



Schools in Pools

Safety Practices for Seattle Public Schools
Swimming Programs



Revised 2016

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This document defines safety practices for Seattle Public School swimming programs. It is intended as a quick reference document which expands upon and clarifies the School/Park Joint Use Agreement (JUA) which was revised in 2016. This document is supplemental to and does not supersede the School/Park JUA.

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History

The Forward Thrust program, approved by voters in 1967, spent 118 million dollars to improve and build new parks and recreation facilities throughout King County. The goal of this campaign was to improve the quality of life for King County citizens and at the time was the largest public improvement package in the nation. Seven of the eight indoor pools in Seattle were built between 1970 and 1976 with money from the Forward Thrust Bond Issue.

Originally, Seattle Parks and Recreation (Parks) gave priority use of the Forward Thrust pools to Seattle Public Schools' (SPS) instructional programs during morning hours, but that has since evolved into shared use at most locations. Well planned water safety programs offer rewarding recreation experiences, help establish healthy lifestyle choices, provide lifetime skills, and prepare students for emergency situations. The School/Parks Joint Use Agreement between Parks and SPS generally sets aside time on weekday mornings during the traditional school year for physical education programs. This may be shared use with Parks or may be reserved exclusively for larger SPS programs. There is some flexibility in the scheduling to balance the interests of SPS with the high revenue demands for Parks.

Competitive swimming is planned as a morning program. It is generally scheduled as 7:00 to 7:15 deck time followed by swimming time from 7:15 to 8:15. There is some opportunity for adjustment when there is no impact on public programs. This change was made in 2016 when SPS "Bell Times" were revised. Metro competitive swim meets are held on Fridays with a three hour limit and cleanup completed by 6:00 p.m. The only exception would be for championship events, which may have an extended pool use and may cancel public programs.

While some schools moving to the KingCo League in 1997, they then returned to Metro League in 2014, with a separation between girls and boys seasons. The impact on pool time for practices and swim meets increased dramatically. Metro now separates boys and girls seasons. Currently, girls swim from August to October and boys swim from November to February.

Currently, Parks and SPS have agreed to share facilities. In an exchange of services, SPS and Parks request use of each other's facilities, including pools, sports fields and gymnasiums. This includes time Parks has set aside for SPS programs to use swimming pools for physical education and swim teams.

Sports Participation Policy

Applies to SPS, other public schools, and private school teams: Number 060-7.1.5 4.0
Parks will permit the use of facilities by individuals and organizations, in a manner designed to ensure equal opportunity for full enjoyment and use of Parks facilities by all people, free from restrictions because of race, creed, color, gender, marital status, sexual orientation, political ideology, age, religion, ancestry, national origin, or the presence of any sensory, mental, or physical handicap (SMC 18.12.280.A). Parks requires sports organizations, as a condition of their use of publicly-owned facilities, to make all decisions affecting an individual's participation in sports events conducted on Parks facilities without regard to the participant's race, creed, color, gender, marital status, sexual orientation, political ideology, age, religion, ancestry, national origin, or the presence of any sensory, mental, or physical handicap or disability.

Pre-Program Information

1. How to Schedule pool use

Seattle Public Schools may request time to use any indoor swimming pool for physical education classes, competitive swim programs or competitive swim meets. Any Seattle Public school may request time using this process, even those who have not used the pool in the past. Efforts will be made to accommodate all reasonable requests. Use is prioritized to focus first on providing basic swimming skills, secondly for fitness and third for competition.

Schedule of Key Dates (As stated in Final Appendices to School Parks Agreement)

April 15	The annual agreement request signed by Principal provide to pool.
April 15	Swim meet schedule for next school year confirmed and annual agreement requests signed by Swim Team Coordinator for Seattle Public Schools to request time for all pools where SPS has a team competing.
July 15	Parks approves pool schedule with final permit issue.
August – October	Metro Girls Swimming Season
November – February	Metro Boys Swimming Season
September – June	PE Programs

- a) Pool scheduling requests for each school year will be completed, signed and returned to the facility by April 15 of each year. If the requests are not received by this date, the pool may schedule public programs or rentals.
 - “Schools Use of Parks Facilities” form may be obtained by contacting an Aquatic Center Coordinator (ACC).
 - The document is to be filled out by School District personnel and signed by the principal who delivers it to the ACC.
 - It is recommended that SPS staff discuss scheduling requests with the ACC. If multiple requests are received, the ACC may schedule these physical education groups to come in and meet together to discuss sharing times of use. Ultimately, decisions about applications and priorities are to be made by Seattle Public Schools (SPS) personnel.
 - It is recommended that each school have a single designated contact (e.g. athletic director or head of physical education department) to minimize duplication of efforts. The principal will designate the school representative. Late requests may be granted on a case by case basis.
- b) Once the requested dates and times are confirmed and any changes negotiated, the Parks Athletics Scheduling Office will issue a use permit to the School District Building Rentals no later than July 15.
- c) No use will be allowed without a completed permit. Requests for additional pool time that may be made mid-year require submittal of a use request at least two week prior to the desired start date. Signed use permit must be onsite at the pool before use begins.
- d) Whenever possible ACC will give permitted schools two weeks’ notice in writing of any closures that would affect their use.

- e) SPS will use the time as reserved or value of the unused time will be triple in any School/Parks time calculation unless it is subsequently used by Parks.
- f) SPS reserved time that is not used in any one quarter will not be available for subsequent quarters during that school year. Use will return to Parks for the remainder of that school year.

2. Required Personnel

Names, signature of completed orientation, copies of certifications and other requirements as defined below are due to site Coordinator two weeks before any scheduled use.

