

To: External Agencies Requesting Use of PUSD Aquatic Facilities

From: Tim Oelgoetz, PUSD Aquatics Coordinator

Date: May 4, 2020

Re: Expectations and Guidelines for all PUSD Aquatic Facilities

Starting July 1, 2020, we will be requiring all external agencies requesting use of PUSD aquatic facilities to provide American Red Cross Lifeguard Certifications for all coaching staff members who will be using the facility. These ARC Lifeguard Certifications, along with your organization's proof of insurance, must be sent to the district office for approval as well as uploaded as an attachment to your Facilitron reservation request. These external coaching staffs will now assume the responsibility for the safety of their athletes. Regularly scheduled PUSD lifeguards will soon be a thing of the past.

Once all of your ARC Lifeguard Certifications, along with your organization's proof of insurance have been received and your request has been approved, you will then be able to receive a set of facility keys from the Aquatics Coordinator, Tim Oelgoetz. You are responsible for the facility outside of our normal operating hours even when a lifeguard is on duty. You may be responsible to open and close (lock-up) the facility. When a lifeguard is not on duty, please follow these guidelines:

No outside rentals will be allowed while a PUSD sports program is using a facility.

All pools are closed for holidays according to the PUSD calendar.

Remember, you are only permitted to use the facility during scheduled times coordinated through Facilitron and the Aquatics Coordinator.

To ensure public safety, PUSD staff may access all activities/events in order to ensure rules regulations, and all applicable laws are being followed during the reservation. Auditing of the coaching staff personnel on site could go on at this time to match the reservation submitted.

A reservation may be canceled by the PUSD when an organization is not in compliance with any PUSD policy. A confirmed reservation may be canceled before or during an event due to unsafe conditions, and/or actions of participants. Reservations may be canceled due to misrepresentation or falsification of information, and/or failure to comply with PUSD policy and procedural requirements

How to Book a PUSD Pool

The PUSD we will be doing away with individual lane bookings come Summer 2020. We will now be moving towards half pool or whole pool bookings.

- Poway HS – Whole Pool (9 lanes)
- Westview HS – Whole Pool (13 lanes)
- Mt. Carmel HS – Little Pool (4 lanes) or Big Pool (10 lanes)
- Del Norte HS – Half Pool (shallow/deep) (7 lanes) or Whole Pool (14 lanes)
- Rancho Bernardo HS – Half Pool (shallow/deep) (7 lanes) or Whole Pool (14 lanes)

Opening Procedures

Pool Deck:

- Set up for scheduled activity and break down
- Unlock rear equipment storage area if needed
- Hook up pace clock if needed

Lifeguard Stations:

- Stage backboard
- Stage Rescue Tube
- Stage First Aid Kits

Pool Covers: **No one can be in the pool with pool covers on the pool.**

- Remove
- Store on reels

Trash Cans:

- Put out if more are needed
- Check ensuring plastic liners have been installed

Bathrooms (Public and Staff):

- Unlock

Lights:

- Turn on lights in pool and on deck as required. Switches are in pool office and labeled

Closing Procedures

Pool Deck:

- Ensure deck is clean
- Pick up trash – *check under the bleachers*
- Put pool back to original set up

Lifeguard Stations:

- Stow backboard
- Stow Rescue Tube
- Stow First Aid Kits

Pool Covers: **No one is allowed in the pool doing covers. They must be done from the deck with the designated rope.**

- Replace on pool
- Store reels in rear equipment storage areas

- Ensure reel crank is put away in guard office

Trash Cans:

- Remove trash from pool deck if applicable (need to tell them where to leave it)
- Remove all trash from the office if applicable
- Replace liners in all trash cans as needed

Bathrooms (Public and Staff):

- Lock

Lights:

- Turn off lights in pool and on deck as required. Switches are in pool office and labeled

General Procedures

1. Communicate any problems or hazards immediately to the Aquatic Coordinator or Head Lifeguard.
2. Observe all posted pool rules that swimmers are expected to follow.
3. Cleanliness—Keep the aquatic facilities as clean as if it were your own home!
4. If you see something that needs to be accomplished, cleaned or completed – notify the Aquatic Coordinator or Head Lifeguard as soon as possible.
5. Be sure to document any needed repairs, hazards, or medical incidents along with notifying the Aquatic Coordinator or Head Lifeguard – forms are in the office.
6. No horseplay is allowed anywhere in the aquatic facility.
7. Keep deck clean and organized.

First Aid

1. The First Aid station is located in the pool office. You and your staff should familiarize yourself with the first aid equipment.
2. All Emergency Response Procedures and Emergency Action Plans (EAP'S) are posted in the pool office for your reference.

Lifeguard Rescue Equipment

1. Place the backboard right outside the guard room. It **must** be on deck during operational hours.
2. There should be a rescue tube on the guard chairs at all times during operational hours.

PUSD Pool Office/Team Room Rules

1. Do not leave personal items unattended in the locker rooms at any time. PUSD and the aquatic staff is **not** responsible for any lost or stolen items.
2. No food is allowed in personal lockers.
3. Do not leave wet clothing (ie: towels, clothing, suits) in the locker room or team room.
4. If you make a mess, clean up after yourself; if you see trash, pick it up.
5. No children or students are allowed in the staff office.

6. It's everyone's responsibility to keep the floors dry in order to prevent injuries from slipping on a wet floor.

It is important to understand these expectations, along with the role you and your staff play, in order to meet the expectations on a daily basis. It is easy to get into a routine, but please use and follow the checklist provided as it will help keep our aquatic facilities at their best.

If you are first group in the facility, then follow the opening procedures. If you are the last group using the facility, then follow the closing procedures. **Always make sure to lock the facility and all doors behind you if you are the last group.** Leaving the facility unlocked will result in losing facility key privileges.

Your suggestions, concerns, and ideas are important to us. Our goal is to continually improve the aquatic programs along with the work environment of our employees. Feel free to speak with the Aquatic Coordinator or Head Lifeguard about your ideas and/or concerns whenever the need arises.

If you have any general questions, feel free to contact me at any time.

Tim Oelgoetz