AQUATICS GENERAL INFORMATION

FACILITY INFORMATION

The department has 25 full time employees, 10 graduate assistants, and over 400 part time student employees. The departmental organization chart lists the full time and part time positions for the department. A detailed aquatics organizational chart and position descriptions follow.

GABRIELEN NATATORIUM

The natatorium houses 3 indoor pools and a spa. Below are lists of features.

<table>
<thead>
<tr>
<th></th>
<th>50 Meter</th>
<th>Instructional/Recreational</th>
<th>Dive Well</th>
<th>Spa</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dimensions</strong></td>
<td>Length 50 meters</td>
<td>Length 25 yards</td>
<td>Length 25 yards</td>
<td>Length 6 yards</td>
</tr>
<tr>
<td></td>
<td>Width 25 yards</td>
<td>Width 20 yards</td>
<td>Width 25 yards</td>
<td>Width 2 yards</td>
</tr>
<tr>
<td><strong>Volume of Water</strong></td>
<td>844,000 gals</td>
<td>130,000 gals</td>
<td>525,000 gals</td>
<td>1500 gals</td>
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<tr>
<td><strong>Temp Range</strong></td>
<td>79-81 F</td>
<td>82-84 F</td>
<td>83-85 F</td>
<td>100-104 F</td>
</tr>
<tr>
<td><strong>Depth</strong></td>
<td>8’-9’</td>
<td>3.5’-5’</td>
<td>16’-17’</td>
<td>2.8’</td>
</tr>
<tr>
<td><strong>Capacities</strong></td>
<td>512</td>
<td>187</td>
<td>234</td>
<td>12</td>
</tr>
<tr>
<td><strong>Special Features</strong></td>
<td>2 moveable bulkheads which allow for 4 different configurations</td>
<td>(2) 1 meter springboards</td>
<td>(2) 3 meter springboards</td>
<td>(5) Diving Platforms</td>
</tr>
<tr>
<td></td>
<td>Seating capacity of 2000</td>
<td></td>
<td>(1, 3, 5, 7.5, 10 meters)</td>
<td>Sparger system</td>
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AQUATICS ORGANIZATIONAL CHART

Assistant Director for Aquatics

Coordinator for Aquatics
Maintenance Pool Operator
Graduate Assistant
Program Assistants
Managers

Program Instructors
Lifeguards
ASSISTANT DIRECTOR FOR AQUATICS

The Assistant Director for Aquatics is the direct supervisor of the Natatorium and Lake Herrick facilities monitored by the Department of Recreational Sports. The recruitment and development of student employees as well as development of Aquatics programs is of critical importance to this position.

**Responsibilities**

1. Supervise full time Coordinator for Aquatics and Graduate Assistant for Aquatics. Recruit, train, motivate and supervise 75-100 student lifeguards and aquatic managers. Conduct manager meetings, monthly lifeguard training reviews and in-service trainings for all Aquatics staff. Continuously review and update employee manuals. Initiate effective programs to foster student development and retention.

2. Plan, promote and supervise daily operations of Aquatics facilities. Implement approved schedule of activities and events involving the Athletic Department, College of Education, community groups and Recreational Sports programming.

3. Develop and administer Aquatics budgets for the Natatorium, Lake Herrick and Programs. Monitor and maintain program and operating supplies, equipment orders and student payroll within each budget. Prepare semester budget reports as well as program progress reports.

4. Develop and implement Aquatics programming for the Department of Recreational Sports. Recruit, train, motivate and supervise qualified instructor personnel for non-credit instruction including, but not limited to: aquatic fitness, children’s swim lessons, adult swim clinics, American Red Cross Lifeguard Training, Community First Aid and Safety, WSI, LGI, and CPR for the Professional Rescuer. Conduct evaluations of instructors and programs to assess program quality and receive participant feedback.

5. Supervise Aquatics special events conducted by intercollegiate athletics, student groups, university departments and community groups. Assist with supervision of special events conducted in Recreational Sports facilities.

6. Promote student and staff professional development. Work with other staff members to plan and organize activities and projects.

7. Supervise full time Maintenance - Pool Operator. Coordinate with Pool Operator to establish pool chemical treatment schedule and annual maintenance projects.

**Qualifications**

1. Masters in Recreation or related field required.

2. Minimum of 4 years of full-time work experience in Rec Sports Aquatics programming and facility management required.

COORDINATOR FOR AQUATICS

The Coordinator for Aquatics plays a vital role in the programming and daily operations of the aquatic facilities managed by the Department of Recreational Sports. The recruitment and development of student employees is of significant importance. The Assistant Director for Aquatics supervises this position.

Responsibilities

1. Assist in the recruitment, training, supervision and evaluation a staff of 75-100 Lifeguards, Aquatics Managers, Instructors and Senior Aquatic Managers. Assist the Assistant Director for Aquatics in the dissemination of information pertaining to the operation of the facility. Actively participate in the continual process of updating policies and procedures including but not limited to the revision of personnel manuals and training techniques. Assist in managing and updating student personnel schedule for daily activities, special events and breaks.

2. Assist in the management of the growing programs offered, including the adult and child Learn-to-Swim Program, American Red Cross Safety Program, a comprehensive water fitness program, and any additional programs in order to meet the needs of the Student Body and University Community.

3. Assist in the administration of budgets pertaining to aquatic programs for the Department of Recreational Sports.

4. Assist in the provision of evening and weekend supervision of Ramsey Student Center and special events conducted in Recreational Sports facilities.

5. Assist in ensuring that all swimming pools and related areas are operating above the minimum standard set forth by local, state and/or national agencies. Assist in the ensuring that all aquatic personnel are properly informed and prepared to implement the established emergency action plans. Assist in the creation and/or revision of emergency action plans as needed.

Qualifications

1. BA in recreation or related field required. MA preferred.

2. 2 years work experience managing Aquatics programs and training/supervising Aquatics staff required. Full time and university experience preferred.

3. Current American Red Cross certificates in Lifeguard Training and CPR for the Professional Rescuer.

   Current American Red Cross Instructor Certifications in: Water Safety, Lifeguard Training, First Aid/CPR/AED, Certified Pool Operator and Instructor Trainer Certifications preferred.
GRADUATE ASSISTANT FOR AQUATICS

The Graduate Assistant for Aquatics performs a significant role in the administration of the aquatics program. Under the supervision of the aquatics full-time staff, the Graduate Assistant for Aquatics serves as a leader to Aquatics Managers, Lifeguards and other aquatics personnel.