- a) For morning PE programs, a certified lifeguard and an emergency assistant are required to be present for all swim classes.
- b) For competitive swim team programs, a certified lifeguard and an emergency assistant are required to be on duty and monitoring all workouts.
- c) For competitive swim meets, two lifeguards must be on duty in a tower during warm up and these two individuals will rotate guarding responsibility for the remainder of the swim meet. Seattle Parks and Recreation will provide these staff if requested and SPS (or Metro Swim League) remains financially responsible for the cost of these two lifeguards.
 - a. To ensure that there is lifeguard staffing for these special events, names of both lifeguards, any authorization, signature of completed orientation, and copies of certifications are due to site Coordinator two weeks prior to each event.
 - b. Site Coordinator will schedule Seattle Parks and Recreation lifeguards for this work if this information is not received two weeks before the scheduled use. Costs to be billed to SPS.

RECOMMENDED LIFEGUARD STAFFING LEVELS
(Maximum recommended ratio)

Program	Swimmers	Lifeguard Staff (*and a emergency person)
Group Physical Education classes	25 maximum; 12 preferred	1*
Swim Team	30 maximum	1*
Swim Team	More than 30	2
Swim Meet	Any	1
Swim Meet Warmup	60 maximum	2

3. Teachers and Coaches Certifications/Requirements – Only American Red Cross certifications are accepted which ensures that everyone is trained in the same way and best able to respond as a team to critical needs in the event of an emergency. Certifications other than American Red Cross are NOT accepted.

- a) Minimum Legal Requirements for morning PE Instructors and swim team coaches: (WAC 246-260-100 (5))
 - American Red Cross Lifeguard Training

- American Red Cross First Aid that includes adult, youth and infant
 - American Red Cross CPR
 - American Red Cross Automatic External Defibrillator (AED)
- b) Recommended
- American Red Cross Water Safety Instructor (WSI)
- c) Minimum Legal Requirements for Emergency Assistant
- American Red Cross First Aid that includes adult, youth and infant
 - American Red Cross CPR
- d) If the Emergency Assistant is a student at the school, written approval of the principal will be required.
- e) **Required** - All instructors, assistants and coaches are required to view the *"Shallow Water Black Out"* video prior to the beginning of school swim classes and swim team season.
- f) In compliance with Washington State Health Code, copies of current certifications must be provided by each SPS instructor, coach or lifeguard and will be kept on file at the facility for the duration of SPS programs.
- g) Copies of certifications must be received before the program begins.
- h) If SPS personnel do not have the needed certifications, Parks will try to offer the names and contact information of other qualified personnel, who may be hired and retained as SPS employees.
- i) In an emergency situation (no more than 2 or 3 days), if SPS personnel do not have the needed certifications, they may hire Parks staff if they are available and Parks will bill SPS for the staff costs.
- j) Swim meet lifeguards may be provided by Seattle Parks and Recreation with costs billed to SPS.
- k) If certified staff cannot be scheduled, SPS use will be canceled.

4. Facility Orientation

- a) New teachers, instructors, coaches, program assistants, emergency assistants and volunteers are required to meet with the ACC, or their designated representative, for an onsite facility orientation before the program begins.
- b) Returning teachers and coaches should also plan on meeting with the ACC to discuss any changes that may affect their programs. Programs will not begin until this onsite orientation has occurred and signature of completion obtained.

Topics are to include:

- Emergency procedures
- Available rescue equipment and communication
- Safety and health rules and regulations enforcement
- Incident and accident reporting
- Required use of rescue tubes
- Facility specific policies and procedures
- Lifeguard attire
- Pool set-up and clean-up responsibilities
- Availability and use of pool equipment, amenities and storage
- Program and restricted areas

- Coordination and transition between SPS and Parks programs
- c) Teachers and coaches should plan an orientation each quarter/season for all students and athletes before they enter the water. A designated meeting area should be established and swimmers should be instructed to stay away from the pool's edge until instructed by the certified teacher/coach who is on duty.
 - i. Student orientations should include:
 - Emergency procedures, emergency phone location, and exits
 - Emergency gathering location
 - Safety and health rules and regulations
 - Student and athlete use and care of pool equipment and amenities
 - Permitted and restricted areas
 - Permitted and restricted equipment
 - General Rules discussion to include the following information:

General Pool Health and Safety Rules

- Showers are required before entering the pool.
- Street shoes are not allowed on the pool deck.
- Food or drink is not allowed on the pool deck.
- Glass items or containers are not allowed in locker rooms or on pool deck.
- No running, pushing or horseplay on the pool deck or in the locker rooms.
- Jump in feet first, facing forward, straight ahead.
- Diving is permitted at a minimum safe diving depth of 9 feet.
- One at a time on a diving board, one bounce, no cartwheels or hand stands.
- Go straight off the end of board.
- Back dives and back flips are allowed off of diving boards, but not off the side of the pool.
- Swimming under diving boards is not allowed when they are in use.
- Each diving board area must be roped off as a separate space and from swimming areas.
- Non-swimmers and weak swimmers are to stay in the shallow end of the pool.
- Persons under the influence of alcohol or drugs are to be prohibited from using the pool.
- People with communicable diseases or open or bleeding sores are prohibited from using the pool.
- Anyone who has been ill with vomiting or diarrhea within the last two weeks is prohibited from using the pool.
- Safety rules and regulations should be followed when using rope swings or water slides.
- Additional rules may be supplied in writing by the ACC for your facility.

5. Billing

Most costs are covered in an exchange of services within the School/Park Joint Use Agreement. Occasional charges, which may include rental time, clean-up, damages,

staff costs, etc., will be billed to the individual school. Payment is due directly to the pool within 14 days of receipt of invoice. The permitted use of pools may be withdrawn if payment is not received.

Swim practices for any team other than a SPS team are not covered under the discount pricing offered by the Seattle School/Parks JUA and therefore standard pool rental rates apply and insurance will be required.

Swim meets without one SPS team are not considered priority users under the JUA. Full standard pricing and insurance requirements will be applied. Scheduling will be done in the same Friday schedule as SPS teams, with no other impact on public programs.

