

Group Pool Use Instructions

(Meeting Planner - Follow All Steps)

Group pool use is restricted to approved Harker events involving only Harker students enrolled at the school, and must be an adjunct to a specific Harker activity. This includes activities such as grade level parties, student club events, etc. The following steps must be taken to reserve a Harker pool for your event:

Reservation Procedure

- 1) Reserve the pool in Reserve a Room (Resource Scheduler).
- 2) Print out "Group Pool Use Instructions" from Resources tab of employee portal (includes Harker's lifeguard instructions, pool use rules for group events and pool use agreement).
- 3) Contact hr@harker.org to:
 - Notify them of your intent to hire lifeguards
 - Obtain current list of potential certified lifeguards
 - Obtain instructions on how to pay lifeguards
- 4) Once lifeguard list is obtained, you are responsible for contacting potential lifeguards for hire. Contact should be made via Harker email accounts of potential lifeguards. Sample email:

You are being contacted because you are currently a certified lifeguard for The Harker School. I am planning the following student swim event that requires certified lifeguards be hired to ensure student safety:

(Include event name, description, date, start and end times, and estimate number of attendees)

Certified adult lifeguards will earn \$30/hr for this event paid through Harker payroll. Please contact me if you have interest and availability in staffing this event as a lifeguard.

Sincerely,
- 5) Sign Group Pool Use Agreement and submit to the general mailbox of Human Resources at Union or scan and submit electronic copy to hr@harker.org. Retain copies of Lifeguard Instructions and Pool Use Rules for Group Event to distribute to lead lifeguard.

Lifeguard Requirements for Your Event:

1. A minimum of two (2) adult lifeguards are to be present at all events. Additional lifeguards are required for each additional 25 swimmers. Student lifeguards may only be used after the first two adult lifeguards have been hired.
2. One additional adult observer is required for every 25 persons in or around the pool. That person may be a parent but must be present and in communication with the lifeguards at all times.
3. Two lifeguards must begin their shift a minimum of one (1) hour before the start of the event to remove pool covers and test water quality as required by the Health Department.
4. One of the lifeguards should be designated as a "Lead" to be responsible for chemical testing and pump flow function.
5. Currently there is no provision to conduct an event without supervision by Harker-Approved lifeguards. If the required number of lifeguards are not available, your event must be rescheduled.
6. Lifeguards are there for life-safety reasons; they may not be utilized in any other capacity.
7. The decisions of the lifeguards are to be respected at all times, including decisions to clear the pool area.
8. Adult lifeguards will be compensated at the rate of \$30/hour through payroll; Student lifeguards are compensated at a rate of \$18/hour.
9. Contact Human Resources with any questions.

Lifeguard Instructions for Group Pool Events

(Distribute to Lead Lifeguard)

1. All lifeguards must report on time for your shifts, especially if you are the lead lifeguard and responsible for water quality testing.
2. Non-exempt employees (hourly) must swipe in to begin their shift.
3. Work with your partner to remove the pool covers from the entire pool. The pool must be re-covered at the conclusion of the event, unless you are authorized directly by the Facilities Director to leave them off.
4. Promptly conduct the pH and chlorine testing per instructions. If the reading registers an imbalance, immediately call the facilities On-call person (name and number is posted next to the chemical test kits in the pool office) to resolve the imbalance as soon as possible so the event can start close to its scheduled time.
5. Lifeguard tubes must be on deck or in hand.
6. Air horns must be on deck.
7. Backboards must be on deck.
8. Keep pool office door unlocked so the telephone is accessible in case of an emergency.
9. Consistently enforce pool rules at all times and provide firm handling of all violations.
10. At least one lifeguard must be seated in the poolside lifeguard stand at all times.
11. All standards of certified lifeguard practices are to be followed at all times, and this includes no recreational swimming or activity while on duty.
12. If the evacuation alarm sounds, or you are required to sound the emergency air horn, assist with the evacuation process and take attendance. Return children to the supervision of their parents if the parents are there.
13. The pool gates must be locked before you leave the area and end your shift.
14. When you have finished your shift, if you are a non-exempt employee, make sure you swipe out at the timeclock.
15. All exempt employees should verify their hours at the end of the shift with the Meeting Planner, who will communicate the information to Human Resources for payment.
16. All adult lifeguards will be compensated at the rate of \$30.00/hour before taxes.
17. Student lifeguards (Harker students who are certified lifeguards and with previous part-time employment in the Harker Summer Program in that capacity) will be compensated at the rate of \$18.00/hour before taxes. Student lifeguards may only be used to supplement "lead" adult lifeguards for groups over 50 in number.
18. Questions regarding the Saratoga pool should be directed to Athletic Director Dan Molin; for Bucknall, PE Director Jim McGovern.
19. Enforce Group Event Pool Use Rules

