

MEDFORD  
**PARKS & RECREATION**

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

**City of Medford  
Parks and Recreation  
Department**

**AQUATICS POLICY  
MANUAL**

**Revised December 2015**



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COMMUNITY ENRICHMENT EXCELLENCE EXCEPTIONAL CUSTOMER SERVICE INNOVATION

# MEDFORD PARKS & RECREATION FACILITIES MANAGEMENT

HEALTHY LIVES | HAPPY PEOPLE | STRONG COMMUNITY

## RECREATION DIVISION AQUATICS SUPPLEMENTAL HANDBOOK

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## **Medford Parks and Recreation Department Aquatics Manual**

New and returning employees in the aquatics area will be expected to know all of the information in this policy manual as well as the Recreation Division manual. These manuals are subject to change. New information will be added as needed and is not limited to the information contained within.

### **Objectives for Aquatics Program**

#### **Objectives:**

Jackson Aquatic Center and its programs is an integral facet of the Medford Parks and Recreation Department.

Provide every individual with the opportunity to learn to swim or improve their water skills in a positive, non-threatening and fun atmosphere. The overall goal is to prepare the individual for safe and enjoyable experience in and around the water.

Provide opportunities for recreational swimming under qualified and professional supervision.

Meet as many aquatic needs in the community as possible.

### **General Policies**

#### **Aquatic Office Area**

When working in the office area the following is prohibited:

Standing around the entrance or doorways

Social calls or texting

Reading, writing unless associated with work duties, card playing, or other activities that take attention away from aquatic duties

Sitting on the counter

Immature behavior

## Table of Contents

### Pool Deck and Grass Area

Sunbathing will not be permitted during any open pool hours. Staff may be on deck during down times but are not permitted before or after hours unless performing duties associated with their job assignment.

### Dress

Directives regarding employee appearance given by any member of the Aquatic Management Team must be complied with immediately. All clothing must be neat and clean.

When on duty aquatic staff must have a FOX 40 whistle with them at all times. Lifeguards must also wear polarized sunglasses, preapproved hat or if on a guard stand have the umbrella up. Hats may not have any logos/advertisement except for Medford Parks and Recreation Department logos.

Staff must provide their own swim suits, whistles, sun glasses, hats and sweatshirts. At least one new staff shirt per summer will be provided additional shirts may be purchased at department cost. Sweatshirts must be solid red or white unless approved by Aquatic Management Staff.

### Guard Suits

- Men: Solid red boxer style swim suits during guarding, other colored boxer style swimsuits may be worn while teaching lessons.
- Women: Solid one piece red suits during guarding, other colored one piece suits or preapproved 2 piece lifeguard suits may be worn while teaching lessons.

### Staff Meetings/ Training Sessions

These will be for the purpose of reviewing emergencies, first aid and rescue procedures as well as other training as needed. Attendance is mandatory and staff will be paid for attending. Every staff member must attend the pre-summer training and a weekly in-service session to maintain skills and on up-to-date information.

### Basket Checking System

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Checking baskets is a responsibility of all staff members.

No article may be given out to any patron without personal presentation of the wristband with the corresponding number to the space on which the bag/basket were originally placed. If skateboards or scooters are checked assign them a letter and place in an out of the way designated location.

If the patron has lost their wristband or if it isn't on their wrist, have them describe all items in the bag. If in doubt wait until all bags are returned to the patrons and then deal with the situation. This could prevent them from identifying some of the items they can see from the window and claiming it's theirs. Contact the Manager or Sr. Guard to assist you.

Under no circumstances should an employee touch an article in the basket/bag unless in the presence of a witness, also if someone wants to remove or add an item to the basket/bag after it was checked hand the basket/bag to them, staff is not to do this for them.

All lost and found articles are to be stored in the designated area. If a wallet or item of significant value is found contact police non-emergency to come and pick it up, in this situation mark down when and where the article was found.

### Cleaning

All staff is responsible to help clean the facility during their shift. If working the last shift all staff must stay until everything is clean and ready for the next day. Guards when rotating into the office must check the locker rooms, pick items up, clean as needed, fill paper towel, toilet paper and soap dispensers and then go out front of the building and pick up any trash.

### Pool Water Testing

Guard staff while in the office will test the pH and chlorine levels for all three tanks of water every hour and record their readings. If the levels are out of line or you see a steady increase or decrease in the levels contact the Facility Maintenance person assigned to the pool and let them know what your test results are.

## Table of Contents

### First Aid

Sr. Guard should make a check at the start of each shift to make sure first aid supplies are stocked and the RED emergency bag is ready for use. If supplies are getting low notify the Recreation Supervisor right away so it can be replenished before it runs out. Keep the first aid table clear and clean at all times.

### Equipment

Faulty equipment should be taken out of use and reported to the Sr. Guard or Pool Manager who will report it to the Recreation Supervisor so it can be repaired or replaced. If a lifejacket is taken out of service cut it at the shoulders so it can't be removed from the trash and used.

### Lifejackets

No lifejackets are allowed in deep water side of the main tank or in the dive tank. If the guard determines the patron should be wearing a lifejacket have them wear a red wrist band. If you see a patron with a red wrist band on and no lifejacket have the office assist them with getting a lifejacket on.

Only staff should be putting lifejackets on patrons to make sure they are properly fitted. If a parent wants to assist check the lifejacket to make sure it is on correctly and fits properly.

Patrons may bring their own Coast Guard approved lifejackets but staff needs to check that they are approved and are a proper fit.

### Intoxicated People

If a person appears to be intoxicated or is high on drugs don't allow them into the pool but don't put yourself at risk if they create a problem about not being allowed in. If you need assistance call the police department and have them ask the person to leave the pool. If the person enters the pool while you are waiting for assistance from the police put an extra guard on deck to keep an eye on the person as the risk of something happening is greatly increased.

## Table of Contents

### Acts of Affection

Don't permit this type of conduct within the facility, you don't know if it is consensual or not.

### Breast Feeding

Breast feeding is allowed in and out of the water. Staff may not ask the person to cover up while breast feeding. According to the CDC there is no contamination of the water from breast milk. Oregon State laws allow a mother to breast feed while in public #109.001 Breast Feeding in a public place 1999 c.306 1 (ORS, Chapter 109, 1999)

### Outside Disturbances

Disturbances originating outside of the facility area that is affecting patrons should be referred to the police department. Staff members should not leave the facility to handle an issue outside the facility area. Staff responsibility is the safety of patrons inside the facility.

### Capacity Jackson Aquatic Center

Capacity is 225 total patrons inside the pool facility swimming or not. Don't allow capacity to exceed this figure, everyone is a potential swimmer so must be counted as one even if they don't plan on swimming.

Everyone entering the pool area must pay as they are considered a swimmer.

Capacity is determined by the State of Oregon Health Department guidelines.

### Cold or Rainy Weather

We will open the pool for open swim if we have patrons wanting to swim and there isn't any thunder or lightning present or if the clarity of the water has not been affected. If we close for the 1:00pm session, we will not open for the 3:00p.m. swim session but will attempt to open for the evening session. Swim lessons will be held regardless of the weather. If it is unsafe to be in the pool lessons will take place inside the pool building.

If weather seems eminent, post the weather sign at the entrance and inform patrons as they enter the facility that in the event of bad weather, money will not be refunded if we close early.

## Table of Contents

### Refunds

Refunds are usually given only in the event a person has paid their admission fee into the pool and for health reasons they must be asked to leave.

Refunds will not be given to individuals who are asked to leave the pool because of disciplinary measures.

Staff will refund with return swim passes if we close due to less than sanitary water conditions.

All refunds will be in the form of return passes unless a check was written then the check may be returned if the person can present a photo ID.

### Diaper Policy

Bathers who are not toilet trained must wear a swim diaper while using the pool.

### Open Wounds

If a swimmer has an open wound that is discharging any kind of bodily fluid they will not be allowed in the pool.

### Diving Board Safety Rules

One at a time on the diving board, others must wait on the deck and not on the ladder

One bounce on the board

After going off the board swimmer must swim directly to the side of the pool and get out

Next diver must wait until the previous diver has reached the side of the pool before going off the board

No flips - forward or backward

No backwards entries

No swimming in the diving area

Staff and parents may not catch children coming off of the board

## Table of Contents

No non swimmers or lifejackets in the dive tank unless it's part of scheduled Department swim lessons

Divers must dive or jump straight off the end of the board

### Slide Rules

One slider at a time

Slide feet first, lying on back or sitting up

No bouncing or playing at the top transition area of the slide

Always exit the slide landing area immediately

Sliding not recommended for pregnant women or anyone with a history of back or neck problems.

