clean with acetone, tape off for gelcoat application.
11. See step "B" in gel-coat process for application.

Gel-Coating Process

Step by step gel coat process:

A) Gel-Coat Repairs

1. Sand cracked or damaged area with 220 grit sandpaper. (Gel-coat will stick better to rough surface.)
2. Clean surface well with acetone.
3. Use masking tape to section off damaged area. (optional).
4. Stir gel-coat thoroughly for 2 minutes.
5. Separate a small amount of gel-coat (enough for the damaged area), And mix with catalyst in a clean container.
6. The amount of catalyst to be added to the gel-coat , will vary with air temperature and humidity present on site. In Canada we use about 25 to 1 ratio. The warmer or more humid the less catalyst will be needed.
7. Apply gel-coat with a small artists brush the damaged area. You want to build up the damaged so it is higher than the slide surface.
8. Allow 1 hour for gel-coat to harden. Then sand smooth with 400 grit then 800 grit sandpaper.
9. Buff and polish repaired area to a high gloss.

B) Gel-Coat Spraying/Rolling

1. Gel-coat can be sprayed onto a surface with a portable pre-valve sprayer (available at any automotive paint store). Or it can be rolled onto the surface with a fine sponge roller. Spraying gives you a glossier finish than rolling but both are effective.
2. Clean surface with acetone and tape off working area.
3. Mix gel-coat and acetone into spray bottle at a 50/50 ratio. Add 10 drops of air dry (liquid wax), and catalyst at 25/1 ratio (see above). Mix thoroughly. Screw top onto bottle and lightly spray multiple covering layers at a 45 degree angle. Remove tape and let dry.
4. Sand smooth with 1200 grit paper, buff and polish to a high gloss.
5. For rolling gel-coat repeat steps 1 and 2.
6. Mix gel-coat, air dry, and catalyst in a clean container. Roll onto surface in multiple layers. Remove tape and sand surface smooth with 800 grit then 1200 grit sand paper.
7. Buff and polish repaired area to a high gloss.

Fixing Waterslide Leaks

A) Re-Caulking Seams

- 1) Using a banana knife carefully remove any loose or separated caulking from between the seams of entire slide.
- 2) Areas of the slide where the seam glue is intact should be left alone. If the slide is leaking special attention should be taken to these areas. You must be very careful not to damage or chip the gel coat when removing this old glue.
- 3) Saturate the open seam with acetone and allow to air dry.
- 4) Using "Sikaflex 1A" caulking, fill the empty seams with fresh caulking.
- 5) Clean excess glue from seam with an acetone rag, being careful not wipe glue out from seam.

- 6) For stubborn leaks find the exact location and take out the 2 old bolts on either side of the leak and replace with fresh ones. Tighten by hand. A 3rd bolt in the middle may be required.
- 7) This is a big job and may require additional time to complete with old and neglected slides.

B) Polishing and buffing process using Sattex

- 1) Polishing and buffing the slide is again a big job that will require hours of work. Older neglected slides will require additional time to remove scum and hard water build up.
- 2) You will require a heavy duty variable speed polisher complete with washable buffing pads. Makita or Dewalt carry such products. Smaller light duty hand car polishers will not be able to do the job.
- 3) Using a Sattex polishing compound polish and buff slide to a high gloss. Sattex has several different types of grit polish bricks. Darker color for heavier stains and lighter for higher gloss. Choose the appropriate grit for your slide needs.

1.6 – Water Slide Training Program

Training Program

Prior to operating or doing maintenance work to the water slide, and once each year thereafter an employee of San Ramon Parks and Community Services Department must complete the following training program estimated to take 1.5 hours:

1. Read and Understand the Water Slide Operation Manual
2. Receive a training on the operation of the ride which includes Trainer demonstration to Trainee followed by Trainee demonstrating back to Trainer.
 - a. Operation (Slide Attendant) Employees - Receive a training of the operating procedures including; dispatching, slide inspections, inspection of clothing & behaviors, responsibility of Slide Attendant.
 - b. Maintenance Employees – Receive a training of the mechanical and physical aspects of the water slide and read and understand the details of the water slide maintenance program (section 1.5)
3. Receive a training on the emergency procedures including; shut-down procedures, location of emergency exits, responsibilities during an emergency
4. Receive a training of the documentation procedures and read & understand the Water Slide Inspection Form

Section 2 Emergency Plans & Operation

2.1 – Emergency Action Plan

There may be situations on the waterslide, where it is necessary to stop dispatch, evacuate the ride and/or shut down the ride (i.e., a major injury, fire, earthquake, poor weather, etc.) The following are the procedures that are followed in those situations.

Dispatch Termination Procedure

If dispatch of a flume needs to be stopped:

1. The attendant at the top of the attraction will stop any other guests from going down the slide.
2. The attendant at the top of the slide will hit the E-stop button to stop the water from flowing down the flume.
3. The attraction can not be restarted until authorized personnel enter the water slide electrical room and restart the system.

Ride Evacuation Procedure/Emergency Shutdown -

1. Summon a Supervisor.
2. Depress the emergency stop button and turn off the waterslide flow valve if necessary.
3. Follow whistle protocols.
4. The hand signal used to inform the attendant at the top of the attraction to stop dispatching is the raising of both arms and crossing forearms over head.
5. If Evacuation is necessary, direct every patron to the nearest exit.
6. The lifeguard that is guarding the exit flume will ensure that no one enters the pool. The attendant at the top of the slide will ensure that no one enters the flume.
7. When evacuating the direction used should be the shortest, safest and fastest route.
8. The evacuation of the waterslide should take approximately 15 seconds for the flume (if the flume is clear), 1 minute for the stairway and 30 seconds for the splash pool with the exception of an in water patron injury. In the event of the flume pathway not being clear and or in a water rescue, the evacuation time will be dictated by the amount of time necessary to properly and safely assess and extricate the guest or guests involved. In any case, at no time will speed be a priority over safety.
9. To turn off the pumps simply depress the emergency stop button. To stop the water flow, turn the waterslide flow valve.

Re-Start Procedure

Maintenance or a supervisor will perform normal start up procedures to re-start the pumps. A slide inspection may not be necessary unless the shut down was due to an event that may have caused damage to the slide or structure (such as an earthquake). Once the ride has been re-started and proper water flow has been achieved, the supervisor will approve that the slides may reopen.

2.2 – Communication & Signal System

SIGNAL SYSTEM

The signal system that we utilize at The San Ramon Olympic pool and Aquatic Park consists of whistle blasts and hand signals.

WHISTLE SIGNALS

The whistle signals that we use consist of:

- 1 short whistle blast
- 2 short whistle blasts
- 1 long whistle blast
- 2 long whistle blasts.

1 Short whistle blast - is to give direction or to get the attention of a patron.

2 Short whistle blasts - is to get the attention of another lifeguard or supervisor.

1 long whistle blast - activates the Emergency Action Plan. It signals that a lifeguard is no longer able to conduct regular surveillance due to responding to an emergency.

2 Long whistle blasts - activate the secondary steps of the Emergency Action Plan – Evacuation of the pool, summoning Emergency Medical Services, getting all employees of the Swim Center to respond to the whistles. It is the responsibility of each person responding to the emergency to determine if 911 has been called.

HAND SIGNALS

The hand signals used at the top of the slide and in the splash pool are:

- **Extended arm with thumbs up** - OK / resume dispatching
- **Raising of both arms and crossing forearms over head** - Stop dispatching
- **Extended arm with index finger rotating in circular pattern** - Improper slide position, ex. spinning, standing or rotating from back to front.

The hand signals used at the splash pool are:

Pointing - giving direction, identifying a patron or pointing in the direction of a patron in need of assistance.

Tapping the top of the head - signaling for back-up coverage

Raised fist above the head - signaling to any other lifeguard that assistance is needed

Hitting a fist into an open palm - signals “activate the emergency stop button!” and turn off the waterslide flow valve.

Appendices

Appendix 1 – Water Slide Inspection Form

San Ramon Olympic Pool and Aquatic Park: Water Slide Inspection Form

Place a check mark next to items that are complete.

Date_____

- ☐ Flume is clear of obstructions
- ☐ There are no cracks, chips or bubbles in the flume
- ☐ There is no rough patchwork at joints or cracks
- ☐ There are no leaking seals at flume joints
- ☐ Slide fasteners are secure. Joints are not separating
- ☐ Slide entrance and exit are clear of obstructions
- ☐ Slide supports are stable
- ☐ Water flow in flume and water level is appropriate
- ☐ Remote Emergency Stop button and Waterslide Flow Valve are tested and are operational
- ☐ Slide was tested by _____ and is ready for operation
- ☐ Exit sign is properly placed near exit

Comments: _____

Inspected by: _____

Signature: _____

Appendix 2 - Water Slide Acknowledgement of Training Form

Type of Training -

Operational (Slide Attendant): ☐

-OR-

Maintenance: ☐

Initial Training: ☐

-OR-

Annual Refresher: ☐

I, _____ acknowledge that I have received the following training:

Training Program – Prior to operating or doing maintenance work to the water slide an employee of City of San Ramon Parks and Community Services Department must:

1. Read and Understand the Water Slide Operation Manual
4. Receive a training on the operation of the ride which includes Trainer demonstration to Trainee followed by Trainee demonstrating back to Trainer.
 - a. Operation (Slide Attendant) Employees - Receive a training of the operating procedures including; dispatching, slide inspections, inspection of clothing & behaviors, responsibility of Slide Attendant.
 - b. Maintenance Employees – Receive a training of the mechanical and physical aspects of the water slide and read and understand the details of the water slide maintenance program (section 1.5) and the L'il Squirt Operations Manual.
5. Receive a training on the emergency procedures including; shut-down procedures, location of emergency exits, responsibilities during an emergency
4. Receive a training of the documentation procedures and read & understand the Water Slide Inspection Form

Fill out the Water Slide Acknowledgement of Training Form

Employee Name: _____

Date: _____

Training verified by: (print name) _____

(sign name) _____

Length of Training in Hours & Minutes: _____



San Ramon Olympic Pool & Aquatic Park Inspection Form

Water Slide

Date _____

Time: _____ am / pm

Directions: Place a check mark next to items that are complete. Note in the comment section on deficiencies found during inspection.

- ☐ Flume is clear of obstructions
- ☐ There are no cracks, chips or bubbles in the flume
- ☐ There is no rough patchwork at joints or cracks
- ☐ There are no leaking seals at flume joints
- ☐ Slide fasteners are secure. Joints are not separating
- ☐ Slide entrance and exit are clear of obstructions
- ☐ Slide supports are stable
- ☐ Water flow in flume and water level is appropriate
- ☐ Remote Emergency Stop button and Waterslide Flow Valve are tested and are operational
- ☐ Slide was tested by _____ and is ready for operation
- ☐ Exit sign is properly placed near exit

Comments: _____

Inspected by: _____

Signature: _____



San Ramon Olympic Pool & Aquatic Park Inspection Form

Play Structure

Date _____

Time: _____ am / pm

Directions: Place a check mark next to items that are complete. Note in the comment section on deficiencies found during inspection.

- ☐ Life line attached and in working order
- ☐ Tipping Buckets in working order
- ☐ Tunnel is clear from obstructions
- ☐ Water Guns in working order
- ☐ Mushroom in working order
- ☐ Slide is secure and free of cracks
- ☐ Slide secured on bottom support
- ☐ Slide fasteners are secure
- ☐ Slide joints are not separating
- ☐ Side panels secure and free of cracks
- ☐ Stair railings secure and in working order
- ☐ Gutters and drains around pool are secure and in working order

Comments: _____

Inspected by: _____

Signature: _____

Dougherty Valley Aquatic Center



Inflatable Obstacle Course Operation Manual

January 2016

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Section 1 Daily Operations & Maintenance

1.1 MPA Compliance

In 2006, the Municipal Pooling Authority developed and passed policies outlining the use of aquatic facilities by various programs. In accordance with these policies (outlined below), the following operation and training program was developed by the City of San Ramon. A copy of the full MPA Team / User Group Use Policy can be found in Appendix 1.

- Mixed-use within the same pool is only allowed with an appropriate barrier to separate the mixed-use activities. A barrier is defined as a lane rope or rope with buoys stretched across the width of the used area. Due to different pool designs, it is the responsibility of each City/facility to set the distance between the diving area, barrier, and swimming area so that both areas are of a safe distance from one another. Each aquatic department must document their plan to comply with this requirement, and record that plan in their department records. When possible, that plan should also be made part of the contract with team/user-groups. "Mixed-use" means two or more team/user-groups sharing the same pool at the same time, where one or more of the team/user-groups involves diving or other activities that pose a risk to other team/user-groups sharing the pool.

1.2 Operation and Training

The City of San Ramon will use the Aflex Technology Operations Guide for Airflow & Sealed Inflatables as their guide for the following items:

- Basic Operating Procedures
- Assembly Procedures
- Staffing & Supervision
- Safety & Emergency Procedures
- Maintenance Inspections & Service Procedures

In addition, staff will be trained on safe lifting techniques and required to wear closed toe while moving the inflatable cart.

A copy of the Aflex Technology Operations Guide for Airflow & Sealed Inflatables can be found in Appendix 2.

1.3 Specific Operations for DVAC

- **Storage**

The inflatable obstacle course and blower will be stored on a push cart in the pump room in a designated location as determined by Public Services during the summer months.

During months of not operating the inflatable, it will be stored either in a designated Rec Shed or in the pump room in a designated location as determined by Public Services.

- **Training**

All employees responsible for setting-up, dismantling and/or lifeguarding the inflatable obstacle course will be trained prior to being assigned any of these tasks. The Aflex

Technology Operations Guide for Airflow & Sealed Inflatables will be used as the principle material for training staff.

The training will be conducted on an annual basis by designated Trainers. These trainers will ensure that all material is covered as outlined in the Operations Guide provided by Aflex Technology and the City of San Ramon's Operation Manual.

All staff receiving this training will be required to fill out and sign a training acknowledgement form as found in Appendix 3.

- **Inflatable Obstacle Course Location**

The inflatable obstacle course will be placed in the 50m pool anchored to the east deck. The inflatable will be secured to the deck and lane lines with an anchoring system using bungees and rope as outlined on page 14 of the Aflex Operations Guide.

Two lane lines will be moved to make an approximate 32 foot wide designated space in the pool for the inflatable. This space provides sufficient space for participants to use the inflatable safely without the possibility of coming in to contact with other swimmers.

