

AQUA NEWS

Winkler Pool Management, Inc.

Prevent Accidents - Be Alert !

EMS ACTIVATION

In the event of an accident at your pool, remember the first steps from your training:

- **Survey the scene -**
Make sure it is safe for you to enter, If so, approach the victim.
- **Perform a primary survey, if the victim is in distress.**
- **Activate EMS - Call 911**
If at a multi-guard pool, send a co-worker to make the call. If at a single guard pool, ask a patron to make the call.

SAVES

Due to the sun and soaring temperatures, patrons have flocked to the pools, lakes and other sources of water. This overcrowding unfortunately puts a greater burden on you, the lifeguard, to be constantly alert and ready to act at a moments notice.

Always remember that we are lifeguards and protecting lives is our primary duty.

Therefore, please remember while guarding to:

1. Stay attentive
2. Sit in the lifeguard stand
3. Scan your area of responsibility
4. Wear sun screen and sunglasses
5. Drink plenty of water
6. Call rest breaks.

If you do make a save, please call the office and fill out an incident report for

your supervisor to pick up.

Remember to perform adequate patron surveillance: proper scanning to ensure victim recognition.

Please take your job seriously - Be a true "life guard."

LEAVING POOLSIDE

If you are working at a one guard pool, and must leave pool-side for any reason, such as to check the filter room, or use the rest room, **YOU MUST clear the pool of all swimmers and tell them to remain out of the water until you return.** In the event that no one is in the enclosure, and you must leave the enclosure to get to the filter room or restroom (i.e. rest rooms and filter rooms inside the building), **YOU MUST lock the gate and put up a sign that states "Lifeguard out of area - be back in 5 minutes."**

GUARDING

Anytime swimmers are in the pool, a lifeguard must be on duty. This does not mean in the pool, in the office, or in the pump room. This means in the chair or in a chair on the deck near the guard chair. **If ONE person is in the water, you must sit in the guard chair.** At multi-guard pools you will only be there for a maximum of thirty minutes. When guarding a crowded pool, scan from side to side, do not watch only one section of the pool. If two guards are up, pay close attention to the area under the other lifeguard's chair. While on guard duty do not:

1. Answer the phone
2. Daydream
3. Talk to anyone (other than to answer a quick question.)
4. Text or e-mail

5. Play or use I-pods/I-pads, computers, phones.

CERTIFICATION CARDS

In the past few weeks far too many pools have been inspected and cited by the health department because the lifeguards did not have their certification cards with them. You must bring your certification cards with you every time you guard - "wear them" as part of your uniform and you will never be without them. Also copies of your cards should be posted at your pool at all times. Most Health Inspectors will not close the pool down if they see these posted even if you "goofed" and do not have your cards on you.

Furthermore, it is your responsibility to keep you certifications current. Please contact the WPM office for class info and sign-up for re-certification classes. Remember "wear your certs"!

TIMESHEETS

Running the payroll is an extremely difficult task. It will make it easier on the office staff and ensure the accuracy of your paycheck if you adhere to the following:

1. Print both your first and last name, as well as the last four digits of your social security number, LEGIBLY (do not just put your first name; there are fifteen John's).
2. Adhere to the scheduled shifts set up for your pool. For example, an 80 hour guard pool does not mean two guards at all times; it means one opens, two during the middle of the day, and one closes.
3. No pool is allowed to exceed the total budgeted hours for the pay period. If your

Supervisor increases or decreases the budgeted hours adhere to what he/she says. Pools will be notified on an individual basis if they are exceeding the total budgeted hours.

CHLORINE

Do not wait until you are completely out of chlorine to call us. Give us **THREE DAYS** (3 business days - Saturday and Sunday do not count as business days) notice so that we may get the chlorine company to you.

Also, please make sure that you check both vats before you call for chlorine. One pool said they were out of chlorine and they would have to close the pool. When the Amchlor driver got there he found that one of the vats was empty, the other full; the guard had not moved the tubing from one vat to the other.

The extreme heat will also effect chlorine levels. If they are not maintained, algae will result and leave us with turbid (cloudy) and green pools. Don't let this happen to you - monitor your chlorine levels closely!

