



Aquatics Policy Manual

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Management Team

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Background checks are required of all full-time, part-time, and seasonal JCC employees.

Pool Hours of Operation

General Summer Hours* (June – August)

Mon – Thu: 5:30 am – 9:00 pm

Fri: 5:30 am – 7:00 pm

Sat: 12:00 – 7:00 pm

Sun: 8:00am – 7:00pm

General Winter Hours* (September – May)

Mon – Thu: 5:30 am – 1:30 pm; 3:00 pm – 9:00 pm

Fri: 5:30 am – 1:30 pm

Sat: 1:00 – 5:00 pm

Sun: 8:00am – 5:00pm

*Hours are subject to change

General Rules of Usage

1. All non-swimmers eleven (11) years of age and under (or less than 48 inches tall) must wear a USCG-approved Lifejacket Type III. Lifejackets are not required during JCC swim lessons.
2. Children, eleven (11) years of age and under, whose parent or guardians request that they not be required to wear a USCG-approved Lifejacket Type III, must successfully complete the JCC Swim Test annually, as defined by Shalom Austin. Upon successful completion of the JCC Swim Test, swimmers will receive a wristband that must be worn at all times in the pool and on the pool deck.
3. A non-swimmer seven (7) years of age and under (or less than 48 inches tall), must remain within arm's reach of a responsible adult at all times in the pools.
4. Children, eleven (11) years of age and under, must be accompanied by a responsible adult, while inside the fenced aquatics area at all times.
5. No diving in the small pool and in areas less than 8 feet deep in the large pool.
6. Games of competitive and repetitive breath-holding and underwater swimming are strictly prohibited.
7. No running on the pool deck or rough play in the pool area.
8. No wheeled devices are allowed in the aquatics area (exception – strollers and medical devices).
9. JCC kick boards and pull buoys are for lap swimming or swim team use only.
10. Food and gum are not allowed within 8 feet of the pools.
11. Glass containers are not allowed in the fenced aquatics area.
12. The JCC Austin Aquatics Facility is a non-smoking area.
13. Patrons are encouraged to shower prior to swimming.
14. Please refrain from entering the pool if you have open wounds or sores.
15. Inflatable, soft balls and other toys may be used outside of the lap lanes; lifeguards may remove toys from the pools as a safety precaution at their discretion.
16. The lifeguards and other aquatics staff are responsible for enforcing the rules and policies established by the JCC. Patrons who break the rules or policies will receive a warning. Following a second offense, the patron may be asked to leave the aquatics area. If a patron refuses the request to leave, security will be called to escort the offender off the property.
17. Horseplay is not allowed in the pool area. This includes pushing/shoving, dunking, sitting on shoulders, climbing on backs, and throwing of any person.

General Policies

1. Diaper policy: All children not potty trained must wear a swim diaper with an additional layer of bathing suit on the outside while in the pools. Swim diapers may be purchased at the JCC Welcome Desk.
2. Changing policy: Members must use the locker room facilities when changing their children.
3. Food policy: The JCC requests no non-kosher meat in the aquatics area. Glass is prohibited in the aquatics area. Members are asked to keep food 8ft away from the pool edge and utilize trash and recycling receptacles.
4. Inclement weather policy: The pools will be cleared at the first sign of thunder/lightning, and remain closed until 30 minutes after the last sight of lightning or sound of thunder. Whenever the temperature gauge on the pool deck reads 32 degrees and lower, the pool will close as a precaution for icy conditions on the deck. *Members should check with the JCC Welcome Desk for the status of pool operation in cases of inclement weather.*
5. Audio device policy: Personal audio devices are permitted in the aquatics area. Boom boxes and loud devices are prohibited. The JCC is not responsible for water damage to personal audio or other electrical devices.
6. Alcohol policy: Alcoholic beverages are not permitted during regular operating hours, but may be permitted on deck during private events and functions while the pool is closed. Please contact the JCC Aquatics Department for more information.
7. Attire policy: Appropriate attire is required. No jeans, cutoffs, underwear, thongs or skimpy bathing suits are allowed. Please remember the JCC is a family facility.

Lap Swimming Etiquette

1. When only one person is in the lane, then s/he can swim on either side of the lane.
2. When two people are in the lane they can split the lane or circle swim.
3. When there are three or more people in a lane they will 'circle swim.'
 - a. If you need to pass a slower swimmer, please tap their foot. This alerts them to move further to right to make room or to stop at the wall, so you may pass.
4. If you need to stop, while sharing a lane, please move off to the side to avoid interrupting other swimmer(s) in lane.