- **Separation of Activities**

The space provided for the inflatable obstacle course will be separated from other swimmers and activities by two lane lines doubled up on either side. This barrier on either side will provide sufficient separation and will help the lifeguards to keep the space free and clear of other swimmers/activities.

This designated space, provides a sufficient area to meet the Municipal Pooling Authority's policy regarding mixed use of swimming pools (page 2, Item #1) and outlined in the first section of this manual.

- **Lifeguards**

The inflatable obstacle course will be supervised and regulated by two Lifeguards. These Lifeguards are in addition to the three regularly scheduled Lifeguards assigned to the 50m pool during Recreation Swim.

- o Lifeguard 1 – located on the east deck and will be responsible for the following:
 - Ensuring users know the posted Rules of Play (see Appendix 4),
 - Monitor the line and start of each participant,
 - Ensure the safety of the user on the first half of the obstacle course.
- o Lifeguard 2 – located on the west deck and will be responsible for the following:
 - Ensure the safety of the user on the second half of the obstacle course.
 - Ensure users exit the obstacle course area appropriately
 - Ensure other Rec/Lap Swim participants and other activities are not interfering with the obstacle course and designated area.

- **Inspections**

Inspections will take place every day the inflatable obstacle course is used. These inspections will be conducted prior to the start of its use and then again at a random time prior to the end of its use for the day and will include observation of the Lifeguards to ensure they are enforcing the segregation of the inflatable from other pool use.

The inspection form is located in Appendix 5.

July 16, 2015

TO: ALL POOL MANAGERS

RE: TEAM / USER GROUP POOL USE POLICY

Municipal Pooling Authority (MPA) has developed a policy regarding team/user-groups use of your pool. The motivation for this policy started with the July 2000 Walnut Creek diving accident that left a 19 year old U.C. Davis athlete diver a quadriplegic. This policy is intended to provide financial security for the City, as well as, protect the health and safety of team/user-group members.

The policy was developed with input from aquatic directors of our member cities, the Bay Area Pool Operators' Association, and the MPA Board of Directors. The Board passed the policy on December 8, 2006. It is important that you review the policy (attached). If you have any questions regarding the policy, please contact:

Rick Buys, Liability Claim Manager
Municipal Pooling Authority
1911 San Miguel Drive
Walnut Creek, CA 94596
925-946-4180 ext. 12

COMPLIANCE IS MANDATORY:

Compliance with this policy is mandatory when your pool is used by team/user-groups, whether at a practice or a meet. If a Member City does not enforce these requirements, it may lose liability coverage for any claim or suit made arising out of the team/user-group use.

Compliance with this policy will be verified each year through a questionnaire sent to each Member City that owns or operates a pool used by team/user-groups. The questionnaire must be completed, and signed by the pool manager and counter-signed by the City department head. Finally, if a claim or suit is filed against a member arising out of team/user-group activities, MPA will conduct an investigation to confirm the City was in compliance with the policy.

MPA POOL USE POLICY REGARDING TEAM/USER-GROUPS

All pool use activities, including outside teams and user-groups, are high-risk activities. Further complicating this exposure, the aquatic department is not in full control of the pool when used by outside team/user-groups. Regardless, the City can still retain legal liability for injuries that occur in its pool during these activities. MPA understands that unreasonable requirements can strain the budget of teams and user-groups; MPA strives to keep requirements to only those necessary to provide proper safety to these groups and financial stability of the City.

MPA adopts the following minimum requirements when a City pool is used by team/user-groups. The requirements apply regardless whether one or more team/user-groups use the pool at the same time. (These requirements are minimum requirements; each City reserves the right to set standards at a higher level of care than stated in this policy.)

1. Mixed-use within the same pool is only allowed with an appropriate barrier to separate the mixed-use activities. A barrier is defined as a lane rope or rope with buoys stretched across the width of the used area. Due to different pool designs, it is the responsibility of each City/facility to set the distance between the diving area, barrier, and swimming area so that both areas are of a safe distance from one another. Each aquatic department must document their plan to comply with this requirement, and record that plan in their department records. When possible, that plan should also be made part of the contract with team/user-groups. "Mixed-use" means two or more team/user-groups sharing the same pool at the same time, where one or more of the team/user-groups involves diving or other activities that pose a risk to other team/user-groups sharing the pool.
2. Each team/user-group has set hours of use, approved in writing by the City, and are not allowed to vary from that schedule without formal approval by City staff. In certain cases, coaches may have keys to the aquatics facility issued to them because of the necessity to access their office for equipment, which is located within the facility. Unauthorized use of keys is prohibited. Unauthorized duplication of keys is prohibited. All team/user-groups must check-in before entering the facility. A City staff member must remain at the facility while team/user-groups are in the facility. City staff is responsible for opening and closing the facility. However, it is the responsibility of the coaches to make sure all members of their team/user-group, especially those under the age of 18, have left the fenced pool area before the coaches leave the facility.
3. Team/user-groups may use a coach to serve as a lifeguard if currently certified/licensed as a lifeguard through a recognized organization, such as, but not limited to, American Red Cross, Jeff Ellis & Associates, or YMCA, and has also been through the City's emergency response action plan and policy/procedures training. Additionally, a City employed, certified/licensed lifeguard must be on duty at all times while team/user-groups are using the facility, to respond to any emergency that may occur. Regardless, there must always be at least one qualified lifeguard at the pool, on lifeguard duty, in the chair or pool deck, whether or not that lifeguard is a City employee or team/user-group coach.

4. Insurance Requirements:

Team/user groups shall, at their sole cost and expense, maintain in full force and effect, the following forms of insurance:

Comprehensive General Liability: combined single limit of not less than Two Million Dollars (\$2,000,000) per occurrence, with participant injury liability coverage.

The team/user-group shall furnish the City with original certificates confirming proof of compliance with the insurance required in this section. The team/user-group will also provide original additional insured endorsements designating the City, its agents, officers, employees and volunteers as additional insured's.

The insurance is to be placed with insurance companies acceptable to the City. Any deductibles or self-insured retention shall be declared and approved by the City. The team/user-group insurance coverage shall be primary with respect to the City.

The team/user-group shall provide workers' compensation coverage in accordance with applicable law, if required by law.

Such policies shall be non-cancelable except upon thirty (30) days prior written notice to the City.

All team/user-group participants and coaches must sign a release of liability waiver each year, and submit a new certificate of insurance and additional insured endorsement to the City. Members who join the team/user group during the program must also sign a release of liability waiver before they can enter the water. All team/user-groups must provide rosters of all team members and coaches, and update the rosters with any changes during the current year. All team/user-group members and coaches must provide copies of their association membership card, if applicable, to the City.

Effective January 1, 2007

POOL TEAM/USER-GROUP QUESTIONNAIRE

The City has adopted the following policy, as signified by the below signatures:

1. You have presented each Team/User-Group with a copy of this pool use policy.
2. Each Team/User-Group has agreed to follow the conditions of this policy.
3. Each Team/User-Group has provided proof of a minimum of \$2 million liability coverage per claim, which includes participant injury liability coverage.
4. Each Team/User-Group has provided an endorsement naming the City an additional insured.
5. Each Team/User-Group has provided a roster of all team members and coaches and copies of their association membership card, if applicable.
6. All Team/User-Group members have signed a release of liability waiver for the current year.
7. You have developed a plan for pool use by the Team/User-Group that complies with the above policy.
8. The Team/User Group has signed a contract with the City, each year, which incorporates the above policy.

Signature, Aquatics Manager

Signature, Department Head

List All Team/User-Groups that use your pool:

1. _____
Name of Group Contact

Address Telephone

2. _____
Name of Group Contact

Address Telephone

3. _____
Name of Group Contact

Address Telephone

4. _____
Name of Group Contact

Address Telephone

Return this completed form to: Municipal Pooling Authority
Rick Buys, Liability Claim Manager
1911 San Miguel Drive
Walnut Creek, CA 94596



Operations Guide

Airflow & Sealed Inflatables

www.aflextechnology.com

OPERATIONS GUIDE

AFLEX CONSTANT AIRFLOW & SEALED INFLATABLES

WARNING

This document has been compiled by Aflex Technology (NZ) Ltd as a guide to assist users of Aflex inflatable products in ensuring the safe operation of their inflatable pool product. ***Operators/owners must read this manual before using the product.*** Whilst every endeavour has been made to identify all safe practices, each operator must perform a risk assessment to review their particular circumstances and take all necessary steps to ensure safety at all times.

Aflex Technology (NZ) Ltd accepts no liability for any accident, injury, loss or loss of life which may occur as a result of not following guidelines in the operations manual. Full responsibility lies with the operator and staff to follow correct set-up and dismantling procedures, adequately supervise users, meet minimum suitability recommendations, enforce safety rules, and regularly check products for maintenance.

In the event Aflex Technology's recommendations on maintenance and operation are not followed your one year warranty on your inflatable/s will be invalidated.

***Products are not suitable for non-swimmer due to risk of drowning.
Daily maintenance checks should be carried out before each use.***



Aflex Technology (NZ) Ltd

239 Haven Road
Nelson 7010
New Zealand

Email: info@aflextechnology.com
Phone: +64 3 546 6747

www.aflextechnology.com

AFLEX PRODUCT WARRANTY

This warranty covers any problem relating to material defects, manufacturing faults including mechanical defects on blowers and accessories, but excludes general wear and tear, abuse and vandalism.

Aflex Technology NZ Ltd hereby undertakes to arrange repair or replace product should the need arise within the warranty period, after inspection of the product.

The Aflex Product Warranty is valid for a period of 12 months on inflatables and 3 months on all blowers and accessories.

This operations manual is supplied with the product and must be read before using the inflatable. Failure to follow manual instructions may invalidate your warranty.

DISCLAIMER

These products should be used only after reading the operations manual.

Aflex Technology (NZ) Ltd accepts no liability for any accident, injury, loss or loss of life which may occur as a result of not following guidelines in the operations manual.

Full responsibility lies with the operator and staff to undertake risk assessment, adequately supervise users, ensure adequate water depth, enforce safety rules and regularly inspect products.

These products are not suitable for non-swimmers due to risk of drowning.



Aflex Technology NZ Ltd hereby gives an Aflex Product Warranty to:

Client: _____

Address: _____

Phone: _____

Date: _____

Product Name: _____

Code: _____

Aflex Product Number/s: _____

Warranty Valid From: _____

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INTRODUCTION

GENERAL

Aflex Technology designs and manufactures its own range of inflatables in Nelson, New Zealand. A wide variety of models have been developed creating an extensive range of constant airflow & sealed inflatables to suit differing aquatic requirements. At Aflex we aim to provide our clients with exciting products to assist in the maintaining and growth of their business goals.

NOTICES & ACKNOWLEDGEMENTS

This manual is provided for information purposes only. Nothing in this manual is to be construed in any way as varying the terms of sale of the goods to which it applies. All the information included in this manual is subject to change without notice. Reasonable care has been taken when preparing the contents of this manual. Aflex Technology accepts no responsibility for any error or omission or misuse.

AFLEX TECHNOLOGY CONSTANT AIR FLOW WATER BASED INFLATABLES

Constant airflow inflatables are manufactured using machine stitched seams and PVC welding. They use a continuous airflow electric fan to maintain air pressure whilst the unit is in use. Constant air flow units are generally designed to be anchored or fixed to the edge of the pool so that the unit runs from the shallow to the deep end. Participants step from the pool side onto the landing section of the inflatable, one at a time. The users then endeavour to traverse the various obstacles until exiting into the water.

AFLEX TECHNOLOGY SLIDES

The slide is a self – contained anchored unit designed to be used in a similar way to the obstacles course type units. Due to their height they are for sliding down only and are **not designed for jumping or diving off.**

AFLEX TECHNOLOGY SEALED INFLATABLES

Sealed inflatables are manufactured by welding PVC. To use, inflate the unit with a hand/foot pump or a small electric blower. Once inflated remove the pump or blower and close the valve, this will maintain the air pressure while in use. Sealed inflatables can be moored or float freely around the pool.

AFLEX TECHNOLOGY SEALED MODULAR INFLATABLES (Aqua Fun & Aqua Adventure Inflatables)

Modular sealed inflatables can be used as individual inflatables or combined to create larger inflatables of your choice. Units are linked together using a fitted sleeve system over the connecting T-bars on each unit.

BASIC OPERATING PROCEDURE

SAFETY CONSIDERATIONS AND RULES OF PLAY

When using Constant Air Flow Inflatables, Slides or Sealed Inflatables please consider the following points:

Swimming Abilities

- Inflatables are not suitable for non-swimmers and weak swimmers.
- Potential users should be tested as to their swimming ability before being allowed onto the unit and then given an appropriate mark or wristband.

Owners Responsibilities

- The owner or operator/manager of the inflatable shall verify and document the operators and attendants as having received appropriate training to supervise and administer the products safely.

Operators and Attendants Responsibilities

- Ensure the users are kept clear of the inflatable during inflation and deflation.
- Inform the users of the rules when using the inflatable.
- The rules shall be explained to all users before they use the inflatable.
- The rules shall be displayed in a prominent manner that can be seen and read by all users before entering the inflatable.
- Are to ensure the positioning of the inflatable gives a clear view of all users on and around the inflatable, so activity can be monitored at all times.
- Ensure users enter the inflatable in a controlled manner.
- Are to control bodily contact between users along with boisterous and reckless play.
- Should incorporate the use of whistles or other signals and take appropriate action at the first sign of misbehaviour or violation of the posted rules.
- Ensure when users step onto the inflatable they do not exceed the maximum number of users allowed on the inflatable at any one time.
- Are to ensure users do not interfere with anchors, air pipes or fans/blowers.
- Ensure inflatables are well anchored clear of hazards.
- Are to verify that the inflatable is not over loaded with users in accordance with the manufacturer's specifications. Refer to Aflex Technology's individual product information sheet provided and/or website www.aflextechnology.com for details.

Rules of Play

- The user shall not approach the inflatable without permission to do so.
- Users are to form an orderly queue.
- Users are to step onto the unit one at a time.
- Swimming under the inflatable should not be allowed due to restricted vision.
- Users not to dive off the inflatable.
- Users are not to behave in a reckless and careless manner and shall have no contact with any other user on the inflatable.
- No-one may take onto the inflatable sharp or dangerous objects such as buckles, pens, keys, knives etc. Spectacles are best removed.
- Any users falling or exiting the inflatable are to move away from the inflatable as quickly as possible.
- Under no circumstances are users allowed to climb onto the inflatable whilst the inflatable is out of the water.
- Under no circumstances are users allowed to climb onto the inflatable whilst the inflatable is not securely moored.

