

Standard Operating Procedure for Physical Education Swimming

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Summary

The Standard Operating Procedure (SOP) for Physical Education Swimming at Whiteland Community High School outlines the guidelines and protocols for conducting swimming classes safely and efficiently. It encompasses various aspects such as pool safety rules, student behavior expectations, instructor responsibilities, emergency procedures, and curriculum objectives.

The SOP emphasizes the importance of student safety and adherence to established rules and regulations while participating in swimming activities. It provides clear instructions for instructors on maintaining a secure environment, conducting swimming lessons effectively, and managing any emergencies that may arise during class.

Additionally, the SOP highlights the educational goals of the swimming program, including skill development, water safety knowledge, and physical fitness enhancement. It underscores the importance of structured lesson plans and progressive learning to help students build confidence and proficiency in swimming.

Overall, the SOP serves as a comprehensive guide for both instructors and students, ensuring a positive and productive learning experience in the physical education swimming program at Whiteland Community High School.

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Water Safety Instructor

Professionalism

The Water Safety Instructor (WSI) is tasked with organizing, coordinating, and instructing learn-to-swim and water safety courses. It is essential for the WSI to have an understanding of the capabilities of all students and be capable of adjusting teaching methods to accommodate participants with varying abilities, ensuring they can achieve course objectives. Additionally, the WSI is responsible for maintaining the well-being and safety of participants, which involves ensuring that teaching and practice areas are hazard-free, and materials and equipment are secure.

Regular communication with participants and their parents is crucial for the WSI to keep them informed about the curriculum. In emergency situations, the WSI must be able to recognize and respond effectively in line with facility emergency action plans. Enforcing all aquatic facility policies, rules, and regulations is also part of the WSI's responsibilities.

To enhance professionalism, the WSI is expected to actively participate in regular in-service training sessions.

Procedures

The Water Safety Instructor at Whiteland Community High School is tasked with the following responsibilities:

Prior to Opening:

1. Arrive punctually as per the contracted time.
2. Wear the appropriate uniform, including a swimsuit, instructor t-shirt, optional shorts and sandals, and carry a whistle and WAVE Staff Bracelet.
3. Carry an emergency hip pack with gloves and minor first aid equipment, with a resuscitation mask placed on the teaching cart.
4. Ensure that the teaching cart includes the computer, gradebook, teacher cell phone for emergencies, and a walkie-talkie for cooperation purposes.

Beginning of Class:

1. Take attendance from the deck using the gradebook and record it in Synergy.
2. Note any absences on the swim attendance sheet.
3. Record any reported illnesses or injuries.
4. Confirm access to inhalers with students verbally.
5. Assign lane numbers and partners to students.
6. Instruct students to retrieve a WAVE headband and sit at the end of their designated lane.
7. Confirm that students with medical plans are placed in the correct lanes.
8. Instruct students on the appropriate time to enter the pool.

During Swim Lesson:

- Engage in the swimming lesson activities.

End of Swim Lesson:

1. Conduct a partner check and total head count, calling students back to the wall.
2. Instruct students to exit the pool, return the WAVE headband to the storage unit, and proceed to the locker room for changing.
3. Remain on the deck to monitor swimmers/patrons as they exit the locker room and wait for dismissal.
4. Alert the lifeguard if any students require assistance in the locker room.

End of the Day:

1. Perform a proactive scan to confirm that the zone is clear by completing a figure-eight lap around the pool deck.
2. Place the WAVE Staff Bracelet on the charging station.

Lifeguard

Professionalism

The paramount responsibility of lifeguards is to avert aquatic emergencies. While it's acknowledged that not all incidents can be predicted or prevented, lifeguards must possess the ability to identify, respond to, and administer appropriate care in emergencies. Working alongside lifeguards is a safety team, defined in the 2023 Annex to the Model Aquatic Health Code as any aquatic facility employee with duties related to the facility's emergency action plan. These safety teams contribute to maintaining a secure aquatic environment.

