STANDARD OPERATING PROCEDURES FOR MORALE, WELFARE AND RECREATION AQUATIC FACILITIES AT CARNEY PARK, CAPODICHINO, AND GRICIGNANO SUPPORT SITE

1. General Information

a. One of two U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy outdoor swimming pools is located within the Carney Park 96-acre complex. The pool consists of an Olympic size pool, bathhouse, wading pool, sun deck, and snack bar. The Carney Park Pool will only be open during Department of Defense (DoD) school summer break. Swimming lessons, special programming and private use for events will take place outside of normal operations if staffing permits. Super-chlorination will take place as determined by Public Works and in conjunction with the pool use schedule, and as required by BUMED standards, through the entire summer, beginning from the first day of operation.

b. The second of two NAVSUPPACT Naples outdoor swimming pools is located on Gricignano Support Site, next to the Fitness Forum gym and across from the U.S. Naval Hospital. The pool consists of an eight-lane, 25-meter main pool with attached shallow and deep ends, separate wading pool and sun deck, and snack bar. The Gricignano pool will only be open on weekends (beginning Memorial Day weekend) until DoD school is officially closed for the summer. Once DoD school summer break begins, the Support Site pool will be open six days per week for public use. Swimming lessons, special programming and private use for events will take place outside of normal operations. Super-chlorination will take place as determined by Mirabella maintenance and in conjunction with the pool use schedule, and as required by BUMED standards, through the entire summer, beginning from the first day of operation.

c. The indoor pool of U.S. Naval Support Activity Naples is located on Capodichino, inside the Fit Zone gym complex. The pool consists of an six-lane, 25-meter main pool with limited deck space, and a separate Jacuzzi area. The pool shares the Fit Zone shower and locker-room areas. The Capodichino pool is open weekdays and Saturdays from the Tuesday following Labor Day to the week prior to Memorial Day. Once DoD school has officially closed for the summer, summer use of the indoor pool will be determined by the command, based on the budgetary constraints, historical usage data, and available staffing. Super-chlorination and maintenance will take place as determined by Public Works, in conjunction with the pool use schedule, and as required by BUMED standards.

d. Eligible Pool Patrons

(1) All active duty, retired and reserve personnel and their dependents.

(2) DoD Civilians and their dependents.

(3) Sponsored, escorted local nationals and guests.

(4) NAVSUPPACT Local National employees and Carney Park privilege cardholders as authorized at/for Carney Park pool only.

2 Responsibilities. The Morale, Welfare and Recreation (MWR) Aquatic Director will be responsible for the overall operation of the swimming pools. The Aquatic Director reports to the Fitness Director with management of the pool facilities. The Aquatic Director will ensure the pool is maintained in a safe, healthy condition.

a. The Aquatic Director is responsible for:

(1) The entire operation of the swimming pools.

(2) Training and supervising all pool staff consisting of lead lifeguards and lifeguards, and anyone working as a cashier or slide attendant, including pre-hire skills assessments and regular in-service training sessions for lifeguards. Monthly or more training milestones will be developed for the staff.

(3) Ensuring the maintenance of water chemical balance records, sanitation and general cleanliness of the pool and surrounding area.

(4) The safekeeping of all monies and ensuring submission of the accompanying daily activity report.

(5) Ordering supplies and equipment necessary for programs, resale, and general operation of the facility.

(6) Maintaining safety and health standards as prescribed by Navy Occupational Safety & Health (NAVOSH), Occupational Safety & Health Act (OSHA), and the Medical Department Command and Bureau policies (BUMED).

(7) Performing public relations tasks and evaluating and recommending changes regarding staff, programs, procedures, and facilities.

(8) Administering and supervising emergency procedures that may arise in the facility.

(9) Teaching and/or organizing swim classes for various age levels and abilities.

(10) Serving as a lifeguard, should the conditions warrant such actions.

(11) Promptly reporting any discrepancies to the Fitness Director.

b. The lead lifeguard is responsible for (but not limited to):

(1) The operation of the pool, including opening and closing of the facility on scheduled workdays.

(2) Monitoring chemical water balance and water conditions and providing in-service training for the staff in the monitoring of water balance and conditions.

(3) Maintaining safety and health standards as prescribed by NAVOSH, OSHA, the Medical Department, and BUMED.

(4) Enforcing pool regulations and maintaining proper discipline between staff and patrons.

(5) Program swimming classes (with assistance of the Aquatic Director) and instruct swimming classes and aerobic classes.

(6) Assisting with establishing and implementing on-going in-service training program for lifeguards.