Additional Rules of Play and Responsibilities for the Use of Slides

- Safety consideration shall be given to the number of participants queuing at steps to the dive tower or climbing structure.
- Users are to queue on poolside whilst waiting their turn.
- Consideration shall be given to the age range permitted.
- Consideration shall be given as to whether the sessions will operate according to age/height and or swimming ability.
- Only one person to go down the slide at a time.
- Only go down if the slide and landing area are clear of previous user.
- Users shall go down in a sitting position only, feet first.
- User must not run and launch themselves aggressively down the slide or attempt to stand up.
- Users are not to dive off the slide into the pool.
- User shall remove all jewellery, watches and other sharp objects before mounting the inflatable.
- Users must be well clear of the landing area before the next person uses the slide.
- Slides shall be sufficiently tight to ensure a stable ride.
- Extra attention is required when using outdoors due to potential wind hazard.
- Any damage to the fabric or seams of all inflatable's must be considered a serious hazard. The inflatable should be taken out of service until the damage is repaired.

Rules of Play should be adhered to at all times to reduce the risk of damage to the inflatable, injury, accident, loss or potential drowning of patrons and operators.



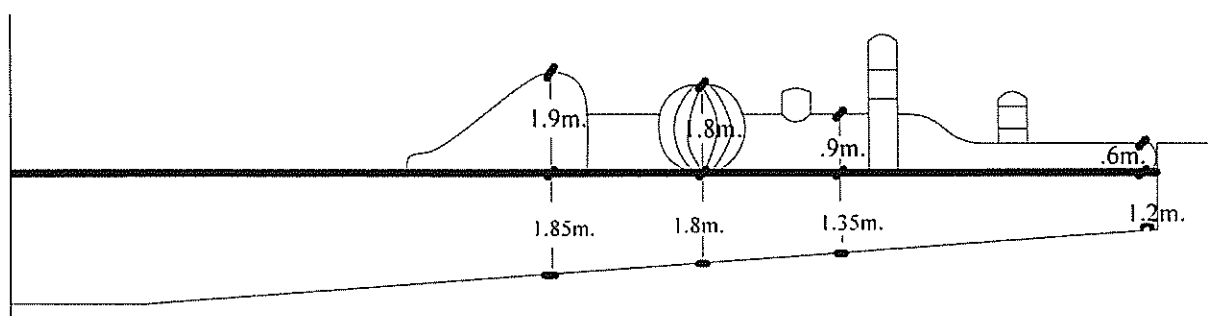
Safety

- The inflatable is to be clear of any hazards and pool exits.
- The inflatable is to be positioned in such a manner that jumping or exiting from inflatable cannot make contact with the edge of the pool.
- A minimum depth of water is essential for the safe operation of inflatables. Refer to Aflex Technology's suitability guide, the elevation guide below, website www.aflextechnology.com, and product information sheet or customer services for advice on individual products.
- In outdoor pools consider the risk of wind gusts on windy days as this may affect the stability of the inflatable.
- During designated inflatable sessions, unless the use of the pool is exclusive to users of the inflatable, other swimmers or pool users should be segregated from the immediate area around the inflatable by way of lane ropes or other suitable equipment.
- In the event of overloading or over-inflation, the fabric itself may split leading to deflation resulting in an unsafe situation.
- Electric fans/blowers are to be sited well away from the pool side, the public and any wet areas.
- Electric components must be installed with the voltage and grounding requirements as required by the local governing authorities.
- **CAUTION:** All constant Airflow inflatables use a high pressure fan/blower. For safety reasons it is vital to use the correct fan specified for the inflatable unit. If the unit starts to show signs of loss of air pressure e.g. it starts to sag noticeably, play shall be suspended immediately and the cause of the pressure loss remedied before users are allowed back onto the unit.



EVALUATION GUIDE

(to be used as a guide only)



ASSEMBLY PROCEDURE CONSTANT AIRFLOW

The Constant Air Flow Inflatables will be supplied rolled up with the filler/outlet pipe (if applicable) on the outside and the whole bundle tied with a strap or rope & wrapped in a PVC carry sheet. Inflatables can be heavy especially if wet. It is vital to have enough able-bodied people to carry out loading and unloading, setting up/assembly and dismantling without individuals injuring themselves.

It is essential that the Constant Air Flow Inflatables are transported from the storage area to the inflation area near the pool carefully and not dragged as this will cause damage including tears and grazes to the fabric. A trolley or carry sheet should be used. The surface of the area where the inflatable is to be inflated should be non-abrasive and clear of any protrusions or objects which might damage the inflatable.

Handle with care at all times.

OUTDOOR SWIMMING POOLS

Particular care needs to be taken when Constant Air Flow Inflatables are used in outdoor conditions. Unless the inflatable is held securely by the anchoring points it may break loose. Consideration needs to be given to the weather conditions before the start of each outdoor session and any changes in weather conditions, actual or predicted. In the event of, or imminent possibility or suggestion of thunder and lightning, the session should be stopped immediately and the air blower turned off as soon as it is safe to do so. (See section on deflation/dismantling).

Inflatable structures **should not** be erected or used outdoors in winds that are strong enough to cause problems, (use in light winds only) as it is both dangerous during use and whilst inflating the unit. The unit will not remain stable under its weight alone and can be lifted or overturned without warning by a gust of wind. Secure at all times. Large inflatables should not be used in an outside setting where the wind loading exceeds 3 on the Beaufort Scale (max 12-19 km/h or 8-12mph).

SAFETY RECOMMENDATIONS FOR SETTING UP CONSTANT AIR FLOW INFLATABLES

The unit should be fully unrolled alongside the swimming pool and if using a separate air hose, one end of the flexible air pipe should be inserted into the air inlet tube and secured by tying with shock cord, then attach other end onto the fan or blower with a clamp, screw or bungee cord.

The units come with the air pipe already attached to the inflatable. The 6m to 10m air hose is normally long enough for most pools but if necessary can be extended up to 12 metres. The use of air hoses longer than 12 metres is not recommended due to the potential reduction in air pressure.

The fan is switched on and the unit inflated before lifting inflatable into the pool.

- Care must be taken in situating the electric fan/blower and should be sited well away from the pool side and any other wet areas.
- Swimmers are to be prevented from having access to the fan/blower.
- It is recommended the blower is placed on a mat to absorb vibrations.
- To act as an electrical current breaker the electrical socket will require a RCD (residual current device).

*The inflatable and its fan must be checked **before each session** to ensure that:*

- The electric fan (blower) has no chafed or worn cables and is fixed securely so that it cannot be pulled by the air pipe into the pool or any wet area.
- Electric plugs, sockets and switches are not damaged in any way and the electric fan is connected to an earthed main supply via a RCD (residual current device).
- The inflation pipe connections to the fan/blower unit are firmly fixed.
- There are no holes or rips in the surface or seams of the inflatable unit.
- When fully inflated the structure is sufficiently firm.
- All anchor points are not damaged.

Once the unit is inflated on the poolside and checked it can be floated in to the correct position in the pool. The unit can then be positioned in the pool using the anchor ropes. The normal method is by anchorage to the pool side but suitably equipped pools may use the bottom method.

The inflatable should be sited centrally with the start end tied against the pool edge with the rope provided. **THE INFLATABLE MUST NOT BE ABLE TO MOVE AWAY FROM THE POOL EDGE.** The anchor lines (if not bottom anchored) should be positioned preferably at 30-45 degrees to the pool edge. The sides of the unit should not be nearer than 2 metres from the sides of the pool or lane ropes. Inflatables should be positioned with at least 3 metres of clearance from the exiting end or what is deemed appropriate to the model inflatable. (See individual product information sheet for details).

Inflatables designed to be positioned away from all pool edges (i.e. units without an entry pad) **MUST** be positioned a minimum of 2 metres clear of all pool sides and lane ropes.

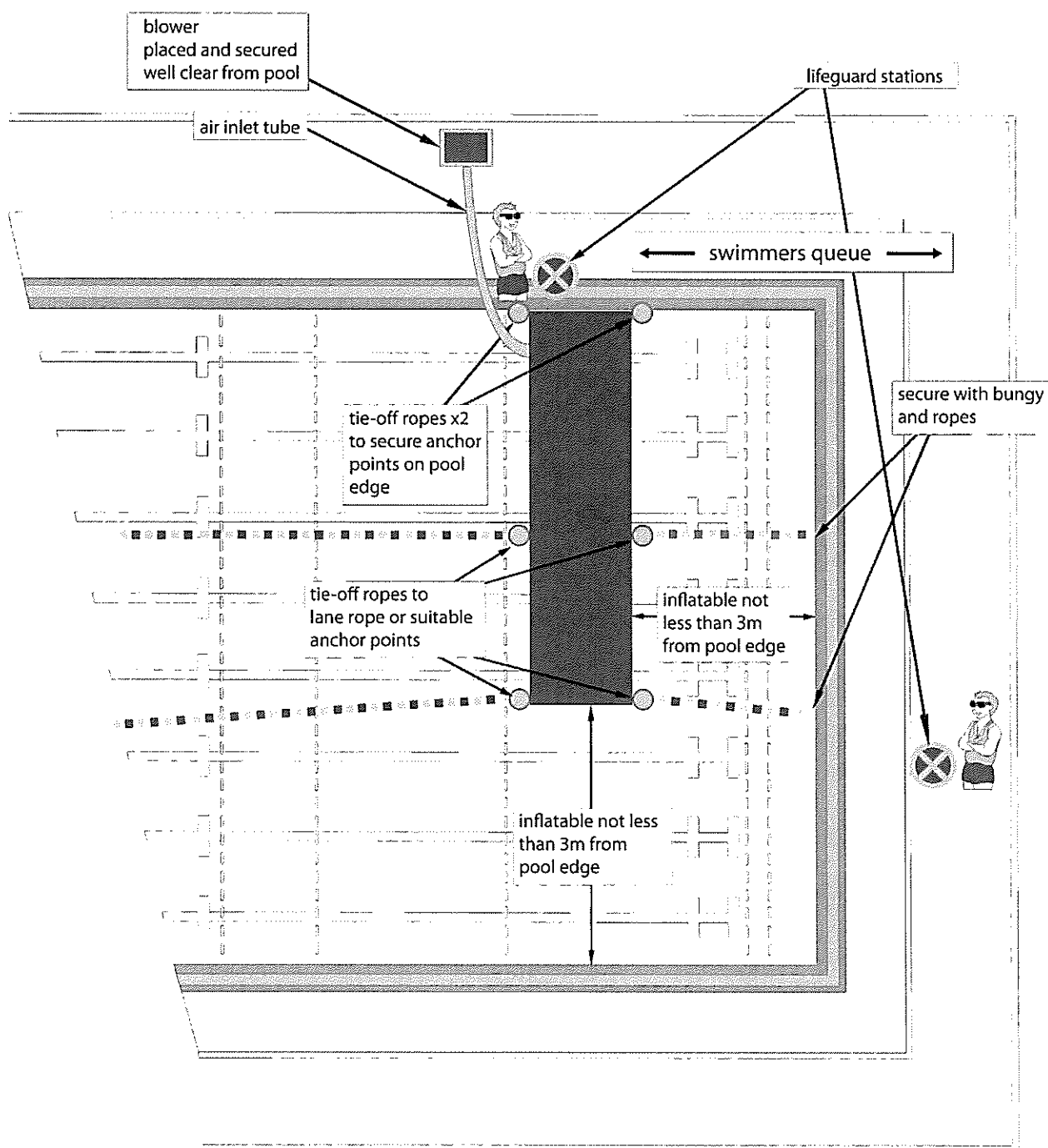
Any loose ends of anchor ropes should be tidied up and the air pipe positioned so that they are not a hazard to users.

Anchor ropes present a potential hazard to users who may fall onto them. To reduce the risk of injury they should be smooth, padded where necessary, brightly coloured and incorporate a rubber expansion piece.

WE RECOMMEND A NON SLIP MAT AT THE POINT OF ENTRY OF THE INFLATABLE FOR USERS TO STAND ON BEFORE STEPPING ONTO THE INFLATABLE.

CAUTION: Ensure that all anchor ropes and their attachments to the pool side are sufficiently in tension to hold the unit in its correct position in relation to the sides and the bottom of the pool and that they will remain secure during the period of use. Under no circumstances should any users be allowed to climb on to the inflatable whilst it is out of the water or not correctly anchored.

Constant Airflow Inflatable Set-up



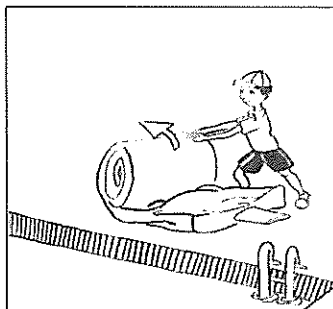
NB: Inflatables should always be positioned not less than 2m from lane ropes

QUICK GUIDE TO SET UP CONSTANT AIR FLOW INFLATABLES

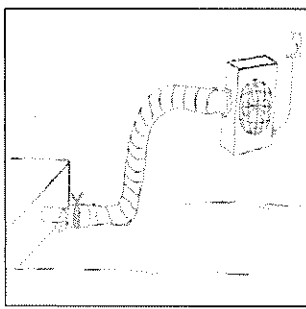
1. Unroll inflatable along the poolside.
2. Attach blower (fan) to PVC air inlet tube or hose (if separate hose used) and secure with the bungee cord supplied.
3. Attach RCD, turn on the blower (fan) ensure it is secure and in a safe position well away from the pool edge and unable to be tampered with.
4. Fully inflate and lift inflatable carefully into the water, being careful not to dislodge air hose. **Do not drag** over pool side.
5. Float the inflatable into position in the pool so **entry pad is against the pool edge**.
6. Secure the inflatable with the anchor ropes to the pool edge. Ensuring there is no gap between inflatable and the pool edge a person could fall between.
7. Secure other anchor points with rubber bungee cords & ropes at sides and exit end. Or pool bottom using suction attachment device or bottom anchors if available.
8. Ensure other pool users and swimmers are a safe distance from the inflatable when in use.
9. At the end of the session ensure all users are safely off the unit.
10. Lift the inflatable out of pool and place on pool side with blower & hose attached & still on.
11. Dry off the inflatable **whilst still inflated** on poolside by leaving the blower on for a short period of time (approximately 30 minutes) and also using towels to dry off excess water.
12. Turn off blower, detach hose from inflatable and undo zips to let out as much air as possible.
13. Roll inflatable from exit end when totally deflated.
14. Lift rolled inflatable onto carry sheet or trolley for storage.
15. When reusing inflatable at next session - **Ensure all zips are closed before inflating**.
16. Refer to individual product sheets for specific setup and suitability information



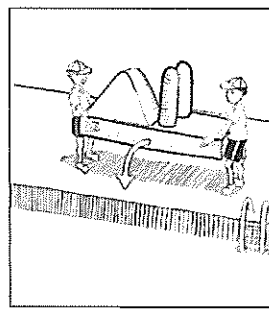
EASY SETUP GUIDE CONSTANT AIRFLOW INFLATABLES



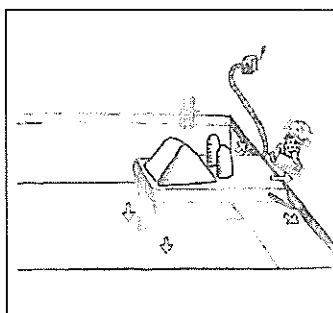
1. Unroll fully on poolside.
Do NOT drag.