Lifeguards are entrusted with ensuring patron safety by minimizing or eliminating potential hazards through vigilant surveillance and water rescue skills and training. Consequently, lifeguards are expected to serve as leaders and strong advocates for training, safety, and incident prevention. This underscores the necessity of having policies and pool rules. Professionalism, characterized by the right attitude and approach, is crucial for lifeguards to effectively train, communicate, respond promptly and accurately, and collaborate seamlessly with the safety team to minimize the risks associated with using the Aquatic Facility.

Given that the ultimate goal is to protect swimmers and patrons, irrespective of the facility's user group, the level of professionalism should remain consistent whether lifeguards are overseeing a swim practice, a swim meet, a Physical Education class, lessons with beginners, or a swim party.

Staff code of conduct

In the capacity of a lifeguard at Whiteland Community High School, you are dedicated to fostering a safe and inclusive environment for all swimmers/patrons. To ensure the well-being and comfort of everyone, we expect individuals to conduct themselves in a manner that positively contributes to an atmosphere where respect, civility, diversity, opportunity, and inclusiveness are highly esteemed.

At Whiteland Community High School, we hold all lifeguards accountable for behaving in a mature and responsible manner, respecting the rights and dignity of others. Our Code of Conduct strictly prohibits language or actions that may harm or intimidate another person, falling below generally accepted standards of conduct.

The conduct of staff is of utmost importance at Whiteland Community High School. Lifeguards are expected to set a positive example both on and off duty. Engagement in activities not permitted by the general public or those deemed unsafe is strictly prohibited. Employees must refrain from using profanity, vulgarity, engaging in horseplay, or displaying malicious behavior.

Lifeguards bear the responsibility of maintaining open communication during emergency situations, preserving the highest degree of confidentiality, and safeguarding all individuals involved.

Swimmer/patron personal information is to be treated with the utmost confidentiality, and lifeguards should refrain from discussing any incident details with individuals who do not have a legitimate need to know.

Upholding all facility rules is a primary responsibility of lifeguards at all times. Lifeguards are expected to hold themselves and their co-workers accountable for adhering to facility rules while consistently enforcing them. Always maintain courtesy and diplomacy, keeping in mind that our swimmers/patrons are here to learn and enjoy themselves.

Each lifeguard has been issued a whistle and lanyard, which must be in their possession and visible at all times. Whistles are not to be twirled under any circumstances.

Procedures

Whiteland Community High School Lifeguards are entrusted with the following tasks:

Prior to Opening:

1. Clock in before 7:15 upon arrival.
2. Wear the appropriate uniform, including a swimsuit, lifeguarding t-shirt, optional shorts, optional sandals, whistle, WAVE Staff Bracelet, hip pack with gloves and minor first aid equipment, resuscitation mask, and carry a lifeguard rescue tube with a WAVE LEA (Lifeguard Entry Alert) tag.
3. Conduct a pre-opening survey of your area to identify hazards, reporting any findings to the supervisor immediately.
4. Ensure all safety equipment and first aid supplies are in their designated places before classes commence.
5. Perform a proactive scan confirming a clear zone (no one in the water) by completing a figure-eight lap around the pool deck.
6. Place your cell phone designated area in the pool office.

During Class:

1. Maintain a professional demeanor, including good posture, alertness, attentiveness, courtesy, and politeness.
2. Focus on scanning the designated zone.

3. Minimize excessive conversation with swimmers/patrons or fellow staff members. If prolonged, transfer zone responsibilities to another lifeguard or direct swimmers/staff members to the instructor for issue resolution.
4. Defer to Management Staff for rule clarification.
5. Enforce rules firmly but politely, concluding with "please" and "thank you."

Lifeguards are responsible for:

1. Attentiveness to the entire assigned Zone of Protection.
2. Collaboration with other lifeguards to ensure coverage of all activity areas.
3. Enforcing all pool and class rules to maintain safety.

After Each Class Period:

1. Complete a proactive scan, confirming a clear zone, by completing a figure-eight lap around the pool deck.
2. Remain on deck to monitor swimmers/patrons as they exit the locker room and await dismissal.

End of the Day:

1. Perform a proactive scan confirming a clear zone by completing a figure-eight lap around the pool deck.
2. Place the WAVE Staff Bracelet on the charging station.
3. Place the WAVE LEA (Lifeguard Entry Alert) tag on the charging station.
4. Return the lifeguard rescue tube to the Lifeguard Stand.
5. Consult with the instructor before leaving.