(7) Maintaining American Red Cross Lifeguard Instructor Certification at all times of employment.

c. The lifeguards are responsible for:

(1) Observing activities of persons in the pool area to ensure safety rules are followed and to ensure no physical harm occurs to anyone. Also provides information to swimmers regarding safety rules and procedures, and rescues swimmers.

(2) Checking pool water condition every hour to two hours (depending on pool/patronage) and recording it in log provided and notifying lead lifeguard or Aquatic Director if an unsafe water condition exists.

(3) Maintaining a pool incident log, documenting any unusual occurrences and reporting them immediately to manager.

(4) Performing other duties as assigned.

(5) Maintaining American Red Cross Lifeguard Certification (or equivalent certification as instructed by Navy Fitness Standards) at all times of employment.

d. The cashier is responsible for:

(1) Collecting, handling and recording all pool related revenue.

(2) Taking swimming instruction registration and payments.

(3) Keeping accurate and legible pool attendance records.

(4) Performing public relations tasks such as answering questions, providing information and directing any problem to the Aquatic Director and supervisor.

(5) Greeting and behaving in a business-like manner.

e. The slide attendant is responsible for:

(1) Observing activities of persons on the slide and in the immediate slide area of the pool area to ensure safety rules are followed and to ensure no physical harm occurs to anyone. Also provides information to swimmers regarding safety rules and procedures.

(2) Performing public relations tasks such as answering questions, providing information and directing any problem to the Aquatic Director and supervisor.

(3) Greeting and behaving in a business-like manner.

f. General maintenance and cleaning - Duties shared by all pool personnel.

(1) Hosing cement deck.

(2) Cleaning patio floor, chairs and tables.

(3) Emptying and cleaning trash cans.

(4) Moving and cleaning pool furniture.

(5) Maintaining all necessary supplies for pool.

(6) Storing all unused equipment in storage areas after pool secures for the day.

(7) Necessary cleaning and maintenance of offices, bath-house, or restrooms

3. Private Party Policies

a. All private parties are to be arranged at least ten working days prior to the actual party. A contract must be signed at the swimming pool prior to the pool party.

b. The Aquatic Director or lead lifeguard will determine prior to the issuing contract, the number of staff lifeguards needed to monitor the pool.

c. The pool cannot be reserved for private parties during regularly scheduled hours of operation.

d. Alcoholic beverages are permitted during pool parties when command approval is provided through the alcohol waiver. They must, however, be in unbreakable containers. NO GLASS CONTAINERS OF ANY KIND MAY BE BROUGHT ONTO POOL PROPERTY.

e. Any complaint concerning inappropriate or excessive behavior/noise will result in cessation of such actions and removal from the pool.

f. Carney Park pool is available for parties select evenings, after hours, from 1900 - 2000 hours. Gricignano Support Site pool is available for parties, Friday through Sunday and select evenings, after hours, from 1900 - 2000 hours.

g. The sponsor is responsible for maintaining the overall cleanliness of pool deck area and bathhouse or will be charged cleaning and maintenance fees accordingly.

h. The sponsor is responsible for any damage to pool property and will be billed for any damage resulting from misuse.

i. The sponsor will also be responsible for the guests' actions during and after the party.

j. A designated, non-drinking person will be responsible for maintaining order.

k. Organizers of the party may arrive 15 minutes early to set up.

l. There is no smoking permitted in the pool facility, including bathrooms and deck area.

m. Charges for pool parties: Prices vary according to number of attendees, and are approved by the Aquatic Director.

n. Lifeguard ratios - One lifeguard per 25 guests, (including those who are not swimming).

o. Lifeguards have full authority within the pool facility. This includes having persons leave the pool area for violation of pool rules.

p. All existing rules concerning the Carney Park and at the Gricignano Support Site pools apply.

q. Cancellations. If an event must be cancelled:

(1) Prior to 72 hours of party - 90 percent refund.

(2) Between 72 and 24 hours - 50 percent refund.

(3) Less than 24 hours - no refund.

(4) Do not show - no refund plus salary for lifeguards.

r. Inclement weather. If party is cancelled during the event for inclement weather, charges will be pro-rated. (Prior to party - 90 percent refund).

4. Regulations

a. Patron Regulations

(1) Be considerate of others.

(2) Any person having a skin disease, sore or inflamed eyes, nasal or ear discharges or any other communicable diseases shall be excluded from the pool.

(3) Persons using the pool are required to take a cleansing soap shower prior to entry or re-entry to the pool.

(4) Bathers must wear keep adjusted, appropriate bathing attire that conforms to good taste and decency.