No shoes, masks, sharp objects, eyeglasses or goggles allowed on slide

No horseplay, pushing or dangerous play on or around the slide

One person on the stairs and at the top of the slide at a time

Slide must be monitored by a staff member at all times during usage

Slide will be shut down if weather conditions dictate including but not limited to wind, rain and heat

### Rock Wall Rules

Lifeguard must be on duty

Experienced swimmers only

Only one climber at a time on the Aqua Climb

Only one swimmer at a time in the drop zone

No diving, feet first entries only

Exit pool using the ladder closest to the Aqua Climb

Flotation devices are not permitted

## **Lifeguarding**

### **Use the whistle during rescue situations only.**

Guards will blow one long loud whistle to alert other staff of an emergency situation and that their station is unattended. If the emergency is in the dive tank the 2nd chair guard will cover the dive tank and assist as needed.

When staff hears a whistle lifeguarding staff in the main office will respond to the pool deck with rescue tubes and assist as needed.

All guards not performing the rescue must continue to scan the pool and may need to cover another guards scanning area in addition to their own. If needed the pool may need to be cleared in which case cashiers will assist with crowd control and directing emergency personal to where they are needed.

When possible if a minor is involved in a rescue situation notify parents.

If 911 is called call the Recreation Supervisor as soon as possible.

Be familiar with the Jackson Aquatic Center Emergency Action Plan which is posted next to the phone located in the pool front office.

### **Lifeguarding General Information**

No lifeguard is permitted to work unless they have a current lifeguarding certificate on file in the Parks and Recreation Department office.

Never use physical means when enforcing rules.

Enforce all rules at the beginning of the summer. Tell the participant what rule they have broken and why it's important not to do it for their safety.

If a staff member finds it necessary to eject a patron notify the Sr. Guard for assistance. Ejection should be a last resort to solving the problem.

In serious problems contact the police department for assistance and then the Recreation Supervisor.

All lifeguards need to go into action immediately when in doubt of a patron's safety. Never take a chance with a life by waiting. Prevent accidents before they happen. Better to enter the water and find out the swimmer is ok than to wait and see.

Have patrons who want to swim in the deeper water take a swim test if you question their swimming abilities. Request someone from the office to give the test. Have the swimmer swim

across the pool and back in an area they can touch. If they don't have the swimming ability to swim in the deeper water have them stay in the shallow end of the pool only.

## **GUARDING ZONES**

### **Jackson Pool**

#### **1st and 2nd Chairs (required to use guard stand)**

Although these zones overlap, the guards in these chairs have the responsibility of the entire area of the main tank, shallow and deep end, with the main focus being their respective half of the pool.

#### **Roaming Guard Shallow Water**

Roaming guard will be in place when we have high numbers of patrons using the shallow end of the pool. This guard will aid 1st and 2nd chair in scanning the shallow end and watching the deck for patrons running and breaking other safety rules

#### **Dive Chair (required to use guard stand)**

The dive chair guard is responsible for the dive tank including usage of the diving board and rock wall

#### **Wading Pool (guard not required)**

At times a guard may be placed in the wading pool area and will be responsible for the swimmers in the wading pool

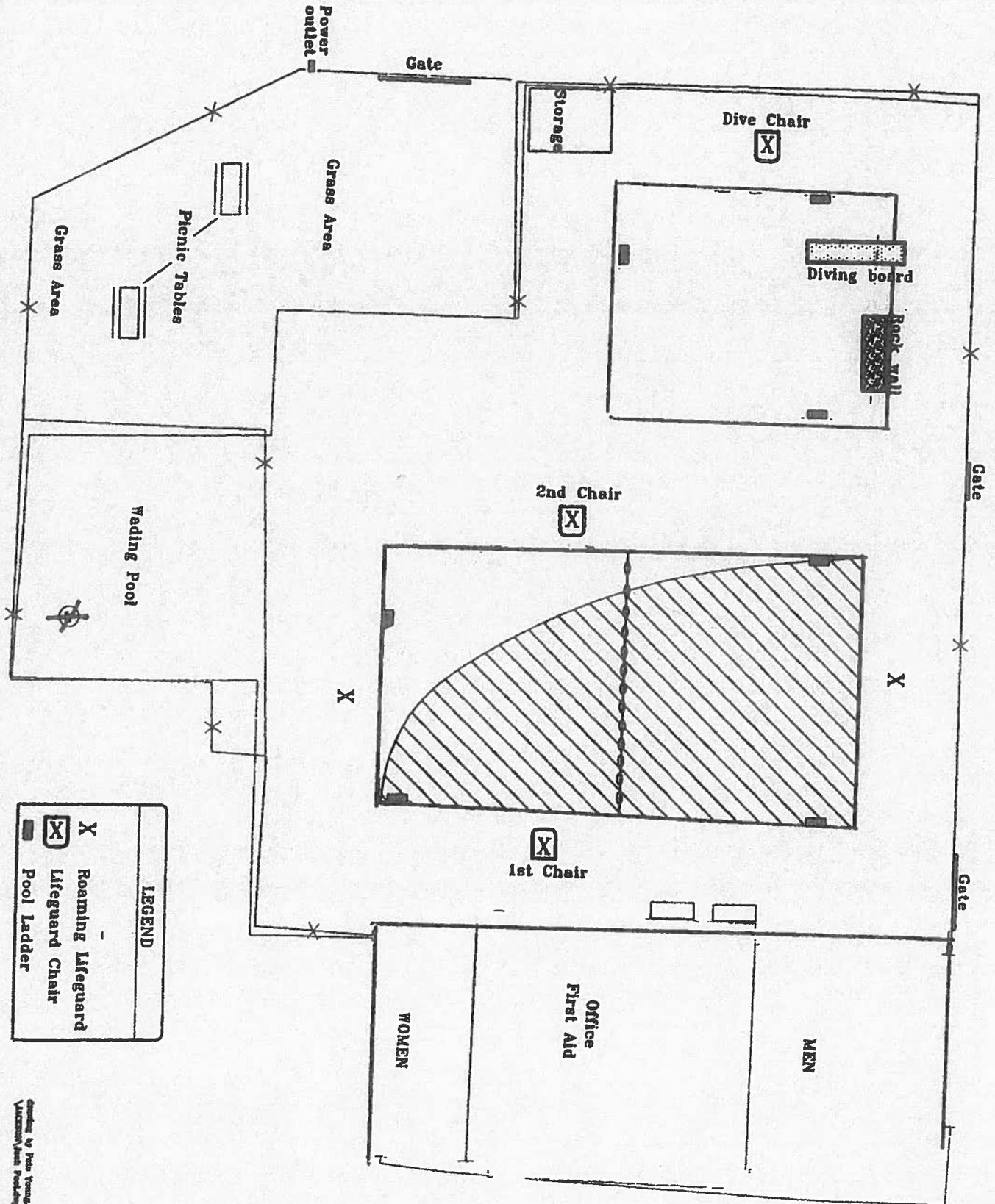
#### **Slide Operator**

This individual must be a staff member. Slide operator is responsible for making sure all safety rules are being enforced

JR. Lifeguards

**AT NO TIME ARE THEY TO HAVE SOLE RESPONSIBILITY FOR A SWIMMING AREA. A JR. LIFEGUARD MAY BE PLACED IN A ROAMING POSITION AS AN EXTRA SET OF EYES BUT THEY ARE NEVER TO REPLACE A LIFEGUARD, TAKE OVER RESPONSIBILITY OF AN AREA OR MAKE A RESCUE. IF THEY SEE A SITUATION IN THE WATER THEY NEED TO ALERT THE CLOSEST LIFEGUARD.**