Responsibilities

1. Maintain and uphold the standards set forth in the Lifeguard and Aquatics Manager manuals.

2. Assist in the generation and monitoring of all aspects of the lifeguard schedule for the Ramsey Center Natatorium and Lake Herrick. Assist in the coordination of scheduling meetings as needed throughout the year.

3. Assist in the implementation of the American Red Cross Safety Program. Assist in monitoring participation numbers, promoting programs, and the recruitment, training, and evaluating of instructors.

4. Assist the aquatics full-time staff by taking a leadership role in employee recruitment, testing, training, in-service programs for both the Ramsey Student Center and Lake Herrick, and assisting with the development of training materials, manuals, and other training instruments.

5. Assist the aquatics full time staff in the administration of the daily facility operations. These duties include but are not limited to maintaining storage rooms, performing maintenance, cleaning and repair work, set ups for special events, and serving as a liaison between the aquatics full time staff and other student personnel.

6. Assist in the provision of evening and weekend supervision of aquatic special events conducted in the Ramsey Student Center. Provide supervisory coverage in the absence of the aquatics full time staff and during periods of critical shortages such as university breaks. This may include lifeguarding.

7. Assist the aquatics full-time staff in the administration of the daily facility operations for the Ramsey Center Natatorium and Lake Herrick. These duties include but are not limited to maintaining records and reports, maintaining an inventory of supplies, monitoring the special events calendar and performing maintenance, cleaning and repair work and set ups for special events. Work cooperatively with other Rec Sports staff members and assist with departmental special events as needed.

Qualifications & Requirements:

1. Maintain a current American Red Cross Lifeguard Instructor certificate.

2. Current certification in American Red Cross Lifeguard Training

3. Earned Bachelor’s Degree in Recreation or closely related field.

4. Accepted into a graduate program at the University of Georgia.

5. Work manager and lifeguard shifts as needed.

6. Teach safety program classes as needed.

7. Weekly schedule based on program needs, may include nights and weekends.
MAINTENANCE FOREMAN/CPO

The Maintenance Foreman/Certified Pool Operator is a fundamental part of the Recreational Sports Staff. The maintenance of the pool operational systems and both the natatorium and Lake Herrick facilities is of critical importance to this position.

Responsibilities

1. Ensure that pool operations are held in accordance with local, state and federal work codes.
2. Ensure proper pool water chemistry. This includes: testing water chemical levels daily and adding chemicals to the pool water as needed.
3. Ensure proper operation and management of pool filtration system. Inspect pumps and pump room daily. Notify supervisor when work orders are needed for repairs to the system.
4. Ensure proper water temperature. Check water temperatures for each pool several times daily. Notify supervisor of needed work orders for pools when temperatures are outside of acceptable ranges.
5. Maintain the cleanliness of the pools themselves. Create schedule for cleaning with vacuums. Keep vacuums operational.
6. Maintain pool equipment. Provide preventative maintenance for all equipment used in the aquatic area. Includes: repairs to vacuums, assisting with projects for pool or deck area; maintaining chlorinators and BECSys systems. Keep up with preventative maintenance schedule for pool mechanical systems.
7. Maintain records and reports. Includes: bi-weekly logs, daily flow, chemical checks.
8. Perform general maintenance tasks as needed for Department of Recreational Sports. Including: maintaining signage, courier duties and other tasks as assigned.
9. Maintain laundry equipment behind Equipment Checkout. Includes: lint screens, requesting repair work orders as needed and maintaining detergent/chemicals.
10. Maintain lockers in various parts of the Ramsey Center.
11. Assist Maintenance Worker 1 – Strength & Conditioning with repairs of weight room equipment as needed. This may include some electronic equipment.

Qualifications

1. High School degree or equivalent.
2. Certified Pool Operator.
**AQUATIC PROGRAM ASSISTANT**

Under the supervision of the professional staff, the Program Assistant serves as a leader and liaison to aquatic managers, lifeguards, and other personnel. The Program Assistant also assists the professional staff with the daily administration of the facility and programs.

**Primary Responsibilities**

1. Assist the Coordinator for Aquatics and Graduate Assistant in the administration of daily program operations. These duties include but are not limited to monitoring the instructor schedule, monitoring the Learn to Swim and Safety Course schedules, maintaining, submitting and revising records and reports, and providing an accurate inventory of equipment and supplies.

2. Assist the aquatics full-time staff in the administration of the daily operations for the Ramsey Center Natatorium. These duties include but are not limited to maintaining records and reports, monitoring the special events calendar and providing an accurate inventory of supplies (T-shirts, whistles, cleaning supplies, paperwork) and performing maintenance, cleaning, and repair work.

3. Assist the aquatics full time staff by taking a leadership role in all aspects of instructor recruitment, testing, training and in-service programs. This may include assisting with the development of Learn to Swim and Safety Training manuals, and developing and leading instructor in-services and teaching program classes when necessary.

**Secondary:**

1. Set the example of professionalism to the other aquatic staff present during special events or aquatic programs.

2. Attend monthly in-service training and departmental trainings.

3. Maintain and uphold the facility rules and standards set forth in the Lifeguard, Aquatics Manager and Programs manuals.

4. Assist in developing and maintaining a participant database for the Learn to Swim and Safety Training programs. This includes assisting with production materials and collecting participant feedback.

**Qualifications & Requirements**

1. At least one semester experience at the Aquatic Manager level.

2. Possess either LGI or WSI certification (experience with swim lessons can be substituted for WSI)

3. Availability and desire to work during special events.

4. In good standing with The University of Georgia and Recreational Sports.

5. Ability to work in a fast-paced environment.

6. Strong initiative and leadership abilities.

7. Possesses strong communication and interpersonal skills; works well with others.

8. Previous customer service experience preferred
AQUATICS MANAGER

The Aquatics Manager performs a significant role in the daily supervision and operation of aquatics facilities at the Ramsey Student Center. Under the supervision of the aquatics full-time staff, the Aquatics Manager assists in creating and maintaining a safe and pleasant environment for those who use the facility.