Emergency Action Plan (EAP)

Lifeguards play a crucial role in the Aquatic Facilities Emergency Action Plan (EAP), acting as the primary responders in any life-threatening situations within the pool. It is their responsibility to be familiar with the general steps of care and their specific roles outlined in all EAPs. Lifeguards are expected to follow the detailed steps in the EAPs, responding collectively as a team to any situations that may arise while on duty.

EAPs are introduced and practiced during onboarding and throughout employment at in-service training sessions. They have been prominently displayed in the Lifeguard Office for staff to review.

As Aquatics employees, there may be instances where you are required to respond to emergencies, ranging from first aid situations to a swimmer in distress. The following outlines the course of action:

Activation of the EAP can occur through two methods: the two-way radio and the whistle communication system. The method chosen depends on the location of the emergency. The responding Aquatics Safety Team member will use a specific whistle code:

- Two short blasts: Gets the attention of a patron or enforces a rule with another staff member.
- One long blast: Signals danger and/or emergency, initiating the EAP.

The Aquatic Instructor will direct an assisting lifeguard to the emergency area to aid in the care and rescue of the distressed swimmer/patron. Simultaneously, the remaining Aquatic Safety Team members will clear the pool and guide swimmers/patrons away from the emergency area in severe incidents.

In the case of a life-threatening emergency, the Aquatic Instructor will:

1. Ensure 911 is called.
2. Bring the Emergency Response Bag (including AED, BVM, and First Aid Supplies) to the emergency area.
3. Use the walkie-talkie to alert the front office of Whiteland Community High School about the emergency.

The responding Aquatic Safety Team member, in a life-threatening emergency, will provide care within the scope of their training until Emergency Medical Services (EMS) arrives. Once EMS is on the scene, the Aquatics Safety Team will assist in providing care and initiate the injury reporting process.

Following EMS care of the swimmer/patron, the Aquatic Safety Team will conduct a debriefing to assess how the situation was handled, identify successful elements, and highlight areas for improvement. If necessary, each responding Aquatics Safety Team member will provide a written account of the incident.

Other Emergency Situations

In the event of a school drill or emergency protocol unrelated to the aquatic facility, lifeguards will collaborate with Whiteland Community High School Staff in guiding students, clearing areas, and/or monitoring students in the locker room during a shelter-in-place scenario.

Fire Drill:

1. Activate the EAP.
2. Students will evacuate the pool.
3. Students will grab a towel and exit through door 8 (side pool door).
4. Lifeguards will assist in clearing the pool area, ensuring students move toward their assigned location in an orderly manner.
5. The teacher and lifeguard will conduct a final scan of the pool to confirm that all students have exited (checking restrooms if necessary).
6. Upon exiting door 8, students will enter the Agriculture building and await further instructions.
7. Attendance will be taken once in place.

Severe Weather Drill:

1. Activate the EAP.
2. Students will clear the pool.
3. Students will grab a towel and proceed to the closest locker room.
4. Teacher will take attendance in the locker room.
5. Lifeguard and teacher will supervise students in the locker room.

Lockdown Procedure:

1. Activate the EAP.
2. Students will clear the pool.
3. Students will grab a towel and head to the nearest locker room.
4. Attendance will be taken by the teacher in each locker room.
5. Lifeguard and teacher will supervise students in the locker room.

Secure Procedure:

1. The teacher will blow a whistle, directing all students to the shallow end of the pool.
2. The teacher will lock the pool door, and the lifeguard will continue to monitor the pool.