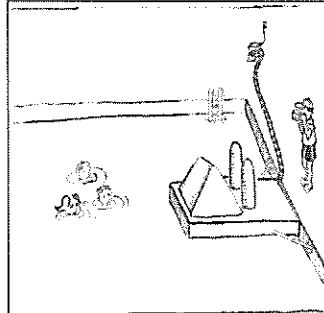
2. Attach blower & turn on.
Position blower well away
from pool and secure.



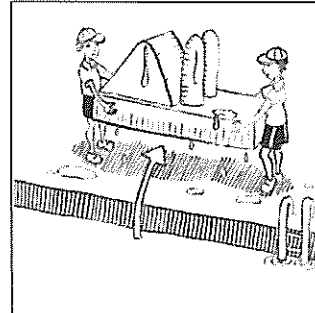
3. Inflate until firm & lift into
pool. LEAVING THE BLOWER
ON WHILE IN USE.



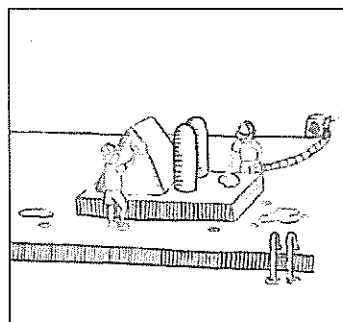
4. Secure into position. Attach
inflatable against pool end and
Secure on bottom or to the
sides.



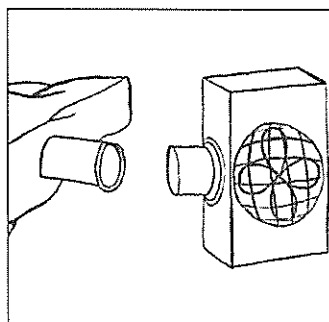
5. Ensure other swimmers are
a safe distance from inflatable.



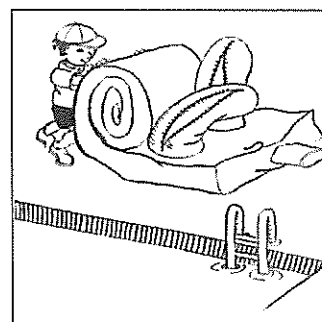
6. Lift out of pool – inflated
and with the blower still on.



7. Dry off completely on poolside
with blower on.

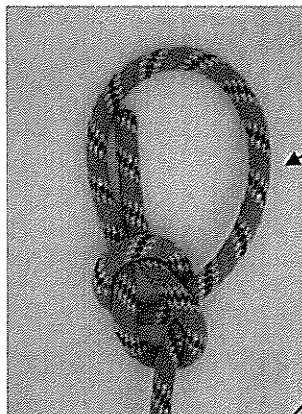


8. Turn off blower & detach
from inflatable



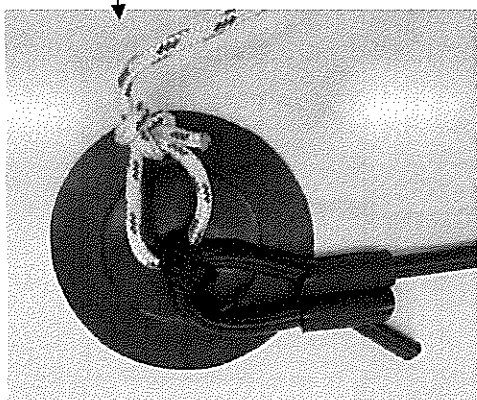
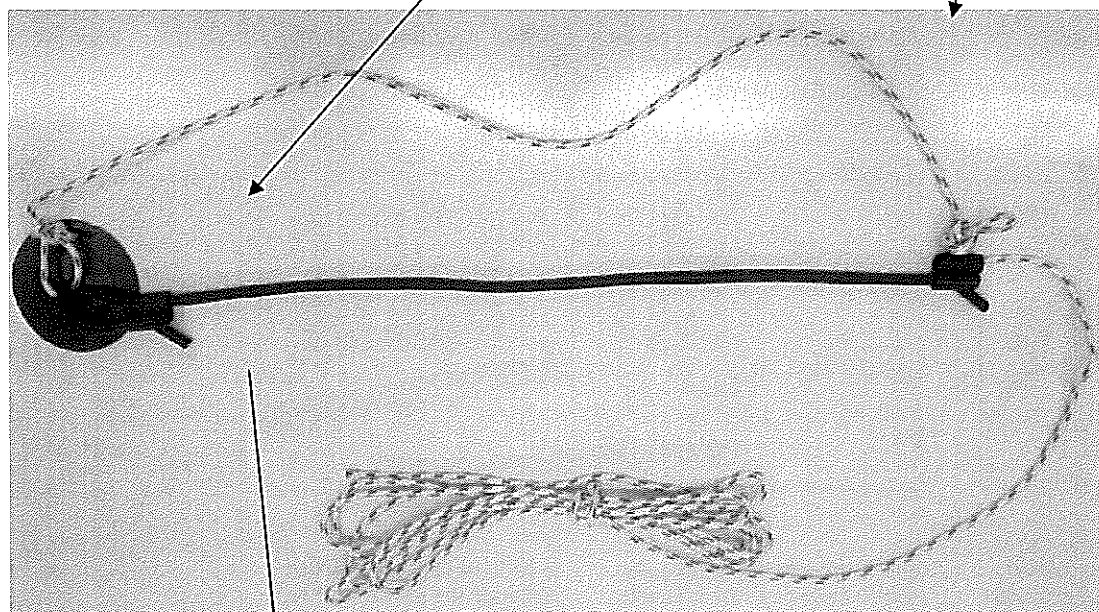
9. Undo zips & roll away

ROPE & BUNGEE ANCHORING OF YOUR INFLATABLE



Attach the main rope using a bowline knot (pictured) and bungee around the anchor on the inflatable

Add an extra 300mm of length to the rope, this acts as reserve tie just in case anything should happen to the bungee.



Tie a knot to stop the main anchor rope sliding back through the joiner and attach the end of the rope to the side of the pool.

DEFLATION/DISMANTLING/PACKING CONSTANT AIR FLOW PROCEDURES

At the end of the session staff must ensure that all users are safely off the inflatable and out of the pool.

The inflatable can then be carefully taken out of the water and carried **not dragged** to the area where it was originally unpacked. While units are still **inflated** they should be rinsed off with clean water then allowed to dry on the pool side with the **blower on** before deflating and packing away. Allow 30 minutes minimum for drying.

Adequate supervision should be allowed to ensure the inflatables are not climbed on when out of the water.

The fan /blower should be turned off before the air outlets are opened. To let the air out, open any air outlets by undoing zips. Next disconnect the air pipe by undoing the shock cord/wrap or clip.

Leave to deflate. Ensure that as much air as possible has escaped before starting to roll and pack the unit.

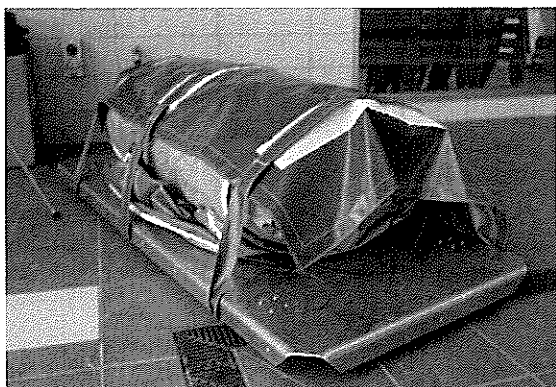
Packing

- It is strongly recommended that the inflatable is only packed when it is completely dry.
- To help prevent damage, if a unit has had to be packed away still damp, it should be unrolled again at the first opportunity and allowed to dry out thoroughly before packing.
- To help keep the unit in good condition it should never be stored for any length of time unless it is completely dry.
- The best shape for the packed unit is obtained by rolling the unit from one end to the other with the filler/outlet tube/pipe untwisted. Start rolling the unit from the exit end towards the air tube to make a large roll.
- Ensure both sides are parallel – unroll and reroll again if not even. If the unit is large, then use an adequate number of people to comfortably roll it. Roll as tightly as possible. When the unit is rolled up properly then tie it with the strap provided then roll it onto the carry bag provided.
- The unit when packed can be rolled or tumbled onto a trolley. With large units particularly never try to lift them up completely. Always use a barrow or trolley.

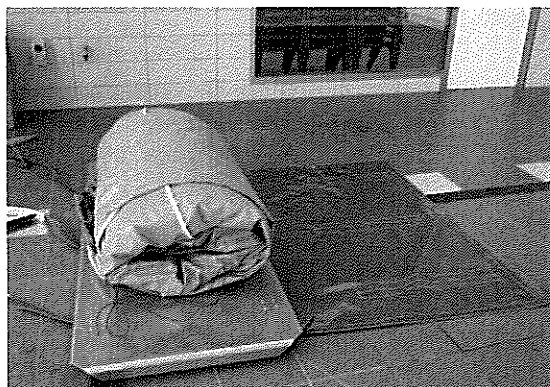
Never allow any member of staff to take avoidable personal risks in the course of moving or lifting the unit. Ensure enough fit helpers are available. Aflex Technology accepts no responsibility for any avoidable injury to persons who take unnecessary risks in the course of moving the inflatable.

The equipment must be stored away clean and dry particularly if it is to be stored for any length of time. Failure to do this will cause mildew to form which will stain and damage the fabric and may cause unpleasant smells.

USING A TROLLEY FOR STORAGE



Inflatable is secured to the trolley with cover sheet and straps



Untie the straps and place the cover sheet on the ground



Stand on the cover sheet to stop the trolley from rolling



Roll the inflatable onto the cover sheet



Unroll the inflatable and inflate

INSTRUCTIONS FOR SLIDES FIXED TO DIVING BOARD

(To be used in a dive pool only)

Installation of Slide

1. Unroll the inflatable slide on poolside and inflate until firm.
2. To inflate attach the air inlet tube securely to the blower with cord provided and inflate on poolside. **Check zips are closed on the inflatable.**
3. Attach RCD, turn on the blower (fan) ensure it is secure and in a safe position well away from the pool edge and unable to be tampered with.
4. Check the inflatable for any damage with particular attention to anchorage points seams and other areas of weakness each time it is used.
5. Lift the inflatable into pool. **Care is required not to drag it across abrasive surfaces.**
6. Fit sleeve over end of dive board and attach clips to hand rails. The sleeve is necessary to protect the slide from chaffing and people from injury.
7. Move inflatable into position against the diving board.
8. Pull up the straps and securely fasten the straps to the railings at the top of the diving board.
9. Secure other anchor points with rubber bungee cords & ropes at sides and exit end. Or pool bottom using suction attachment device or bottom anchors if available.

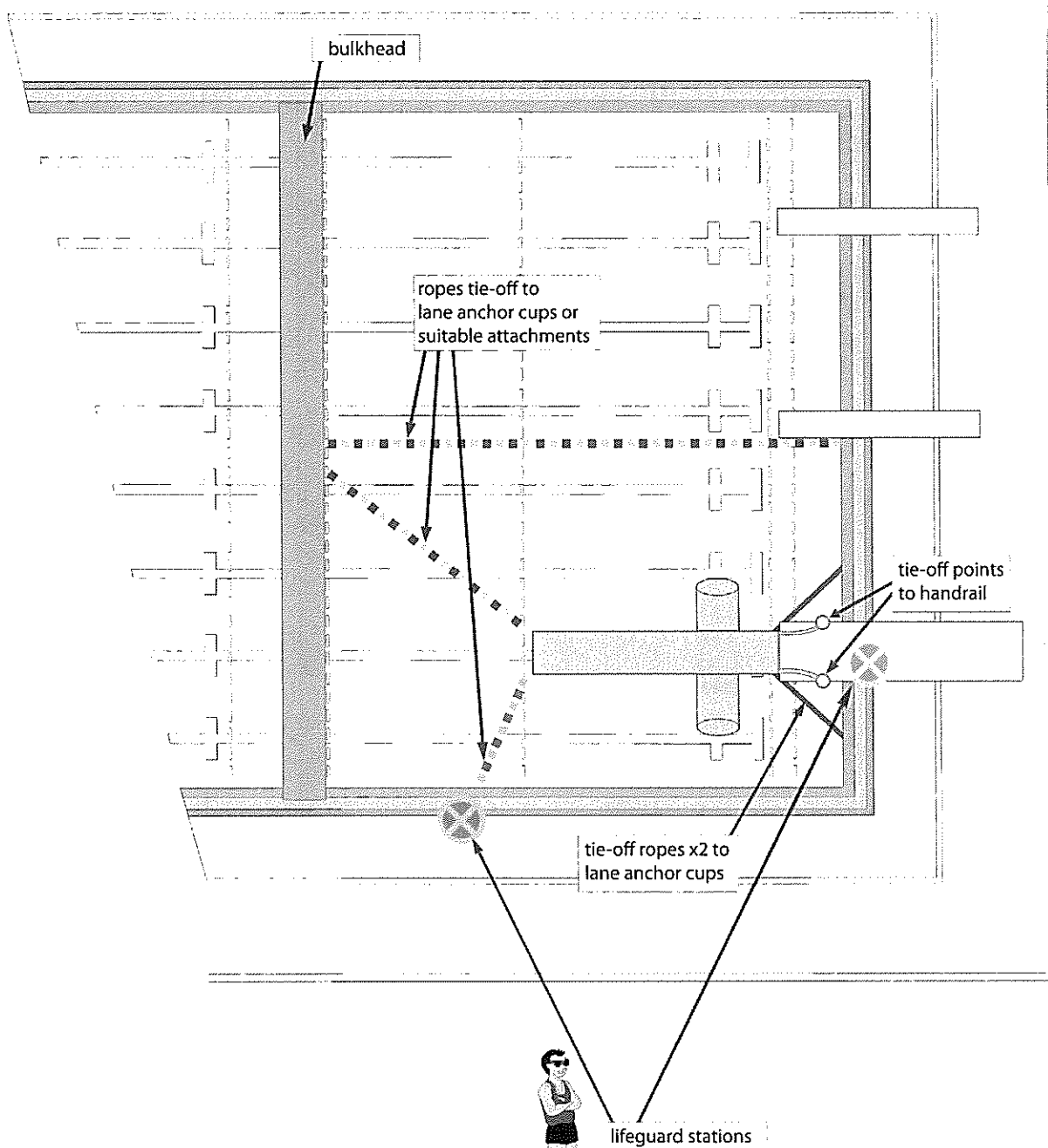
To Deflate Slide

As per above instructions for installation but in reverse.

