

**DISTRICT CODE: 953
ADMINISTRATION, SUPERVISION, AND MAINTENANCE OF
SWIMMING POOLS**

Policy reflects Minnesota statute and aligns with other District 270 policies.

- I.** Administration of the swimming pool is the responsibility of the facility manager.
- II.** Instructors or lifeguards designated by the facility manager are responsible for supervising swimming pool activities.
 - A. For private or community use activities at all district pools, a minimum of one (1) certified lifeguard must be on duty at all times. The number of lifeguards is determined by the ratio of 15:1.
- III.** Responsibility for maintenance of swimming pool facilities is vested in the head building custodian.
- IV.** The first priority for pool usage at the junior high's is to be for instructional purposes.
 - A. To provide the maximum number of people with the skills necessary to make them safe in and around water in any given situation.
 - B. To increase to the greatest extent, through the acquisition of skills and swimming strokes, each person's capacity to enjoy water activities.
- V.** Priority for community center pools and evening/weekend use of junior high pools should be consistent with that outlined in Board Policy 902.
- VI.** A list of swimming pool regulations shall be posted in each pool area.

Adopted: June 20, 1967

Revised: March 15, 1984, March 6, 2014, April 18, 2017

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**DISTRICT CODE: 953 - REGULATIONS
ADMINISTRATION, SUPERVISION, AND MAINTENANCE OF
SWIMMING POOLS**

I. ADMINISTRATION

The duties of the swimming pool supervisor and/or facility manager will be:

- A. To determine the qualifications of pool personnel and recommend their selection and training.

The supervisor and/or facility manager should be in possession of written evidence of current Red Cross life saving or water safety instructor certification of all lifeguards and instructors before they are allowed to instruct, guard or in any way assume responsibility for the safety of people using the swimming pool.

- B. To ensure the pool is properly staffed for all scheduled hours.
- C. To work with Buildings and Grounds staff to set up and maintain regulations and conditions that will provide maximum sanitation and a wholesome environment for a swimming program.
- D. To plan a year-round program best suited to the needs and interest of the district and community.
- E. To work with Buildings and Grounds staff to select and recommend purchase of equipment and supplies necessary in carrying out a diversified program.
- F. Scheduling of use for evenings and weekends is to be done in accordance with School Board Policy 902.
- G. To work with Buildings and Grounds staff to keep accurate records of supplies, water treatment and daily conditions.
- H. To furnish the building custodian and administrator with a schedule for the year and any seasonal changes.
- I. DO NOT OPEN THE POOL UNLESS POOL PERSONNEL HAVE ACCESS TO A LAND-LINE TELEPHONE AND FIRST AID EQUIPMENT.

II. SUPERVISION

The qualifications and duties of pool personnel will include:

Instructors

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1. Minimum requirements:
 - a. Hold a current American Red Cross Safety Instructors Certificate or equivalent.
 - b. Be in good health and physically fit to perform emergency services. If there is a question of physical condition, the pool supervisor and/or Facility Manager may require a physical examination.
 - c. Attend any instructional clinics deemed necessary by the pool supervisor and/or facility manager.
2. The duties of the instructors.
 - a. The instructor will be responsible for the safety, instruction and conduct of all people under his/her supervision.
 - b. Be dressed in a swimming suit and in the pool area five minutes before the class is to begin.
 - c. DO NOT OPEN THE POOLS UNLESS YOU HAVE ACCESS TO A LAND-LINE TELEPHONE AND FIRST AID EQUIPMENT.
 - d. In the event of an anticipated absence, notify the pool supervisor and/or facility manager well in advance.
 - e. Know and enforce pool regulations.
 - f. After each class, check ~~and recheck~~ to see that everything is in order and upon leaving the pool, be ~~double~~ sure all doors are securely locked.
 - g. Report all incidence of broken glass or untidiness to the custodian on duty.
3. In case of an accident during school use, following procedures outlined in administrative rules and regulations.