**Primary Responsibilities:**

1. Ensure the safety of patrons and coworkers by maintaining a thorough understanding of building policies and procedures.
2. Maintain and uphold the standards set forth in the Lifeguard and Aquatics Manager manuals.
3. Act accordingly in an emergency situation and provide the leadership needed to ensure that the victim receives appropriate care. Ensure all follow-up procedures are completed.
4. Provide a direct link of communication between the aquatics full-time staff and lifeguards.
5. Ensure that all programs, facilities, and equipment in the recreational areas are operating in a safe and efficient manner. This includes taking a leadership role in facility set-ups (lane line changes, special events).
6. Provide customer service support for all programs and user groups.

**Secondary:**

1. Serve as a resource to patrons and staff members by providing accurate information regarding pool schedules, programs and other aquatic information.
2. Attend monthly in-service training and departmental trainings.
3. Supervise and actively support the efforts of the Aquatics staff members and provide positive leadership through the demonstration of professional behavior.
4. Assist the full time aquatics staff in the performance of administrative duties. (e.g. record keeping, staff training, facility set up)
5. Plan, organize, and lead staff at least one in-service training each semester
6. Obtain an American Red Cross Instructor certificate in Lifeguard Training, Lifeguard Training Aide, CPR for the Professional Rescuer or Water Safety Instructor is preferred.

**Qualifications/Requirements**

Candidates for the position of Aquatics Manager are expected to meet the following criteria:

1. Currently possess or able to possess an ARC Lifeguard Instructor certification via the next offered course
2. Be a member of the Lifeguarding staff for a minimum of 2 full semesters
3. Assist in planning and facilitating at least 1 in-service per semester (fall & spring)
4. Be a current staff member in good standing.
5. Available to work a minimum of 5 hours per week
6. Attend all staff meetings and in-service training sessions
LIFEGUARD

The Lifeguard position is the fundamental role in maintaining safety in aquatics at the Ramsey Student Center. Under the supervision of Aquatics Managers and the aquatics full-time staff, the Lifeguard plays a significant role in maintaining a safe and pleasant environment for the patrons of our facility.

**Primary Responsibilities**

1. Ensure the safety of those who use our facility through consistent and equitable enforcement of Ramsey Student Center policies and procedures.

2. Be familiar with and able to implement the facility’s emergency action plan.

3. Maintain an acceptable level of “readiness” through a personal commitment to excellence in the areas of fitness, knowledge, skill proficiency and professionalism.

**Secondary:**

1. Be a positive representative of the Department of Recreational Sports.

2. Attend monthly in-service training and departmental trainings.

3. Provide patrons with accurate information regarding facility operations and issues.

4. Assist with facility set-ups (lane line changes, special event).

5. Assist in maintaining the cleanliness of the facility.

**Qualifications/Requirements**

1. Must possess current certifications in the following areas:
   - American Red Cross Lifeguard Training & Community First Aid
   - American Red Cross CPR for the Professional Rescuer and AED

2. Must be able to demonstrate competency in the following areas: swimming/fitness, water rescues, CPR and First Aid.
SAFETY PROGRAM INSTRUCTOR

Under the supervision of Coordinator for Aquatics, instructors ensure the safety of our patrons, the Department of Recreational Sports student staff, and the University community through education in prevention and appropriate care should an emergency arise.

**Primary Responsibilities**

1. Education of participants by implementation of guidelines and safety measures set forth by the American Red Cross.

2. Observe the rules of Ramsey Center and the Natatorium.

3. Arrive 30 minutes before the start of the class to collect supplies and prepare for class.

4. Clean and disinfect all supplies after use and return them to the safety cage.

5. Maintain an acceptable level of knowledge through a personal commitment to learning new information, instructional techniques, updating and obtaining new certifications.

**Secondary**

1. Be a positive representative of the Department of Recreational Sports.

2. Attend all safety instructor meetings.

3. Complete all course records in a timely manner.

4. Wear appropriate uniform.

**Qualifications/Requirements**

1. Possess current American Red Cross Instructor certifications in the class that you are instructing.

2. Be a current staff member in good standing.
LEARN TO SWIM PROGRAM INSTRUCTOR I

Under the supervision of the Program Assistant and the Coordinator for Aquatics, the Learn to Swim Instructor plays a significant role in maintaining a safe and pleasant environment for the class participants.

**Primary Responsibilities**

1. Complete lesson shadowing and/or instructor aid team teaching under the supervision of a LTS Instructor II, qualified Program Assistant, and/or Graduate Assistant before teaching independently.
2. Ensure the safety of class participants through consistent and equitable enforcement of the Learn to Swim Program’s policies and procedures.
3. Teach according to American Red Cross Learn to Swim Program following the guidelines of the University of Georgia’s Learn to Swim Program.
4. Observe the rules of the Ramsey Student Center Natatorium.
5. Arrive on time prepared to instruct.
6. Maintain an acceptable level of knowledge through a personal commitment to learning new information and instructional techniques.

**Secondary**

1. Be a positive representative of the Department of Recreational Sports.
2. Attend all Learn to Swim meetings.
3. Complete appropriate paperwork in a timely manner.
4. Wear appropriate uniform.
5. Set-up and clean-up for class.

**Qualifications/Requirements**

6 months - One year of coaching or teaching experience
LEARN TO SWIM PROGRAM INSTRUCTOR II

Under the supervision of the Program Assistant and the Coordinator for Aquatics, the Learn to Swim Instructor plays a significant role in maintaining a safe and pleasant environment for the class participants.

Primary Responsibilities

1. Ensure the safety of class participants through consistent and equitable enforcement of the Learn to Swim Program’s policies and procedures.

2. Teach according to American Red Cross Learn to Swim Program following the guidelines of the University of Georgia’s Learn to Swim Program.

3. Assist with Learn to Swim Instructor I training and shadowing sessions.

4. Observe the rules of the Ramsey Student Center Natatorium.

5. Arrive on time prepared to instruct.

6. Maintain an acceptable level of knowledge through a personal commitment to learning new information and instructional techniques.