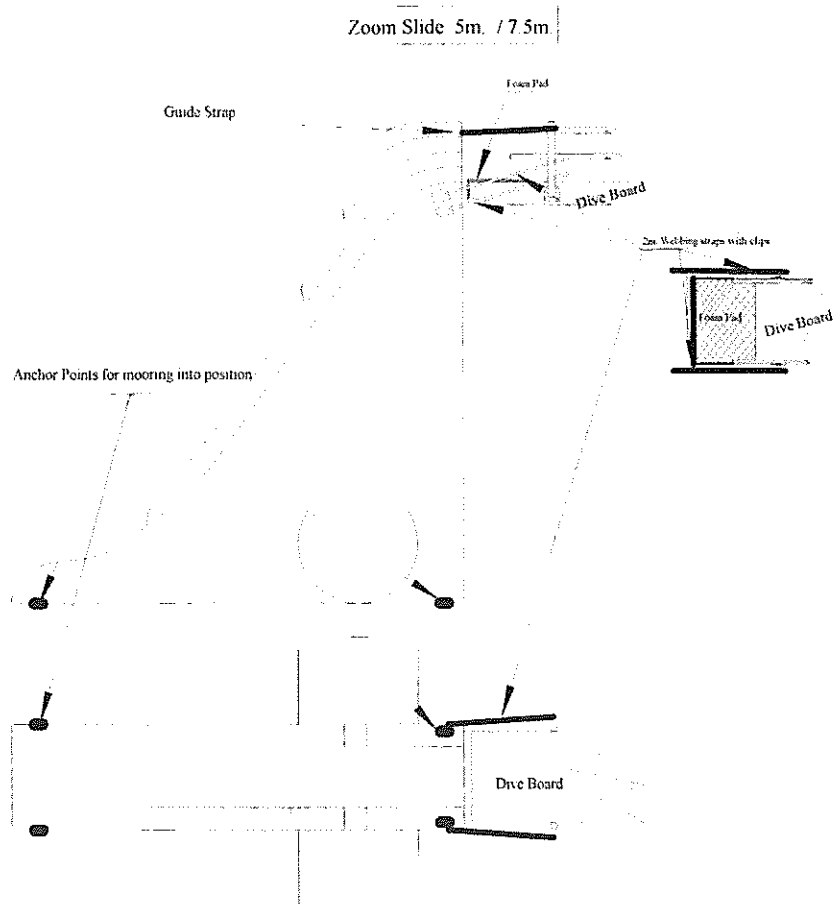
1. Lift inflatable out of water while inflated.
2. If possible allow to dry on poolside for a period of time while still inflated with the blower still running, ensuring no member of the public has access.
3. To totally deflate slide, turn off air supply and detach the air hose from the blower.
4. Open the zips in underside of inflatable.
5. Roll up inflatable and put away. **Do not drag.**

Refer to individual product sheets or website for specific setup and suitability information.

Constant Airflow
INFLATABLE SLIDE SET-UP
(Attached to Diving board)



ZOOM SLIDE SET UP



SAFETY RECOMMENDATIONS FOR SETTING UP SLIDES

Electric Blowers/Inflatable

- Ensure the electric blower is in a completely dry area with the blower positioned well away from the pool and other wet areas.
- Swimmers are to be prevented from having access to the fan/blower.
- It is recommended the blower is placed on a mat to absorb vibrations.
- To act as an electrical current breaker the electrical socket will require a RCD (residual current device).

The inflatable and its fan need to be checked before each session to ensure that:

- The electric fan (blower) has no chafed or worn cables and is fixed securely so that it cannot be pulled by the air pipe into the pool or any wet area.
- Electric plugs, sockets and switches are not damaged in any way and the electric fan is connected to an earthed main supply via a RCD (residual current device).
- The inflation pipe connections to the fan/blower unit are firmly fixed.
- There are no holes or rips in the surface or seams of the inflatable unit.
- When fully inflated the structure is sufficiently firm.
- All anchor points are not damaged.

Clearance for Slides

Inflatable slides should be positioned so there is adequate water depth for the patron when exiting and sufficient length of clear water in front to exit safely without touching the pool end or side, refer to individual product information guides or our website for exit requirements for the different slides. An inflatable slide should be positioned so there is at least 3.5 metres from either side of the pool tank so there is minimal risk of users falling off the structure onto the edge of the pool surrounds.

Landing Area for Slides

A landing area should be formally marked out with floats or ropes to prevent other swimmers coming into contact with slide users (if the pool is not being exclusively used for the slide). This area should extend out 4.6 metres from the bottom of the slide.

During Slide Operation

A small amount of water from a hose should be run continually down the slide during use to aid sliding and to prevent friction burns or grazes.

Supervision Requirements

A minimum of 2 trained and qualified staff is recommended for the dive board slides when in operation. One staff member is required at the entry point (top of slide) and one positioned at the descent point on the poolside below. Separate rules of play need to be devised. This is the responsibility of the owner/operator. Refer "Safety Considerations and Rules of Play" for guidelines.

INSTRUCTIONS FOR SETTING UP SEALED, AQUA FUN & AQUA ADVENTURE INFLATABLES

1. Unroll product & inflate on pool side.
2. Inflate by using either a hand/foot pump or electric blower. Use the black hose adapter (bayonet) supplied to fit pump onto valve.
3. **Do not over inflate.** Over inflation will lead to splitting of the fabric.

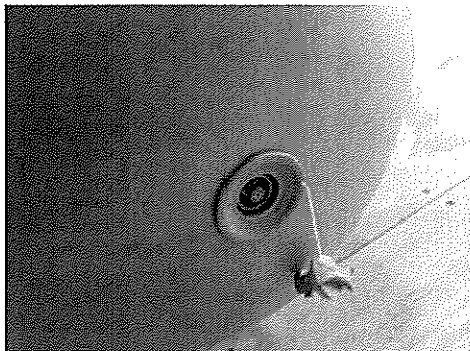
For the correct pressure ensure you are able to easily press the inflatable with your thumb. The recommended air pressure is two pounds per square inch (2 PSI).

NOTE: Over inflating can occur in hot conditions as the warm air expands. Release some air from the inflatable should this occur. Do not leave inflated in the sun prior to or after use.

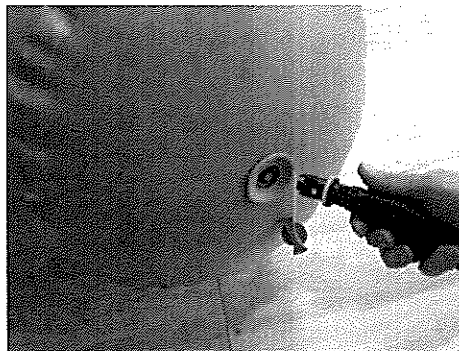
4. Top up with extra air if necessary during usage. The inflatable can be topped up in the closed valve position.
5. To secure **MODULAR UNITS (Aqua Fun or Aqua Adventure Series)** attach the sleeve around the T-Bar at the end of the modules when the product is deflated then attach blower and inflate (*see Quick Guide on Page 23*).
6. Lift into the pool. Float into position and attach pad securely at pool edge. Secure rope on outer exit end of strip to pool side or bottom of the pool (if bottom anchors available). Ensure there is no gap between pool edge and pad.
7. Remove lane ropes so there is at least a 2.5 meters width clearance from the sides of pool down the length of the inflatable.
8. After use remove from water, dry and deflate – pressing the middle button in the valve and turn **clockwise**.
9. It is important to ensure the units are completely dry before packing and storing.
10. Good safety practices must be followed at all times – use only under strict adult supervision.

There are risks associated with using these products, refer to Safety Considerations and “Rules of Play” for guidelines.
11. The inflatable is **NOT A LIFE SAVING DEVICE**.
12. Refer to individual product information sheets for specific setup and suitability information.

INFLATING SEALED, AQUA FUN & AQUA ADVENTURE INFLATABLES VALVE OPERATION



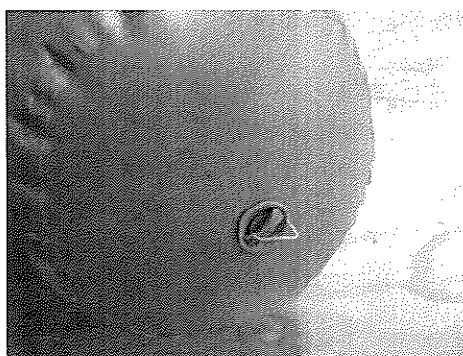
1. Remove valve cap.



2. Place black hose adaptor (bayonet) in valve.



3. Turn bayonet to secure and switch on electric blower, or begin using hand/foot pump.



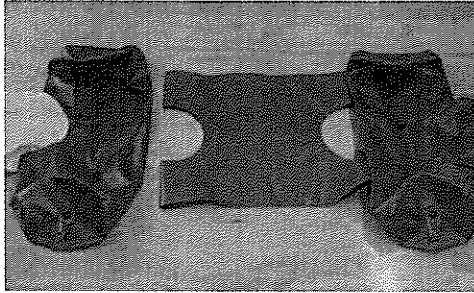
4. Once inflated remove bayonet and replace cap.



5. To *DEFLATE*, remove cap, press and turn valve.

QUICK GUIDE FOR JOINING & INFLATING AQUA FUN & AQUA ADVENTURE INFLATABLES

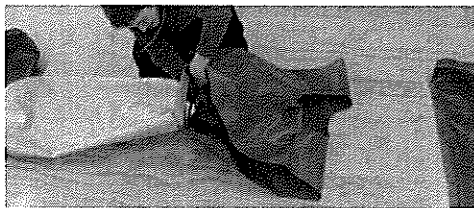
A quick visual guide to show the basic set up of Aflex 300 Series Modular Inflatables.



1. Prepare modules and connecting sleeve for joining.



2. Fold ends of module to centre.



3. Place through the hole in sleeve and unfold.



4. Repeat with next module.

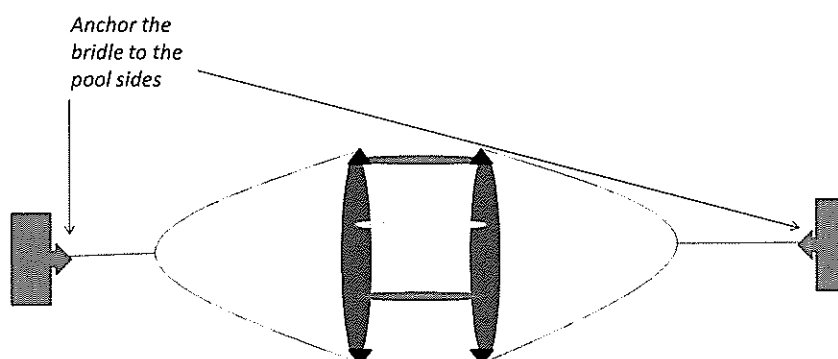


5. Attach blower as per instructions on page 21 of this guide & inflate each module.



6. Your modules are now joined.

USING A BRIDLE ON THE MOUSE WHEEL

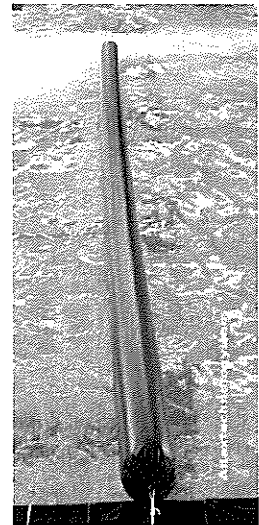


The mouse wheel can now go up and down the length of the pool

1. Your Mouse Wheel will arrive with the necessary ropes attached to 4 points of the wheel.
2. Once you have inflated the Mouse Wheel position the wheel in the pool at least 3 metres away from the sides of the pool.
3. Attach the ropes to anchors on either side of the Mouse Wheel as detailed in the above picture.
4. Ropes are to be tethered securely.
5. The life guards are to supervise the Mouse Wheel at all times to ensure the ropes do not become entangled and that no one gets caught up in the ropes.
6. The Life guards are to ensure the Mouse Wheel does not come any closer than 3 metres from any side of the pool.
7. Only one person at a time is to use the Mouse Wheel.
8. Patrons are to keep clear of the Mouse Wheel and ropes when it is set up in the pool regardless if it is in use or not.

SETUP & USER INSTRUCTIONS - SEALED POOL DIVIDER

1. Unroll & inflate pool divider.
2. Lift into the pool.
3. Float into position and attach securely at pool edge.
4. Secure ropes on outer end to pool attachment.
5. Setup so there is adequate clearance from the side of pool.



TO INFLATE & DEFLATE

1. Lock valve in open position by pressing the middle button and turn **clockwise**.
2. Inflate using either an electric blower/fan or foot pump. Inflating by hand - use the black hose adapter (bayonet) supplied to fit the appropriate hand pump.
3. When fully inflated depress middle button and turn **anti-clockwise**.
4. **Do not over inflate.** For the correct pressure ensure you are able to easily press the inflatable with your thumb. Over inflation could lead to splitting of the seams.
5. Top up with extra air if required during usage. The inflatable can be topped up with the valve in the **closed** position.
6. To deflate - press the middle button and turn **clockwise**.
7. Dry inflatable and roll away.