In-House Programs

All In-house Aquatics Programs Require JCC lifeguards on Duty

1. In-house programs are programs and events that are coordinated and staffed by JCC Austin, including, but not limited to: Piranhas Swim Team, Masters Swim Team, Water Aerobics, Swim Technique Clinics, Water Running Classes/Clinics, Swim School at the J, Camp Shalom Swim Lessons, and Gan Kef Swim Lessons.
2. All JCC Austin in-house programs are scheduled for pool usage by the Aquatics Manager.
3. The JCC Aquatics Department will staff the pools according to the needs of both general membership usage and scheduled programs.
4. The Pool Calendar is updated monthly and the Pool Lane Usage document is updated quarterly. These are available at www.shalomaustin.org/swim, the JCC Welcome Desk, and at the entrance to the aquatics area.
5. Programs requiring specific lanes in the large pool will be marked with a cone. JCC Austin will strive to provide, at minimum, two lap lanes for general membership usage at all times.
6. Swim School at the J, Camp Shalom and Camp Gan Kef will have specific instructors designated to each group of children. Groups are based on age and swim level, and the instructors will teach skills from the designated level.

In accordance with State of Texas licensing codes, the minimum caregiver (adult/teacher/counselor/instructor) to child ratios will be as follows:

Camp Gan Kef Ratios (Small Pool)

Walking the children to pool:
Ages 3-4 = 1:8

Camp swim lessons/free swim:
3 yrs old = 1:6 in water, plus 1 staff out of water
4 yrs old = 1:8 in water, plus 1 staff out of water

Camp Shalom Ratios (Large Pool)

Walking the children to pool:
Ages 5-10 = 1:8

Camp swim lessons/free swim:
Ages 5-10 = 1:8 in water

Sports Camps Ratios (Large Pool)

Walking the children to pool:
Ages 6-12 = 1:12

Free swimming in large pool:
Ages 6-12 = 1:10

In all camp swimming scenarios, parents may request their child wear a life jacket while in the small and/or large pools. Parents may also request their child participate in alternative supervised activities during camp swim time.

7. While in the aquatics area, all JCC program participants and their counselors/instructors must follow requests made by the lifeguards and aquatics staff related to any schedule changes, severe weather cancellations, pool closures, and enforcement of pool policies and rules.



Swim School at the J – Group Lesson Policies:

1. Online registration closes the Wednesday prior to each new session. Please call 512-735-8216 for availability after that date.
2. Refunds may be issued for session cancellations made by 5:00 PM, the Wednesday prior to start of the session. Cancellations made after that time will result in forfeiture of payment.
3. The JCC cannot accommodate requests for make-up classes or refunds due to schedule conflicts. Please check your schedule for possible conflicts before committing to a session.
4. Cancellations due to pool facility closure are made up on Friday of that week. If pool space is unavailable on Friday, then that class will be refunded.
5. The JCC reserves the right to combine class levels or cancel classes if there is insufficient enrollment. In the event of a canceled class, a full refund will be issued.

Swim School at the J – Transport Policies:

1. Trained Swim School staff members are available to escort swim lesson participants enrolled in ECP After-Care, Gan Kef Summer Camp After-Care, Kids Connection and JCC Summer Camp After-Care to and from lessons. Please clearly indicate your transportation needs at the time of registration.
2. **Parents are responsible for communicating with the respective programs regarding transportation requests.**
3. Swim classes for *Early Childhood Program After-Care* participants are offered starting at 3:00 PM. Transportation for students begins at 2:45 PM. ECP teachers are responsible for assisting participants with swimsuits prior to pick-up by Swim School staff. Please clearly indicate your transportation needs at the time of registration.
4. Swim classes for *Kid Connection and Camp Shalom PM-Care* participants (children entering K – 6th grade enrolled in after-care) are offered from 4:00 – 5:45 PM. Transport to the pool is available starting at 4:00 PM for 4:00 PM Piranhas swim practice & 4:00 PM group swim lessons. School-aged participants may use pool deck bathrooms to change into their swimsuits. Please clearly indicate your transportation needs at the time of registration.
5. Upon arrival at the pool, Swim School participants will await their swim lesson in the designated *Chill Zone*, while supervised by Swim School staff. Swim School participants will not enter the small or large pool unless attended by a Swim School instructor.