Secondary

1. Be a positive representative of the Department of Recreational Sports.

2. Attend all Learn to Swim meetings.

3. Complete appropriate paperwork in a timely manner.

4. Wear appropriate uniform.

5. Set-up and clean-up for class.

Qualifications/Requirements

1. One year of coaching or teaching experience.

2. American Red Cross certification as a Water Safety Instructor required.

3. Be a current staff member in good standing.
New Hire Training

It is an expectation that all newly hired employees will attend initial staff training prior to the start of their first shift as a lifeguard. This training is important to ensure that all staff members become acclimated to the position prior to working. In this training we will cover topics such as:

All employees are required to complete the following after initial hiring:

- “How to use When-To-Work” Overview
  - UGA Rec Sports Mission, Vision, & Values
  - General Employee Expectations
  - Department Policies & Procedures
  - Employee Performance Guidelines
  - Payroll Information
  - Lifeguard Scheduling
  - Natatorium Emergency Action Plan
- Shadow shift requirements
- Complete Aquatics New Employee Training Quiz
- Create When-to-Work login and set availability

General Employee Expectations

The Department of Recreational Sports is committed to providing positive employment experiences for all staff members. The quality of your employment experience is of critical importance. Your employment with us is intended to be a participatory learning experience. Our goal is to create an enjoyable developmental working environment, allowing you to obtain valuable lifelong employment skills. Your actions and contributions as Recreational Sports staff members are crucial to the successful operation of all of our programs. It would not be possible for us to meet the recreational needs of the university community without you.

It is our expectation that every Aquatics staff member will carry out his or her respective responsibilities in an exemplary manner. If you have questions or concerns relating to any of your position responsibilities or your overall employment experience, please get in touch with the aquatics full time staff to discuss the situation.

All Recreational Sports staff members are to:

- Clock in, wear proper attire and report to their respective work stations by the time their shifts begin.
- Make their own determinations about the length of time it takes them to properly arrive at their work stations and plan their schedules accordingly.
- Maintain appropriate certifications necessary for their job functions as listed in the position description.
- Provide excellent customer service by focusing on the needs of the user.
- Follow the same policies as patrons while participating in programs or utilizing the facilities.
- Perform duties in job description and as assigned.
- Ensure the health, safety and security of patrons and fellow staff members.
- Maintain clean, safe and organized work stations.
- Take the initiative to make suggestions for improvement.
- Be responsible for finding shift coverage and notifying appropriate people for shift changes.
- Responsibly manage university facilities, equipment, keys, vehicles, property and funds.
- Maintain good standing with the University of Georgia, which could include standing relating to conduct issues through the Office of Student Conduct.
• Be mindful that language has consequences in regards to verbal or written conversations including but not limited to phone, social media and e-mail.

The evaluation of work performance is an ongoing process throughout the year. Although evaluation conferences are typically scheduled for the end of semesters, you will be provided with feedback concerning your performance as the opportunities arise.

**Arrival Time**

Aquatics guard staff and manager staff should arrive 10 minutes before the scheduled start of the shift.

Safety Instructors should arrive 30 minutes before the scheduled start of class and take no more than 30 minutes past the scheduled end of class to complete all clean-up.

Learn to Swim Instructors should arrive 15 minutes before the scheduled start of class and take no more than 15 minutes past the scheduled end of class to complete all clean-up.

**Reading/Homework**

Staff members may read and do homework when in the lifeguard office. Books and homework are never permitted while on the lifeguard stand.

**Personal Electronic Devices**

Personal electronic devices are not allowed while working unless prior approval has been granted by the area professional staff. Personal electronic devices include but are not limited to cell phones, iPads, and laptops.

**Department Phones**

When answering a land line phone or departmental cell phones, state the following, “*Lifeguard Office. This is (Your Name). How may I help you?*”.

All emergency calls should be made from a land line. In the Ramsey Student Center, Aquatic Managers should make emergency calls - all emergency calls should be made from the admission’s desk. Lake Herrick emergency calls should be made from the Lake Herrick Pavilion office. All emergency calls made from the Recreational Sports Complex, except Lake Herrick, should be made from Intramural Sports/Complex Staff office. Club Sports Complex emergency calls should be made from work cell phones or personal cell phones.

**Music**

Personal headphones and/or earbuds are not allowed for any Recreational Sports staff while working. Approved music may be played through facility audio equipment at appropriate levels only.

**Employee Access**

All Recreational Sports employees must access the facility via the hand scanners and turnstiles. Those that do not possess a membership or meet membership criteria should speak with their area supervisor to complete an Employee Access Agreement. The access gate should only be used to respond to an emergency or when carrying or pushing cumbersome items.

**Employee Certifications & Training**

All employees are expected to maintain appropriate certifications necessary for their job functions as listed in the position description. All Aquatics employees must hold current certifications in American Red Cross Lifeguarding, CPR/AED for the Professional Rescuer
and First Aid. Those hired with other versions are allowed to wait until the expiration of their certification before taking the appropriate class. Classes are offered multiple times each semester at a discounted rate to student employees with a signed card from the area professional staff. Employees are encouraged to register for those classes early and to avoid letting their certifications expire.

All employees are expected to attend all scheduled training sessions as they occur throughout the semester. These sessions may be full days, multiple days or several hours during the day, evening, or weekend. Formats may include lectures, practical demonstrations and/or participatory exercises.

- **In-service Training:** Attendance is mandatory for all lifeguard staff (includes sub guards). Guard staff must attend 1 offering per month, typically offered Wednesday and Thursday evenings from 7-9pm. To attend an in-service, staff must pick up a shift before the start of a session—unassigned shifts labeled “in-service” will be posted on When 2 Work at least 1 week in advance. Shifts have to potential to be completely filled; once they do no more shifts can be added to a particular day.

  *(Schedule is subject to change each semester depending upon other events in the natatorium, all dates are sent out at the beginning of each semester)*

All University employees, including student staff, are required to complete SecureUGA modules on-line in an effort to educate the University community on electronic safety and identity protection. Each person must provide proof of completion to their area professional staff. SecureUGA modules can be accessed at secure.uga.edu. These modules must be completed within a month of hiring.

All UGA employees, including temporary and student staff are also required to complete the University System of Georgia Ethics Course within one month of hiring. The ethics course is available through the UGA eLC New: [https://uga.view.usg.edu/](https://uga.view.usg.edu/) MyID and password required for login.