OPERATING GUIDELINES

1. Do not excessively load this inflatable, thereby damaging end attachments.
2. Pool Divider is only to be used as a pool barrier as it has not been designed to play on.
3. **Note:** We recommend this product is not left in hot conditions as pressure build up may cause the fabric to deteriorate and split.

SETUP & OPERATION INSTRUCTIONS - LOG RUNNER

1. Thread logs through the strip.
2. Inflate logs.
3. Thread pad through large loop in strip.
4. Inflate pad
5. Lift into the pool.
6. Float into position and attach pad securely at pool edge.
7. Secure rope on outer exit end of strip to pool side or bottom of the pool (if bottom anchors available). Ensure there is no gap between pool edge and pad.
8. Remove lane ropes so there is at least a 2.5 metre width clearance from the sides of pool down the length of the inflatable.

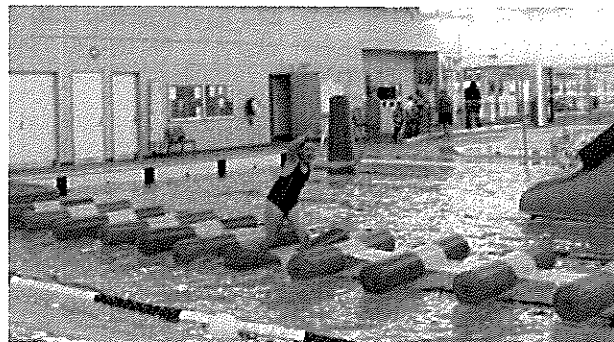
TO INFLATE AND DEFLATE

1. Lock valve in open position by pressing the middle button and turn **clockwise**.
2. Inflate using either an electric blower/fan or foot pump. When inflating by hand use the black hose adapter (bayonet) supplied to fit the hand pump.
3. When fully inflated depress middle button and turn **anti-clockwise**.
4. **Do not over inflate.** For the correct pressure ensure you are able to easily press the inflatable with your thumb. Over inflation could lead to splitting of the seams. If using in hot sunny conditions allow for extra pressure build up and deflate accordingly.
5. Top up with extra air if required during usage. The inflatable can be topped up with the valve in the **closed** position.
6. To deflate – press the middle button and turn **clockwise**.
7. Dry before packing.

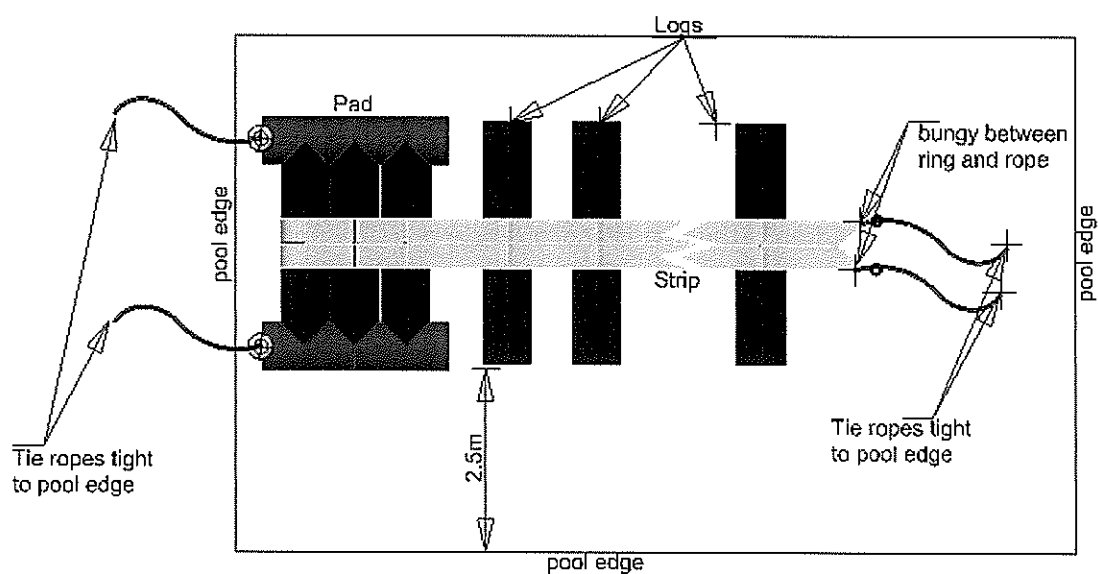
Good safety practices must be followed at all times- use only under strict supervision.

OPERATION GUIDELINES

1. 1 person at a time on the Log Runner.
2. Use in a minimum water depth of 1.1 metres.
3. Not suitable for non swimmers.



SETUP GUIDE FOR LOG RUNNER



Setup Instructions for log runner

1. Thread logs through the strip
2. Inflate logs
3. Thread pad through large loop in strip
4. Inflate pad
5. lift into pool
6. Float into position and attach pad securely at pool edge
7. Secure rope at outer end of strip to pool side
8. Set so there is at least 2.5metre width clearance down the length of the inflatable

STAFFING & SUPERVISION

RATIOS

A suitable number of trained and qualified staff should be on duty to safely supervise the session.

Safety requirements need to be taken into account when assessing and fulfilling the requirement for adequate supervision at all times. The number of attendants needed to supervise a pool inflatable session depends on the circumstances e.g. age range and the swimming abilities of the users, the size of the inflatable. The owner or operator is responsible for determining the minimum number of staff needed to operate and supervise the inflatable and to ensure safety at all times.

Refer to Aflex Technology's Suitability Guide, website www.aflextechnology.com, or product information sheet for safety advice on individual products.

Users, especially children, need supervision by responsible trained people preferably adults who are capable of exercising authority over users.

- A trained attendant controls access onto the inflatable with other attendants positioned where necessary for a clear view of users on and around the inflatable at all times, from when users enter the water until they are clear of the pool.
- Users should be allowed onto the first island/obstacle one at a time, only allowing the next person on when the first person has moved on to a safe distance.
- It is the responsibility of the staff to control the numbers and ages of those allowed to get on the unit in the same session. Refer to Aflex Technology's Suitability Guide, website www.aflextechnology.com, or product information guide for safety advice on individual products.
- Given the restricted visibility under the inflatable, staff must be alert to the possibility of a user experiencing difficulties in an obscured part of the pool, either underneath the structure or on the other side.
- The attendants must be able to ensure that Rules of Play are being observed at all times.
- Attendants must also ensure that the fans are not tampered with.

TRAINING

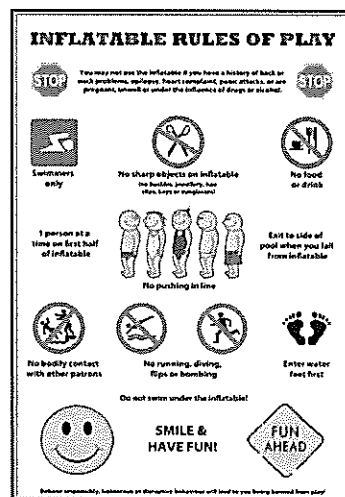
The owner or operator/manager is responsible for ensuring that each pool attendant receives adequate training in all aspects of the safe setting up, daily checks, dismantling, packing, cleaning maintenance, supervision and operation of the inflatable.

RISK ASSESSMENT & CHECK LIST

The owner/operator or manager of the inflatable is legally responsible for making a risk assessment of his/her operating methods, and to devise suitable Rules of Play. The Rules of Play should be displayed in a manner that can be seen and read by all users before they are allowed on the inflatable, e.g. a prominent signboard or poster.

All attendants should be familiar with the Rules of Play. For recommendations refer to the section on "Safety Consideration and Rules of Play" in this manual.

It is recommended that a signboard should be erected close to the front of the inflatable advising the Rules of Play.



The Generic Risk Assessment Checklist on the following page is intended as an example only and is not a complete list of all potential risks associated with operating inflatables in each unique situation. Operators should ensure that they undertake a full risk assessment process before operating the inflatables.

The Inflatable Structure

Provided the unit is used correctly, is maintained in accordance with these instructions and repaired if damage occurs the inflatable will not become hazardous. The inflatables should always be inspected before each session in accordance with the daily check list.

There is a potential risk that can occur whilst moving the unit around particularly if it is a large one. Care must be taken to prevent injury to pool staff and bystanders. A suitable trolley should be used whenever possible, and the unit should be rolled tightly into a manageable shape.

MAINTENANCE, INSPECTIONS & SERVICE PROCEDURES

DAILY INSPECTION (recommended)

Daily inspection should ensure that:

- All Anchor points are securely fastened, intact and not damaged.
- Anchor ropes and their pool side mooring locations remain sound for continued use.
- There are no holes or rips in the surface or seams of the inflatable.
- When fully inflated all vertical structures (when fitted) are firm and upright, and the pressure in the bed and access/landing areas is sufficient to give a reliable and sound footing.
- The blower/inflation tube connection is in good condition.
- The blower must have no loose bolts or screws, etc and the mesh guards if applicable over the air inlet and outlet must be secure and undamaged.
- The RCD device is fitted and working.

The Log Book supplied with constant airflow inflatables as well as your risk assessment should be used to establish a suitable daily inspection procedure for your inflatable/s.

RECOMMENDATIONS FOR CLEANING

Our recommendation is for the inflatable to be packed away only when it is completely dry.

In the event of your inflatable becoming dirty or in mild cases of mildew, try any of the following:

- Clean with warm water and a mild detergent or mild shampoo. Wash off thoroughly and ensure it does not dry onto the inflatable before you wash it off.
- Clean with diluted pool cleaning products, once again wash off thoroughly and don't let it dry on the inflatable.
- Sparingly use methylated spirits on the areas worst affected.

TOLERANCE FOR WEAR AND TEAR

Any damage to the fabric or seams of all inflatables must be considered a serious hazard. The inflatable should be taken out of service until the damage is repaired.

REPAIRING YOUR AFLEX INFLATABLE

1. Deflate the inflatable and move to a clean, hard surface away from direct sunlight.
2. Wash the area to be repaired thoroughly with $\frac{1}{4}$ cup of mild liquid soap dissolved in one gallon (3.8 litres) of water. Allow to dry thoroughly.
3. Place marks on the inflatable two inches (five centimeters) outside the tear on all sides. The measurement between these marks will determine how long and wide your patch needs to be.
4. Cut a patch to the size and shape required but ensure you round the corners of the patch with scissors.
5. Center the patch over the tear. Using a pen, draw a line down the centre of the patch lengthwise, continuing the mark onto the inflatable on each end. Draw a second line from side to side, continuing that line onto the inflatable. This will help you properly align the patch once adhesive is applied.
6. Apply adhesive to the area to be repaired on the inflatable and the patch, do not apply the patch yet, but let both surfaces air dry for 15 minutes. Apply a second coat, again letting the glue dry for as long as possibly preferably a few hours. This will promote tight chemical bonding of your finished patch and ensure that all surfaces are thoroughly coated and watertight.
7. Take the patch by its outer edges and carefully apply to the inflatable, using the marks to correctly align the patch. The patch cannot be moved once it is applied; moving the patch will compromise the bond and you will need to start over.
8. Smooth any air bubbles out from under the patch, pressing firmly from the center to the outer edge with your hand.
9. Wait 24 hours before inflating or using the inflatable.

Tips & Warnings

Follow all instructions supplied by the adhesive manufacturer as not all of them are the same, some may require the use of heat (via a hairdryer) for the adhesion to bond correctly.

- Repairs should be done in a dust-free environment. If the repair is necessary outdoors, choose a shaded area out of the wind and away from sand or dirt.
- If a tear is longer than three inches, applying a second patch to the inside of the fabric will increase the strength of the repair (if possible).
- Wipe up any drips or spills on your inflatable immediately.
- Only manufacturer recommended adhesives and cleaning products should be used on your inflatable, other chemical products can compromise the PVC's durability.

In New Zealand we recommend the use a product called **Bostik Clear Bond** (in a 50ml tube), in Australia we recommend **Bostik Shoe Adhesive** (in a 50ml tube). These products are available from all good hardware stores. In the USA we recommend **ACE 80338 Vinyl Pool Repair** - This adhesive is manufactured by ACE Hardware Corp, Oak Brook, Illinois, 60523 USA and is available from ACE Hardware Stores nationwide. These products have been tried and tested by Aflex and work superbly well.

Adhesive is not supplied by the manufacturer in the repair kit is that this glue is considered a class 3 hazardous material and requires a special delivery due to its flammable nature.

INFLATABLE RULES OF PLAY



You may not use the inflatable if you have a history of back or neck problems, epilepsy, heart complaint, panic attacks, or are pregnant, unwell or under the influence of drugs or alcohol.



Swimmers
only

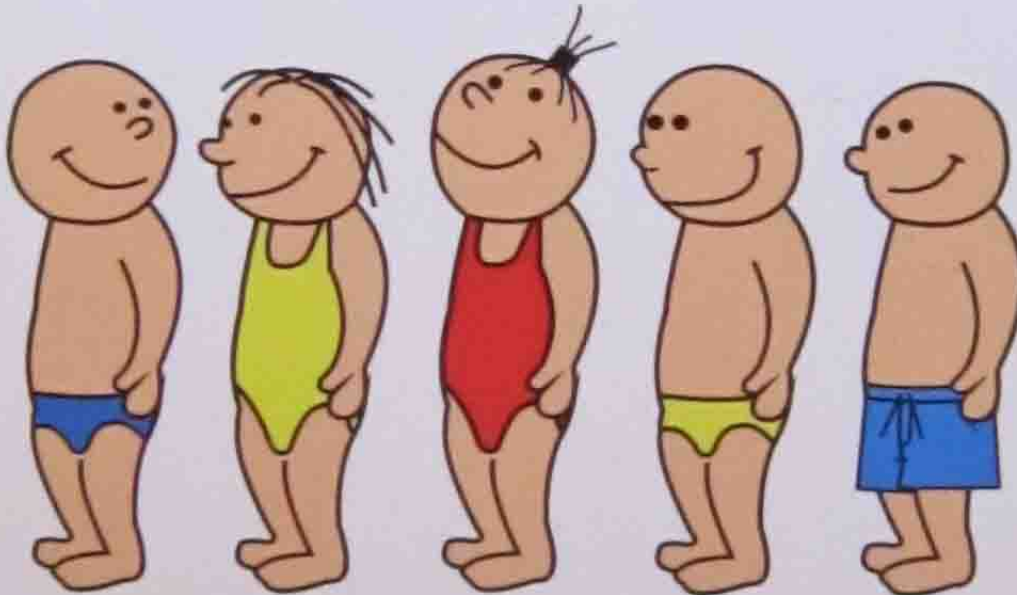


No sharp objects on inflatable
(no buckles, jewellery, hair
clips, keys or eyeglasses)



No food
or drink

1 person at a
time on first half
of inflatable



No pushing in line

Exit to side of
pool when you fall
from inflatable



No bodily contact
with other patrons



No running, diving,
flips or bombing



Enter water
feet first

Do not swim under the inflatable!