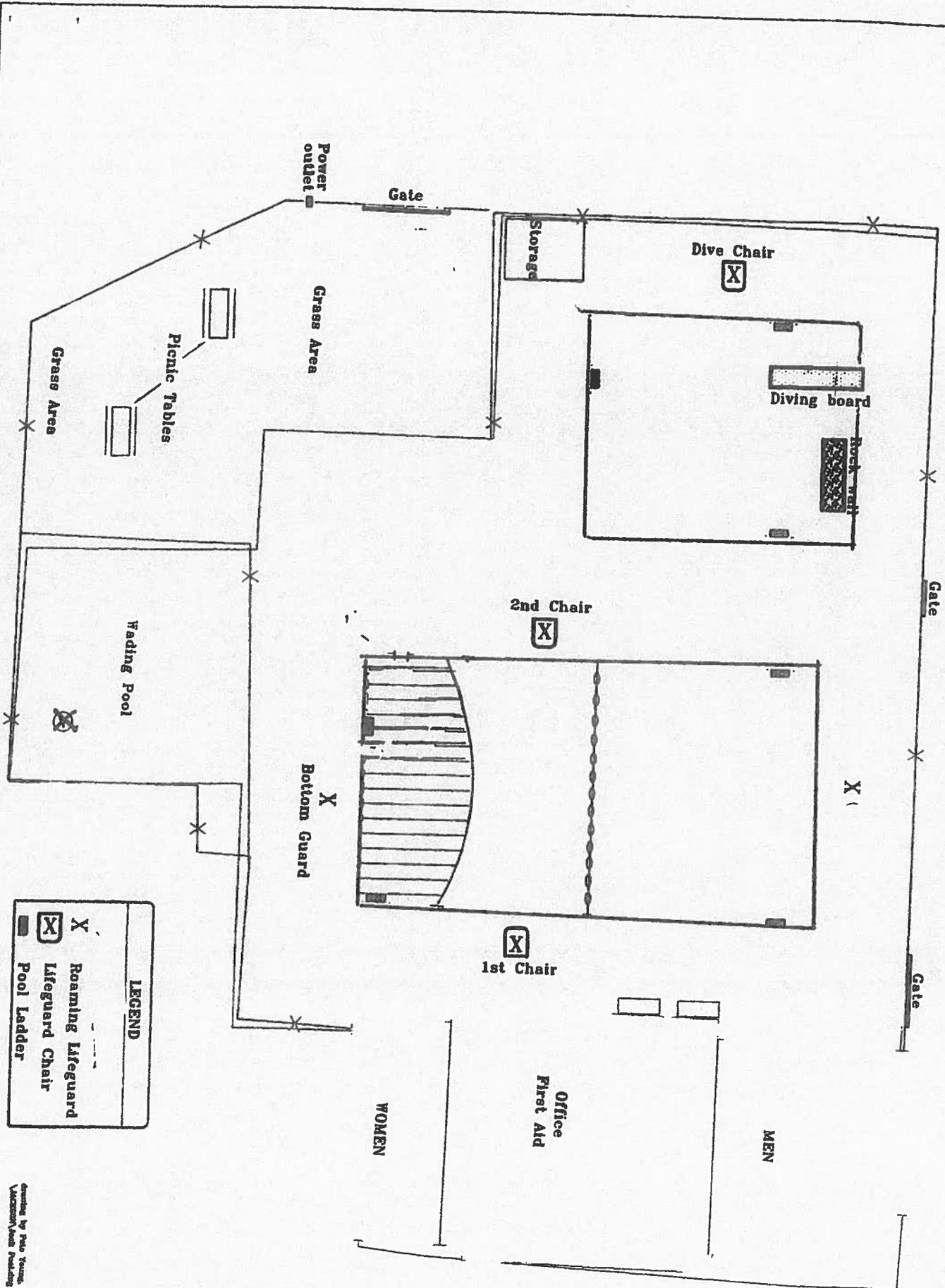
# OLYMPIAN AQUATIC CENTER 1st CHAIR MAP



LEGEND	
X	Roaming Lifeguard
[X]	Lifeguard Chair
[ ]	Pool Ladder

Designed by Peter Young, 02/02/10  
 Jackson/John Pevling

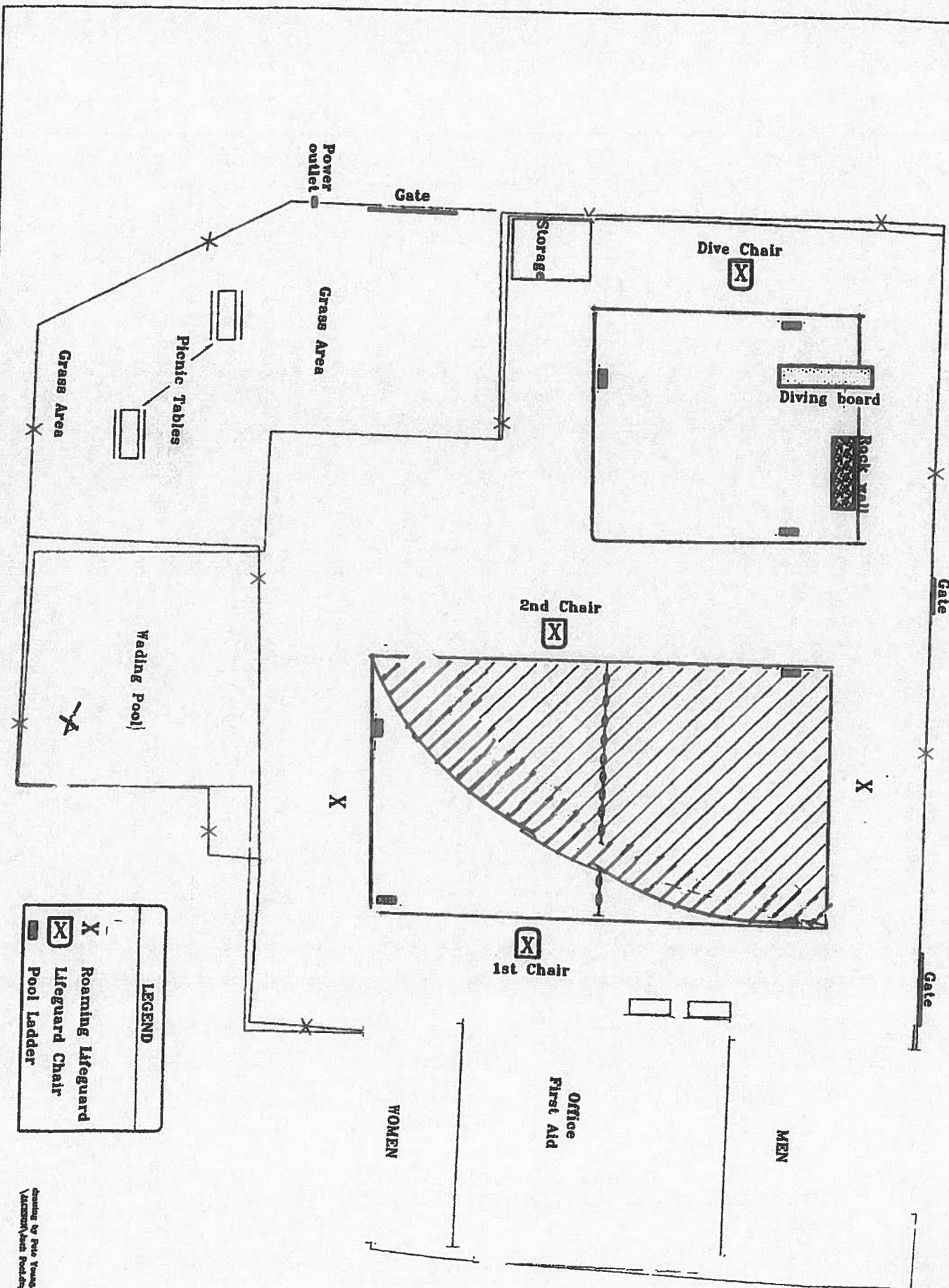
# STANFORD AQUATIC CENTER BOTTOM GUARD MAP