III. CARE OF ILL OR INJURED STUDENTS

- A. The following procedure will be followed in case of accidents during non-school usage:
 1. Clear the pool.
 2. Administer proper first aid. DO NOT OPEN THE POOL UNLESS YOU HAVE ACCESS TO A LAND-LINE TELEPHONE AND FIRST AID EQUIPMENT.
 3. If emergency treatment is needed, call 911.

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4. If it is not an emergency, report the accident to the person's contact and arrange for transportation.
5. After the injured person has received first aid, complete an accident form and see that the pool supervisor receives the copy.
6. Report the accident to the pool supervisor and/or facility manager as soon as possible. If he/she cannot be reached, report it to the principal and/or lead custodian.

B. Life Guards

1. Minimum Requirements:

- a. Hold a current American Red Cross Senior Life Saving Certificate or equivalent.
- b. Be in good health and physically fit to perform emergency services. If there is any question of physical condition, the pool supervisor may require a physical examination.

2. Duties of the Life Guard

- a. The lifeguard will be responsible for the safety and conduct of all pool users under his/her supervision.

If an instructor is in charge of a period, the lifeguard may receive special instructions from the instructor.

- b. Be dressed in a swimming suit and in the pool five minutes before the assigned time to begin guard duty.
- c. In the event of an anticipated absence, notify the pool supervisor and/or facility manager well in advance.
- d. Know and enforce pool regulations.
- e. Never leave the pool unguarded.
- f. The safety of the people using the pool depends upon vigilance of the lifeguard. He/She should not allow anything to distract him/her from his/her obligation.
- g. **DO NOT OPEN THE POOL UNLESS YOU HAVE ACCESS TO A LAND-LINE TELEPHONE AND FIRST AID EQUIPMENT.**
- h. Before and after the swimming period, help supervise the locker and shower area.
- i. Report any irregularities and/or incidences to the pool supervisor and/or facility manager.

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3. In Case of an Accident during pool use, following procedures outlined in administrative rules and regulations III.

III. MAINTENANCE

The duties of the maintenance staff include:

- A. To maintain such chemical and mechanical treatment of the pool water as necessary to maintain local and Minnesota Public Health standards for public pools.
- B. To test and keep accurate records of pH, temperature, and free chlorine residual at various times throughout the day and evening as determined by the pool supervisor and/or facility manager and head custodian.
- C. To clean and disinfect the pool decks daily, and otherwise maintain a clean, sanitary, and attractive pool environment.
- D. To supply the head custodian and pool supervisor and/or facility manager with such records and reports concerning the operation and sanitation of the pool.

IV. SWIMMING POOL REGULATIONS

- A. The responsibility for enforcement is vested with the pool supervisor and/or facility manager and his/her staff.
- B. The following list is not all-inclusive but is designed to provide guidelines to supervisors:
 1. Swimming without authorization is strictly forbidden.
 2. Appropriate swimwear is required to be worn at all times.
 3. Take a thorough shower before entering pool.
 4. Inspect your feet for athlete's foot and planter's warts. If in doubt as to whether you are infected or not, ask your instructor or guard to check them. Do not expect to swim again until the condition is completely healed.
 5. When showering, be sure to remove all hair oil and make-up.
 6. Use the lavatories before swimming.
 7. Keep the dressing room, shower room, and pool areas neat and clean. Put your papers, bandages, and refuse in the wastebaskets provided.
 8. Remove all bandages, tape, plasters, and gum before entering the pool.

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9. After leaving the pool, a quick cleansing shower should be taken to remove from the body all traces of chlorine, which is irritating to sensitive skin.
10. Do not run in the locker room, shower room, or pool area. Walk at all times.
11. Swim in the part of the pool that is suited to one's ability.
12. Avoid all forms of dangerous activities on the pool deck or in the water - running, ducking, pushing, throwing objects, etc. that could jeopardize personal safety and safety of others.
13. Expectoration, spouting of water, etc., will not be permitted.
14. Stay out of the diving area when the board is being used.