Physical Education Swim Policy and Procedure

- Upon entering the pool deck, students will proceed directly to the locker room for swimming attire preparation.
- Once dressed, students will exit the locker room and take their assigned positions on the bleachers for attendance.
- Any illnesses, accidents, or injuries should be promptly reported by students.
- Attendance will be recorded and documented in both the binder and Synergy.
- Following attendance, students will receive the following:
 - Lane number
 - Lane partner
 - WAVE headband
- Upon instruction, students will retrieve their WAVE headband, wear it, and position themselves at the end of their designated lane. (If a restroom break is needed during class, students should remove the WAVE headband and place it at the end of the lane or on a table.)
- Students will enter the water feet first as per the teacher's command and actively participate in the lesson while wearing the WAVE headband.
- At the conclusion of the lesson, students will be called back to the wall for a partner check and total head count.
- Following instructions, students will exit the pool, return the WAVE headband to the designated board, and proceed to the locker room for changing.
- Once changed, students will re-emerge from the locker room and resume their assigned positions on the bleachers until the bell rings.
- Upon the bell ringing, students will exit the pool deck.

Physical Education Swim General Rules

- Arrive punctually for class and occupy your assigned seat in the bleachers.
- Dress appropriately and participate daily.
- Acceptable swimwear includes:
 - GIRLS: one-piece swimsuit, tankini swimsuit, hijab swimsuit
 - BOYS: swim trunks, jammers
- Adhere to Board of Health Requirements by showering before entering the pool.
- Bring a towel and any necessary items to the pool deck (goggles, swim cap, inhaler, water bottle).
- Refrain from chewing gum, consuming candy, food, or drinks (except water).
- Avoid wearing jewelry, such as large hoop earrings or long necklaces.
- Secure long hair by pulling it back or tying it up.
- Keep the WAVE headband on at all times; removal may result in being asked to exit the pool.
- Deliberately triggering the WAVE alarm will lead to a written referral and a major consequence.
- No splashing, horseplay, dunking others underwater, or riding on someone's shoulders; be mindful of others and their personal space.
- Walk, not run, on the pool deck at all times.
- Avoid utilizing the bulk head unless under the authorization and supervision of a lifeguard or instructor.
- Comply with lifeguard instructions; if asked to stop an activity, do so promptly, as lifeguards are present for your safety.
- Follow a circular swim pattern during warm-ups and fitness swims, staying on your side of the black line.
- No cell phones are allowed out in the locker room.
- Turn off the shower after use.
- Use the swimsuit water extractor for suits only

Physical Education Swim Pool Rules

Lap Pool:

1. Avoid diving in the shallow end of the water.
2. Swim beneath lane guides, refraining from going over the top.
3. Do not hang on to the lane guides.
4. NO swimming under the bulkhead.
5. Starting blocks are not to be used during PE classes.

Diving Well or Boards:

1. Successfully pass the "Skill to Swim Safely" (refer to guidelines below).
2. While the boards are open, swimming is permitted only between the bulkhead and ladder.
3. Only one person is allowed on the board at a time.
4. Limit board bouncing to one bounce.
5. Divers must go off the end of the board.
6. Avoid jumping or diving toward the side of the pool.
7. After using the board, exit the pool to the right or left of the respective board; do not exit between the boards.
8. The next diver must wait on the pool deck until the previous diver reaches the side of the pool.

No backward or inward dives off the boards.

Skill to Swim Safely: The American Red Cross water competency test suggests everyone should be able to:

1. Step or jump into water over their head.
2. Return to the surface and float or tread water for one minute.
3. Turn around in a full circle and locate an exit.
4. Swim 25 yards to the exit.
5. Get out without using a ladder.

Tips for Success in the Water

- Eyes: Wear goggles or keep them closed; remember to rinse after class.
- Ears: Utilize earplugs; use a towel to dry, and employ rubbing alcohol and q-tips after class.
- Hair: Wet your hair before swimming; apply conditioner, wear a cap, and shampoo after.
- Skin: Use soap and shower after swimming; apply unscented lotion, and moisturize in the morning before school.
- Comfort Zone: If you find comfort in any of the following, feel free to bring and use your own:
Goggles, Nose plug, Earplugs.

Quality Control and Assurance

A monthly periodic check of swimming pool documentation will be conducted with verification signatures by HS Administration (Principal and/or Assistant Principals) and by District Office Administration (Superintendent and/or Human Resources), ensuring compliance and accountability in pool-related matters.

Monthly swimming pool training sessions for respective staff will be conducted regularly, with verification signatures required upon completion. These sessions are designed to enhance staff competency, reinforce safety protocols, and ensure adherence to best practices in swimming pool management and operations.

