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U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
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NAVSUPPACT NAPLES INSTRUCTION 11106.1G

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REGULATIONS CONCERNING MAINTENANCE AND OPERATION OF U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY SWIMMING POOLS

Ref: (a) OPNAVINST 5100.23E  
(b) NAVFACENCOM Pub MO-210, Water Supply Systems – Water Treatment Manual  
(c) NAVMED P-5010-4, Chap 4, Manual of Naval Preventive Medicine Swimming Pools and Bathing Places  
(d) American National Red Cross Lifeguarding Manual, r.17. stock #755735  
(e) American National Red Cross Water Safety Instructor Manual, R.8/16, stock #751334  
(f) CNICINST 1710.3, Chapter 12

Encl: (1) Standard Operating Procedures for Morale, Welfare, and Recreation Aquatic Facilities at Carney Park, Capodichino, and Gricignano Support Site

1. Purpose. To establish the policies governing the operation and maintenance of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy swimming pools at Morale, Welfare, and Recreation (MWR) aquatic facilities located at Admiral Carney Park, Capodichino, and the Gricignano Support Site per references (a) through (f).

2. Cancellation. NAVSUPPACTNAPLESINST 11106.1F

3. Information

a. In order to provide military training and recreational opportunities to U.S. military personnel, Department of Defense (DoD), state employees and their family members assigned to the Naples area, NAVSUPPACT Naples maintains and operates swimming facilities at the MWR Aquatic facilities of Admiral Carney Park, Capodichino, and the Gricignano Support Site.

b. The aquatic facility at Admiral Carney Park consists of a 50 m swimming pool 163 feet and four inches in length, 77 feet in width having a minimum depth of three and one half feet and a maximum depth of 10 feet, one 1-meter springboard, two large flume slides, one medium recreational slide, and two children's slides. The pool's approximate volume is 82,000 ft<sup>3</sup> (613,403 gallons or 2,322 m<sup>3</sup>). In addition, a wading pool with a maximum depth of one foot, with a water mushroom in the center, is included in the facility. Maximum capacity within the pool area, including the wading pool, is 240 people. At no time will capacity within the pool

exceed the lifeguard/swimmer ratio of one to 25 patrons. The bathhouse serving the pool area includes changing and showering facilities and locker rooms.

c. The facility at Capodichino consists of a 25 m swimming pool that is 82.02 ft in length and 45.11 ft in width, having a minimum depth of four feet and a maximum depth of five and a half feet. The volume of the pool is 16,650 ft<sup>3</sup> (124,551 gallons and 471 m<sup>3</sup>). In addition, it consists of a jacuzzi with a length and width of 9.84 ft, water depth of 3.44 ft, and volume of 333 ft<sup>3</sup> (2,491 gallons or 9 m<sup>3</sup>). Maximum capacity within the pool area, including the jacuzzi, is 150 people. At no time will capacity within the pool exceed the lifeguard/swimmer ratio of one lifeguard to each 25 patrons. The locker rooms serving the pool area include changing and showering facilities, lockers, and sauna.

d. The facility at the Gricignano Support Site consists of a main swimming pool which is 82 feet in length and 62 feet in width, having an all-over depth of four feet, two inches. The attached shallow end is 40 feet by 40 feet, having a minimum depth of two feet and a maximum depth of four feet, with two sets of in-water stairs. The attached deep end is 40 feet by 40 feet, and has a water depth of 12 feet, with a one-meter springboard and one large flume slide. The volume of the pool is 44,336 ft<sup>3</sup> (331,656 gallons or 1255 m<sup>3</sup>). In addition, a rectangular wading pool 20 feet long by 15 feet wide with a depth of 1.5 feet and a volume of 450 ft<sup>3</sup> (3366 gallons or 12 m<sup>3</sup>) is included in the facility. Maximum capacity in the pool area, including the wading pool is 240 people. At no time will the capacity in the pool exceed the lifeguard/swimmer ratio of one lifeguard to each 25 patrons. The pool has a cabana changing area and men and women's restrooms along with outdoor showers to serve the patrons' needs.

