



ADDENDUM TO DEADWOOD RECREATION AND AQUATICS CENTER
LIFEGUARD TRAINING MANUAL
GUIDELINES FOR 15 YEAR OLD LIFEGUARDS

4/2022

Certification:

- Lifeguards who are 15-year old must be currently American Red Cross certified to be employed as required by U.S. Department of Labor.

New Employee:

As a new employee, you may use the Rec Center facility on your time off.

The Rec Center Provides:

- Free locker
- T-shirts & Sweatshirt
- Fanny Pack, Gloves, & CPR Mask
- Whistle & Lanyard

The Employee Needs to Provide:

- Swim Suit (Ladies one-piece, Men No Speedos)
- Shorts, leggings, or Sweat Pants (Black, Red, Grey, or Navy)
- Sandals or Flip Flops

Work Guidelines for 15 year old lifeguard: (If not SURE, ASK!)

- **May** use ladder to access and descend from lifeguard chair.
- **May** use hand tools to clean the pool and pool area. Not allowed to operate power tools.
- **May** be a swim-teacher aide.
- **May not** guard from on-top of the waterslide or dispatch patrons.
- **May not** handle chemicals, **with the exception of water testing chemicals.**
- **May not** enter pump room.
- **May not** turn on pumps to kiddie pool or waterslide.

Questions and Conflict Resolution:

The city believes that open, respectful, and honest communication is essential. Concerns, questions and guidance should be brought forward as follows:

Step 1: Assistant Manager

Step 2: Head Director

Step 3: Department Head

The Deadwood Recreation and Aquatics Center is City owned and operated under City policies and procedures. You will receive a City of Deadwood Personnel Manual which you should familiarize yourself with.

Leave Requests:

If you plan to be gone for 3 or more days, you must request time off with the Request of Absence form. This must have prior approval from Head Director or Assistant Manager.

Hours Limitations: School in Session

15 years of age, limited to:

- Outside school hours;
- 3 hours on a school day, including Fridays;
- 8 hours on a non-school day;
- 18 hours a week, when school is in session;
- May not work before 7 a.m. or after 7 p.m. (Except from June through Labor Day when evening limit is extended to 9 pm);
- **MUST** work with an older guard at all times.

Pool Winter Hours:

Monday – Friday

- 15 & older – 3:30 or 4pm – 6:30pm
- 15 must leave by 7:00 pm
- 6:30pm – 7pm closing hours

Saturday:

- 15 & older – 7am – 11:30am
- (11:30am – 12pm Closing Hours)

Hours: Summer (Last day of school to Labor Day)

- 15 year old , may work 40 hours
- May not work before 7am, evening limit is extended to 9pm
- **MUST** work with an older guard at all times.

Pool Summer Hours: Monday – Friday

- 15 & older – 7am to 6:30pm
- 15 must leave 6:30pm – 7:00pm closing hours

Saturday:

- 15 & older 7am – 11:30am
- 11:30 – 12pm closing chores

***Shifts will be set according to activities in the pool:**

- Pool Parties/ Groups
- Swim Lessons
- Swim Team
- Swimmer load

Schedules:

We make our schedules every Monday for the following week. We ask that you offer what you can and not just what you want for your schedule! Everyone must share weekends so we can rotate to give a break to all employees. Availabilities are a privilege we offer in order to work around school, sports, and families whenever possible.

Training:

We have paid In-services, dates and times to be determined. This will be posted on the schedule. These in-services will cover safety topics, policies, procedures and practice life-saving skills. These in-service trainings are mandatory and must have prior approval to be absent from Head Director or Assistant Manager.

ALL 15 Year old Guards:

All 15 year old guards will work with an older guard or assistant manager. AT NO TIME WILL A 15 YEAR OLD GUARD BE ON THE POOL DECK WITHOUT AN OLDER GUARD OR MANAGER.

Breaks/Cell Phones:

Guards have breaks as they rotate who is on deck, based on swimmer load. They may, after their shift chore is complete, check their cellphones BRIEFLY and then put them away. **Cellphones are NOT allowed on deck. This also goes for the smart watches that connect to your phone.** We ask you put your watch in your locker while you are guarding.

While Lifeguards are on break, they may;

- Help front desk person if needed
- Homework – after shift chore
- Eat – we have a fridge, microwave, air fryer, coffeemaker
- Clean – see below
- Swim Laps

Cleaning:

It takes a village to clean and care for the Rec Center. When not on guard duty, staff is encouraged to assist with keeping the Center safe and sanitary by doing one or more of the following:

- Clean locks and Lockers
- Soap/Rinse locker room mats
- Polish hand rails
- Guard Chairs
- Mop
- Laundry
- Garbage OUT and more

Water Testing/Clarity:

This is performed 3x's a day at 5am, 12pm, and 5pm. Guards who are 15 years old may test and record water quality using all of the tools of the testing process including chemicals to the test water sample.