**Staff Evaluations**

Staff evaluations are completed mid-near end of each semester. Staff are evaluated based on work performance, job knowledge, professionalism, communication and attention to risk management. Tools used for evaluation include completed peer evaluations (via google form) and performance reports. Staff are assigned person(s) to complete the online google form evaluation by a specified date. Senior Managers, Graduate Assistants, and Coordinator for Aquatics assists in one-on-one 20-30 minute evaluation sessions to discussed the collection from the evaluation tools.

- Lifeguards evaluate Managers (google form)
- Managers evaluate Lifeguards (google form)
- GA and Coordinator for Aquatics conducts observation of program staff (swim instructors & safety instructors)
SAFETY PROGRAM OVERVIEW

Aquatics offers safety training programs utilizing the American Red Cross (ARC) curriculum for CPR, First Aid, Automated External Defibrillator (AED), and Lifeguarding. Below are the different courses we offer:

**Adult CPR/AED and First Aid**

These courses will prepare participants to make appropriate decisions about the care to provide in an emergency. CPR skills include: choking, CPR for adults and proper use of AED. First Aid skills include: bleeding control, immobilization of injuries to bones & joints and care for sudden illness. Each participant will receive a manual. Instructors are responsible for having participants turn in all American Red Cross test materials.

**CPR/AED for the Professional Rescuer**

This course is designed for people who have a job-related duty to respond in an emergency. The class will prepare participants to make appropriate decisions about the care to provide in an emergency situation. Skills include choking, rescue breathing and CPR for adult, child, and infant victims, two-rescuer CPR, and proper use of AED.

**Lifeguard Training**

This course provides participants with the skills and knowledge needed to become a lifeguard in a non-surf environment. Participants who successfully complete this course will receive American Red Cross certificates in Lifeguard Training, First Aid and CPR/AED for the Professional Rescuer. Participants must be 15 years of age by last class session. Each Lifeguarding Today participant will receive a pocket mask, participant book, and first aid packet.

**Re-certification Classes**

These classes provide participants with a quick way to renew Adult CPR/AED, CPR/AED for the Professional Rescuer (CPRO), or Lifeguard Training (LGT) certifications. Participants should come prepared to demonstrate their practical skills. Some review of skills will be offered, but this course is not designed to teach or re-teach skills. Participants must pass both the written exam and skills check to obtain certification.

**Lifeguard Instructor Training**

The purpose of the instructor course is to train instructor candidates to teach the Red Cross Lifeguarding, Shallow Water Lifeguarding, Waterfront Skills, Waterpark Skills, CPR/AED for Professional Rescuers and Health Care Providers, Administering Emergency Oxygen and Bloodborne Pathogens Training: Preventing Disease Transmission courses and/or modules. Instructor candidates will also become familiar with Junior Lifeguarding, Lifeguard Management, Safety Training for Swim Coaches and Basic Water Rescue.
Aquatics offers a variety of swim lessons and incentive programs to the UGA and Athens community. These include:

### YOUTH LEARN TO SWIM LESSONS:

**Parent & Child (6 months to 3 years)**

American Red Cross Parent & Child Aquatics familiarizes young children from ages 6 months to 3 years to the water and prepares them to learn to swim when they are older. It is not designed to teach children to become good swimmers or to survive in the water on their own. Parent & Child Aquatics give parents safety information and teaches techniques to help orient their children to the water. It also provides direction regarding how to supervise water activities in a responsible manner. Parent & Child 2 builds upon the skills learned in the first level. All children of this age should begin in Parent & Child 1 unless they have had a previous session.

**Class goals:**
- Learn how to enter and exit water in a safe manner
- Explore buoyancy in a front and back position
- Learn about choosing and using life jackets
- Feel comfortable in the water
- Submerge
- Change body position in the water

**Preschool Water Adjustment 1, 2 and 3 (4 to 5 years)**

The American Red Cross Preschool Water Adjustment classes are designed to give young children a positive, developmentally appropriate aquatic learning experience. This is the first series of classes without the parent or guarding in the water with the child. Level 1 teaches the most elementary aquatic skills, which children will build on as they progress through the higher levels. Level 2 begins introducing rudimentary propulsive swimming movements on both front and back. Level 3 builds on the skills learned in both previous levels by providing additional guided practice at slightly more proficient performance levels and great distances and times. Skills in level 3 are performed independently.

**Class goals:**
- Learn how to enter and exit the water in a safe manner
- Explore buoyancy in a front and back position
- Perform combined stroke on front and back
- Learn about choosing and using life jackets
- Feel comfortable in the water
- Submerge in a rhythmic pattern
- Change body position in the water
- By the end of the class, children should be comfortable working with an adult other than a parent

**Progressive Levels (5 years and up)**

Students learn to swim and to be safe in, on, and around the water. Instructors teach a wide variety of strokes and introduce safety skills and diving techniques. Children must be comfortable in water without a parent present and be able to follow directions. Classes will be structured by skill level.

Level One-Introduction to Water Skills-Kids can float, but not swim.

Level Two-Fundamental Aquatic Skills-Kids can swim 5 feet. They learn to float independently and alternate arm and leg action.

Level Three-Stroke Development-Kids can swim on front for 15 feet. They learn to coordinate freestyle and back crawl, and are introduced to the butterfly, diving, and treading water.

Level Four-Stroke Improvement-Kids can swim 15 yards on front and back. They improve freestyle and back crawl and increase the distance they are able to swim. They build on butterfly and are introduced to the elementary backstroke, breaststroke and elements of sidestroke and wall turns.

Level Five-Stroke Refinement-Kids can swim front crawl for 25 yards, elementary backstroke for 15 yards, breast stroke for 15 yards, and back crawl for 25 yards. They will refine all strokes and increase distances, learn flip turns, and become comfortable in deep water.

**ADULT GROUP LESSONS**

**Beginner:**

This class is for those who are uncomfortable going underwater or have taught themselves how to swim. The focus is on basic water skills and freestyle but will depend on the individuals in the class. Individual attention and group drills are used to enhance position in the water and to swim more effectively. This class meets in the Recreational Pool.

**Intermediate/Stroke Development:**

You’ve learned freestyle and have the ability to swim it for at least 25 yards. In this class you’ll refine the freestyle, gain proficiency, and learn additional strokes such as backstroke and breaststroke. This class meets in the Recreational Pool.