LEGEND	
X	Roaming Lifeguard
X	Lifeguard Chair
■	Pool Ladder

Designed by Paul Young, 04/03/16  
 Microsoft Word Drawing

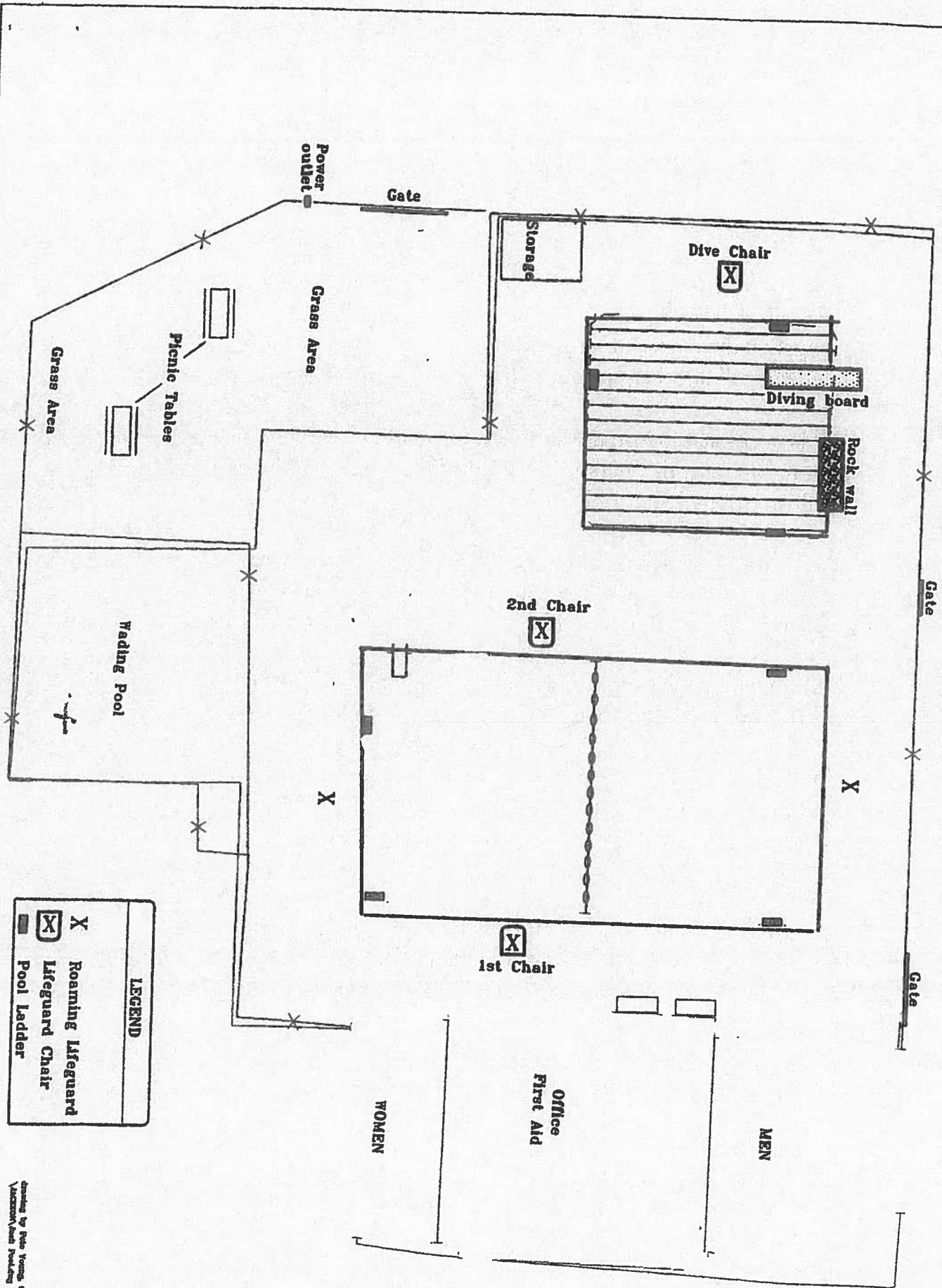
# UNION AQUATIC CENTER 2nd CHAIR MAP



LEGEND	
X	Roaming Lifeguard
X	Lifeguard Chair
■	Pool Ladder

Drawn by Peter Young, 02/22/18  
Jackson/Jean Pooling

# SHALIMOUN AQUATIC CENTER DIVE CHAIR MAP



LEGEND	
X	Roaming Lifeguard
X	Lifeguard Chair
■	Pool Ladder

Developed by Peter Young, 04/20/10  
 (Accession/Pool Pool-Deck)

# PHONE PROCEDURES



## 1. Call 911

### 2. Give 911 operator requested information:

- TYPE OF EMERGENCY – Police, Fire, Medical
- JACKSON POOL PHONE NUMBER –541-774-2490
- JACKSON POOL ADDRESS – 815 SUMMIT AVE.
- WHERE TO ENTER POOL – Enter though side gate of pool off of Clark St.

3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.

4. Assign a staff member or a responsible patron to meet the EMS and direct them to the side gate.

### 5. If possible, after dispatcher releases you contact:

Title	Name	Work Phone	Cell Phone
Recreation Supervisor	Sue McKenna	541-774-2484	541-414-9646
Recreation Superintendent	Jesse Nyberg	541-774-2482	541-261-6693
Parks Superintendent	Tim Stevens	541-774-2689	541-778-2079
Parks Supervisor	Jeff Knecht	541-774-2692	541-951-5846
Parks Supervisor	Brian Robinson	541-774-2655	541-531-8403
Parks and Rec. Director	Rich Rosenthal	541-774-2483	541-941-1494
POLICE NON EMERGENCY	541-770-4783		

6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.

# DRY CHLORINE EMERGENCIES



## EFFECTS OF EXPOSURE:

<b>SIGNS</b>	<b>EYES:</b>	Severe irritation (redness, swelling and or burns).
	<b>INHALATION:</b>	Shortness of breath, wheezing, choking, chest pains and impairment of lung function.
	<b>INGESTION:</b>	Nausea, vomiting, diarrhea, abdominal pain, bleeding and tissue ulceration
	<b>SKIN:</b>	Severe irritation, redness, swelling, burns, and scab formation.

<b>ACTION</b>	<b>1. CALL 911</b>	
	<b>2. Activate following EMS Procedure</b>	
	<b>EYES:</b>	Immediately flush victim's eyes with large amounts of water for at least 15 minutes, occasionally lifting the upper and lower eyelids.
	<b>INHALATION:</b>	Remove victim to fresh air.
	<b>INGESTION:</b>	Immediately have victim drink large quantities of water. DO NOT induce vomiting. DO NOT give anything by mouth if the person is unconscious or is having convulsions.
	<b>SKIN: before re-use.</b>	Immediately flush victim's skin with water for at least 15 minutes. If the clothing comes in contact with the product, the clothing should be removed immediately and cleaned.

*NOTE: Only authorized maintenance staff may handle dry chlorine.*

# MAJOR FIGHTS



## A SITUATION THAT:

### SIGNS

- Involves a weapon
- The Staff is unable to control the situation
- Involves large numbers of people.
- Involves Adults, or Adults and Children

### ACTION

1. If inside the pool area clear the area of all bystanders who are not involved in the fight.
2. If outside the pool area follow step 3.
3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
4. If possible gather information about those involved.
5. Follow the Emergency Response Procedures posted by the phone.

# AQUATIC EMERGENCIES



<b>SIGNS</b>	<p><b>NON SWIMMER</b></p> <ul style="list-style-type: none"> <li>Looks afraid, head tilted back, arms flapping, may not be using legs.</li> <li>Is usually in a diagonal or vertical position.</li> <li>May or may not call out for help.</li> </ul>
	<p><b>DISTRESSED SWIMMER</b></p> <ul style="list-style-type: none"> <li>May be able to call for help.</li> <li>Tired, usually able to keep head above water, but unable to move in any direction.</li> <li>May quickly develop into a drowning situation if not assisted promptly.</li> <li>Sometimes the individual can be given verbal instruction/encouragement to continue swimming to safety, but don't rely on this be prepared to assist.</li> </ul>
<b>ACTION</b>	<p><b>1. SOUND ONE LONG WHISTLE BLAST</b></p>
	<p><b>2. CLEAR THE AREA OR POOL AS NEEDED</b></p>
	<p><b>3. APPROACH THE VICTIM-</b> Assess the situation and use appropriate lifesaving techniques assisting them to the side. Assess their level of consciousness, breathing and pulse. If necessary, announce loudly, firmly and clearly the following:</p> <ul style="list-style-type: none"> <li>Breathing and Pulse status</li> <li>Call 911</li> <li>You need assistance</li> </ul>
	<p><b>4.</b> If the patron is not breathing start CPR using the protective CPR mask.</p>
	<p><b>5.</b> Call 911 if necessary.</p> <p><i>"I need medical and police, we have a possible drowning. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490"</i></p>
	<p><b>6.</b> Send patron or staff member to meet the EMS and direct them to the side gate of the pool off of Clark St.</p> <p style="text-align: center;"><b><u>DO NOT DELAY THIS CALL, STAY ON THE LINE</u></b></p>
	<p><b>7.</b> Continue to follow appropriate Emergency Response Procedures.</p>

# MAJOR ACCIDENTS



## SIGNS

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

## ACTION

### Accident is beyond Basic First Aid

**1. CALL 911**

A staff member or specifically designated person who knows the victim's vital signs should say the following:

*"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"*

**DO NOT DELAY THIS CALL, STAY ON THE LINE**

**2.** A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.

**3.** The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.

**4.** Follow the Emergency Response Procedures posted by the phone.

# SPINAL INJURIES



## SIGNS

- Overprotective of their neck/back
- Complains of tenderness, pain, numbness or tingling in extremities
- Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing
- Impaired level of consciousness-dizziness, loss of balance, etc.
- Victim conscious and aware of what is going on around them.

## ACTION

### 1. CALL 911

A staff member or specifically designated person who knows the victim’s vital signs should say the following:

*“I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490”*

**DO NOT DELAY THIS CALL, STAY ON THE LINE**

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

<h1 style="margin: 0;">FIRE</h1>		
<h2 style="margin: 0; writing-mode: vertical-rl; transform: rotate(180deg);">SIGNS</h2>	<ul style="list-style-type: none"> <li>• Smell Smoke and presence of smoke or flame</li>   <li>• Warm doors and or walls</li> </ul>	
<h2 style="margin: 0; writing-mode: vertical-rl; transform: rotate(180deg);">ACTION</h2>	<ol style="list-style-type: none"> <li>1. <b>SOUND ONE LONG WHISTLE BLAST</b></li>   <li>2. Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.</li>   <li>3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.</li>   <li style="text-align: center;"><b><u>DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.</u></b></li>   <li>4. <b>WHEN CALLING 911 SAY THE FOLLOWING</b> <p style="margin-left: 40px;"><i>“I need fire and police, we have a possible fire. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490”</i></p> <p style="text-align: center;"><b><u>DO NOT DELAY THIS CALL, STAY ON THE LINE</u></b></p> </li>   <li>5. Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the fire department clears you to do so.</li>   <li>6. Do not attempt to fight the fire.</li>   <li>7. Follow the Emergency Response Procedures posted by the phone.</li> </ol>	

# BOMB THREAT



## SIGNS

- A phone call saying a bomb has been placed at the pool.
- A usual package left unattended

## ACTION

1. **SOUND ONE LONG WHISTLE BLAST**
2. Clear the pool area, by the side gates. **DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.**
3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.  
  
**DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.**
4. **WHEN CALLING 911 SAY THE FOLLOWING:**  
  
“I need the police, we have a strange unattended package / or have received a bomb threat. This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490”  
  
**DO NOT DELAY THIS CALL, STAY ON THE LINE**
5. Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the police department clears you to do so.
6. When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.
7. Follow the Emergency Response Procedures posted by the phone.

# HEART ATTACK / RESPIRATORY EMERGENCIES



## SIGNS

- Chest pain that radiates to arms, shoulders, neck or jaw
- Weakness, nausea, shortness of breath and perspiration
- Not admitting they may be having a heart attack
- May not be breathing

## ACTION

- 1. CALL 911**  
 A staff member or specifically designated person who knows the victim's vital signs should say the following:  
*"I need medical, we have a possible (describe problem). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490"*
- A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
- 3. DO A PRIMARY SURVEY, CHECK ABC'S.** If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.
- 4. BEGIN CPR IS NECESSARY USING PROTECTING GLOVES AND MASK.** If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR
- Other staff should begin clearing the area including and the pool if needed, so the EMT's can work.
- The first rescuer has the primary responsibility of monitoring and / or maintaining the breathing and pulse of the victim.
- Follow the Emergency Response Procedures posted by the phone.

## EQUIPMENT BREAKDOWN



1. At anytime that equipment breaks down the pool maintenance staff will be notified immediately. Contact person will be located on a sign next to the phone.
2. In case of equipment such as slides, diving boards, ladders, steps, or other such equipment breaks, pool staff will immediately secure the area surrounding the broken equipment to insure it is not used until repaired.
3. The maintenance person shall have the authority to close the pool if, repair to the filtration systems requires them to do so, or if the broken equipment represents a danger to patrons or staff using the facility.

## COMMUNICATING WITH THE MEDIA



1. If approached by the media provide them with any information you would give to any patron. Examples: pool hours, rules for using the pool, swimming fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers. If they want more information refer them to the main Parks office at 541-774-2400, located at 701. N. Columbus, or escort them over to a full-time Parks and Recreation Supervisor if one is on site.
2. If a media person would like an interview or would like to go on the pool deck, ask them what the interview would be about and / or why they would like to go on deck. Tell them you will need to speak to your supervisor to get approval and will call them right away. Immediately call the main parks office at 541-774-2400 and explain the situation. If after hours use the Phone Procedure list to contact a supervisor.
3. If the supervisor grants permission for the media to be on deck, a staff member must accompany them and make sure they follow safety rules and follow through with only what was requested and given permission to do by the supervisor. Any problems the media person should be asked to return to the office and a supervisor called.

## AFTER INCIDENT FOLLOW-UP



1. After emergency is taken care of speak to on site emergency personnel if possible to discuss the incident and if staff could work differently with emergency responders to improve upon the coordination of the response.
2. Gather all staff present at the time of the incident and a supervisor if possible and discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.
3. Provide follow-up meetings' as needed depending on the severity of the incident.
4. On site supervisor is to file a written report as to what happened which should include accident report, and information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This needs be turned in to the main office within 24 hours of the incident.

# SEVERE WEATHER



## SIGNS

- **Thunderheads**
- **Rain Clouds overhead**
- **Thunder or Lightning in the area**
- **High Winds**

## ACTION

1. If thunder and / or lightning is heard or seen, clear the pool immediately. Have all patrons and staff get indoors and off of the pool deck area.
2. Once pool decks are cleared of all patrons, lock the doors leading from the locker rooms to the pool deck.
3. Equipment, chairs, etc. should be left on the pool deck until the danger has cleared. In case of lightning and / or thunder staff must wait 30 minutes from the last occurrence before returning to the pool deck.
4. Anytime conditions effect the visibility of the lifeguards to safety supervise the pool the on site supervisor has the authority to clear the pool. If pool is cleared for weather conditions other than thunder and lightning the staff shall wait 15 minutes for the condition to subside. If it does not then the pool will be closed and the refund policy found in the employee handbook will take effect.
5. If any questionable weather is seen approaching the on site supervisor will call the Weather Service at 541-779-5990. If a severe storm warning is in effect the pool will close until the warning is taken out of effect by the Weather Service.

# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

## Table of Contents

### Jackson Aquatic Center Lifeguard Audit

Lifeguard: \_\_\_\_\_ Auditor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Guard Station: \_\_\_\_\_

#### Purpose of the Audit:

- establish professional lifeguard performance standards
- document that the lifeguard's performance enables him/her to anticipate, recognize, and manage an incident
- Identify performance problems, document corrective instruction, and record the lifeguard's immediate demonstration of successful, professional conduct

#### Auditor Codes:

- P** **Passed** – Lifeguard successfully demonstrated behavior
- SC** **Self-corrected** – Lifeguard corrected self and did not require feedback
- NP** **No Pass** - Lifeguard failed to demonstrate behavior and required corrective instruction

#### 1. Lifeguard demonstrates the ability to **Anticipate** the potential of an incident:

- \_\_\_\_\_ Rescue tube on and held correctly.
- \_\_\_\_\_ "Rescue ready" posture (feet flat, sitting/standing upright, head moving, looking alert).
- \_\_\_\_\_ Communicated information and rules effectively and efficiently with guests.
- \_\_\_\_\_ Maintained guest protection throughout rotation.
- \_\_\_\_\_ Maintained guest protection despite potential distractions (i.e. kids talking, splashing, etc.)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 2. Lifeguard demonstrates the ability to **Recognize and Respond** to an incident:

- \_\_\_\_\_ Utilizes the 5-minute scan strategy, changes position, posture, pattern of scan, every 5 minutes to remain vigilant and alert.
- \_\_\_\_\_ Scans using a series of "focus stops", sweeping from pool bottom to surface, covering scan zone 10 – 20 seconds.



- \_\_\_\_\_ Scanning is continuous, covering zone and other lifeguards.
- \_\_\_\_\_ Aware of activities and behavior of guests in zone.
- \_\_\_\_\_ Intervened seeking to establish safe guest conduct and behavior in zone.
- \_\_\_\_\_ Identifies and responds to emergencies and situations in zone immediately.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Lifeguard exhibits a professional appearance and attitude:**

- \_\_\_\_\_ Arrives on time ready for work.
- \_\_\_\_\_ Wearing proper uniform (staff shirt, whistle, hat and rescue tube)
- \_\_\_\_\_ Maintains positive attitude
- \_\_\_\_\_ Remains on task during shift (i.e. rotates on time to correct station, completes maintenance and chem tests)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas of Excellence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective instruction needed and given to achieve standard: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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City Hall ■ 411 W. 8th Street ■ Room 225 ■ Medford, OR 97501 ■ (541) 774-2400  
www.ci.medford.or.us parks@cityofmedford.org

Additional comments from the Auditor:

Comments from the Lifeguard:

<b>Overall Audit:</b> _____ Successful/Passed    _____ Self – Corrected    _____ Corrective Instruction Given/No Pass
--

Lifeguard Signature: \_\_\_\_\_

Auditor Signature: \_\_\_\_\_

***For Supervisor Use Only***

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# MEDFORD PARKS & RECREATION

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Table of Contents

## Jackson Aquatic Center Lifeguard Peer Observation

Lifeguard: \_\_\_\_\_

Guard Station: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Observer: \_\_\_\_\_

### 1. Professional Image/Posture

Lifeguard is easily identifiable and is positioned in such a manner where they have an unobstructed view of the entire pool and surrounding areas. Posture denotes that the lifeguard is in a position to immediately respond to an emergency.

- \_\_\_\_\_ Lifeguard's posture denotes a disinterest in the job
- \_\_\_\_\_ Inconsistent image, i.e. posture appears extremely relaxed
- \_\_\_\_\_ Extremely professional image and posture. Lifeguard appears "rescue ready"

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Lifeguard Attentiveness

Lifeguard remains attentive to the guests in the pool and the adjacent area.