6. Communication

Regular, timely and on-going communication is expected from both Parks and SPS. During the school year, all communication will receive a response during the next business day. During summer months, all communication will receive a response during one week.

Primary pool specific communication will be between ACC and Principal or their designee.

Morning PE Class Operation

1. How to schedule pool use

- a) See scheduling procedures on page 4

2. Required Personnel

- a) SPS will provide teachers/lifeguards to operate SPS programs. Upon request, Parks may be able to assist with lifeguard recruitment but will provide lifeguards only for short term emergency situations.
- b) The maximum recommended teacher to student ratio is 1:25. A 1:12 ratio is preferred.
- c) Teachers must meet the certification requirements noted elsewhere in this document.
- d) During morning PE programming an emergency assistant is required.
 - i. Emergency Assistants may be teachers, adults or high school students who meet the certification requirements on page 5 and attend a Facility Orientation for SPS Staff; see page 5.
 - ii. Emergency Assistant responsibilities include clearing the water, crowd control, managing the predetermined gathering location, monitoring the locker room, and ensuring that students stay in the building or are escorted as a group to another location.
 - iii. Emergency assistants who are students enrolled in Seattle Public Schools must provide written approval of the school principal.
 - iv. In an emergency situation, the emergency assistant is in charge of activating the EMS system and could be called upon to take full responsibility for students until the lifeguard certified teacher is ready to resume the program.
 - v. If fully certified under "certifications requirements," this person may assume responsibility as a lifeguard.
- e) When a substitute teacher has the responsibility for a SPS program they will need to provide copies of certifications and receive the standard facility orientation.
- f) In an emergency situation (no more than 2-3 days), if SPS personnel do not have the needed certifications, they may hire Parks staff if they are available and Parks will bill SPS for the staff costs.
- g) Classes with a substitute teacher will be canceled and not allowed to swim if all basic certification, orientation and safety requirements are not met.

3. Responsibilities

- a) **SPS teachers are responsible for the safety of all swimmers while they are using Parks swimming pools. In the role of a lifeguard, they must be on deck at all times and watching the water.**
- b) SPS teachers are responsible for all student activity on the premises, including facility, grounds, parking lot, locker rooms and lobby area.
- c) SPS teachers need to be first on site before students enter the locker rooms and natatorium.

- d) SPS teachers acting in the capacity of a lifeguard should be dressed in a manner that identifies them as a lifeguard and enables them to perform a rescue when needed. (See Safety section below)
- e) SPS teachers and students should clean up the pool and pool area at the completion of its use. SPS personnel shall restore, at a minimum, the facility to its prior condition, i.e., litter control, kick board storage, starting blocks, etc.
- f) SPS teachers will monitor behavior on site to ensure the proper care of lockers, swim suit spinners or other equipment easily damaged by misuse.
- g) SPS programs should start and end on time. All times are to be established by use permit. Set up may start when the program starts and clean up should be completed by the time the program ends. Programs may not run late.

4. Safety

- a) **While in the pool, swimmer activity must be monitored at all times by a fully certified lifeguard.** (WAC 246-260-131 (6) (a)(b))
 - i. **The designated lifeguard must be positioned and prepared to respond to an emergency in less than 30 seconds.** (WAC 246-260-131(9) (b) (i))
 - ii. Personnel working in a lifeguarding role will have immediate access to a rescue tube.
 - iii. They must be properly attired, dressed in a manner that identifies them as lifeguards and enables them to perform a rescue when needed, and have an emergency whistle at all times. (WAC 246-260-131 (7) (f)(i)(ii)) This would generally require a swim suit or shorts and a T-shirt.
 - iv. Footwear is optional and a loose fitting style is recommended.
- b) All general pool safety rules and regulations stipulated by this manual and the ACC will be enforced. (WAC 246-260-131 (5)(a))
- c) If a request is received to use the warm water pool at Rainier Beach Pool, a careful evaluation of staffing plan will be required and the ACC will determine the number of lifeguards needed to allow for the use of this amenity.
- d) If a request is received to use the shallow bulkhead section of Medgar Evers Pool or Helene Madison Pool, a separate certified lifeguard will be required to oversee this body of water.

General Pool Health and Safety Rules

- Showers are required before entering the pool.
- Street shoes are not allowed on the pool deck.
- Food or drink is not allowed on the pool deck.
- Glass items or containers are not allowed in locker rooms or on pool deck.
- No running, pushing or horseplay on the pool deck or in the locker rooms.
- Jump in feet first, facing forward, straight ahead.
- Diving is permitted at a minimum safe diving depth of 9 feet.
- One at a time on a diving board, one bounce, no cartwheels or hand stands.
- Go straight off the ends of boards.
- Back dives and back flips are allowed off of diving boards, but not off the side of the pool.
- Swimming under diving boards is not allowed when they are in use.
- The diving board areas must be roped off from each other and from swimming areas.
- Non-swimmers and weak swimmers are to stay in the shallow end of the pool.
- People under the influence of alcohol or drugs are prohibited from using the pool.
- People with communicable diseases or open or bleeding sores are prohibited from using the pool.
- Anyone who has been ill with vomiting or diarrhea within the past two weeks is prohibited.
- Safety rules and regulations should be followed when using rope swings or water slides.
- Additional rules may be supplied in writing by the ACC for your facility.

5. Reporting Accidents and Incidents

- a) Minor accidents may include injuries like bloody noses or scraped knees. After care for the injury, the following steps should be taken:
 - i. Complete a school accident report.
 - ii. If necessary, send the student to the school nurse. Call the nurse to inform her/him of the situation.

