

LAFAYETTE BEACH PROGRAM

The Ad Hoc Community Beach Committee
Elton Fairbank - Chairman A.R.C. & S.U.
Jim Funicello - Liverpool School District
Candy Groth - Former Beach Director
Shawn Adam - Community Council/ S.U.
Patty Sofranko - Former Beach Director
Bob Bewley - Red Cross (Resource)
Regina Reinschmidt - LaFayette Rec. Director

I. INTRODUCTION:

The following information has been drafted to ensure a safe and Effective aquatic program for the LaFayette Community Council. All LaFayette Beach personnel, Life Guards, Instructors, etc. will be made aware of the importance of strictly adhering to the LaFayette Beach Policies and Procedures. When accepting the position the person accepts the responsibility of following the procedures, rules and regulations as set by the LaFayette Community Council. This assures continuity and consistency of the program.

II. MISSION STATEMENT:

The LaFayette Community Council, staff and volunteers must strive to ensure the Health and Safety of all persons using any of its properties, i.e. offices, equipment and all recreational facilities.

III. JOB DESCRIPTION

A. Qualifications

1. Age - Minimum 17 years (by date of employment)
2. Residence - Being a resident of the Town of LaFayette is preferred.
3. Certification - Must possess a valid and current
 - (a) A.R.C. Life Guard Training Certificate
 - (b) A.R.C. Water Safety Instructor Certificate
 - (c) A.R.C. Waterfront Modual Certificate
 - (d) A.R.C. Professional Rescuer C.P.R. Certificate
 - (e) A.R.C. Community First Aid and Safety Certificate or equivalent.

note: As per Onondaga County Health Dept. requirements

for Beach operations.

4. Must be available to work the prescribed schedule as set by the LaFayette Community Council.
5. Must satisfactorily pass a prescribed swimming and Life Saving test as administered by the Head Life Guard and or Life Guard Supervisor.
6. Must be mature and responsible.
7. Must submit names, addresses and phone numbers of at least 2 references.

B. Duties and Responsibilities:

1. Prepare the swimming area and all related buildings and facilities to ensure a Safe and Healthy environment before opening each day, i.e. bath house, bathrooms, beach area, lawns and parking lot. (Needs defining.)
2. Check all safety equipment before opening each day, i.e. ring buoys, rescue tube, reach poles, back board, First Aid Kit, and communication system.
3. Keep rescue and Life Saving skills to an optimum proficiency throughout the season.
4. Keep an accurate Daily Log which should include: attendance, weather, water condition, water treatment and accidents. Report all problems or unusual happenings.
5. Store and secure all equipment when closing i.e. lights, telephone, gates and doors.
6. When closing check and secure the swimming area, bath house, bathrooms and surrounding area.
7. Encourage all children and adults to help keep the pool area clean and free from liter. No glass or unsafe material should be in the

beach area.

8. Strategically position Life Guard personnel at all times during lessons and recreational swimming to ensure the safety of all persons using the LaFayette Beach area.
 9. Strive to prevent accidents from happening before they happen.
 10. Administer emergency first aid whenever necessary and keep accurate records.
 11. Be mindful of all adverse weather such as thunder and lightning storms that may be approaching and close the Beach area when necessary.
 12. Be courteous and considerate to all patrons using the LaFayette Beach facilities.
 13. Report all problems to the Head Life Guard or Beach Supervisor or call the N.Y.S. Police if there are unusual problems you are unable to cope with.
- C. Additional areas of responsibility other than Life Guarding. At NO TIME will the safety of swimmers be jeopardized to fulfill these functions.

1. Swimming Area:

- a. Clean algae in shallow area as necessary.
- b. Check for glass, etc., in the bathing area.
- c. Apply chemicals as necessary and store properly.
- d. Sweep stones in bathing areas.

2. Bath House and Bathrooms:

- a. Police these areas periodically.
- b. Clean sinks and toilets, replace toilet paper and towels, remove trash.
- c. Clean floors in Bath House and Bathrooms.
- d. Paint and clean areas as requested by the Supervisor.

(Rain and cool day projects.)

3. Parking Lot and Recreation Areas:

- a. Pick up glass, nails, wire, trash or any other hazardous material before opening each day.

4. Guard House:

- a. Keep clean and organized.
- b. Telephone is for Emergency Use Only; need to be controlled.
- c. Concession Stand - open at specific times so as not to distract from the duties and responsibilities of the Life Guards.

Life Guard Signature: _____

Life Guard Supervisor Signature

IV. RECOMMENDATIONS THE COUNCIL SHOULD CONSIDER DEVELOPING.

- 1. Pre-employment form.
- 2. Hiring schedule and procedure.
- 3. Daily Log for the LaFayette Beach Area.
- 4. Emergency Plan (see sample) required.
- 5. Year-end Report (season).

6. A policy for closing the LaFayette Beach area due to inclement weather or unsafe conditions.
7. A salary schedule for all beach personnel, increments for returning staff, and wages (if any) for days not worked. (Should be spelled out).
8. Termination of employment procedures.
9. Life Guard evaluation form.
10. Put together a complete Handbook of all pertinent information and update as necessary.
11. A chart showing Table of Organization and Chain of Command.

EF:mjk