DISCIPLINE

It has come to our attention that lifeguards may not be following the standardized disciplinary procedures for violation of pool rules. The correct format is as follows: First offense: warning. Second offense: sit beside the chair for 15 minutes. Third offense: suspension for the rest of the day. If a member of your pool does something which you feel warrants a long term suspension, the resident manager must be notified. We do not have the authority to kick anyone out for a long period of time, only the resident managers do.

FIRST AID/ CLEANING SUPPLIES

If you run out of anything, especially band-aids, inform your supervisor. They will tell you the procedure to follow to order supplies.

UNIFORMS

Reminder...WEAR THEM. If you are found out of uniform while on duty you will be asked to purchase a new uniform at your own expense.

ACID

It is your job to make sure you have acid in order to keep the pH down. Make sure your supervisor keeps you supplied.

CHEMICALS

On numerous occasions people have been injured from inhaling fumes caused by the mixing of Chlorine (Sodium Hypochlorite) and Muriatic Acid. The gas released from this reaction is pure chlorine gas which is deadly.

REMEMBER: Never mix two chemicals together and always add chemicals to water, not water to chemicals.

PUBLIC RELATIONS

Lifeguards must be personable and friendly with the patrons. This is especially true at the condominium pools. You should talk to some of the people at the pool every day. (Do not let it interfere with your paying attention to the pool, however.)

ADULT SWIM

If the regulations at your pool call for "Adult Swim" - please ensure that the breaks are called at the same time every hour. We have had a couple of complaints about inconsistency in the times that breaks are being called for the Adult Swim.

CONTACTING THE OFFICE

The office phones are answered in our main office generally from 8:00 a.m. to 6:00 p.m. Monday through Friday, from 10:00 a.m. to 2:00 p.m. Saturday and Holidays, 10-1:00 on Sundays. The phone lines that will be answered during business hours and by our Answering Service after hours are:

1. 301/864-4900 (Primary MD #)
2. 703/451-4664 (Primary VA #)

We do have a toll-free #". It is:
1-888-616-SWIM.

STAFF

Managers of multi-guard pools: Are you positive that all your guard(s) know about the operation of the pool? For example, water testing, filter operation, the paper work... If you need a review of your pool's operation, contact your supervisor.

PERSONNEL

If you work at one pool one day, one the next, etc., do not think that because you are in one particular pool for only one day that you do not have to do the required chores. You are to fill out the check in/out form and do the required maintenance.

INT'L STUDENT INVITATION

Attached is information regarding the CCI's Greenheart Global Leaders Conference in Washington, DC. All details are attached including dates and fees. Scholarships to this event are available!





Empower Your American Experience:

Attend the Greenheart Global Leaders Conference

The Greenheart Global Leaders Conference is a new addition to CCI Greenheart's Summer Work Travel and Intern cultural offerings. The purpose of the conference is to:

- Create leaders within the J-1 Summer Work Travel and Intern programs.
- Empower participants to create change in their American host communities and their home countries.

When: Monday, August 4, 2014 – Thursday, August 7, 2014

Where: Washington D.C.

What:

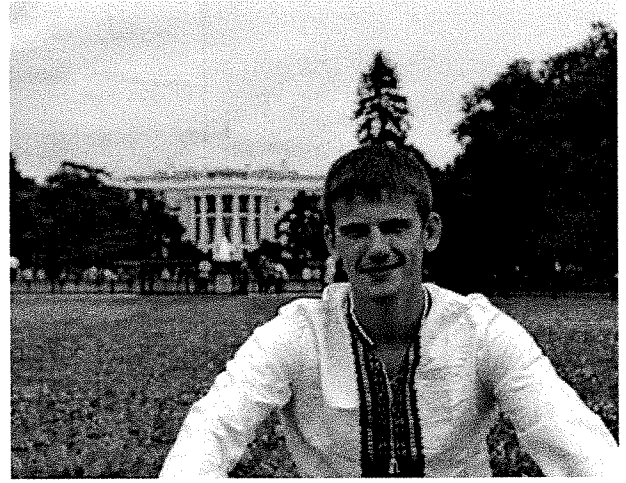
- Attend meetings, activities, and workshops with important governmental, social, and cultural leaders in the Washington D.C. area.
- Train to be a Greenheart Service Leader and prepare your own community service project in your home country.
- Experience the nation's capital of Washington D.C. with a tour, entertainment, and a service project.