- iii. Follow up after class.
 - iv. SPS personnel will immediately notify the ACC of any accident or incident occurring on Seattle Parks and Recreation property and identify unsafe or faulty equipment or facilities.
 - v. Written report will be submitted to ACC within 24 hours.
- b) Major accidents may include such injuries as broken bones, concussions or drowning. After care for the injury, the following steps should be taken:
- i. Immediately notify AAC or aquatics administration. See contact list at the end of the document.
 - ii. Complete a school accident report.
 - iii. Within 24 hours, each teacher present will write a dated, detailed report. The report will include what they did, what they observed, and witnesses' names and contact information. Upon completion, this information is to be submitted to the ACC and the school administrator responsible for the program.
 - iv. Major accidents must be reported to Public Health – Seattle & King County by Parks within 48 hours. (WAC 246-260-121 (1)(a)(b))

6. Security

- a) A security plan for PE program time will be developed for every facility. It will help protect the personal safety and belongings of participants.
 - i. This plan should be discussed cooperatively between PE teachers and the ACC. Some pools keep front doors locked during SPS morning programming. Others may keep the lobby door to the locker rooms locked so that students must enter/exit from the deck and activity and individuals may be monitored.
 - ii. Parks assumes no responsibility for any lost or damaged equipment, supplies or materials that may be owned by SPS or its students or associates.
 - iii. Coin operated lockers are available at all sites for added personal security. Some sites also have hasp lockers which allow for use of a personal padlock during program times.
- b) SPS is to immediately notify the building supervisor in the case of broken or faulty equipment. In the interest of participant health and safety and to avoid cancellation of programs, please notify Parks staff immediately if there are any concerns about the facility or any water quality problems.
- c) SPS is to request the approval of ACC before storing, posting or displaying any equipment, supplies or material on the premises. Instructors will provide a written request and detailed inventory to ACC for review. All approved storage and display areas and materials should be organized and maintained. Parks assumes no responsibility for any lost or damaged equipment, supplies or materials that may be owned by SPS or its students or associates.

7. Equipment Usage

- a) The following equipment is **off limits** during SPS programs unless permission is granted in writing from the ACC:
 - Hot tubs and saunas
 - Starting blocks
 - Land fitness equipment, weights and exercise equipment.

- Aerobic class fitness equipment
- Pool toys
- Stereo/electronic equipment
- Laundry facilities
- Pool “Lost and Found” items, including towels, swim suits, goggles
- Use of staff lockers in staff areas; no lockers will be assigned to SPS.

b) The following equipment is **allowed** during SPS PE programs:

- Practice lane lines
- Kickboards
- Balls
- Diving boards
- The slide and rope swing can be used when supervision is available. These amenities/features could be operated by the emergency assistant. They are not to be operated by the primary lifeguard certified teacher, as they may distract from his/her primary duties of lifeguarding. Additional orientation is required prior to use.

8. Parks Staff

- a) A Pool Operator is often onsite during SPS morning programs. This person is a good resource for questions or concerns. The pool operator has responsibility for maintaining the building and water quality and may not be present at all times. It is important to remember that the pool operator is not trained as a lifeguard and may not be considered as the second person on site.

Competitive Swim Team Workout Operation

1. How to schedule pool use

- a) Pools are generally reserved from 7:15 to 8:15 a.m. for in-water competitive swimming. Some exceptions are considered on a case by case basis or as specifically defined in the School/Park agreement.
 - i. If public programs are not impacted, the schedule may be adjusted
 - ii. Weekend hours may be requested in place of some weekday time, but this situation generally requires charging for a building supervisor.
- b) SPS does not generally have time permitted during holidays and school breaks.
 - i. Revenue producing Parks programs are given priority use of pools.
 - ii. If SPS would like to schedule workouts during this time they must request it through the permit process (see page 4).
 - iii. SPS may be directed to a low use time and location for free pool use during these breaks, or may request priority time which will be billed at standard rental rates during revenue producing public program times.
 - iv. If PARKS staff are not normally scheduled to be present, SPS will be charged for general building supervision.
- c) If SPS cancels classes due to snow, competitive swimming will be canceled as well.

2. Required Personnel

- a) SPS will provide lifeguard certified coaches for swim team workouts. Upon request, Parks may be able to assist with lifeguard recruitment but will not provide lifeguards.
 - i. Coaches must meet the certification requirements on page 4 & 5.
- b) An emergency assistant or backup person must be designated.
 - i. In an emergency situation, the assistant would be in charge of activating the EMS system and could be called upon to take full responsibility for students until the lifeguard certified coach is ready to resume the program. These responsibilities include clearing the water, crowd control, monitoring the locker room, and ensuring that students stay in the building or are escorted as a group to another location. Assistants may be teachers, adults or high school students who meet the certification requirements on page 5 and attend a Facility Orientation for SPS Staff; see page 5.
 - ii. If fully certified under "Certifications" on page 4 & 5, this person may assume responsibility as a lifeguard.

3. Responsibilities

- a) **Coaches are responsible for the safety of all swimmers while they are using Parks swimming pools. In the role of a lifeguard, they must be on deck at all times and watching the water.**
- b) Coaches are responsible for all student activity on the premises, including facility, grounds, parking lot, locker rooms, and lobby area.

- c) Coaches need to be first on site before students enter the locker rooms and natatorium.
- d) Coaches acting in the capacity of a lifeguard should be dressed in a manner that identifies them as a lifeguard and enables them to perform a rescue when needed.
- e) Coaches and students should clean up the pool and pool area at the completion of its use. SPS personnel will restore the facility, at a minimum, to its prior condition, e.g., litter control, kick board storage, starting blocks, etc.
- f) Coaches will monitor behavior on site to ensure the proper care of lockers, swim suit spinners or other equipment easily damaged by misuse.
- g) Start and end programs on time. All times are to be established by use permit. Set up may start when the program starts and clean up should be completed by the time the program ends. Programs may not run late.