(5) Family members under the age of twelve will not be admitted to the seasonal facilities unless accompanied by a parent or guardian over the age of 18.

(6) Children six years of age and younger or non-swimmers are not permitted in the main pool unless accompanied by a parent or adult guardian.

(7) The use of the wading pool is restricted to children six years of age and younger. Children must be accompanied by a parent or guardian.

(8) All swimmers must follow diving and sliding rules. Children under 17 years old must pass the Navy Youth swimming test to enter the deep water slide or diving area(s).

(9) Metal or glass objects (except eyeglasses) will not be permitted in the pool area. No toys or inflatable equipment (i.e. toys, balls, floats, fins) may be taken into the pool. Swimming aids are allowed in the wading pool.

(10) No pets or music devices are permitted within the pool area. Eating and drinking are permitted in designated areas only. No street shoes are allowed on the pool deck. No alcohol in the pool area except during private parties (waivers required).

(11) Spitting, spouting of water, blowing the nose, urinating or in any other way contaminating the quality of the water is prohibited.

(12) No running, pushing, acrobatics, horseplay or unnecessary roughness is permitted in the pool area. No diving or jumping in the shallow end of the pool. No foul language.

(13) Swimmers under the age of 18 must vacate the pool for a minimum of 15 minutes every hour.

(14) Only U.S. Coast Guard approved lifejackets or approved flotation devices made of foam are allowed. Parent must directly supervise children who are wearing floatation devices. No inflatable floatation equipment of any kind, this includes arm water wings, balls, or baby inner-tube devices.

b. Lifeguard Rules and Regulations

(1) Lifeguards will go through one rotation not to exceed one hour, and then have a break or rotational duty out of the sun.

(2) When not actively supervising or watching the pool, lifeguards must be in the pool area or guard break room (not hanging out in the pool office). Lifeguards can only leave the pool area on a scheduled break.

(3) Every two hours minimum, the chlorine, and pH residuals must be taken. It is the responsibility of the lead lifeguard to take these readings or the designated lifeguard set by the lead or Aquatic Director.

(4) All guards are responsible for keeping their swimming and rescue skills proficient.

(5) Do not engage in unnecessary conversation while on duty. Cell phone use while working is strictly prohibited.

(6) Keep the lap lanes clear of non-lap swimmers.

(7) Watch for alcoholic beverages and remove the alcohol from the premises during normal operating hours.

(8) Watch for smoking in the non-smoking areas and direct smokers to the smoking area.

(9) Ensure tabletops in the eating areas are always clean and the grass and/or deck areas are free of debris.

(10) No friends in the pool office, cash counters, snack bar or guard break room, only authorized personnel and patrons seeking information.

(11) The lifeguards are in charge, and all pool staff must work together as a team to enforce all rules.

c. Specific Rules for Lifeguards to enforce

(1) No horse play, yelling, or screaming in the locker rooms or pool areas.

(2) No balls or other toys in the pool as posted in the facility rules. Diving disks, rings, or sticks are permitted when not thrown in the area of other patrons.

(3) No gum chewing allowed in the entire facility.

(4) No flippers and masks are permitted in the pool during regular open rec swim hours.

(5) No chicken fights or piggyback rides.

(6) No wrestling in the water.

(7) No flips off the sides or jumping in backwards.

(8) No playing on or around ladders.

(9) No playing in slide or diving area.

(10) Only one person allowed on the diving board at a time.

(11) No climbing out of the deep end at the wall.

(12) All persons who jump or dive from the board must go directly off the end. Jumping or diving towards the side is not allowed. Swimmers must go directly towards the ladder and exit the water in both the slide and the diving area.

(13) No ‘inward’ or backward dives, gainers, or gymnastics from the diving board.

(14) No running on the diving board.

(15) Food and smoking will not be permitted in the locker rooms or outside of designated eating and smoking areas.

(16) When breaks are called, the guard in the middle chair will call all patrons under 18 years old out of the water. Breaks are for 15 minutes every hour as scheduled and posted. The guards remain in designated chairs during the breaks.

(17) A minimum of two chairs will be occupied at all times, a rover should be constantly moving.

(18) Lifeguards are on duty and in charge at all times.

(19) Patrons who receive more than one warning must sit out for five to ten minutes, depending on the situation.

(20) No one under 17 years old is allowed on a slide or use diving board before passing swim test and receiving ankle or wrist band.

(21) Whistle Signals:

(a) one long -- removes all patrons from pool.

(b) two short -- will call another guard's attention.

(c) three short -- will indicate emergency.

(d) one short -- will be to attract a patron.