- \_\_\_\_\_ Lifeguard engages in extended conversations
- \_\_\_\_\_ Lifeguard demonstrates tendency to remain fixated on only on part of the pool. Doesn't consistently maintain the 10/20 standard of care.
- \_\_\_\_\_ Lifeguard remains vigilant; head is consistently moving side to side. Consistently maintains the 10/20 standard of care. Consistently performs a proactive bottom scan.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### 3. Guest Interaction

The lifeguard appears engaged in proactively watching the pool and the surrounding areas when briefly interacting with guests as necessary to ensure guest safety. The lifeguard conveys a level of professionalism that creates a safe, inviting environment.

- \_\_\_\_\_ Lifeguard ignores guests, doesn't enforce safety rules and appears to be unapproachable.
- \_\_\_\_\_ Lifeguard becomes distracted from proactively watching the pool when interacting with guests. Inconsistently utilizes available staff not on a guard station to provide guest education.
- \_\_\_\_\_ Lifeguard consistently presents self and Department in a positive light. They consistently watch the pool even while briefly interacting with guests as necessary to ensure guest safety.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Overall Impressions/Comments

Identify overall strengths and or weaknesses demonstrated by the guard. Is this a guard that you would want to back you up or be on duty while you, your family or friends are enjoying the pool?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Overall Audit:**

\_\_\_\_\_ Successful/Passed    \_\_\_\_\_ Self – Corrected    \_\_\_\_\_ Corrective Instruction Given/No Pass

Lifeguard Signature: \_\_\_\_\_

Auditor Signature: \_\_\_\_\_

***For Supervisor Use Only***

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# MEDFORD PARKS & RECREATION PILLARS

## What We're Known For

### COMMUNITY ENRICHMENT

We provide opportunities for activities, life-long learning and stewardship of quality public spaces that enhance the lives of the community we serve. We work so many can play.

### EXCELLENCE

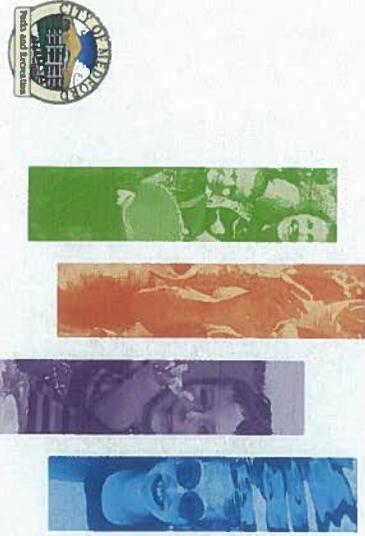
We're laser focused and consistently challenge ourselves to perform every task at the highest level capable by each team member, inspired to do better and be better. We enlist national accreditation standards, which enable the department to implement best practices in all functions of the organization.

### EXCEPTIONAL CUSTOMER SERVICE

Our staff is empowered to make informed decisions and provide creative solutions for our customers. Many of these decisions are gained through experiences and creating a culture based on listening and balancing needs in order to exceed our customer's expectations.

### INNOVATION

The department encourages an organizational culture that values new ideas and is not afraid of change or a different way of doing things. We're nimble enough to move resources to meet the changing needs of our customers, community and staff.



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0116 E151

# JACKSON AQUATIC CENTER

# LIFEGUARD COMMENT CARD

YOUR FEEDBACK MATTERS!

OFFERED BY THE CITY OF MEDFORD | WWW.PLATHEMEDFORD.COM

**Thank you for spending time at the Jackson Aquatic Center. Please take a moment and tell us how we are doing.**

*Please circle one:*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Y | N Lifeguard is actively looking at the water, is alert and scanning the pool.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y | N Lifeguard is ready to respond while walking on deck with a rescue tube.

\_\_\_\_\_  
\_\_\_\_\_

Y | N Lifeguard is ready to respond while sitting in or standing on the lifeguard platform.

\_\_\_\_\_  
\_\_\_\_\_

Y | N Lifeguard is identifiable and looks professional (in uniform, has whistle).

\_\_\_\_\_  
\_\_\_\_\_

Y | N Lifeguard does not engage in extended conversations with patrons or other employees while on guard platform.

\_\_\_\_\_  
\_\_\_\_\_

*Please submit this feedback to the Jackson Aquatic Center front counter. Thanks!*

Supervisor Contact: Sue McKenna, Recreation Supervisor  
541-774-2484 | sue.mckenna@cityofmedford.org

815 Summit Ave., Medford | 541-774-2400



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## CITY OF MEDFORD PARKS AND RECREATION

# PARENT TOT

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3

## CITY OF MEDFORD PARKS AND RECREATION

# PARENT TOT

SWIMMER PROGRESS REPORT



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CHILDREN UNDER 18—\$1, ADULTS \$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STARFISH A

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STARFISH A

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Starfish A***

- Enter and exit the water with minimal assistance
- Submerge face in water comfortably
- Submerge face comfortably while blowing bubbles
- Assisted back float
- Assisted tummy float
- Flutter kick
- Introduction to front glide, *with assistance*
- Introduction to front crawl, *with assistance*
- Jump into shallow water and return to the side *with assistance*

### **Water Safety Skills**

- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_

## ***Starfish A***

- Enter and exit the water with minimal assistance
- Submerge face in water comfortably
- Submerge face comfortably while blowing bubbles
- Assisted back float
- Assisted tummy float
- Flutter kick
- Introduction to front glide, *with assistance*
- Introduction to front crawl, *with assistance*
- Jump into shallow water and return to the side *with assistance*

### **Water Safety Skills**

- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_



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## CITY OF MEDFORD PARKS AND RECREATION

# STARFISH B

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STARFISH B

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Starfish B***

- Enter and exit the water with minimal assistance
- Submerge face comfortably while blowing bubbles
- Independent back float
- Independent tummy float
- Independent front glide
- Independent front crawl
- Rolling over to back for rest and breathing
- Independent back glide
- Elementary backstroke with flutter kick
- Jump into shallow water without assistance and return to the side independently

### **Water Safety Skills**

- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_

## ***Starfish B***

- Enter and exit the water with minimal assistance
- Submerge face comfortably while blowing bubbles
- Independent back float
- Independent tummy float
- Independent front glide
- Independent front crawl
- Rolling over to back for rest and breathing
- Independent back glide
- Elementary backstroke with flutter kick
- Jump into shallow water without assistance and return to the side independently

### **Water Safety Skills**

- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 1

SWIMMER PROGRESS REPORT



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**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 1

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
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**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Stingray 1***

- Enter and exit the water independently
- Submerge face in water comfortably
- Submerge face comfortably while blowing bubbles
- Assisted back float
- Assisted tummy float
- Assisted front glide
- Assisted back glide
- Flutter kick
- Introduction to front crawl
- Jump into shallow water and return to the side with assistance

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_

## ***Stingray 1***

- Enter and exit the water independently
- Submerge face in water comfortably
- Submerge face comfortably while blowing bubbles
- Assisted back float
- Assisted tummy float
- Assisted front glide
- Assisted back glide
- Flutter kick
- Introduction to front crawl
- Jump into shallow water and return to the side with assistance

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 2

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 2

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Stingray 2***

- Enter and exit the water independently
- Submerge face in water while blowing bubbles
- Independent back float
- Independent tummy float
- Independent front glide with proper flutter kick
- Independent back glide with proper flutter kick
- Roll over to back for rest and breathing
- Elementary backstroke with flutter kick
- Basic front crawl skills
- Introduction to treading water
- Jump into shallow water and return to the side independently

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_

## ***Stingray 2***

- Enter and exit the water independently
- Submerge face in water while blowing bubbles
- Independent back float
- Independent tummy float
- Independent front glide with proper flutter kick
- Independent back glide with proper flutter kick
- Roll over to back for rest and breathing
- Elementary backstroke with flutter kick
- Basic front crawl skills
- Introduction to treading water
- Jump into shallow water and return to the side independently

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 3

SWIMMER PROGRESS REPORT



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**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 3

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
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**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Stingray 3***

- Front crawl with rolling over to back for rest and breathing – 10 yards
- Introduction to side breathing
- Back crawl – 10 yards
- Introduction to breaststroke kick
- Elementary backstroke with breaststroke kick – 10 yards
- Introduction to sitting/kneeling dives
- Introduction to underwater swimming
- Tread water – 20 seconds
- Jump into pool, roll to back for rest/recovery, back float for 30 seconds

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_

## ***Stingray 3***

- Front crawl with rolling over to back for rest and breathing – 10 yards
- Introduction to side breathing
- Back crawl – 10 yards
- Introduction to breaststroke kick
- Elementary backstroke with breaststroke kick – 10 yards
- Introduction to sitting/kneeling dives
- Introduction to underwater swimming
- Tread water – 20 seconds
- Jump into pool, roll to back for rest/recovery, back float for 30 seconds