4. Safety

- a) **While in the pool, swimmer activity must be monitored at all times by a fully certified lifeguard.** (WAC 246-260-131 (6) (a)(b))
 - i. **The designated coach/lifeguard must be positioned and prepared to respond to an emergency in less than 30 seconds.** (WAC 246-260-131 (9) (b) (i))
 - ii. Personnel working in a lifeguarding role will have immediate access to a rescue tube.
 - iii. They must be properly attired, dressed in a manner that identifies them as a lifeguard and enables them to perform a rescue when needed, and have an emergency whistle at all times. (WAC 246-260-131 (7) (f)(i)(ii) This would generally require a swim suit or shorts and a T-shirt.
 - iv. Footwear is optional and a loose fitting style is recommended.
- b) All general pool safety rules and regulations stipulated by this manual and the ACC will be enforced. (WAC 246-260-131 (5)(a))
- c) If a request is received to use the shallow bulkhead section of Medgar Evers Pool or Helene Madison Pool, a separate certified lifeguard will be required to oversee this body of water.

General Pool Health and Safety Rules

- Showers are required before entering the pool.
- Street shoes are not allowed on the pool deck.
- Food or drink is not allowed on the pool deck.
- Glass items or containers are not allowed in locker rooms or on pool deck.
- No running, pushing or horseplay on the pool deck or in the locker rooms.
- Jump in feet first, facing forward, straight ahead.
- Diving is permitted at a minimum safe diving depth of 9 feet.
- One at a time on a diving board, one bounce, no cartwheels or hand stands.
- Go straight off the ends of boards.
- Back dives and back flips are allowed off of diving boards, but not off the side of the pool.
- Swimming under diving boards is not allowed when they are in use.
- The diving board areas must be roped off from each other and from swimming areas.
- Non-swimmers and weak swimmers are to stay in the shallow end of the pool.
- People under the influence of alcohol or drugs are prohibited from using the pool.
- People with communicable diseases or open or bleeding sores are prohibited from using the pool.
- Anyone who has been ill with vomiting or diarrhea within the last two weeks is prohibited.
- Safety rules and regulations should be followed when using rope swings or water slides.
- Additional rules may be supplied in writing by the ACC for your facility.

5. Reporting Accidents and Incidents

- a) Minor accidents may include injuries like bloody noses or scraped knees. After care for the injury, the following steps should be taken:
 - i. Complete a school accident report.
 - ii. If necessary, send the student to the school nurse. Call the nurse to inform her/him of the situation.
 - iii. Follow up after class.
 - iv. SPS personnel will immediately notify the ACC of any accident or incident occurring on Seattle Parks and Recreation property and identify unsafe or faulty equipment or facilities.
 - v. Written report will be submitted to ACC within 24 hours.
- b) Major accidents may include such injuries as broken bones, concussions or drowning. After care for the injury, the following steps should be taken:
 - i. Immediately notify AAC or aquatic administration.
 - ii. Complete a school accident report.
 - iii. Within 24 hours, each teacher present will write a dated, detailed report. The report will include what they did, what they observed, and witnesses' names

- and contact information. Upon completion, this information is to be submitted to the ACC and the school administrator responsible for the program.
- iv. Major accidents must be reported to Public Health – Seattle & King County by Parks within 48 hours. (WAC 246-260-121 (1)(a)(b))

6. Security

- a) A security plan for swim team workout time will be developed for every facility. It will help to protect the personal safety and belongings of participants.
 - i. This plan should be discussed cooperatively between coaches and the ACC. Some pools keep front doors locked during SPS swim teach workout programming. Others may keep the lobby door to the locker rooms locked so that students must enter/exit from the deck and activity and individuals may be monitored.
 - ii. Parks assumes no responsibility for any lost or damaged equipment, supplies or materials that may be owned by SPS or its students or associates.
 - iii. Coin operated lockers are available at all sites for added personal security. Some sites also have hasp lockers which allow for use of a personal padlock during program times.
- b) SPS is to immediately notify building supervisor in the case of broken or faulty equipment. In the interest of participant health and safety and to avoid cancellation of programs, please notify Parks staff immediately if there are any concerns about the facility or any water quality problems.
- c) SPS is to request the approval of the ACC before storing, posting or displaying any equipment, supplies or material on the premises. Instructors will provide a written request and detailed inventory to ACC for review. All approved storage and display areas and materials should be organized and maintained. Parks assumes no responsibility for any lost or damaged equipment, supplies or materials that may be owned by SPS or its students or associates.

7. Equipment Usage

- a) The following equipment is **off limits** for use during SPS swim team workout time unless permission is granted in writing from the ACC:
 - Hot tubs and saunas
 - Land fitness equipment, weights and exercise equipment.
 - Aerobics class fitness equipment
 - Pool toys
 - Stereo/electronic equipment
 - Laundry facilities
 - Pool “Lost and Found” items, including towels, swim suits, goggles
 - Use of staff lockers in staff areas; no lockers will be assigned to SPS.

The following equipment is **allowed** for use during SPS swim team workout times:

- Practice lane lines
- Kickboards
- Backstroke flags

- Diving Boards
- Pull buoys
- Starting blocks – daily set up and removed may be required. Occasionally specific arrangements may be made with the ACC to keep the blocks in place. Those setting up or removing blocks must receive an orientation from Parks about the procedures and care for this task.

8. Parks Staff

- a) A Pool Operator is often onsite during SPS morning programs. This person is a good resource for questions or concerns. The pool operator has responsibility for maintaining the building and water quality and may not be present at all times. It is important to remember that they are not trained as lifeguards and may not be considered as the second person on site.