Respective staff supervising the swimming pool will adhere strictly to the expectations outlined in this document. Verification signatures will be required as evidence of their understanding and commitment to upholding these standards. This measure ensures accountability and fosters a culture of responsibility in maintaining a safe and compliant swimming pool environment.

A bi-annual audit of swimming pool rules and procedures will be conducted to assess compliance, effectiveness, and alignment with safety standards and regulatory requirements. This comprehensive review ensures that our protocols remain current, address emerging concerns, and uphold the highest standards of safety and operational efficiency.

To ensure transparency and community engagement, we are committed to establishing a parent group or committee. This group will play an integral role in conducting annual or bi-annual audits of swimming pool rules, procedures, and other pertinent aspects of the program. Their insights and feedback will contribute to the continuous improvement and effectiveness of our swimming program, enhancing the overall experience for our students and staff alike.

WAVE

Drowning Prevention Systems

The WAVE Drowning Prevention Systems accurately assess the duration during which a swimmer's face is submerged, signaling potential breathing difficulties. This proactive system allows your staff to intervene promptly, preventing incidents from escalating.

WAVE operates discreetly alongside lifeguards, utilizing lightweight wearables (headbands) for real-time monitoring of swimmers. These headbands initiate upon wearing, eliminating the need for buttons or recharging.

If a swimmer remains submerged for an extended period (15 seconds), WAVE promptly notifies lifeguards and instructors through vibrating Staff Bracelets, prompting immediate investigation and intervention.

In the event a swimmer doesn't resurface within a predetermined time (25 seconds), WAVE issues a localized public warning within the pool area, ensuring swift response.

Should a lifeguard enter the water, the WAVE's Lifeguard Entry Alert (LEA) Tag notifies the relevant authorities, including the Clark Pleasant Police Department, Whiteland Community High School Front Office, and Whiteland Community High School Pool Office, signaling a potential need for assistance.

The organized storage of WAVE headbands on a self-serve Storage Tower at the pool's end simplifies access and return for wearables, requiring minimal supervision and ensuring convenience for all swimmers, including younger ones.

Procedures

Retrieving a WAVE headband for swimming is a straightforward process designed for ease and convenience. Here's a step-by-step procedure:

1. **Locate the Storage Tower:** The headbands are stored on a free-standing Storage Tower located at the end of the pool on the deck. Look for this designated area.
2. **Approach the Storage Tower:** Walk up to the Storage Tower where the WAVE headbands are organized for easy access.
3. **Select the Desired Headband:** Assess the available headbands and choose the one you'd like to use. The headbands are conveniently organized for quick identification.
4. **Self-Serve Retrieval:** The storage system is self-serve, allowing you to pick up the chosen headband without the need for assistance. There are no buttons or complicated mechanisms to operate.
5. **Put on the Headband:** As soon as you've retrieved the headband, put it on. The WAVE system begins monitoring as soon as the headband is worn, ensuring real-time tracking without any additional steps.
6. **Enjoy Your Swim:** With the headband securely in place, you can now enjoy your swim while the WAVE system monitors your safety.
7. **Return the Headband:** After your swim, return the headband to its designated place on the Storage Tower. The organized storage ensures that the process of returning the wearables is as intuitive as retrieving them.
8. **No Charging or Buttons Required:** Remember that the headbands do not require charging, and there are no buttons to operate. The simplicity of the system enhances user experience and ensures hassle-free use.

By following these steps, swimmers can effortlessly retrieve and return WAVE headbands, contributing to a seamless and safe swimming experience.

It's crucial to be aware that during the initial days of implementing WAVE, your facility may encounter a higher number of alerts than usual. This is a normal part of the system's adjustment period, addressing any initial issues or "kinks." These issues are typically minor and might include incidents like swimmers accidentally leaving the designated swim area with their wearables on or adjustments needed in equipment placement and software settings. To navigate this phase effectively, consider the following temporary steps:

1. Adjust Public Alert Volume:

- Consider lowering the volume of public (audio) alerts temporarily. This can help manage the impact of alerts on both staff and swimmers during the system's initial adjustment period.