Cost? \$400 (USD). Please note that this does not include accommodations or incidentals.

Are there scholarships available?

Yes. Two participants who volunteer the most hours by June 30th will be eligible for a scholarship to the conference.





Why should you attend the conference?

- Take part in workshops and discussions that will develop your international leadership skills.
- Be introduced to the concept of service learning and will be given the tools to complete a service-learning project in your home country.
- Learn how to create a leadership alumni program in your home country.
- Meet important governmental officials in Washington D.C.
- Have fun exploring the nation's capital!

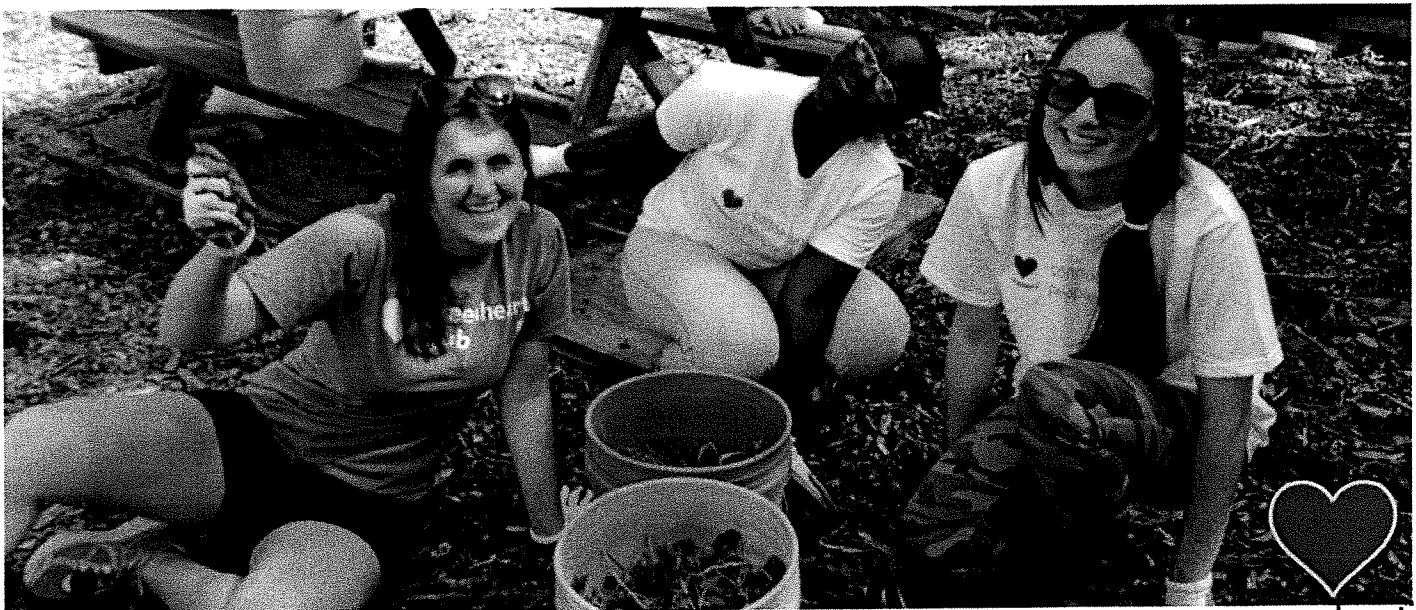
Sample Itinerary

DAY 1: Arrive in D.C, meet and greet other participants, and enjoy a fun activity.

DAY 2: Volunteer service project, then a workshop on alumni building and service learning in home countries.

DAY 3: Meet with important Department of State officials, including a senator and a Department of State representative; end the day by exploring Washington D.C.

DAY 4: Reflect on the experience in the morning, depart in the afternoon.



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