Swim Meet Operation

1. How to schedule pool use

- a) Swim meets are scheduled jointly by the SPS Metro and KingCo League Directors and the Parks Aquatic liaison. Coaches do not schedule individual swim meets or change swim meet dates.
- b) When swim meets include at least one SPS team and use a Parks pool, then the SPS team must be the “host team” and thereby are covered under the master agreement.
- c) Request for swim meets are due by April 15 of each year.
- d) Swim meets that do not include a SPS swim team are not covered under the discount pricing offered by the Seattle Schools/Parks Agreement and therefore standard pool rental rates apply; insurance and a use permit will be required and must be on file at the pool two weeks prior to the swim meet.
- e) SPS does not have pool use permitted during holidays and school breaks. Revenue-producing Parks programs are given priority use of pools. If SPS would like to schedule a meet during this time they must request it through the permit process (see page 4).
 - i. If time is permitted and scheduled, SPS will be billed at standard rental rates during revenue producing program times, or may be directed to a low use time and location.
 - ii. If Parks staff are not normally scheduled to be present, SPS will also be charged for general building supervision.
- f) If use of anything other than large lap pool is need, this will be a specific written request directed to ACC.

2. Required Personnel

- a) Two certified lifeguards will be on duty with the sole responsibility to oversee swim meet warm ups and the meet operation.
- b) SPS will provide two lifeguards to be on duty from 3:30 until 6:00. If lifeguards are requested by SPS, Seattle Parks and Recreation will provide staff and payment of this service may come from SPS or Metro. See page 6.
- c) A minimum of two certified lifeguards must be stationed in the lifeguard tower during all swim meet warmup times and one during event operation
- d) The “host” (home) team is responsible for providing a certified lifeguards, and will identify to Parks staff (See page 6). This information is due two weeks in advance or Seattle Parks and Recreation will provide staff and bill for their time.
- e) If a request is received to use the shallow bulkhead section of Medgar Evers Pool or Helene Madison Pool, a separate certified lifeguard will be required to oversee this body of water.
- h) SPS will pay the cost of Parks staff to setup, cleanup and operate timing equipment if this is part of the formal request for the site.

3. Coach Responsibilities

- a) Coaches, who have already received a Parks Pool orientation, need an abridged version of the facility orientation when hosting a meet at another location.
- b) If the coach has not attended a prior facility orientation, they must meet with Parks staff before the swim meet.

- c) Coaches are responsible for all student activity on the premises, including facility, grounds, parking lot, locker rooms and lobby area.
- d) Coaches need to be first on site before students enter the locker rooms and natatorium.
- e) The coach of the “host” (home) team, as identified in the master schedule, will be responsible for contacting the ACC at least two weeks prior to the event to discuss plans and schedule. The host (home) team is responsible for arrangements, equipment, set-up, and use permits.

4. Team Responsibilities

- a) Swim teams hosting swim meets at SPS pools are in charge of set up and clean up. SPS staff will restore the facility, at a minimum, to its prior condition, e.g., litter control, lane line removal, diving board replacement, starting blocks, removal of backstroke flags, etc.
- b) Host swim teams will be responsible for ensuring that no food is allowed on the pool deck, pool bleachers and locker rooms. Food is allowed only in the lobby area and requires cleanup after the event.
- c) All swim meet times are established by terms of the use permit. Efficient operation of a swim meet will ensure that competition starts and ends on time. For example, if a use permit indicates that facility use is from 3:00 to 6:00 p.m., then the set up would begin at 3:00 p.m. followed by warm up at 3:30 p.m. Swimmers would be out of the water at 5:45 as clean-up and take-down begins. Everything is completed and off the deck no later than 6:00
- d) Swimming competitions are to be completed 15 minutes before the end of the permitted use period. Swim meets may not run late.

5. Safety

- a) **While in the pool, swimmer activity must be monitored at all times by a fully certified lifeguard.** (WAC 246-260-131 (6) (a)(b))
 - i. Two certified lifeguards must be stationed in the lifeguard tower during all swim meet warmup times and one during event operation. The job of lifeguard is primary and this individual(s), they must be stationed in a tower with no other responsibilities and watch the water at all times.
 - ii. They must be properly attired, dressed in a manner that identifies them as a lifeguard and enables them to perform a rescue when needed, and have an emergency whistle at all times. (WAC 246-260-131 (7) (f)(i)(ii)) They are require a swim suit or shorts and a T shirt plus a rescue tube and whistle.
 - iii. Footwear is optional and a loose fitting style is recommended.
- b) All general pool safety rules and regulations stipulated by this manual and the ACC will be enforced. (WAC 246-260-131 (5)(a)d)

General Pool Health and Safety Rules

Showers are required before entering the pool.

Street shoes are not allowed on the pool deck.
Food or drink is not allowed on the pool deck.
Glass items or containers are not allowed in locker rooms or on pool deck.
No running, pushing or horseplay on the pool deck or in the locker rooms.
Jump in feet first, facing forward, straight ahead.
Diving is permitted at a minimum safe diving depth of 9 feet.
One at a time on a diving board, one bounce, no cartwheels or hand stands.
Go straight off the ends of boards.
Back dives and back flips are allowed off of diving boards, but not off the side of the pool.
Swimming under diving boards is not allowed when they are in use.
The diving board areas must be roped off from each other and from swimming areas.
Non-swimmers and weak swimmers are to stay in the shallow end of the pool.
Peoples under the influence of alcohol or drugs are prohibited from using the pool.
People with communicable diseases or open or bleeding sores are prohibited from using the pool.
Anyone who has been ill with vomiting or diarrhea within the past two weeks is prohibited.
Safety rules and regulations should be followed when using rope swings or water slides.
Additional rules may be supplied in writing by the ACC for your facility.

