

**City of Irvine
Community Services Department**

Aquatics Facility Users Handbook

**WILLIAM WOOLLETT JR. AQUATICS CENTER
NORTHWOOD HIGH SCHOOL AQUATICS CENTER**

Revised 4/2011

AQUATICS FACILITY USERS HANDBOOK

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HOURS OF OPERATION

Woollett Aquatics Center

(School Year)

M-F: 6am-8pm

Sat: 8am-12pm

Sun: 8am-12pm

(Summer)

M-F: 10am-8pm

Sat: 8am-4pm

Sun: 8am-4pm

Northwood Aquatics Center

(School Year)

M-F: 4pm-8pm

Sat: 8am-12pm

Sun: 8am-12pm

(Summer)

M-F: 10am-8pm

Sat: 8am-4pm

Sun: 8am-4pm

CERTIFICATIONS

1. Lifeguarding Requirements

Lifeguarding Service is defined as on deck supervision of water activities by City of Irvine Lifeguards. This Service is required for all water activities at the Aquatics Center. A fee for these services will be charged to the organization using it (Except Group I users).

City lifeguarding requirements may be waived when **ALL** of the following conditions are met.

These conditions exist to assure adequate supervision of activities:

1. Activities are for Group I, II, or III users.
2. All coaches have the required certifications on file at the Aquatics Center (see "Certification Guidelines"). They must also be present and supervising all of their group's water activities.
3. The activity or event involves no more than two (2) groups or teams.
4. There is an approved Aquatics Facility Application and Agreement on file at the Aquatics Center.

In the event all personnel supervising your organization's participants are not certified, City staff (pending availability) will be assigned to your organization's program and you will be billed per hour per City Staff member. In the event staff are not available, your workout will be cancelled.

2. Certification Guidelines

For Category I, II, and III

All supervising personnel (i.e. coaches) must have the following current certifications approved and on file at the Aquatics Center. In the absence of certified applicant personnel, certified staff may be hired through the Aquatics Center. Please note, the American Red Cross offers several two year certifications for CPR, however at this time the City of Irvine will honor only the first year of any American Red Cross certification. Required certificates include:

1. American Red Cross (ARC) – Safety Training For Swim Coaches OR ARC Lifeguarding
2. ARC Standard First Aid
3. ARC Community CPR (Child and Adult)
4. A current USA Swimming Coach card or a current USA Water Polo Coach card when applicable

*Equivalent certifications may be accepted at Supervisor's discretion

Original certificates are to be submitted to the Aquatics Supervisor before an individual may begin coaching or giving instruction at the Aquatics Center. It is the responsibility of the coach to maintain all current certifications required for their position, and update their file at the Aquatics Center.

COACHES RESPONSIBILITIES

Coaches will conduct practice from the pool deck, at no time are they allowed in the water. Coaches are responsible for supervising all water activities during each period of use. A period of use is defined as the time in which any member of that organization is in the facility. All periods of use must be pre-arranged with the Aquatics Supervisor. Any and all persons giving instruction and/or coaching must possess all current certification as required and approved by the City of Irvine. All coaches are required to have certification information on file with the Aquatics Supervisor. Substitute coaches will not be allowed, unless a current certification file exists. It is strongly recommended to have files for your backup coaches established in case of unforeseen circumstances. No member of the group may enter the gated pool area until proper supervision is in place.

1. Aquatic staff direction is to be followed at all times.
2. As a coach, you are responsible for the supervision of your members both in the water and on the deck.
3. You are responsible to know and follow pool rules, as well as enforce them among your members.
4. You are asked to assist the facility staff in promoting a safe aquatic facility. Be aware of any

hazardous areas, damaged equipment, or any other safety hazards, and report to Aquatics staff immediately.

5. You are expected to report any accidents or injuries to the staff at the Aquatics Center as soon as possible.
6. You are responsible for knowing how to use the facility equipment correctly. This includes pool covers, backstroke flags, lane lines, polo goals, etc. You must also train your members to use this equipment safely and effectively.
7. Coaches are required to ensure that all supplies, equipment and trash are put away after workouts, games, and meets (i.e. clocks, kick boards, chairs, etc...). Coaches are required to leave the pools and deck areas as they found them. If the pools or deck areas are found in an unacceptable condition, coaches must notify staff immediately.
8. At Woollett, the upstairs and front counters are for City use only. The coaches' office is where you may conduct your business and store your supplies. At Northwood, the front office is for city use only. You may conduct your business and store your supplies in the shared office at the far end of the pool.
9. The phones at the facility are for city business and 911 emergency calls only. Please use the phone in the coaches' office to conduct business.