SMILE &
HAVE FUN!



Behave responsibly, boisterous or disruptive behaviour will lead to you being banned from play!



**Dougherty Valley Aquatic Center
Inspection Form**

Inflatable Obstacle Course

Date _____

Directions: Place an "X" in the box as inspection is completed. Note in the comment section any deficiencies found during inspections.

Opening	Mid-Rec Swim- Time - _____	
		There are no strong winds
		All anchor points are secure and not damaged
		Inflatable is secured to wall / lane lines
		Anchor ropes are in good condition
		Inflatable has no holes or rips / seams are sealed
		Blower/Inflation tube connection is secure
		Blower is working properly
		Inflation tube is straight and not kinked
		Vertical features are firm and upright when inflated
		Blower is secured and is not obstructing flow of traffic
		Starting mat is in place
		No trip hazards exist
		Flags are not impeding flow of participants
		Rules of Play sign is properly placed on deck
		Inflatable entrance and exit are clear of obstructions
		Lifeguards are in proper positions
		Lifeguards are maintaining separation of pool activities

Opening Comments: _____

Mid-Rec Swim Comments: _____

Inspected by: _____

Signature: _____



Dougherty Valley Aquatic Center Inflatable Training Form

Date: _____

Job Title: _____

I, _____, acknowledge I have received the following training:

Type of Training -

Initial Training: ☐

-OR-

Annual Refresher: ☐

Training Program

Prior to lifeguarding the Inflatable, an employee of City of San Ramon Parks and Community Services Department must:

1. Receive training on the operation of the inflatable which includes:

- ☐ Safe set-up / Dismantling
- ☐ Supervision
 - 1. Staffing
 - 2. Acceptable Swimming Abilities – Swim Test
 - 3. Inflatable Rules of Play
 - 4. General Use Safety
- ☐ Operation of Inflatable
 - 1. Lifeguards Responsibilities
- ☐ Daily Inspections
- ☐ General Maintenance

Employee Name: _____

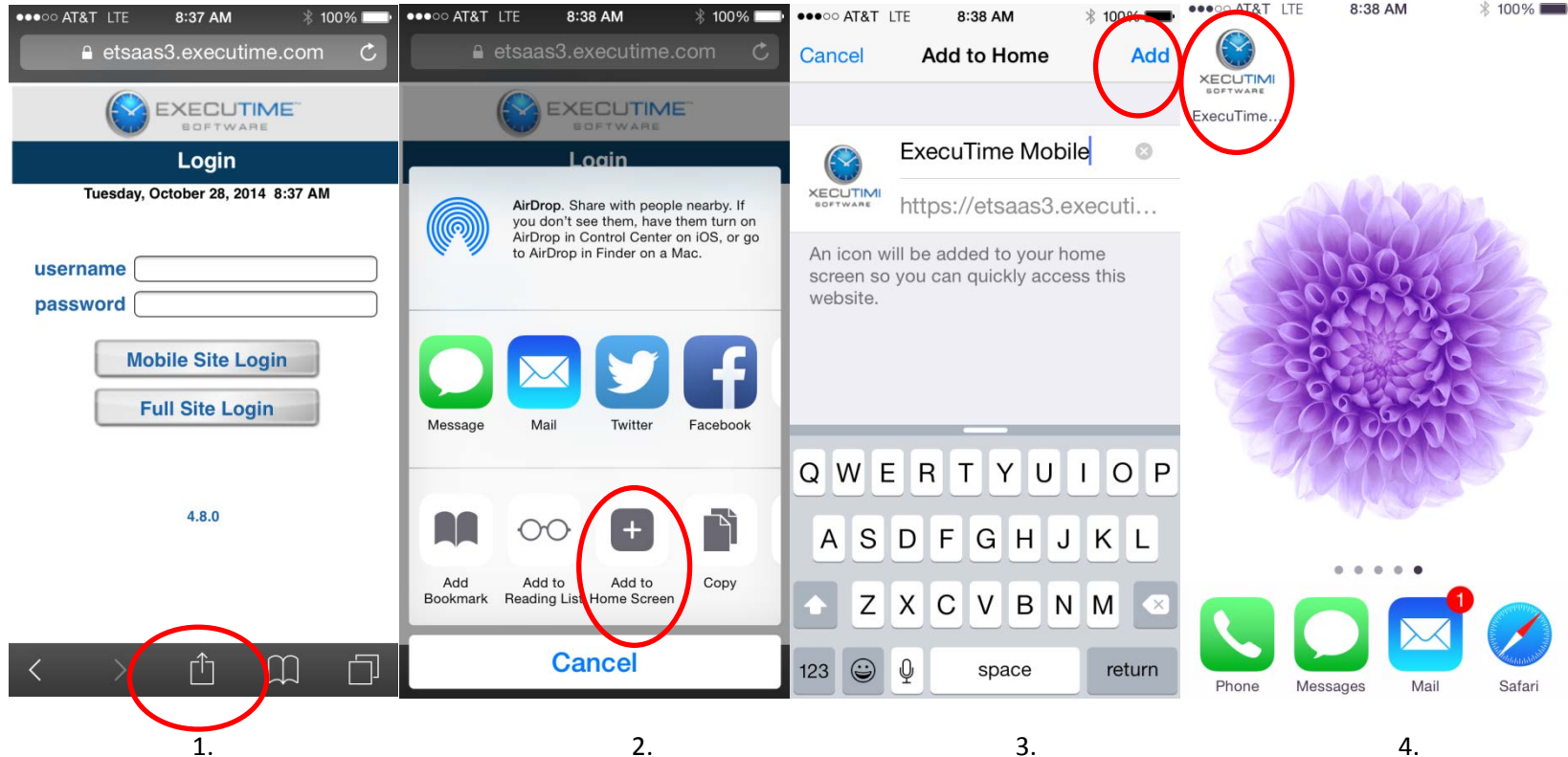
Employee Signature: _____

Appendix E

- E.1 Executime Directions – Mobile Device
- E.2 Executime Directions - Employee

EXECUTIME MOBILE SITE

GO LIVE DATE 11/5/2014



Access Mobile Site: (LINK IS CASE SENSITIVE) <https://etsaas3.executime.com:7081/ExecuTime/Index.do>

Access Link from Any Mobile Device, or Computer

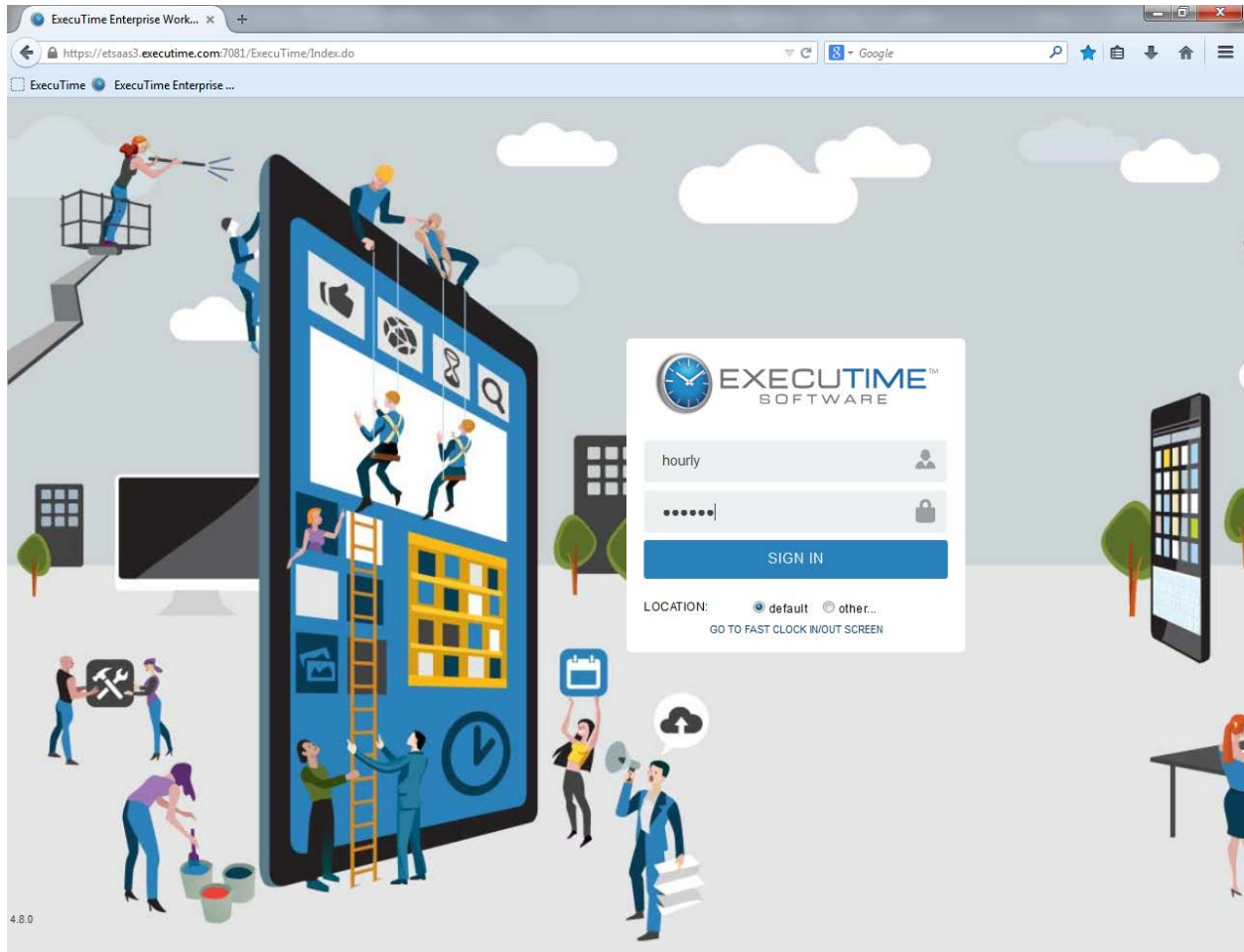
ADD THE MOBILE LINK TO HOME SCREEN

1. Select the circled middle icon
2. Select "Add to Home Screen" Button
3. Select "Add"
4. The Executime Link is now added to your Home Screen

For Any Questions Please Contact Glenda X2501 or Julie X2506, Thank You

EXECUTIME HOW-TO

EMPLOYEE



EMPLOYEE WILL ENTER THEIR USERNAME AND PASSWORD, SELECT SIGN IN.

USERNAME: FIRST INITIAL & LAST NAME

EX. JSMITH

PASSWORD: LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

EX.1234


EXECUTIME
SOFTWARE


Employee
Actions


[Sign out](#)







Employee Clock In/Out



Today's Messages

 As A Reminder: Please be sure to check that all hours are coded correctly when entering and/or approving time. If you need assistance with Executime please contact Julie (2506) or Glenda (2501). Thank you.

Timecard Approval

Pay Period	Employee	Supervisor	Manager
10/13/2014 - 10/19/2014			
10/20/2014 - 10/26/2014			

4.8.0

EMPLOYEE MAIN SCREEN

LEFT MENU: EMPLOYEE ACTIONS

MAIN PAGE:

MESSAGES: TODAY'S MESSAGES WILL BE DISPLAYED HERE.

TIMECARD APPROVAL BOX: THIS WILL SHOW THE CURRENT AND PREVIOUS PAY PERIOD APPROVAL STATUS.

THE RED EXCLAMATION INDICATES THE TIMECARD HAS NOT BEEN APPROVED, OR IS MISSING APPROVALS.

THE GREEN CHECK MARK INDICATES THE TIMECARD HAS BEEN APPROVED.

Employee Actions

[Sign out](#)

Joe Hourly

Employee Time Maintenance

Emp. Time Maintenance

CURRENT PERIOD

PREVIOUS PERIOD

Data displayed for: Hourly, Joe

Pay Period: 10/20/2014 - 10/26/2014

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00

Actions	Rules	Day	Date	Type	Time Logged	Daily Total	Time Total	Amount	Shift	Position	Schedule	Comment
No time entries												

Add New Time Entry

EMPLOYEE TIME MAINTENANCE

THIS IS WHERE YOU CAN ENTER YOUR TIME WORKED.

CLICK ON ADD NEW TIME ENTRY

NOTE: HERE YOU CAN SWITCH BETWEEN THE CURRENT PAY PERIOD AND PREVIOUS PAY PERIOD



Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Type	00 (Regular Time (All))
Department	zzzzzz (Test Department)
Location	Default (Default)
Shift	
Position	
Project	
Account#	
Start Date	09/08/2014
Start Time	07:00 [hh:mm]
End Date	09/08/2014
Hours Per Day	7.5 [hh:mm] or [hh:mm]
Comment	
Override Schedule Violations	☐ yes ☒ no



Save

Reset

Back

javascript:void(0);

EMPLOYEE TIME MAINTENANCE

ENTER TYPE: REGULAR, VACATION, SICK, ETC.

ENTER START DATE & END DATE

ENTER HOURS PER DAY

(ENTER PROJECT/ACCOUNT # AND/OR COMMENT IF NEEDED)

SAVE

Employee Actions

[Sign out](#)

Welcome **Joe Hourly**

9/08/2014 2:21:46 PM

Employee Time Maintenance

CURRENT PERIOD PREVIOUS PERIOD

Emp. Time Maintenance

- Clock In/Out
- Time Card Inquiry
- Timesheet Entry
- Time Summary
- Benefits Summary
- Benefits Calendar
- Time-Off Request
- Hours Request
- Time Approval

Data displayed for: Hourly, Joe

Pay Period: 09/08/2014 - 09/14/2014

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
7.50	0.00	0.00	(0.00)	0.00	0.00	0.00	7.50

☐ Show Job Costing Splits

Actions	Rules	Day	Date	Type	Time Logged	Daily Total	Time Total	Amount	Shift	Project P
		Mon	09/08/2014	00 (Regular Time (All))	7.50	7.50	7.50	0.00		

4.8.0

EMPLOYEE TIME MAINTENANCE

CONTINUE TO ADD ADDITIONAL TIME ENTRIES HERE

YOU CAN ALSO EDIT PREVIOUS ENTRIES

****PLEASE NOTE WE DO NOT USE THE CLOCK IN AND OUT FEATURE****

(2ND MENU OPTION)

Employee Actions

Welcome Joe Hourly
9/08/2014 4:46:31 PM

Time Card Inquiry

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Time Card Inquiry

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 08/18/2014 - 08/24/2014

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
40.00	0.00	0.00	(0.00)	0.00	0.00	0.00	40.00

☐ Show Job Costing Splits

Rules	Day	Date	Type	Time Logged	Daily Total	Time Total	Amount	Shift	Project	Position	Schedule	Comment
00	Mon	08/18/2014	(Regular Time (All))	8.00	8.00	8.00	0.00					
00	Tue	08/19/2014	(Regular Time (All))	8.00	8.00	16.00	0.00					
00	Wed	08/20/2014	(Regular Time (All))	8.00	8.00	24.00	0.00					
00	Thu	08/21/2014	(Regular Time (All))	8.00	8.00	32.00	0.00					
00	Fri	08/22/2014	(Regular Time (All))	8.00	8.00	40.00	0.00					

TIME CARD INQUIRY

THIS IS THE EMPLOYEE TIMECARD.