6. Equipment Usage

- a) The following equipment or areas are **off limits** during SPS swim meets unless permission is granted in writing from the ACC:
 - Hot tubs and saunas
 - Shallow water section in bulkhead pools (Medgar Evers and Helene Madison)
 - Land fitness equipment, weights and exercise equipment.
 - Aerobics class fitness equipment
 - Pool toys
 - Stereo equipment
 - Extension cords and power strips
 - Use of staff lockers in staff areas; no lockers will be assigned to SPS.
- b) The following Parks equipment is **allowed** during SPS swim team meets:
 - Lane lines – No charge
 - Starting blocks - daily set up and removed may be required. Occasionally specific arrangements may be made with the ACC to keep the blocks in place. Those setting up or removing blocks must receive an orientation from Parks about the procedures and care for this task. – No charge
 - Diving boards (for diving competition purposes) – No charge
 - Backstroke flags – No charge

- Starting systems at selected pools require Parks staff to setup, operate and cleanup with cost paid by users. Costs vary by site but staff is charged at \$25 per hour and the equipment charge is \$50 per swim meet.
 - Timing systems at selected pools require Parks staff to setup, operate and cleanup with cost paid by users. This equipment is only available for meets running more than 3 hours in length.
 - Two staff are required to operate the equipment.
 - Two staff are required for setup and cleanup with is estimated at an additional 3 hours per person.
 - Equipment offered to SPS at 50% discount of price established in Fees and Charges ordinance. Currently the discounted price would be \$200 for four hour minimum and \$50 for each extra hour. Staff fees are additional at \$25 per hour.
 - For a 4 hour swim meet the cost would be 14 hours at \$25 = \$350 for staff and \$200 for equipment use.
- c) Equipment that is to be provided by SPS includes the following:
- Stop watches
 - Lap counters
 - Starting systems
 - On occasion, if a SPS starting system is not in service, Seattle Parks and Recreation may provide equipment without costs, but Parks staff are required to setup, operate and cleanup with cost paid by users. Costs vary by site but staff is charged at \$25 per hour. This is an occasional exception and not to be considered a regular part of swim meet operation.
 - Clipboards and office supplies
 - Other swim meet equipment
- d) Seattle Parks and Recreation may use swim meet equipment owned by SPS for their internal swim meets including the Summer Swim League program which will include Timing systems

7. Reporting Accidents and Incidents

- a) Minor accidents may include injuries like bloody noses or scraped knees. After care for the injury, the following steps should be taken:
- i. Complete a school accident report.
 - ii. If necessary, send the student to the school nurse. Call the nurse to inform her/him of the situation.
 - iii. Follow up after class.
 - iv. SPS personnel will immediately notify the ACC of any accident or incident occurring on Seattle Parks and Recreation property and identify unsafe or faulty equipment or facilities.
 - v. Written report will be submitted to ACC within 24 hours.
- b) Major accidents may include such injuries as broken bones, concussions or drowning. After care for the injury, the following steps should be taken:
- i. Immediately notify AAC or aquatic administration.
 - ii. Complete a school accident report.

- iii. Within 24 hours, each coach present will write a dated, detailed report. The report will include what they did, what they observed, and witnesses' names and contact information. Upon completion, this information is to be submitted to the ACC and the school administrator responsible for the program.
- iv. Major accidents must be reported to Public Health – Seattle & King County PARKS within 48 hours. (WAC 246-260-121 (1)(a)(b))

8. Security

- a) A security plan for swim team workout time will be developed for every facility. It will help protect the safety and belongings of participants.
 - i. This plan should be discussed cooperatively between coaches and the ACC.
 - ii. Parks assumes no responsibility for any lost or damaged equipment, supplies or materials that may be owned by SPS or its students or associates.
 - iii. Coin operated lockers are available at all sites for added personal security. Some sites also have hasp lockers which allow for use of a personal padlock during program times.
- b) SPS is to immediately notify building supervisor in the case of broken or faulty equipment. In the interest of participant health and safety and to avoid cancellation of programs, please notify Parks staff immediately if there are any concerns about the facility or any water quality problems.
- c) SPS is to request the approval of ACC before storing, posting or displaying any equipment, supplies or material on the premises. Coaches will provide a written request and detailed inventory to ACC for review. All approved storage and display areas and materials should be organized and maintained. Parks assumes no responsibility for any lost or damaged equipment, supplies or materials that may be owned by SPS or its students or associates.

9. Parks Staff

- a) Parks staff is usually onsite for SPS afternoon programs. They are a good source for questions or concerns. Their presence does not replace the requirement for swim teams to have a certified coach/ lifeguard on deck at all times during the swim meet.

Emergencies

General Emergency Procedures

- Blow whistle.
- Effect rescue using Red Cross lifeguard rescue procedures.
- Clear pool area - assign emergency assistant to clear the pool area and act as a supervisor for the students.
- Give appropriate first aid.
- If the injury is serious or life threatening **call 911 (9-911 from city phones)** and follow phone instructions posted near phone.
- If only one adult is present, he/she should stay with the injured student and direct another person to call 911 - never leave an injured student unattended.
- Do not move the victim unless absolutely necessary.
- Notify the school nurse and principal so they can contact parents and get medical records and pertinent information for EMS (Fire Department) personnel.
- Notify Parks.
- Care should be taken to respect the confidentiality of the victim. Therefore, it is expected that all staff will discuss any accident only with their supervisors and the ACC. Follow HIPAA Privacy and Security Laws. Relevant medical information may be given to students' parents, necessary staff and EMS personnel only.

Emergency Evacuation Procedures

If it becomes necessary to evacuate the facility:

- Clear the water of all people (check and double check).
- Have students go to locker rooms and change clothes. (In the event of fire or earthquake, teachers' judgment will determine whether the primary concern is fire, building collapse or hypothermia.)
- Have students meet at a pre-assigned location
- Check locker rooms to make sure all students are accounted for.
- Exit the building as necessary.
- Effort should be made to locate the Parks staff or page the lead pool operator at 982-4707.
- Keep all students out of the pool area until the pool is operating normally and Parks staff have given permission for re-entry.

Reporting Accidents and Incidents

Minor accidents may include injuries like bloody noses or scraped knees. After care for the injury, the following steps should be taken:

- Complete a school accident report.
- If necessary, send the student to the school nurse. Call the nurse to inform her/him of the situation.
- Follow up after class.
- If the accident or incident was due to unsafe or faulty equipment or facilities, the ACC will be notified.