#### 4. Management and Personnel

a. The MWR Aquatic Director and/or their approved delegate will have overall responsibility for pool and bathhouse management and operations. The designated lead lifeguards at each facility will assist the Aquatic Director. Both the Aquatic Director and lead lifeguards will be assisted by lifeguards, summer hires, and any other personnel deemed necessary for the safe and efficient operation of the facility. The Aquatic Director will determine the number of personnel required, with approving authority at the command level.

b. U.S. personnel serving on the pool staff must be at least 16 years of age, and if working as a lifeguard, must possess, as a minimum requirement, a current nationally-recognized Lifeguard Training and First Aid/Cardiopulmonary Resuscitation (CPR)/ Automated External Defibrillator (AED) Certificate. Local National personnel serving on the pool staff must be at least 18 years of age, and if working as a lifeguard, must possess as a minimum requirement, a current and valid equivalent to the Lifeguard Training and First Aid/CPR/AED Certificate. Lifeguards will be re-certified and/or re-tested prior to their employment, and must maintain good physical condition throughout the season.

c. The Aquatic Director must possess a current American Red Cross CPR for the

Professional Rescuer and First Aid Certificate, Water Safety Instructor Certificate, American Red Cross Lifeguard Training Certificate, and American Red Cross Lifeguard Training Instructor Certificate. Aquatics Facility Operator and Certified Pool and SPA Operator certification or equivalent is recommended.

5. Safety and Health Hazards. The Aquatic Director or lead lifeguard is responsible for the safe, efficient operation of the pool and its surroundings. The Aquatic Director ensures compliance with accepted safety and health standards as described below:

a. Safety Practices

(1) Ensure adequate amount of safety/rescue equipment is readily available and in good working order.

(2) Provide lifeguard stands that allow complete visual coverage of swimming pool and bathing areas. These stands will each be equipped with on rescue tube. Shepherd crooks will be located in accessible areas to enable reaching assists.

(3) Ensure emergency equipment for spine immobilization and first aid is available and secluded from the general public.

(4) Assign an adequate number of trained lifeguards for the supervision of swimmers based on the water safety ratio of one lifeguard to 25 swimmers when maximum capacity level is reached.

(5) Control the flow and conduct of patrons.

(6) Restrict admittance of swimmers when maximum capacity level is reached.

(7) Enforce applicable pool rules and regulations.

(8) Periodically check for safety hazards.

b. Health/Sanitation Practices

(1) Test for residual chlorine and pH levels a least once every hour to preserve the quality of the pool water. Maintain a signed record of chemical readings.

(2) Restrict admittance of swimmers known to have skin disease, sore or inflamed eyes, colds, nasal or ear discharge, open sores or blisters, lacerations or incisions to prevent contamination of the pool water. Additionally, any person wearing a bandage of any kind or plaster casts will not be allowed to use the pool.

(3) Prevent contamination of pool water by informing patrons that:

(a) A soap and water shower is required prior to entry or re-entry in the pool or the pool area.

(b) Spitting, blowing the nose, urinating, or otherwise contaminating the pool in any way is prohibited.

(4) Maintain, on a daily basis, the pool and its environs by:

(a) Removing floating debris from the pool.

(b) Washing or hosing down pool decks and deck chairs.

(c) Removing trash and garbage to appropriate receptacles.

(d) Notifying contract labor to drain and refill the wading pool and/or jacuzzi when necessary.

(e) Disinfecting and swabbing the bathhouse areas when contracted labor is insufficient.

6. Pool and Bathhouse Operations. The Aquatic Director and other personnel will be guided by the following for the safe and efficient operation of the facility: Eligible Personnel. U.S. military personnel, DoD employees, and their family members are authorized to use the NAVSUPPACT Naples swimming pools. Authorized personnel are allowed four guests per adult ID card. Dependent children under ten years old will not be admitted to the facility unless accompanied by parent, adult, or other guardian 18 years of age or older. Children 10-17 must possess a current Navy Youth Swim License to enter any aquatics facility unaccompanied. Dependent personnel not accompanied or without a Navy Youth Swim license will be denied admittance. NAVSUPPACT Naples Local National employees and authorized Carney Park privilege cardholders are eligible to use the Carney Park pool only, with adherence to Carney Park entry guidelines.

a. Hours of Operation

(1) The Carney Park and Gricignano Support Site facilities' operations will be determined based on historical data and fiscal and staffing input well in advance of each season. The pools will normally be open from Memorial Day weekend to Labor Day Weekend. Daily hours of operation are dependent on availability of qualified personnel and community utilization/needs. Capodichino facility is open on a daily basis year round.