Focus on forming more efficient strokes, refining your stroke technique, and learning lasting training techniques to incorporate into your workout. Training tips will be provided to help swimmers prepare for their own workouts or to join a masters swim team. This class meets in the Recreational Pool.
PRIVATE & SEMI-PRIVATE LESSONS

Private Swim Lessons:
Are available to swimmers of all abilities and ages. Participants register for private swim lessons at the cashier’s window. Lessons will be scheduled around pool availability. A member of the Learn to Swim staff will contact the participant to schedule the lessons. Classes are a half hour of one-on-one instruction in the water. Private youth lessons must be held between Friday 5PM and Sunday 10PM. Adult lessons may be scheduled at any time during recreational swim hours.

Semi-private Swim Lessons:
Are available to groups of two to three swimmers of similar abilities. Each member of the group registers for semi-private swim lessons individually at the cashier’s window. Lessons will be scheduled around pool availability. A member of the Learn to Swim Staff will contact the group members to schedule lessons. Classes are a half hour of in-water instruction. Semi-private youth lessons must be held between Friday 5PM and Sunday 10PM. Adult lessons may be scheduled at any time during recreational swim hours.

INCENTIVE SWIM PROGRAMS

100 Mile Swim Club:
The 100 Mile Swim Club is a self-directed fitness program where participants log their distances up to 100 miles. Upon completion of the 100 miles participants are awarded a 100 Mile Club swim cap. Throughout each semester, several shorter distance incentives are offered such as Swim to Spring Break and Swim Between the Hedges. Swim to Spring Break offers several locations that have calculated distances. Swim Between the Hedges is offered during UGA Football season. Participants swim the distance of the total score from the previous week’s game. (If UGA wins, participants swim only UGA’s score. If UGA loses, participants, swim the sum of each team’s score.)

Swim Between the Hedges
Swim to Spring Break
As an Aquatics employee there may be situations where you are required to respond to an emergency. These range from first aid emergencies to a swimmer in distress. The following includes your course of action to respond:

There are two methods for activating the EAP: the two way radio and whistle communication system. The method used will vary depending upon the location of the emergency.

1. The responding Aquatics staff member will alert the other staff members using the following whistle code:
   i. Two short whistle blasts
   ii. One long whistle blast

2. The Aquatics Manager will send the down lifeguard to the emergency area to assist in care/rescue of the distressed patron
   i. The Aquatics Manager will then bring the following equipment to the area of the incident:
      ii. First Aid Kit
      iii. Automated External Defibrillator (AED)
      iv. Spinal backboard
      v. Walkie-talkie

3. The remaining staff members will clear the pools and move patrons away from the area of the emergency

4. In the event of the emergency being life threatening, the Aquatics Manager will call 9-1-1 to request the aide of medical personnel (EMS)

5. The Aquatics Manager will then use the walkie-talkie to alert the Facility Manger and/or Senior Manager of an emergency situation in the Gabrielsen Natatorium.

6. An Aquatics staff member will move to the loading dock to help direct EMS to the area of the accident

7. Aquatics staff members will provide care to the injured patron, within the scope of their training until EMS arrives.

8. Once EMS arrives, Aquatics staff members will assist in providing care and begin the injury reporting process.

9. After EMS has completed their care of the patron, the Aquatics Manger will alert Aquatics pro-staff members that an emergency situation has occurred.

10. All responding Aquatics staff members will de-brief following the incident to discuss how the situation was handled, what went well, what could be improved, etc.

11. If necessary, each responding Aquatics staff members will provide a written account of the incident.

Program Instructors should be familiar with the facility emergency action plan. Although the instructors are not responsible for activating the plan, they are responsible for the direct supervision of their students.

**In the event of an emergency, Program Instructors should:**

- Collect their class.
- Remove the class from the water or scene of accident.
- Keep the class clear of the accident scene.
- Maintain supervision of the class.

**NOTE:** If you are also a current Ramsey Student Center lifeguard, please allow posted guard to react. You must maintain the role of the Safety Class Instructor and should help in a secondary capacity as needed.

**Special Situations:**

- If a student injures themselves during a class, notify the lifeguard. The lifeguard will implement the Emergency Action Plan.
If a student emits feces or vomit into a pool, notify the lifeguard. The lifeguard will clear the pool immediately. Safety Program Instructors should assist in clearing their class from the water and caring for the ill student.

**Whistle Communication System:**

- One Blast
  - Gain patron’s attention
- Two Blasts
  - Gain staff member’s attention
- Two Short, One Long Blast
  - Guard is exiting chair or there is an emergency

*Always leave the office and check the deck if you hear a whistle blast.*

**Medical Emergencies**

**Non-life threatening:**

- Provide care as needed and only the first aid that you are certified to administer.
- Complete an Accident Report form and submit to the Assistant Director for Aquatics.

**Life threatening injuries:**

- Provide care as needed. Assist with crowd control if needed.
- Complete an accident report and submit to the Assistant Director for Aquatics.
- Report to room 226 immediately following the incident.

### WHEN TO CALL FOR EMS

The Aquatics Manager is responsible for determining if an ambulance is required and will activate the EMS system if additional help is needed. It is expected that an ambulance will be called when the following situations occur:

- The victim is or becomes unconscious
- Has trouble breathing or is breathing in a strange manner
- Has chest pain or pressure
- Is bleeding severely
- Has pressure in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck, or back
- Has possible broken bones

The aquatics manager is responsible for contacting the Assistant Director for Aquatics any time an ambulance is required to assist with care.

### HOW TO CALL FOR EMS

The aquatics manager will call EMS. If you are asked to contact the Building Manager, follow this process:

Use the black walkie-talkie and say the following:

*Attention Building Manager*

*Attention Building Manager*
Need ambulance for (add description such as near drowning, heart attack) in (state the area).

Please acknowledge and confirm.

REFUSAL OF CARE

A victim that is conscious, alert and is over the age of 18 has the right to refuse medical treatment. Be sure to document that they refused additional care on the accident report and have them sign their full name on the space provided. If the victim is a minor, a parent or guardian can refuse care. Make sure you get the signature of that parent or guardian on the care refusal line. If the victim is a minor who is a member of one of our user groups, a coach’s signature needs to be obtained if a parent is not present.