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Float in lifejacket independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 4

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 4

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Stingray 4***

- Front crawl with alternate side breathing – 25 yards
- Back crawl – 25 yards
- Elementary backstroke – 25 yards
- Underwater swim – 10 feet
- Tread water – 40 seconds
- Kneeling dive
- Introduction to standing dive
- Feet first surface dive
- Introduction to breaststroke

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Jump into deep water wearing a lifejacket and float independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_

## ***Stingray 4***

- Front crawl with alternate side breathing – 25 yards
- Back crawl – 25 yards
- Elementary backstroke – 25 yards
- Underwater swim – 10 feet
- Tread water – 40 seconds
- Kneeling dive
- Introduction to standing dive
- Feet first surface dive
- Introduction to breaststroke

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Jump into deep water wearing a lifejacket and float independently
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 5

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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## CITY OF MEDFORD PARKS AND RECREATION

# STINGRAY 5

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Stingray 5***

- Front crawl with alternate side breathing – 50 yards
- Back crawl – 50 yards
- Breaststroke – 10 yards
- Tread water – 1 minute
- Head first surface dives
- Underwater swim – 5 yards
- Standing dive

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Put on a lifejacket while in deep water
- Swim with clothes on – 10 yards
- Familiarity with disrobing
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_

## ***Stingray 5***

- Front crawl with alternate side breathing – 50 yards
- Back crawl – 50 yards
- Breaststroke – 10 yards
- Tread water – 1 minute
- Head first surface dives
- Underwater swim – 5 yards
- Standing dive

### **Water Safety Skills**

- Practice reaching assists to a non-swimmer
- Put on a lifejacket while in deep water
- Swim with clothes on – 10 yards
- Familiarity with disrobing
- Pool safety rules

I recommend your child sign up for this class next:

Instructor: \_\_\_\_\_



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# CITY OF MEDFORD PARKS AND RECREATION

## MAKO

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS—\$3



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# CITY OF MEDFORD PARKS AND RECREATION

## MAKO

SWIMMER PROGRESS REPORT



***COME JOIN US FOR OPEN SWIM!***  
**MONDAY—FRIDAY** 1:00-3:00, 3:15-5:15, 7:30-9:15  
**SATURDAY** 1:00-3:00, 3:15-5:15, 7:00-9:00  
**SUNDAY** 1:00-3:00, 3:15-5:15  
CHILDREN UNDER 18—\$1, ADULTS \$3

## ***Mako – Stroke Improvement***

- Freestyle Refinement
- Backstroke Refinement
- Breaststroke Refinement
- Introduction to Butterfly
- Starts and Turns

Instructor Recommendations:

## ***Mako – Stroke Improvement***

- Freestyle Refinement
- Backstroke Refinement
- Breaststroke Refinement
- Introduction to Butterfly
- Starts and Turns

Instructor Recommendations:

## **LIFEGUARD JOB DESCRIPTION**

**MAIN FUNCTION:** Lifeguard open swim, rentals and special events.

**REQUIRED CERTIFICATION:** Must have current American Red Cross Lifeguard, YMCA Lifeguard, International Lifeguard Training Program, or Starfish Aquatics Institute StarGuard training, First Aid, and CPR for the Professional Rescuer certifications.

**MINIMUM SKILLS:** Demonstrate personal swimming ability, ability to deal with people tactfully but firmly, ability to manage discipline situations smoothly. Physical ability to execute water rescue and artificial respiration for a reasonable length of time. Must be proficient in swimming and able to react quickly and calmly in an emergency situation. Ability to conduct oneself in a professional manner.

### **DUTIES & RESPONSIBILITIES:**

1. The lifeguard position is under the direct supervision of the Management Team. The lifeguard is responsible for lifeguarding during open swim, aquatic rentals and special events.
2. Works to prevent injuries and water rescue situations through the enforcement of policies, rules and regulations governing the conduct of guests using the aquatic center.
3. Attend and participate in all staff trainings and meetings.
4. Assists in the clean-up of the entire pool facility.
5. Check baskets and assists cashier and other staff as needed.
6. Will assist with hourly pool water chem tests and life jackets.
7. Maintains discipline in the water, dressing room, showers, lobby and on pool deck.

8. Caution and educate swimmers against dangerous situations.
9. Enforce the rules and regulations of the pool and protect the same against misuse and vandalism.
10. Lifeguard will not be allowed to read, write, play cards, or carry out any other activities except those specified while on duty.11. Ability to conduct themselves in a professional manner and be part of the aquatic staff team.
12. Lifeguard may only be relieved by a staff member approved by a management team member.
13. Check the pool area immediately after the pool is closed to ensure all guests are off the deck and equipment is properly stored.
14. Must carry a Fox 40 whistle while on duty. Whistle should only be used in an emergency situation.
15. Must go into action immediately when in doubt of a guest's safety. Never take a chance with a life by waiting. Prevent injuries and a near drowning before it happens.
16. Be proficient with the emergency procedures and department policies at the aquatic center.
17. Must be in proper uniform at all times while on duty. Aquatic Management Team will determine proper uniform.
18. Take part in the promotion of the aquatics plan and other recreational programs.
19. Responsibilities may be change by the Aquatics Management Team at anytime.

**RESPONSIBLE TO:** Direct supervision from the Aquatics Management Team.

## **AQUATIC CASHIER JOB DESCRIPTION**

**MAIN FUNCTION:** Take entrance fees, sell concessions and work top of water slide at the aquatic facility.

**REQUIREMENTS** Must be 18 years and able to work at the top of the waterslide

**MINIMUM SKILLS:** Demonstrate ability to count money, run cash register and give proper change to customers. Ability to deal with people professionally and to conduct ones self in a professional manner at all times. Ability to fill out daily cash out reports.

### **DUTIES & RESPONSIBILITIES:**

1. Properly accept entrance payments from guests.
2. Assist in the clean-up of the entire pool facility.
3. Check baskets as needed.
4. Assist with lifejackets.
5. Attend and participate in all staff trainings and meetings.
6. Maintain discipline in the dressing room, showers and lobby.
7. Caution and educate swimmers against dangerous situations.
8. Enforce the rules and regulations of the pool and protect against misuse and vandalism.
9. Cashiers will not be allowed to read, write, play cards, or carry out any other activities except those specified while on duty.
10. Cashier may only be relieved by a staff member approved by a management team member. Staff member relieving them at the top of the waterslide must be 18yrs of age.
11. Must be knowledgeable of all the department policies and emergency procedures.
12. Must be in proper uniform at all times while on duty. Aquatic Management Team will determine proper uniform.
13. Ability to conduct themselves in a professional manner and be part of the aquatic staff team.

14. Take part in the promotion of the aquatics plan and other recreational programs.
15. Responsibilities may be changed by the Aquatics Management Team at anytime.

**RESPONSIBLE TO: Aquatic Management Team**

## **INSTRUCTOR GUARD JOB DESCRIPTION**

**MAIN FUNCTION:** Instruct swimming lessons and lifeguard open swim, rentals and special events.

**REQUIRED CERTIFICATION:** Must have current American Red Cross Lifeguard, YMCA Lifeguard, International Lifeguard Training Program, or Starfish Aquatics Institute StarGuard training, First Aid, and CPR for the Professional Rescuer certifications, and current Water Safety Instructor certification or previous experience teaching swimming lessons.

**MINIMUM SKILLS:** Demonstrate personal swimming ability, ability to deal with people tactfully but firmly, ability to manage discipline situations smoothly. Physical ability to execute water rescue and artificial respiration for a reasonable length of time. Must be proficient in swimming and able to react quickly and calmly in an emergency situation. Ability to conduct oneself in a professional manner.

### **DUTIES & RESPONSIBILITIES:**

1. The instructor guard position is one of dual responsibility under the direct supervision of the Management Team. The instructor guard is responsible for teaching assigned swim lesson classes and lifeguarding during open swims and aquatic rentals and special events.
2. Works to prevent injuries and water rescue situations through the enforcement of policies, rules and regulations governing the conduct of guests using the aquatic center.
3. Must go into action immediately when in doubt of a guests safety. Never take a chance with a life by waiting. Prevent injuries and a near drowning before it happens.
4. Assists with hourly pool water chem tests and life jackets.

5. Maintains discipline to insure pleasure and safety of all guests at the aquatic facility.
6. Attend and participate in all staff trainings and meetings.
7. Assists in the clean-up of the entire pool facility.
8. Checks baskets and assists cashier and other staff as needed.
9. Cautions and educates swimmers against dangerous situations.
10. Enforce the rules and regulations of the pool and protect misuse and vandalism.
11. Instructor guard will not carry out any other activities except those specified while on duty.
12. Instructor guard may only be relieved by a staff member approved by a management team member.
13. Check the pool area immediately after the pool is closed to ensure all guests are off the deck and equipment is properly stored.
14. Must carry a Fox 40 whistle while on duty unless teaching lessons. Whistle should only be used in an emergency situation.
15. Be proficient with the emergency procedures and department policies at the aquatic center.
16. Must be in proper uniform at all times while on duty. Aquatic Management Team will determine proper uniform.
17. Take part in the promotion of the aquatics plan and other recreational programs.
18. Ability to conduct themselves in a professional manner and be part of the aquatic staff team.