Contract Programs and Rentals

All Contract Programs and Rentals Using the Pools Require JCC Lifeguards on Duty

1. All JCC Austin Contract Rental programs are scheduled for pool usage by the Aquatics Manager. Contract rental programs include, but are not limited to the following: Ignite your Life, Austin Angel Fish, Austin Water Polo Club, Team in Training, Austin Independent School District, JCC Austin membership pool party pavilion rentals, and general clinics.
2. All JCC Austin Contract Rental Programs will coordinate their pool usage space, day, time and participant numbers directly with the Aquatics Manager. The Aquatics Manager will finalize all program rentals and produce a pool rental contract that specifies the duration of the rental and the amount of rental fee if due.
3. JCC Austin contract rentals must produce a certificate of insurance totaling \$1,000,000 in advance of event. This certificate must list the Jewish Community Center of Austin as an additional insured. JCC membership pool party pavilion rentals are exempt from this policy.
4. The Pool Calendar is updated monthly and the Pool Lane Usage document is updated quarterly. These are available at www.shalomaustin.org/swim, the JCC Welcome Desk, and at the entrance to the aquatics area.
5. Swimmer count for each contract rental program is accounted for when the staffing schedule is coordinated. The Aquatics Department will staff according to the needs of both general membership usage and scheduled programs.
6. Rental programs requesting specific lap lanes will have a cone placed at the end of those lanes. Each cone designates a program's reservation. The JCC will strive to provide, at minimum, two lap lanes for general membership usage at all times.

Rental program participants and their instructors must abide by any requests made by the JCC Aquatics Management and Lifeguards related to severe weather cancellations, pool closures, and pool policies and rules.

Lifeguard Protocol

1. Maintain current American Red Cross certification, including Lifeguard and CPR/AED/First Aid certification
2. Attend in-service training as scheduled (approximately every month during the summer and every other month during the off-season)
3. Guards on duty to swimmers in pool ratio are 1:25 in the Big pool and 1:12 in Small pool.
4. Maintain sight and scan the area at all times
5. Interactions with friends or social acquaintances while on stand or performing duties is prohibited; Interactions with members while on duty should be kept short; When talking with a member or guest, maintain constant eye contact with the water
6. Be prepared at all times; sit up, stay alert and be ready to react immediately upon call
7. Never leave the pool unattended
8. Enforce JCC pool policies and guidelines; Following a second offense, guards may ask a member or user to leave the aquatics area; If a member or user refuses the request to leave, security will be called to escort the offender off the property
9. Use of phones, tablets, smart watches, and personal electronic devices are prohibited during scheduled shift
10. When transitioning to a new station, guards will perform the 'handoff' in a professional and attentive manner; One lifeguard will always be scanning the pool and swimmers as the replacing lifeguard transitions into the new station; Effective communication between lifeguards is essential for proper hand-offs and transitions at each station
11. Wear a first responder pack and have a whistle and rescue tube with them at all times when on deck
12. While on break, lifeguards are required to remain within sight and earshot of the pools
13. Lifeguards are not permitted to exercise during scheduled shifts, unless approved by Aquatics Management staff.
14. Lifeguards on duty are required to sit in the elevated guard stands; standing is acceptable when safely possible
15. Continually scan the specific zone of the guard station and rotation , while maintaining awareness of the entire facility
16. Act with the following rules of thumb, *"When you don't know... GO" "When in doubt... Check THEM OUT" and "More than 10 (seconds)... GET THEM"*

Emergency Action Procedures

*In case of Emergency, first **STOP - BREATHE - THINK - REACT***

The Emergency Action Plans are general guidelines of possible duties for each lifeguard. Each emergency is unique, and all staff members must work as a team to provide the best care possible.

On Deck Communication

1 Short Whistle Blast – Get the attention of a swimmer or member

2 Short Whistle Blasts – Get the attention of another staff

3 Short Whistle Blasts – First Aid needed

1 Long Whistle Blast – Activate the Emergency Action Plan

2 Short and 1 Long Whistle Blasts – Clear the pool

External Communication

1. EMS (911) should be the first call made if the injury appears to be serious. All non-fatal (near) drowning incidents will be taken to a hospital via EMS.
2. Security should be the second call made immediately following a call to EMS so the guard at the front gate can direct the professional responders to the victim's location. The phone number is 8888 from a JCC phone or 512.735.8888 from a cell phone.
3. The Welcome Desk should be notified after EMS and security has been called in order to divert members from entering the aquatics area until the scene is clear.

Incident Reports

1. An incident report should be completed in the following circumstances:
 - Whenever a lifeguard has to go into the water to perform a rescue;
 - Whenever an aquatic staff member has to perform any first aid; and
 - Whenever an aquatics staff member has handled a major disturbance or complaint.
2. The following individuals should complete the incident report:
 - The lifeguard that performed the save in the case where no resuscitative care was needed;
 - All guards on duty in a case where a save needed resuscitative care;
 - The aquatics staff member that administered the first aid; and
 - The aquatics staff member that interacted with the members involved in the disturbance or complaint.