2. Modify Submersion Time and Alert Delay:

- Consider extending the maximum submersion time and/or delaying public alerts. This adjustment provides a buffer during the initial days, allowing for smoother system adaptation.

3. Proactive Reminders for Swimmers:

- Instruct lifeguards and staff to proactively remind swimmers to return wearables before leaving the swim area. Emphasize the importance of proper use and return of the headbands to minimize false alerts.

These temporary measures aim to create a more manageable and user-friendly transition as the system settles into regular operation. As any initial challenges are addressed and resolved, the frequency of alerts is expected to decrease. Communication and proactive guidance for both staff and swimmers play a key role in ensuring a positive experience during this adjustment period.

Appendix

Physical Education Department Swimming Curriculum Overview

Physical Education I

Students are evaluated by the swimming instructor and grouped according to American Red Cross levels. This method guarantees that students receive thorough instruction that matches their abilities and developmental requirements. During the allocated swim unit, students are placed in appropriate groups and partake in a 4-week program led by a licensed Water Safety Instructor. The swimming curriculum is customized for each class.

Students focus on stroke development, covering front crawl, back crawl, elementary backstroke, and breaststroke/modified breaststroke. Additionally, they acquire skills in Community Water Safety (CWS), including wading, reaching and throwing rescues, Personal Flotation Device (PDF) usage, cramp release, and bobbing to safety.

Physical Education II Lifetime Fitness and Physical Education II Fitness and Sport

Students will receive instruction in the pool from their physical education teacher, who is also a licensed Water Safety Instructor during a 3-week program.

Students participate in a recap of stroke development and Community Water Safety (CWS) concepts previously introduced in PE I. They receive instruction in basic diving techniques from the poolside, engage in swimming for fitness, and take part in aquatic games.

Physical Education II Swimming

Students will receive instruction in the pool from their physical education teacher, who is also a licensed Water Safety Instructor, throughout their 14-week class.

Students will engage in activities aimed at improving stroke development, practicing community water safety, participating in swimming for fitness, and enjoying aquatic games.

Physical Education Essential Learning #3

The student will demonstrate the ability to perform freestyle, backstroke, sidestroke, and elementary backstroke; as well as demonstrate safety techniques in order to be knowledgeable and safe in and around water. (25%)

All Co-Ed Physical Education students are required to engage in a swimming unit each semester. During this unit, students will advance through the levels of the American Red Cross swimming program, receiving instruction in water safety and stroke development.

SWIMMING REQUIREMENTS

Attendance and Participation:

- Every student must attend each class session.
- Any missed days will need to be made up in FIT.
- Non-participation will result in a deduction of participation points and the PE no dress policy will be followed.
- A medical note is required after 3 days of non-participation.

Hygiene and Promptness:

- Before entering the pool, all students must shower, complying with Board of Health regulations and promoting skin and hair health.
- Within 5 minutes of the tardy bell, students are expected to be on the pool deck, dressed in swimsuits, and showered to avoid tardiness penalties.
- A 15-minute window is allotted at the end of class for showering and changing.

Grading Policy

- Students be be assessed on the following:
 - Participation
 - Fitness tests
 - Skills assessments - freestyle, elementary backstroke, backstroke
 - Written assignments

Equipment:

- Swimsuits
 - Girls acceptable swimwear includes one-piece swimsuits, tankini swimsuits, or hijab swimsuits.
 - Boys should wear swim trunks or jammers.
 - Shorts and t-shirt will be approved by your swim instructor if needed
- Towel - need to bring your own
- Goggles and ear plugs - optional

Instructor Checklist

DATE							PRIOR TO OPENING
							Arrive punctually as per the contracted time.
							Wear the appropriate uniform, including a swimsuit, instructor t-shirt, optional shorts and sandals, and carry a whistle and WAVE Staff Bracelet.
							Carry an emergency hip pack with gloves and minor first aid equipment, with a resuscitation mask placed on the teaching cart.
							Ensure that the teaching cart includes the computer, gradebook, teacher cell phone and walkie-talkie.
P1	P2	P3	P4	P5	P6	P7	BEGINNING OF CLASS
							Take attendance from the deck using the gradebook and record it in Synergy.
							Note any absences on the swim attendance sheet.
							Record any reported illnesses or injuries.
							Confirm access to inhalers with students verbally. (take to the end of their lane)
							Assign lane numbers and partners to students.
							Instruct students to retrieve a WAVE headband and sit at the end of their designated lane.
							Confirm that students with medical plans are placed in the correct lanes.
							Instruct students on the appropriate time to enter the pool.
							BEGIN LESSON