Late Departure Billing

An overtime fee will be levied in the event that a group leaves later than their regularly reserved time and has not received permission by the Aquatics Supervisor at least 24 hours prior. This fee will include costs for staff and non-operational pool hours; fees are assigned on a ½ hour scale. If a second violation occurs within a six-month period, the overtime fee will be increased by 25%. If a pool user violates the policy three (3) times within a six-month period, or refuses/fails to pay overtime fees within thirty (30) calendar days, use of the facility by that user may be refused. Extenuating circumstances will be considered in the enforcement of this policy.

No Shows

A no show fee will be levied in the event that a group does not show up for a scheduled special event or fails to notify the Aquatics Supervisor of a time change. These fees will include an \$82 NO SHOW FEE, as well as charges for use. After a second violation within a six-month period, the fee will be increased by 25%. If the policy is violated three (3) times within a year, or the user refuses to pay no show fees within thirty (30) calendar days, use of the facility by that user may be refused. Extenuating circumstances will be considered in the enforcement of this policy.

Pool Covers

As mandated by the Orange County Health and Safety Department, no pool or lane may be covered until all users are out of the water and no users may enter the water until all covers are removed from the pool.

Covering & Uncovering

Regular Group I, II and III users of the Aquatics Center are required to assist the City of Irvine in an energy conservation program by removing and/or replacing pool covers. Groups must provide trained personnel to remove and install pool covers for practices and special events.

Aquatics Center staff will provide written instructions and training (if necessary) on the use of the covers and reels to each team coach who may, in turn, instruct team members and/or other adults on the use of the covers and reels. A trained adult, 18 years or older, must be on deck to supervise the uncovering/covering of the pool(s) at all times. All other users must pay staff costs for the hours necessary to set up, remove, and replace covers and clean up the facility.

Non-Compliance Fee

If a violation of the pool cover policy occurs, a fee of 1 hour of Pool Rental plus staff costs per occurrence per pool shall be levied. After a second violation within a six-month period by the same user, the fee will be increased by 25%.

If a pool user violates the policy three (3) times within a six-month period; or refuses or fails to pay non compliance fees within thirty (30) calendar days, use of the facility by that user may be revoked until payment is received.

For more information please see the City of Irvine Community Services Department Policy and Procedure Manual.

ON-DECK OPERATIONAL PROCEDURE

Working Together

- Often, several groups share a pool at the same time. The Aquatics Center group users have adopted a ***common courtesy practice known as "equal swimmers per lane"***, which states: under crowded conditions, all groups will have the same number of people in each lane. Please note: This is not a department policy and will only be successful provided that groups work together in an effort to maximize the space that is available to all of the swimmers at the Center. The staff will assist in negotiations when appropriate. However, **staff will honor the scheduled allocation of space.**

If pool set-up is not adequate for your use it may be changed, **but must be returned to current general use set-up.** This means if you change the pool set-up, you must replace all equipment as it was originally found. No water polo goals will be allowed to remain in the pool once your group's pool usage has ended.

Northwood (current general set-up)

1. 9 lanes in shallow end of pool
2. Flags must be returned to proper position

Woollett (current general set-up)

1. 50 meter: All lane lines must be put back in pool and flags returned to proper position
2. Diving: 9 lanes in shallow end of pool

Other Expectations

1. Swimmers may not enter the gated pool area until city staff unlock the facility and adequate supervision is on deck.
2. Do not leave pool deck with your participants still in the pool, unless it is an emergency, **AND** you have notified another coach or City staff.
3. Please remind team members to take pride in this facility by **not hanging on lane lines, defacing pool floor or sides, placing items in pool gutters, or harming pool property.**
4. Please survey deck and bleacher areas, **picking up trash** before your group exits the area.
5. Close and lock all gates and notify city staff your group has left the pool area.

EQUIPMENT USE

Pool covers are used to control pool heat and chemical loss during the cooler months of the year. **ALL** covers must be removed before pool can be used. **ALL** persons must be out of pool before covering begins.

Pool Covers (Covering)

1. Locate staff to unlock pool cover reels and, if you would like to provide you with a pool cover rope.
2. Raise brake to at least two (2) inches from ground. Carefully push/roll reels into position on the pool deck. Secure brakes.
3. Always pull the cover closest to the pool first (front, top, back). If using the ropes, attach rope to center leading edge of pool cover.
4. Front corners of cover may be folded back to decrease drag.
5. Cover needs to be straightened or unfolded when in place.
6. Repeat steps until all covers have been put in place.
7. Return reel to correct storage position.