YOU CAN SEE THE DETAILS OF EACH TRANSACTION AS WELL AS THE TOTAL HOURS FOR EACH TRANSACTION TYPE: OVERTIME, COMP TIME, ETC.

HISTORY TAB: THIS TAB ALLOWS YOU TO VIEW YOUR PREVIOUS TIMECARD BY USING THE DROP DOWN BOX AND SELECTING THE PAY PERIOD YOU WISH TO VIEW.

EXECUTIME SOFTWARE

Employee Actions

Sign out

Welcome Joe Hourly
9/08/2014 2:51:49 PM

Timesheet Entry

CURRENT PERIOD PREVIOUS PERIOD

Pay Period: 09/08/2014 - 09/14/2014

Actions Date Start Time [HH:MM] End Time [HH:MM] Duration [HH:MM or HH:MM] Amount [0.00] Type Department Project Account# Comment

Add Row Save Reset

EXECUTIME SOFTWARE

Employee Actions

Sign out

Welcome Joe Hourly
9/08/2014 3:56:59 PM

Timesheet Entry

CURRENT PERIOD PREVIOUS PERIOD

Pay Period: 09/08/2014 - 09/14/2014

Actions Date Start Time [HH:MM] End Time [HH:MM] Duration [HH:MM or HH:MM] Amount [0.00] Type Department Project Account# Comment

09/08/2014 00:00 07:30 07:30 14 (FT Vacation Leave Pay) zzzzzz (Test Department)

09/09/2014 00:00 07:30 07:30 13 (FT Sick Leave Pay) zzzzzz (Test Department)

09/01/2014 - 09/07/2014 Duplicate timesheet from history Save Reset

Sign out

Welcome Joe Hourly
9/08/2014 5:08:56 PM

Pay Period: 09/08/2014 - 09/14/2014

Start Time [HH:MM]	End Time [HH:MM]	Duration [HH:MM or HH:MM]	Amount [0.00]	Type	Department	Project	Account#	Comment
00:00	07:30	07:30		14 (FT Vacation Leave Pay)	zzzzzz (Test Department)	PRTEST (Project 1 desc)	01012004001200 (Test account)	Day Off
00:00	07:30	07:30		13 (FT Sick Leave Pay)	zzzzzz (Test Department)			

09/01/2014 - 09/07/2014 Duplicate timesheet from history Save Reset

TIMESHEET ENTRY

CLICK THE GREEN + CIRCLE TO ADD ROW - A NEW TIMESHEET ENTRY



KEY IN DATE OR CLICK THE CALENDAR ICON

COPY OR DELETE ICON (DOUBLE SHEET OR RED CIRCLE) ALLOWS YOU TO COPY OR DELETE ROW

ENTER HOURS

ENTER HOURS TYPE (VACATION, ETC.)

(ENTER PROJECT/ACCOUNT # AND/OR COMMENT IF NEEDED)

NOTE: SAME FUNCTIONS AS EMPLOYEE TIME MAINTENANCE SCREEN

Employee Actions

Welcome Joe Hourly
9/08/2014 5:07:25 PM

Timesheet Entry

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Timesheet Entry

CURRENT PERIOD PREVIOUS PERIOD

Pay Period: 09/08/2014 - 09/14/2014

Actions	Date	Start Time [H-H.MM]	End Time [H-H.MM]	Duration [H-H.MM or H-H.MM]	Amount [0.00]	Type	Department
	09/08/2014	00:00	07:30	07:30		14 (FT Vacation Leave Pay)	zzzzzz (Test Department)
	09/09/2014	00:00	07:30	07:30		13 (FT Sick Leave Pay)	zzzzzz (Test Department)

09/01/2014 - 09/07/2014 Duplicate timesheet from history Save Reset

TIMESHEET ENTRY

UNDER PREVIOUS PERIOD MENU

OPTION - DUPLICATE TIMESHEET FROM HISTORY

Employee Actions

Welcome Joe Hourly
9/08/2014 2:26:24 PM

Time Summary

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

CURRENT PERIOD

PREVIOUS PERIOD

HISTORY

Pay Period: 09/08/2014 - 09/14/2014

Total Regular Hours	7.50
Total Overtime Hours	0.00
Total Benefits Hours	0.00
Total Deduction Hours	(0.00)
Total Rounding Hours	0.00
Total Other Hours	0.00
Total Amount Hours	0.00
Total Hours	7.50

Detailed Benefits Hours

Type	Description	Hours
------	-------------	-------

Job Costing Summary

Project	Hours
None	7.50

Account#	Hours
None	7.50

Organization Summary

Department	Hours
zzzzzz	7.50

Shift Summary

Shift	Hours
None	7.50

TIME SUMMARY

DISPLAYS THE SAME INFORMATION AS THE TIME CARD INQUIRY SCREEN.

THIS IS A SUMMARY FORMAT DISPLAYING JUST THE TOTALS.

Employee Actions

Sign out

Welcome Joe Hourly
9/09/2014 2:26:50 PM

Benefits Summary

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

TOTAL APPROVED PENDING DECLINED HISTORY

Actions	Benefit Type	Benefit Description	Acc. Type	Current Balance	Approved	Pending	Used	Remaining
	14	FT Vacation Leave Pay	Pay Period	100.00	0.00	8.00	0.00	92.00

BENEFITS SUMMARY

DISPLAYS THE BENEFIT HOURS YOU HAVE AVAILABLE IN EXECUTIME.

****ANYTHING IN APPROVED OR PENDING STATUS HAS NOT YET BEEN PROCESSED THROUGH PAYROLL BUT WILL DEDUCT FROM YOUR CURRENT BALANCE IN EXECUTIME****

BY SELECTING THE TABS YOU CAN VIEW YOUR TIME OFF REQUESTS BY STATUS.

YOU CAN ALSO SELECT THE "HISTORY" TAB TO VIEW ALL REQUESTS FOR THAT BENEFIT TYPE.





Employee
Actions





Sign out

Welcome Joe Hourly
9/08/2014 2:27:05 PM

Emp. Time Maintenance
Clock In/Out
Time Card Inquiry
Timesheet Entry
Time Summary
Benefits Summary
Benefits Calendar
Time-Off Request
Hours Request
Time Approval



Benefits Calendar

1
0
today

September 2014

month
week
day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

BENEFITS CALENDAR

HERE YOU CAN VIEW TIME OFF REQUESTS, ETC.

THE CALENDAR CAN BE CHANGED TO DAILY, WEEKLY, OR MONTHLY VIEW

TO CHANGE THE MONTH CLICK THE RIGHT OR LEFT ARROW BUTTONS

THE CALENDAR HAS THREE SPECIFIC COLORS FOR ENTRIES.

GREEN FOR APPROVED, GREY FOR DECLINED AND ORANGE FOR PENDING.





Employee Actions

Time-Off Request

Actions	Employee Id	Name	Date	Duration	Type	Comment	Status	Creation Date
Add new entry		Hourly, Joe	09/08/2014	7.50	14 (FT Vacation Leave Pay)		Approved	09/08/2014 02:53 PM
		Hourly, Joe	09/09/2014	7.50	13 (FT Sick Leave Pay)		Approved	09/08/2014 04:42 PM
		Hourly, Joe	09/10/2014	7.50	14 (FT Vacation Leave Pay)		Pending	09/08/2014 05:23 PM

Time-Off Request

Hours Request

Time Approval



Welcome Joe Hourly
9/08/2014 5:23:54 PM

<https://etsaas3.executime.com:7081/ExecuTime/TimeOffRequestAdd.do>

TIME-OFF REQUEST

CLICK THE GREEN + CIRCLE TO ADD A NEW TIME-OFF ENTRY



Employee Actions

Welcome Joe Hourly
9/08/2014 2:27:44 PM

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Edit Time-Off Request

Benefit Type	14 (FT Vacation Leave Pay)
Department	zzzzzz (Test Department)
Location	Default (Default)
Position	
Shift	
Project	
Account#	
Start Date	09/08/2014
Start Time	07:00 [hh:mm]
End Date	
Benefit Hours Per Day	7.5 [hh:mm] or [hh:mm]
Comment	

Save

Reset

Back

TIME-OFF REQUEST

ENTER BENEFIT TYPE: VACATION, COMP TIME SPENT, SICK LEAVE

ENTER START DATE & END DATE

ENTER HOURS PER DAY

(ENTER COMMENTS IF NEEDED)

SAVE

YOUR SUPERVISOR WILL RECEIVE NOTIFICATION OF THE REQUEST

Employee Actions

Welcome Joe Hourly
9/08/2014 5:48:27 PM

Time-Off Request

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Actions	Employee Id	Name	Date	Duration	Type	Comment	Status	Creation Date
		Hourly, Joe	09/08/2014	7.50	14 (FT Vacation Leave Pay)		Approved	09/08/2014 02:53 PM
		Hourly, Joe	09/09/2014	7.50	13 (FT Sick Leave Pay)		Approved	09/08/2014 04:42 PM
		Hourly, Joe	09/17/2014	7.50	05 (FT Comp Time Earned)	Fishing Trip	Pending	09/08/2014 05:23 PM

TIME-OFF REQUEST

YOU CAN VIEW THE STATUS OF THE TIME-OFF REQUEST, DATE & TIME IT WAS CREATED.

IF YOU ADD A COMMENT ANYONE WITH ACCESS TO YOUR TIME CARD CAN VIEW IT.

PENDING: EMPLOYEE CAN DELETE OR MODIFY

APPROVED: CONTACT SUPERVISOR TO MAKE A CHANGE





Employee
Actions



Welcome Joe Hourly
9/08/2014 2:28:42 PM

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval


Actions

Employee Id	Name	Date	Duration	Type	Comment	Status	Creation Date
No hours requests							



4.8.0

HOURS REQUEST

SAME OPTIONS AND FUNCTIONS AS THE TIME-OFF REQUEST, HOWEVER HERE YOU HAVE THE ABILITY TO REQUEST NON-BENEFIT HOURS.

EX. OVERTIME, COMP TIME EARNED, ETC.

CLICK THE GREEN + CIRCLE TO ADD A NEW HOURS REQUEST



Employee Actions

[Sign out](#)

Welcome Joe Hourly
9/08/2014 2:29:07 PM

Time Approval

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

CURRENT PERIOD

PREVIOUS PERIOD

HISTORY

Pay Period: 09/08/2014 - 09/14/2014

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
7.50	0.00	0.00	(0.00)	0.00	0.00	0.00	7.50

Initials: JH

Approve

Regular Time

Employee

Supervisor

Approve for this employee

7.50			
------	--	--	--

☐ Show Job Costing Splits

Actions	Approve All	Rules	Day	Date	Type	Time Logged	Daily Total	Time Total	Amount	Position	Schedule	Shift	Project	Comment	Employee	Supervisor	Manager
	☒		Mon	09/08/2014	00 (Regular Time (All))	7.50	7.50	7.50	0.00								

javascript:void(0);

TIME APPROVAL

ONCE YOU REVIEW YOUR TIME AND IT IS CORRECT, ENTER YOUR INITIALS & SELECT APPROVE.

Employee Actions

Welcome Joe Hourly
9/08/2014 2:29:24 PM

[Sign out](#)

Time Approval

Emp. Time Maintenance

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 09/08/2014 - 09/14/2014

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
7.50	0.00	0.00	(0.00)	0.00	0.00	0.00	7.50

Initials: JH [Approve](#)

Regular Time	Employee	Supervisor	Manager
7.50	JH		

☐ Show Job Costing Splits

Actions	Approve All	Rules	Day	Date	Type	Time Logged	Daily Total	Time Total	Amount	Position	Schedule	Shift	Project	Comment	Employee	Supervisor	Manager
	☒		Mon	09/08/2014	00 (Regular Time (All))	7.50	7.50	7.50	0.00						JH		

TIME APPROVAL

YOUR INITIALS WILL THEN BE DISPLAYED IN THE EMPLOYEE COLUMN.

****PLEASE NOTE – ANY CHANGE MADE AFTER APPROVAL, WILL NEED RE-APPROVAL****

YOU WILL HAVE TO GO BACK IN AND APPROVE CHANGES MADE/NEW ENTRIES.

Employee Actions

[Sign out](#)

Welcome Joe Hourly

Preferences 8/2014 2:29:50 PM

Employee Time Maintenance

[CURRENT PERIOD](#)
[PREVIOUS PERIOD](#)

Emp. Time Maintenance

- Clock In/Out
- Time Card Inquiry
- Timesheet Entry
- Time Summary
- Benefits Summary
- Benefits Calendar
- Time-Off Request
- Hours Request
- Time Approval

Data displayed for: Hourly, Joe

Pay Period: 09/08/2014 - 09/14/2014

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
7.50	0.00	0.00	(0.00)	0.00	0.00	0.00	7.50

☐ Show Job Costing Splits

Actions	Rules	Day	Date	Type	Time Logged	Daily Total	Time Total	Amount	Shift	Project	Position	Schedule	Comment
		Mon	09/08/2014	00 (Regular Time (All))	7.50	7.50	7.50	0.00					

[Add New Time Entry](#)
[Add New Clock In/Out Entry](#)

ADDITIONAL OPTIONS – TOP BAR

1. USER PREFERENCES



2. CHANGE PASSWORD



3. HELP DOCUMENT



EXECUTIME MOBILE LINK:

<https://etsaas3.executime.com:7081/ExecuTime/Index.do>