(2) The Aquatic Director may establish periods at each facility during which only defined

categories of eligible personnel may utilize the facilities. Examples include military training or other command functions, swim instruction classes, and other special activities outside of published/normal operational hours.

b. Admission Fees. Admission fees may be established to offset operating expenses of the facility. Such fees will be determined by considering anticipated staffing, operation and maintenance expenses. The MWR Director will establish and publicize, with the approval of the Commanding Officer and/or Commander, Navy Installation Command guidance, any fees regarding use of the facility.

c. Supervision of Swimmers

(1) A qualified employee lifeguard will be on duty at all times when the pool is open. Lifeguards will be in full charge and have the authority to enforce the rules and regulations.

(2) Lifeguards on duty are responsible for the safety of all persons in the pool area. They will not run errands, nor be distracted from their official duties. Lifeguards will rotate in responsibilities from lifeguard chairs, rover, guard shack watch, and cleaning.

(3) Lifeguards will familiarize themselves with the location and use of all emergency equipment within the area. On-duty lifeguards will wear a distinguishable article of clothing, which identifies themselves as lifeguards.

(4) The Aquatic Director and/or lead lifeguard on duty, may secure the facility if, in his/her opinion, one of the following conditions exist that may endanger the health and safety of patrons:

(a) A lifesaving situation is or has occurred in the pool or around the pool area.

(b) Residual chlorine or pH levels are insufficient or excessive.

(c) Water becomes cloudy or is in unsanitary conditions.

(d) Thunderstorms, electrical storms or inclement weather exist.

(e) Mechanical failures such as electricity, water, etc. If the Aquatic Director or lead lifeguard deems it necessary to secure the facility, he/she will inform the MWR Director or designated representative, Public Works Officer and/or NAVSUPPACT Naples Command Duty Officer. The pool may be re-opened after appropriate clearance has been obtained.

d. Personnel Regulations

(1) Upon entry to the pool, all patrons must present and appropriate pass/I.D., sign in and pay any applicable fee(s).

(2) Bathers must wear, and keep adjusted, appropriate bathing attire, which conforms, to good taste and decency. Females over the age of five must wear a swimsuit top and all female chests and buttocks must be appropriately covered. Street and athletic attire, such as “cut-off” trousers, tee shirts, sports bras or underwear/undergarments will not be worn in the pool.

(3) Swimming is permitted only when qualified lifeguards are on duty.

(4) Swimmers and sunbathers are discouraged from conversation with or disturbing the lifeguards on duty.

(5) Suitable placards embodying the above regulations and instructions will be posted in the pool facility.

(6) The failure of any individual to abide by the regulations may result in loss of pool privileges. The Aquatic Director may, with cause, deny any person access to the facility for a designated time period or require any violator of the regulations to leave the premises for a designated time period.

(7) Complaints of suggestions should be discussed with the Aquatic Director or assigned lead lifeguard. If a satisfactory agreement cannot be reached, the problem will be referred to the Mission Essential Director.

e. Private Party. The Carney Park and Support Site pools may be reserved for private functions or parties, which must be held outside normal operating hours. Persons desiring private pool reservations should follow the procedures below:

(1) Contact the Aquatic Director or designated lead lifeguard either in person or in writing/telephone. Reservations are to be made at least ten working days in advance, and are taken upon payment and signing of the contract on a first come, first serve basis.

(2) Request must include exact date, time, and estimated number of authorized users. One person (individual organizing a party or official representative of an organization) will be responsible for the request, signing of contracts, clean up, and financial obligations.

(3) Upon receipt of a request, the Aquatic Director will ascertain the availability of the pool, determine the approximate cost, and inform the requestor.

(4) After confirmation that the pool is available and the financial requirements have been given, the requestor must finalize the arrangement and make payment in full at the time the reservation is made.

(5) In the event of inclement weather or any emergency condition that may cause cancellation prior to its commencement, the requestor may apply for a partial or full refund according to the written contract. No refunds will be made once the party has commenced.

(6) Normal pool rules and regulations will be adhered to when conducting private pool parties. Any violation of these rules may cause the cessation of the activity. Lifeguards on duty have the authority to determine whether violations have occurred and cease the party. No refunds will be made.

(7) Private pool party users will be held financially responsible for any damage or loss to the facility and/or equipment.

f. Maintenance. The Public Works Officer, in conjunction with the MWR Director, will be responsible for routine maintenance and operation costs, which will be in strict accordance with reference (b).

7. Records Management a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information%20Management/Approved%20Record%20Schedules/Forms/AllItems.aspx). b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16). 8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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**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):

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(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.

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- (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).

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(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 flotation devices. No inflatable flotation 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.

Enclosure (1)



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.

Enclosure (1)

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 and 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.