Information that is broadcast. If the information broadcast is not relevant to the Ramsey Center (Clarke County, GA), reset the radio by hitting the button labeled “Alert.”

There are two basic weather conditions to be aware of: a watch or a warning.

**Watch condition:** Indicates that conditions are favorable for severe weather to occur.

**Watch Out** for severe weather!

Guards should review Emergency Procedures with the manager in the event of a change in status to Warning by the National Weather Service.

**Warning condition:** Indicates that severe weather has been spotted.

**In the event of a tornado warning:** Take cover immediately.

The Building Manager will notify staff (by radio) to initiate Emergency Procedures.

Building Managers will make the following PA Announcement:

"A Severe Weather Warning has been issued. Everybody in the building must move to the 1st floor locker rooms."

**Aquatics Staff:**

- Clear the pool and direct the patrons to the locker room area. Inform them that they will not be allowed to re-enter the pool area until the All Clear signal has been given and should take all their belongings if they are planning to leave the building before then. Program Instructors should clear the class from the pool or classroom and proceed to the pool locker rooms.

- Patrons should be encouraged to stay in the protected areas until the All Clear signal has been issued from the Rec Sports Full Time Staff or Building Manager in charge of the situation. No one is allowed on the second or third floors of the building during this time. However if a patron decides to leave the building during a severe weather condition, they do so at their own risk.

- The Aquatics Manager will report to the men’s locker room with the first aid kit and monitor the locker room area. A lifeguard will be asked to monitor the aquatics hallway and pool areas.

- During this time, program instructors should maintain supervision of their class.

All patrons must remain on the 1st floor until the warning has been lifted by the National Weather Service. The Building Manager and Aquatics Manager are in charge of the locker rooms. They may communicate via radio to deliver information between the locker rooms.
Encourage patrons to stay in protected areas until All Clear is given. We can require people in the building to remain on the first floor, but we can not prevent people from leaving the building.

**Special Events:** Due to the large number of spectators, it is not possible to move everyone to the first floor. Direct spectators out of main activity areas (Natatorium, Volleyball Arena) and into the hallway between the Volleyball Arena and the Natatorium and instruct them to remain away from all glass windows and doors.

BLOOD SPILL CLEAN UP PROCEDURES

If you are confronted with a situation that involves blood and other potentially infectious materials, utilize **universal precautions:**

Treat all blood and body fluids as if they are infectious material

1. Isolate the spill and the area.
2. Use appropriate personal protective equipment
   Latex gloves and shoes are the minimum amount of protection needed. Goggles and face shields are recommended.
3. Contain any visible blood or body fluid
   Prevent the fluid from spreading by absorbing with paper towels as needed.
4. Remove solidified material and place in the red bio-hazard bag.
   If any spill is mixed with sharp objects, such as broken glass and needles, use two pieces of cardboard to pick up any objects. **Do not use your hands!**
5. Decontaminate the area.
   Use a 10% chlorine bleach solution or spray with Lysol. Allow to air dry for 15 minutes.
   Afterwards, remove any extra decontaminate by wiping it up.
6. Place all materials used to contain or disinfect a spill (including gloves) in red bag.
   Place red bag in approved biohazard containers. (Located: equipment checkout, lifeguard office). Do not use a regular garbage bag or place a red bag in a general waste disposal container.
7. Wash your hands thoroughly with soap and water immediately after providing care.
8. Report all exposure incidents, regardless of how minor they appear to be, to your supervisor.
   If you have been exposed to blood or believe you have been exposed to blood, wash off any blood from your skin with soap and warm water. Contact your supervisor immediately.

BLOOD KIT AND BIOHAZARD DROP OFF LOCATIONS

<table>
<thead>
<tr>
<th>Blood Kit Location</th>
<th>Biohazard Drop Off</th>
<th>Serves</th>
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<tbody>
<tr>
<td>Admissions Desk</td>
<td>Equipment Checkout</td>
<td>Admissions</td>
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<tr>
<td>S&amp;C I Desk</td>
<td>Equipment Checkout</td>
<td>S&amp;C I</td>
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<tr>
<td>S&amp;C II Desk</td>
<td>Equipment Checkout or Lifeguard Office</td>
<td>S&amp;C II</td>
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<tr>
<td>Equipment Checkout</td>
<td>Equipment Checkout</td>
<td>Equipment Checkout Climbing Wall Outdoor Rec Center</td>
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<td>Climbing Courtyard</td>
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NATATORIUM USER GROUPS

As a lifeguard you will encounter numerous groups that are served by our program. Each group has different needs and may require individual set ups.

**Athens Bulldog Swim Club**

ABSC is a United States Swimming (USA) club which uses the Ramsey Center as their home pool. During the school year, ABSC practices in the evenings Monday - Friday, Sunday mornings and a couple mornings during the week. They typically practice twice a day, M-F, in the summers. ABSC members do not have to belong to the Ramsey Center to participate, but must adhere to ABSC practice times and lanes. ABSC members are permitted to use the whirlpool with a coach present.

**Classic City Diving**

Classic City Diving is a United States Diving (USD) club which uses the Ramsey Center as their home pool. Classic City practices in the evenings during the week and on Saturday mornings. They typically practice twice a day, M-F, in the summers. They may use all diving boards and towers during practice as well as the trampoline, dry board and whirlpool when a coach is present. The lifeguard should be on deck in the Diving Well area when Classic City is in the dry land area as we are responsible for emergency care in that area as well as the pool.

**GORP Kayak Roll Sessions**

GORP offers roll sessions for kayaks. These will take place in the Rec Pool. All lane lines should be removed prior to their session. The number of boats permitted in the pool at one time is up to the discretion of the lifeguard. Most boats should have a spotter standing in the pool. The emergency or distress signal is to knock on the kayak with both hands.

**GORP SCUBA**

Meets throughout the year. They use all three pools at different times, often on the same evening. They will bring their equipment in through the aquatic roll up door. Mats should be used whenever the tanks are placed on the deck.

**High School Swimming**

Several Athens area high schools use the Ramsey Student Center as their practice facility. They also host meets each season at the Ramsey Center between December and February.