P1	P2	P3	P4	P5	P6	P7	END of SWIM LESSON
							Conduct a partner check and total head count, calling students back to the wall.
							Instruct students to exit the pool, return the WAVE headband to the storage unit, and proceed to the locker room for changing.
							Remain on the deck to monitor swimmers/patrons as they exit the locker room and wait for dismissal.
							Alert the lifeguard if any students require assistance in the locker room.
							END OF THE DAY
							Perform a proactive scan to confirm that the zone is clear by completing a figure-eight lap around the pool deck.
							Place the WAVE Staff Bracelet on the charging station.

Adult and Student Lifeguard Checklist

DATE:							ADULT LIFEGUARD CHECKLIST						
							PRIOR TO OPENING						
							Wear the appropriate uniform, including a swimsuit, lifeguarding t-shirt, optional shorts, optional sandals, whistle, WAVE Staff Bracelet, hip pack with gloves and minor first aid equipment, resuscitation mask, and carry a lifeguard rescue tube with a WAVE LEA (Lifeguard Entry Alert) tag.						
							Place cell phone in designated area in the pool office for the day						
							Conduct a pre-opening survey of your area to identify hazards, reporting any findings to the supervisor immediately.						
							Ensure all safety equipment and first aid supplies are in their designated places before classes commence.						
							Perform a proactive scan confirming a clear zone (no one in the water) by completing a figure-eight lap around the pool deck.						
P1	P2	P3	P4	P5	P6	P7	DURING THE CLASS						
							Maintain a professional demeanor, including good posture, alertness, attentiveness, courtesy, and politeness.						
							Focus on scanning the designated zone. Attentiveness to the entire assigned Zone of Protection.						

							Minimize excessive conversation with swimmers/patrons or fellow staff members. If prolonged, transfer zone responsibilities to another lifeguard or direct swimmers/staff members to the instructor for issue resolution.
							Enforce rules firmly but politely, concluding with "please" and "thank you."
							AFTER EACH CLASS PERIOD
							Complete a proactive scan that confirms the zone is clear (no one is in the water) by completing a figure 8 lap around the pool deck
							Remain on deck to monitor swimmers/patrons as they exit the locker room and wait for dismissal
							END OF THE DAY
							Complete a proactive scan that confirms the zone is clear (no one is in the water) by completing a figure 8 lap around the pool deck
							Replace WAVE Staff Bracelet to charging station
							Replace WAVE LEA (Lifeguard Entry Alert) tag to charging station
							Replace lifeguard rescue tube to the Lifeguard Stand
							Check with Instructor before leaving

DATE:							STUDENT LIFEGUARD CHECKLIST
P1	P2	P3	P4	P5	P6	P7	BEFORE EACH CLASS
							Be in the appropriate uniform (swimsuit, lifeguarding t-shirt, shorts (optional) sandals (optional), whistle
							Place cell phone in designated area in the pool office for the day
							Put on WAVE Staff Bracelet, hip pack with gloves and minor first aid equipment, resuscitation mask, and lifeguard rescue tube with WAVE LEA (Lifeguard Entry Alert) tag
							Complete a proactive scan that confirms the zone is clear (no one is in the water) by completing a figure 8 lap around the pool deck
							Remain on deck ready to lifeguard
							AFTER EACH CLASS PERIOD
							Complete a proactive scan that confirms the zone is clear (no one is in the water) by completing a figure 8 lap around the pool deck
							Replace WAVE Staff Bracelet to charging station
							Replace WAVE LEA (Lifeguard Entry Alert) tag to charging station
							Replace lifeguard rescue tube to the Lifeguard Stand
							Check with Instructor before heading to locker room to change