19. Responsibilities may be change by the Aquatics Management Team at anytime.

**RESPONSIBLE TO:** Direct supervision from the Aquatics Management Team.

## **SENIOR GUARD JOB DESCRIPTION**

**MAIN FUNCTION:** As directed by the full time Aquatic Management Team, it is the responsibility of the Senior Guard to see that all pool policies are carried out and to manage the daily routine of the aquatic facility.

### **REQUIRED**

**CERTIFICATION:** Must be 18 years old and have current American Red Cross Lifeguard, YMCA Lifeguard, International Lifeguard Training Program, or Starfish Aquatics Institute StarGuard training, First Aid, CPR for the Professional Rescuer certifications, and current Water Safety Instructor certification or previous experience teaching swimming lessons.

**MINIMUM SKILLS:** Demonstrate personal swimming ability, able to deal with people tactfully but firmly, able to manage discipline situation smoothly. Physical ability to execute water rescue and artificial respiration for a reasonable length of time. Must have proficient skill in swimming, react quickly and calmly in an emergency situation at the aquatic facility.

### **DUTIES & RESPONSIBILITIES:**

1. Responsible for the safety and general welfare of the guests under the direction of the Management Team.
2. Be a member of the Aquatic Management Team and attend Aquatic Management Team meetings.
3. Be an example to the staff and aquatic patrons in dress, conduct, language, personality and courteousness. Be in proper uniform at all times while on duty. Aquatic Management Team will determine proper uniform.
4. Attend and participate in all staff trainings and meetings.
5. Over see the daily activities of the aquatic facility.
6. Be proficient with the emergency procedures and department policies at the aquatic facility.
7. Be responsible for the cleanliness of the aquatic facility.
8. Be knowledgeable about the aquatics plan and other recreational programs.
9. Pick up swim lesson rosters each Monday morning at the Santo Community Center before the start of lessons.
10. Assign instructors, including themselves to teach lessons.

11. Work to prevent injuries and water rescue situations through the enforcement of policies, rules and regulations governing the conduct of guests using the aquatic center.
12. Go into action immediately when in doubt of a guest's safety. Never take a chance with a life by waiting. Prevent injuries and a near drowning before it happens.
13. Caution and educate swimmers against dangerous situations.
14. Work the top of the waterslide at the start of each open swim session until the cashier can relieve them when they are finished admitting guests to the pool then rotate with the rest of the guarding staff.
15. Carry a Fox 40 whistle while on duty unless teaching lessons. Whistle should only be used in an emergency situation.
16. Make sure pool water chem tests are being completed every hour.
17. Assist with lifejackets and checking baskets.
18. Make entries into the aquatic daily log documenting any pool maintenance, weather or patron issues affecting the pool, daycares attending open swim and the number of people who were turned away due to being at capacity. Also document any information that would be important for the next shift to know.
19. Check the pool area immediately after the pool is closed to ensure all guests are off the deck and equipment is properly stored.
20. Check the daily time sheets for accuracy and turn them in to the Santo Community Center at the end of the shift each day.
21. Senior guard will not be allowed to read, write, play cards, or carry out any other activities except those specified while on duty.
22. Perform other functions and duties as needed and/or assigned.
23. Responsibilities may be altered by the Medford Parks and Recreation Management at anytime.

**RESPONSIBLE TO:** Direct supervision from the full time members of the Aquatic Management Team

## **AQUATIC PROGRAM MANAGER JOB DESCRIPTION**

**MAIN FUNCTION:** As directed by the full time Aquatic Management Team, it is the responsibility of the Senior Guard to see that all pool policies are carried out and to manage the daily routine of the aquatic facility.

### **REQUIRED**

**CERTIFICATION:** Must be 18 years old and have current American Red Cross Lifeguard, YMCA Lifeguard, International Lifeguard Training Program, or Starfish Aquatics Institute StarGuard training, First Aid, CPR for the Professional Rescuer certifications, and current Water Safety Instructor certification or previous experience teaching swimming lessons.

**MINIMUM SKILLS:** Demonstrate personal swimming ability, able to deal with people tactfully but firmly, able to manage discipline situation smoothly. Physical ability to execute water rescue and artificial respiration for a reasonable length of time. Must have proficient skill in swimming, react quickly and calmly in an emergency situation at the aquatic facility. Past experience in managing a aquatic facility.

### **DUTIES & RESPONSIBILITIES:**

1. Responsible for the onsite operation and administration of the aquatic center and all aquatic staff.
2. Responsible for the safety and general welfare of the guests under the direction of the Aquatic Management Team.
3. Be a member of the Aquatic Management Team and attend Aquatic Management Team meetings.
4. Be an example to the staff and aquatic patrons in dress, conduct, language, personality and courteousness. Be in proper uniform at all times while on duty. Aquatic Management Team will determine proper uniform.
5. Organize and lead all aquatic staff trainings and meetings which including but not limited to department policy new hire training review, instruction on teaching lessons and lifeguarding skill review.
6. Assist lesson instructors as needed with teaching swim lessons to help improve their skills or assist with a lesson patron.

7. Assist the Aquatic Program Assistant with staffing shifts and assignment of Jr. Lifeguards.
8. Act as a swim instructor and lifeguard during the hours of duty as needed.
9. Assist with the planning and organizing of the comprehensive program of activities for the aquatic center and with scheduling the use of the aquatic facility.
10. Be proficient with the aquatic emergency action plan, State of Oregon Aquatic Health Department Guidelines and department polices and make sure staff is following these guidelines.
11. Prepare repots as directed by the Full-time Aquatic Management Team
12. Handle grievances of staff members and work with the Aquatic Management Team to solve the issues.
13. Review all grievances and/or discipline cases involving patrons of the aquatic facility, work with the Aquatic Management Team as needed.
14. Keep an up-to-date inventory of all equipment and supplies, and let the Recreation Supervisor know if additional items are needed.
15. Implement a system to routinely evaluate performance of staff members using written evaluations.
16. Be responsible for the cleanliness of the aquatic facility.
17. Be knowledgeable about other recreational programs.
18. Review assignments of lesson instructors, make changes as needed.
19. Work to prevent injuries and water rescue situations through the enforcement of policies, rules and regulations governing the conduct of guests using the aquatic center.
20. Go into action immediately when in doubt of a guest's safety. Never take a chance with a life by waiting. Prevent injuries and a near drowning before it happens.
21. Caution and educate swimmers against dangerous situations.
22. Carry a Fox 40 whistle while on duty unless teaching lessons. Whistle should only be used in an emergency situation.

23. Make sure pool water chemical tests are being completed every hour.
24. Assist with lifejackets, checking baskets and answering the phone.
25. Make entries into the aquatic daily log documenting any pool maintenance, weather or patron issues affecting the pool, day cares attending open swim and the number of people who were turned away due to being at capacity. Also document any information that would be important for the next shift to know.
26. Spot check the daily time sheets for accuracy.
27. Assign duties to aquatic staff as needed
28. Aquatic staff will not be allowed to read, write, play cards, or carry out any other activities except those specified while on duty.
29. Advise fulltime staff in lifeguard recruitment and retainment.
30. Conduct training in teaching swim lessons and reviewing of lifeguarding skills  
Assist instructors as needed with teaching swim lessons.
31. Perform other functions and duties as needed and/or assigned.
32. Responsibilities may be altered by the full-time Aquatic Management Team.

**RESPONSIBLE TO:** Direct supervision from the full time members of the Aquatic Management Team



# 2016 Payday & Holiday Calendar

*Provided by your Human Resources Team*

**Paydays** (hours worked 1<sup>st</sup> - 15<sup>th</sup> of month are paid on the 27<sup>th</sup>, 16<sup>th</sup> - end of month are paid on the 12<sup>th</sup> of the following month)

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**City Hall Observed Holidays** (When a holiday falls on a weekend the preceding Friday or following Monday is observed)

- New Year's Day (Jan 1<sup>st</sup>)
- Martin Luther King Day (Jan 18<sup>th</sup>)
- Presidents' Day (Feb 15<sup>th</sup>)
- Memorial Day (May 30<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (Sept 5<sup>th</sup>)
- Thanksgiving Day (Nov 24<sup>th</sup>)
- Friday following Thanksgiving (Nov 25<sup>th</sup>)
- Christmas Day (Dec 26<sup>th</sup>)<sub>65</sub>