Pool Use Rules for Group Events
(For Meeting Planner and Lead Lifeguard)

1. No food or drinks should be brought into the pool.
2. No running at any time on the pool deck.
3. No pushing or shoving into the pool at any time.
4. No dunking.
5. If lane line ropes are extended, no one is to hang onto or sit on them.
6. After jumping or diving in, swim to the side of the pool.
7. No headfirst dives without direct observation of an adult supervisor, and then only into the deep end of the pool; hands or feet must enter the water first in all other cases.
8. No diving or jumping into the shallow area (1-1/2 to 3-1/2 feet).
9. No diving or jumping into the pool from the starting blocks without lifeguard permission.
10. No diving or jumping into the pool below the lifeguard stands.
11. No watches or jewelry in the pool area; no hairpins or barrettes.
12. Water toys may only be used if approved by the lifeguard on duty. Athletic and physical education equipment cannot be used without advance permission.
13. If an emergency air horn sounds, or campus evacuation alarm is sounded, get out of the water immediately, exit the pool area, and sit quietly until the emergency is resolved.
14. Once a student is on the pool deck, he/she may not leave without authorized permission.
15. Swimsuits must be modest; no bare midriffs are acceptable.
16. Pool deck must be completely cleaned of all food and litter at the conclusion of the event.

Harker Group Pool Use Agreement

(To Be Signed by Meeting Planner)

Event Name: _____ Event Date: _____

Event Planner Name: _____ Campus/Department: _____

Pool Location: _____ Start/End Times: _____

Lifeguard Name: _____ Lifeguard Name: _____

Lifeguard Name: _____ Lifeguard Name: _____

Agreement Statement:

As the event planner, I agree that I will hire the minimum number of lifeguards required to safeguard the wellbeing of all attendees at my pool activity. I will meet with lifeguards before the event to ensure they understand their responsibilities. I will support their decisions during this event at all times and help them enforce the posted pool rules during the event.

I understand that children under the age of 5, even if they can swim, may not enter the pool, even in the presence of their parent. I understand that food and drinks cannot be brought into the pool; that diving or jumping from the starting blocks is allowed only with the permission of the lifeguards on duty; that no diving or jumping is allowed below the lifeguard stands at any time; that no watches, jewelry, hairpins or barrettes are allowed in the pool; that water toys may only be used if approved by the lifeguards on duty; and that school pool equipment cannot be used without advance permission.

I will help ensure that swimsuits are modest and that no bare midriffs are exposed during this event. I will also ensure that the pool deck is completely cleaned of all food and litter at the conclusion of this event.

I further agree that if an emergency air horn sounds or campus evacuation alarm is sounded, I will assist the lifeguards in directing everyone to leave the pool area and sit quietly until the emergency is resolved.

Signature: _____ Date: _____

Submit signed copy of Agreement via courier to the general mailbox of Human Resources at Union, or electronic copy to hr@harker.org.

(For Human Resources & Facilities Use only)

Human Resources Rep:

Lifeguard list and payroll instructions given (initials): _____

Forward Agreement to Reservation Administrator (Megan Leonard)

RS Administrator:

Lifeguard Names Entered

Process final approval in Resource Scheduler (Reserve a Room)

File with event documents