Pool Covers (Removing)

1. Obtain two (2) cranks per reel from staff at the front desk.
2. See #1-#2 above. (Covering)
3. Pool covers go on to reel in this order: back, top, front
4. Lift leading edge of pool cover out of water and fasten all three (3)/five (5) clips.
5. Secure cranks to ends of rod being used, one handle up, and one handle down.
6. Begin reeling slowly to establish that cover is winding correctly. Stop and adjust cover on rod as necessary.
7. Hold on to handle of the crank securely, as it may fall off while turning.
8. Repeat steps #3-#6 until all covers have been removed.
9. Each rod is made to hold one cover.

Lane Lines (installing)

1. Put tightening end (ratchet side) of lane line closest to the bleachers, with coil end farthest from the bleachers. For the 25-meter pool, the ratchet end should be placed on the side of the pool nearest the classroom.
2. Each lane line fastens to the gutter with an extender, with the exception of the 25-meter. Each extender must be covered with a "sleeve" (if possible) where it intersects with the painted gutter surface.
3. Nine foot lanes should be hooked into the gutters directly above the underwater pool lights or directly between the black T's on the sidewalls of the pool. Seven-foot lanes are designated by pink spray paint on either the gutter wall or the I-bolt where the extender should be fastened.
4. Tighten and loosen lane lines with your club's assigned 5/8 wrench. Loosen only enough to unhook. Tighten enough to allow some flexibility.
5. Each group user has been given their own lane line wrench and it is their responsibility to keep track of it. The City of Irvine is not responsible for providing lane line wrenches for group users that currently have one checked out. However, if you have lost or do not have a 5/8 wrench, please notify City Staff.
6. Fifty-meter lane lines need to have a 5-meter extension lane line in between two (2) 25-yard lane lines, with ratchet ends at opposite ends of the pool. There are also fifty-meter lane lines that may be used in place of two 25-yard lane lines with extensions.

Pace Clocks

1. Pace clocks and extension cords are stored inside the large storage room and/or under the bleachers.
2. Take care to keep pool cover reels and other heavy objects OFF extension cords, to prevent damaging the cords.
3. If pace clock is not working (after plugging in), check outlet and push reset button. If still not working, notify staff. Meanwhile, try to plug into another outlet.
4. If clock is broken, please notify city staff.
5. Please return pace clocks next to door for under the bleacher storage when finished with usage.
6. Pace clocks must be operated four (4) feet from water.

Water Polo Equipment

Goals:

Goals are to be stored **FACING OUTWARDS** with opening towards the pool. Goals will be **pushed up** against the wall on pool decks. Please keep them along outer edge of deck areas when not being used.

Course:

Course lane lines must be coiled on deck or put on lane line reels for storage.

Clocks:

Game clocks are stored under the bleachers in the City storage unit at Woollett, or in the shared storage at Northwood.

Floats:

Floats should be stored in group users designated area under the bleachers at Woollett or in Northwood storage area at Northwood.

Miscellaneous Swim Equipment

Kickboards:

Kickboards must be labeled and stored in school or club storage areas. They must be picked up from the pool deck and pool **after each workout**.

Paddles, Pull Buoys, Fins, Goggles:

These items usually belong to individuals; otherwise, they are stored in team storage area. City "Lost and Found" occasionally obtains these items. Please encourage them to be picked up from the deck, or if necessary, from Lost and Found.

Backstroke Flags:

If necessary, you may move the flags for a workout, but **please replace them when you finish your workout**. Stanchion poles lift out rather easily, but are heavy!

Please let staff know if you find a problem with flags, stanchion poles, or stanchion postholes.

Lifeguard Stands:

Stands are for lifeguards only. Please keep swimmers off stands.

Safety Equipment:

Please become familiar with location of safety equipment.

First Aid kits are located on one lifeguard stand of each pool deck (when a lifeguard is on-duty).

Ring Buoys and Shepherd's Crooks are hanging on one wall of each pool area.

Other safety and First Aid equipment is located in the First Aid Room behind the front counter. Staff assistance is required when any safety equipment is used for any reason.

Diving Boards:

Diving boards are off limits to all facility users except the diving club or diving coaches. Special permission can be obtained from lead staff only.

ACKNOWLEDGEMENT

PLEASE DETACH AND RETURN

I HAVE READ AND UNDERSTAND THE RESPONSIBILITIES OUTLINED IN THE "AQUATICS FACILITY USERS HANDBOOK".

Signature _____ Date _____

Organization _____