Major accidents may include broken bones, concussions or drowning. After care for the injury, the following steps should be taken:

- Immediately notify AAC or aquatics administration.

- Complete a school accident report.
- Within 24 hours, each teacher present will write a dated, detailed report. The report will include what they did, what they observed, and witnesses' names and contact information. Upon completion, this information is to be submitted to the ACC and the school administrator responsible for the program.
- Major accidents must be reported to Public Health – Seattle & King County by Parks within 48 hours. (WAC 246-260-121 (1)(a)(b))

NOTE: When Parks staff are needed to respond to an emergency, provide first aid, or clean/sanitize after an emergency, time will be billed to SPS.

Pool Contamination Procedures

In the event that vomit, feces or other foreign substances contaminate the pool water, the building supervisor should be notified immediately to ensure that the water quality continues to meet Washington State Health Department standards. Contaminated pool water can be unsanitary and harmful to pool users.

Steps to handle a contamination include the following:

- Clear the water of swimmers.
- Programs are canceled until re-opened by Parks staff. (WAC 246-260-131 (11) Make very reasonable effort to remove and/or contain the contaminant.
- Immediately contact the building supervisor or lead pool operator.

Questions and Answers

What does a school do in the case of a substitute teacher?

Each program should have an alternate plan for non-certified substitute instructors. Most schools relocate classes either in a classroom or gym if a certified substitute is not available. A Parks lifeguard may be available for an occasional day upon request (see earlier section).

Can a student who is certified as a lifeguard watch while a teacher assists students in the water? Yes, with the written permission of the school principal they may lifeguard. They will need to have their lifeguard certifications on file with the ACC and have received their facility orientation from the ACC or their representative. All students are encouraged to gain certification in Red Cross Lifeguard Training, First Aid and CPR/AED. A student working in this capacity is considered to be working in a support capacity, should the teacher briefly need to check the locker room or use the restroom.

Can teachers swim between, before, or after their classes while still on school time? This time is allocated to SPS and may be used by teachers or students if all safety standards are in place, including the presence of lifeguards.

Do teachers have to pay for swimming during the public lap swim held before or after the public school program time? Yes.

Who do I ask about additional practice/class time, rules or facility guidelines, setting up a lifeguard training class? The ACC can provide information in response to swimming questions.

Can Parks invite SPS instructor/coaches to in-service trainings? Yes, working together will encourage good working relationships and competence.

What is done if SPS instructor/coaches:

- **Certifications expire mid-year?** Their program will be suspended if they don't have a certified lifeguard to watch the students. SPS programs may hire lifeguards to act in this capacity. Upon request, Parks may help recruit lifeguards.
- **Are not cleaning up after themselves?** Teachers are responsible for leaving the facility the same or better than they found it.
- **Have students who are damaging/leaving graffiti in the locker room of the facility?** Notify the ACC immediately. Parks staff will have graffiti removed and repairs made, and will send a bill for maintenance time to SPS.
- **Are not enforcing rules?** The teacher is responsible for enforcing rules and will usually be the first person contacted. If problems are serious or recur, the school principal will be contacted by the ACC.
- **Are not providing adequate supervision of swimmers?** Program may be immediately canceled for that day or at Parks discretion they may provide staff to step forward to lifeguard and will bill SPS for time, rounded up to the nearest hour.

An SPS coach wants to schedule practice during a holiday break. Does the pool have to oblige? During school breaks and holidays, priority will be given to income-producing programs, so SPS may be reassigned to other pools or locations. Parks will try to offer swimming time at several pools during breaks, but the times, dates and locations will be made available only if a paid program is not scheduled.

The host team left immediately after the swim meet and did not put away the starting blocks. Can they be charged for this time? Yes. The time required to put away equipment or to do extra clean-up after SPS use will be billed to the “host” team.

Are outdoor pools scheduled in the same way as indoor pools? No. Outdoor pools are not included in the School/Park Joint Use Agreement. Payment of standard fees is required for use of Colman or Mounger pools.

Emergency Phone Numbers

Police and Fire **911** (Pick a line and dial 9-911 from Parks phones)

Parks and Recreation

Kathy Whitman, Aquatics Manager	684-7099	cell 612-6436
Bill Dougherty, Aquatic Senior Coordinator	684-7185	cell 423-5672
Mike Plympton, Aquatic liaison with SPS	684-7223	

NOTE: This person is the primary contact for Seattle Public Schools competitive programs

Tom Dunning, Lead Pool Operator	684-7098	cell 423-3014
PDO (Parks Duty Officer)	684-7250	

24 hour emergency telephone contact

Parks And Recreation (SPS Coordination)

Manager	TBD	
Gladys Cuellar, School/Parks Facility Use Coordinator	684-7137	fax 615-0073

Seattle Public Schools

Eric McCurdy, Director of SPS Athletic Office	252-1800	cell 251-9298
Eleanor Lockett, Building Rental Coordinator	252-0640	

Swimming Pool Numbers

Ballard Pool	206-684-4094	1471 NW 67 th St.
Evans Pool <i>at Green Lake</i>	206-684-4961	7201 E. Green Lake Dr. N
Helene Madison Pool	206-684-4979	13401 Meridian Ave. N
Meadowbrook Pool	206-684-4989	10515 35th Ave. NE
Medgar Evers Pool <i>near Garfield</i>	206-684-4766	500 23rd Ave.
Queen Anne Pool	206-386-4282	1st Ave. W and W Howe St
Rainier Beach Pool	206-386-1925	8825 Rainier Ave. S
Southwest Pool	206-684-7440	2801 SW Thistle St
Mounger Pool <i>(Summer Only)</i>	206-684-4708	2535 32nd Ave. W
Colman Pool <i>(Summer Only)</i>	206-684-7494	8603 Fauntleroy Way SW

Located on the shoreline in Lincoln Park