5. Accidents and Safety. It is the responsibility of each employee to provide a safe environment for pool patrons. The following is a list of actions that will be performed for accident prevention and individual employee's area of responsibility.

a. Aquatic Director, lead lifeguard, and all lifeguards are required to successfully complete the American Red Cross Training Course and cardiopulmonary resuscitation for the professional rescuer training before employment begins.

b. In-service training and emergency drills will be conducted on a monthly basis for all pool staff. Training and drills will be conducted by the Aquatics Director or by a designated supervisor

c. Accident reports and unusual situation reports will be used and filed for every incident, no matter how minor.

d. Any unusual incident that involves injury or perception or risk should be reported to NAVSUPPACT Naples Security at 626-2207, or 626-4911, the Fitness Director and MWR Director.

e. The U.S. Naval Hospital and/or emergency dispatch, at DSN 626-4911 will be called to respond to any accidents; COMM: 081-568-4911 from Carney Park.

6. Opening and Closing of the Pool. The Aquatic Director is responsible for seeing that no one enters the pool before it is ready for use and a lifeguard is in the stand. During periods of absence, the Lead Lifeguard will be responsible for the proper opening and closing of the pool.

a. Opening the pool -- The Aquatic Director or Lead Lifeguard or a designated staff member must do a daily inspection of the pool and all equipment to see that everything is in good operating condition before allowing swimmers within the fenced enclosure. The total pool facility must be inspected to ensure that no hazards exist and all equipment is checked.

(1) Swimming will be permitted only when qualified lifeguards are on duty.

(2) The swimming pool will be closed during normally scheduled hours of operation when unusual circumstances, weather, sanitation or mechanical problems dictate. Rain checks will be given due to inclement weather. The Mission Essential Director and MWR Director will be notified immediately.

(3) Check pool chemicals and log in book.

(4) Fill wading pool if necessary.

(5) Empty and clean skimmer baskets/troughs.

(6) Put plastic liner bags in all trash cans.

(7) Remove floating debris from pool.

(8) Make a final check of pool before opening.

b. Closing of the Pool. The Lead Lifeguard in charge must be the last person to leave the pool area at the end of the day. Before daily clean up is started, all doors and gates leading back into the pool must be locked as soon as the last person leaves. Additionally the lifeguards will:

(1) Inspect the bottom of the pool to ensure that no person is lying submerged.

(2) Check pool chemicals.

(3) Close slide.

(4) Return lane lines to proper areas.

(5) Empty and clean skimmer baskets.

(6) Sweep decks.

(7) Empty all trash cans.

(8) Store umbrellas.

(9) Replace furniture to proper place.

(10) Store all cleaning supplies and equipment.

(11) Store all guard safety equipment.

(12) Turn off all lights.

(13) Make final check of security and cleanliness of entire facility beyond reasonable doubt.

(14) Check locker and bathroom facilities.

7. Pool Registration and Instruction. Registration for swim lessons will commence one week prior to swimming lessons beginning. Classes will comply with and uphold American Red Cross or equivalent standards. Group Swim lessons will be offered in various 'sessions' throughout the summer; registration for each session will be one week prior to session start date, and is on a first-come, first-served registrations basis. Classes offered will range from "Baby & Me" (Parent-Child Aquatics), preschooler classes; and levels one through four. Individual/private swim lessons will also be available, scheduling dependent upon instructor and space constraints. Lifeguard classes will be conducted continuously during the fall, winter, and spring. Lifeguard classes will be conducted during the summer if occasion permits.

a. Swim Lesson Policies

(1) Classes have maximum enrollment numbers, which are based on the class level recommendations of the American Red Cross. Class minimums must be met in order for a class to be held.

(2) Parents will not be permitted in the immediate pool area during swim lessons, unless for Parent-child class participation.

(3) Group classes will run with a minimum of three students.

(4) All lessons are subject to the availability of swim instructors.

c. All classes will follow local MWR levels and skills guidelines, with input from American Red Cross and Young Men's Christian Association. Classes range from Parent/child classes for infant/toddler with parent in the water to advanced swimmer.

8. Lifeguard Standards

a. The Aquatic Director along with other management will hire lifeguards for the pool season. Each person will be evaluated on lifeguarding skills and other necessary abilities according to the position description (see copy of position description).

b. Lifeguards will comply with the training standards ad schedules as devised by the Aquatic Director.

c. Lifeguards will work a rotation of lifeguard chairs. They will work in the stand or roving for no more than 30 minutes per stand. They will have a break to refresh themselves after a rotation of specified chairs, roving and assigned guard duties.