**Learn to Swim**

Rec Sports offers a comprehensive program for adults and children. Typically lessons for adults are held on weekday evenings and lessons for children are conducted on Sundays and weeknights. Private and Semi-Private swim lessons, which consist of thirty minutes of one-on-one instruction or small group instruction respectively, are available during open rec swim hours. Master’s Swimming Workouts are offered for advanced swimmers.

**Lifeguarding Classes**
The Department of Rec Sports offers the American Red Cross Lifeguard Training course. These classes are usually held in the evening and on the weekends. Re-certification classes are offered at reduced rates for staff. A schedule of classes is available in the pool hallway and in the main lobby.

Open Recreation Diving

Rec Diving is available to Ramsey Center members on a limited schedule. Rec divers may only use the inside one and three meter springboards. See Pool Rules for more details.

Open Recreation Swimming

Rec Swimming is available to all University students, staff and faculty who are members of the Ramsey Center. Lanes are designated for Open Rec swimming during all building hours. The pool closes one hour prior to the close of the building. On Fridays after 5 pm, weekends, and during the summer, children may accompany their parents to use the pools. Please note that children under 18 years of age MUST be with their parent/guardian when they are here. See Pool Rules for more details.

PE

The Physical Education department offers a few instructional swimming classes throughout the week. They generally use the 50 Meter or Rec Pool. Occasionally they will request to play water polo in the diving well. This can be done if the diving well is not scheduled with another group and the lifeguard can move to the dive well.

Physical Therapy

University Health Center physical therapist occasionally provide water therapy for their patients. They use the pool that is open for Open Rec swimming. A patient may use the whirlpool when accompanied by a therapist. They may request to use a pool which is not currently open. The manager will decide if enough staff members are available to accommodate them.

Synchronized Swimming Club (Not Currently Active)

Synchronized swimming is a sport combining strength and flexibility, aerobic conditioning, musical interpretation, dramatic showmanship and close teamwork. Powerful swimming is combined with close choreography to create synchronized routines. The club practices twice a week and usually needs lane lines moved to allow room to practice.

UGA Athletic Teams

The UGA Men’s and Women’s Swimming and Diving Teams typically practice twice a day; in the early morning and in the afternoon. During these times they have the 50 meter pool and the diving well to themselves. Other athletic team members must have the swimming and/or diving coaches permission to use the facility during UGA team time. The diving team may use all diving boards and towers, as well as the trampoline and dry board. The lifeguard should be on deck in the Diving Well area when the dry land equipment is in use. We are responsible for emergency care in that area as well as the pool. When the towers are being used, no swim team member is permitted to swim outside of the two lanes. The whirlpool may be used by any athletic team member before 8pm nightly and not during water polo.

If any UGA athletes come to practice or rehab outside of the designated UGA Athletic time, they must swim in Open Rec lanes and adhere to all Open Rec rules. Athletes may request to use a pool which is not currently open. The manager will decide if enough staff members are available to accommodate them.

Club Swimming

Club Swimming has four hour long practices during the week and one two hour practice on Sunday. There are many different ability levels at each practice. The club competes against other collegiate club teams.
Triathlon Club

The triathlon club focuses on enjoyment while training and competing, so they welcome all ability levels. While they only have one practice a week at the pool, they also have one group bike ride and one group run per week.

Water Polo Club

The water polo club uses the Diving Well each week for practice. They may require assistance in removing lane lines and installing water polo goals. When moving goals, be careful not to chip tile on the deck and wear shoes. Balls and equipment are kept in the athletic storage room. At the end of practice, replace all lane lines and put away all equipment.

White Water Club

The White Water Club is a sport club that uses the pools for roll sessions. They may have kayaks, canoes, or other watercraft that they drop off by the emergency rolling door. See the Staff Procedure of White Water Club for more information. Lifeguards are responsible for deciding the number of boats that can safely be placed in the pool.

Staff Procedure for Whitewater Club:

1. Station guard in mechanical room 30 minutes prior to club’s pool reservation time. When the weather is warm, open the roll up door at this time. During cold weather, leave the roll up door closed and listen for the members to knock. A sweatshirt, jacket and red blanket are available in the office for the guard (may bring own pants and jacket), but need to have some type of departmental clothing visible. Guards may do homework/read while at this station.

2. When club members arrive to drop supplies off for practice, guard should:
   - Open roll up door
   - Make sure person knows they must be Ramsey Center members and will need to enter via the hand scanners in the main lobby
   - Ask person to rinse off boat and/or gear
   - Help person through silver doors to leave their supplies in Rec Pool (silver doors should NOT be propped open).
   - Have person exit roll up door, move vehicle to legal parking space (not loading dock or EMS entrance!) and enter through the main lobby.

3. At the conclusion of practice, all Rec Pool lane lines should be placed in the pool. Guard should be stationed in mechanical room until all club members’ supplies have been removed.
In the event of an emergency, please follow the call list below for the appropriate type of emergency:

**MEDICAL INCIDENT:** drowning, major injury, or other life threatening conditions

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<tr>
<th>TITLE</th>
<th>NAME</th>
<th>CELL PHONE</th>
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<tbody>
<tr>
<td>Assistant Director for Aquatics</td>
<td>Alex Nichols</td>
<td>(504) 616-5681</td>
</tr>
<tr>
<td>Coordinator for Aquatics</td>
<td>Brooke Alford</td>
<td>(912) 531-9053</td>
</tr>
<tr>
<td>Associate Director for Facilities</td>
<td>Brian Williams</td>
<td>(706) 296-7794</td>
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**SEVERE WEATHER:** tornado or other inclement weather

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**EVACUATION:** any situation that requires moving people out of the building to safety

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**STAFF SCHEDULE PROBLEMS:**

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<td>Alex Nichols</td>
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</tr>
<tr>
<td>Graduate Assistant for Aquatics</td>
<td>Carolyn Monette</td>
<td>(508) 614-5631</td>
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**POOL RELATED ISSUES:**

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<tr>
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<tbody>
<tr>
<td>Maintenance Foreman</td>
<td>Tom Leizear</td>
<td>(678) 787-6217</td>
</tr>
<tr>
<td>Asst. Director for Aquatics</td>
<td>Alex Nichols</td>
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**MISCELLANEOUS:** rule enforcement issue, break-in, etc.

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If media or others call looking for information, please direct them to:

- University Communications  (706) 542-8090
- University Police          (706) 542-2200