



**Rowan College Prep at
Gloucester County Institute of Technology
Lifeguarding & Aquatics Manual**

Athletic Department — Aquatics Division

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Mission (Aquatics): The GCIT Aquatics Program is dedicated to providing a safe, inclusive, and high-quality environment that fosters skill development, physical fitness, and personal growth. Through instructional, competitive, and recreational opportunities, the program supports student athletes and county residents while emphasizing safety, sportsmanship, and lifelong wellness.

Introduction & History of the Aquatics Area

Gloucester County Institute of Technology (GCIT) has operated a major Aquatics & Fitness Center to support physical education, competitive athletics, swim instruction, and community programming since the school's growth and facility expansion in the 1990s. The Aquatics Center is part of the Floyd D. McLean Fitness Center and is intended to serve GCIT students, interscholastic teams, USA-affiliated swim programs, and county residents during public hours.

Historical highlights and facility timeline:

- **School established (context).** GCIT was established in 1971; over subsequent decades it expanded academic and athletic infrastructure to meet growing program needs.
- **Major expansion (1993 approval — Olympic-size pool installed as part of expansion).** A \$9.9 million expansion project approved in 1993 included the construction of the Olympic-size swimming pool and associated fitness facilities that form the core of the current Aquatics Center. This project enabled the school to host interscholastic competitions and community programs.
- **Pool design and competition capability (pool configuration / specs).** The Aquatics Center features an eight-lane, 50-meter pool with a movable bulkhead that divides the basin into two 25-yard competition pools, Paragon starting blocks, a Colorado timing system, and spectator seating (~450). These features have allowed GCIT to host major swim meets and to support both high school and club swimming programs.
- **Renovation & air/water quality upgrades (Summer 2002 renovation).** A significant renovation project completed in Summer 2002 upgraded the pool mechanical systems, improving air quality, filtration, and general water conditions — extending useful life and improving the environment for athletes and community users.
- **Program milestone — GCIT Swimming to Greater Philadelphia Aquatic Club (GPAC) transition (2008).** The GCIT-based swim program affiliated with USA Swimming re-organized and began operating (or branding) as Greater Philadelphia Aquatic Club in 2008 — a sign of the pool's role as a regional training site.
- **Recent mechanical / systems updates (2020–2021 work).** The facility has continued to receive systems work and improvements; contractor records and vendor project pages document pool mechanical, HVAC and pool renovations undertaken in the 2020–2021 timeframe to maintain compliance, efficiency, and safety.

Purpose and Scope

This manual establishes expectations, policies, and procedures for lifeguards employed by GCIT. It applies to all paid and volunteer lifeguards, seasonal staff, instructors, and any personnel supervising aquatic activities. The manual covers hiring, training, code of conduct, uniforms, emergency response, and administrative processes.

Roles & Organizational Structure

Key roles:

Director of Athletics:

- Reviews and approves final hiring recommendations and contract offers.
- Oversees department-level policy.
- Responsible for recruitment, initial interviews, scheduling, training oversight, and day-to-day operations of the aquatics program, along with any other additional internal staff.
- Conducts interviews and makes hiring recommendations.

Head Lifeguard / Lead Guard

- Provide leadership, supervision, and support to all lifeguards on duty during assigned shifts.
- Assign lifeguard stations, rotations, and break schedules to ensure continuous and effective coverage of the facility.
- Monitor lifeguard performance and reinforce safety standards, scanning techniques, and emergency response procedures.
- Serve as the primary on-duty supervisor and coordinate staff response during emergencies, incidents, or facility concerns.
- Mentor and assist lifeguards with training, professional development, and day-to-day operational expectations.
- Communicate facility needs, staffing concerns, and incident information to management.
- Promote a positive, professional, and team-oriented environment focused on patron safety and exceptional customer service.
- All lifeguard responsibilities

Lifeguards

- Provide continuous surveillance of patrons and respond appropriately to emergencies, rescues, and first aid situations.
- Enforce facility rules, safety procedures, and aquatic center policies to ensure a safe environment for all users.
- Assist with the proper opening and closing of the aquatic complex, including facility inspections, equipment setup, and securing the facility at the end of operations.
- Monitor and help maintain the cleanliness, safety, and overall appearance of the pool deck, locker rooms, and surrounding areas.
- Perform routine water testing and assist in maintaining proper water chemistry, clarity, and overall aquatic health in accordance with applicable standards.
- Complete required logs, incident reports, and operational documentation accurately and timely.
- Provide courteous customer service and assist patrons with questions, concerns, and facility needs.
- Participate in in-service training, emergency drills, and staff meetings to maintain certification and operational readiness.

Facilities/Maintenance

- Perform routine maintenance and inspections of the aquatic facility, including pools, filtration systems, pumps, chemical feeders, and related equipment.
- Monitor and maintain proper water chemistry, circulation, and overall water quality to ensure compliance with health and safety standards.

- Assist with the opening and closing of the aquatic complex, including facility preparation, equipment checks, and securing the premises.
- Maintain the cleanliness, appearance, and functionality of pool decks, locker rooms, restrooms, mechanical rooms, and surrounding grounds.
- Identify, troubleshoot, and report maintenance issues, safety hazards, and equipment malfunctions in a timely manner.
- Assist with setup and breakdown for aquatic programs, swim meets, special events, and facility rentals.
- Maintain maintenance logs, chemical records, and other required operational documentation.
- Support a safe and welcoming environment for patrons through proactive facility care and preventative maintenance practices.

Application & Hiring Process

Overview: GCIT follows a standardized application and hiring process to ensure fairness, regulatory compliance, and that all hires meet certification and competence standards.

Steps:

1. Job Posting & Application — Positions are posted internally and externally with clear job descriptions. Applicants submit a completed application, resume, and copies of certifications.
2. Application Screening — Director of Athletics reviews applications for minimum certifications, availability, and experience. Incomplete applications are noted and applicants may be contacted for missing documents.
3. Interview — Director of Athletics conducts the primary interview. Interview topics include experience, scenario-based questions, availability, and situational judgement. A practical skills verification (swim test, timed rescue) may be scheduled.
4. Reference & Background Checks — Director of Athletics or HR conducts reference checks and any required background checks (per district policy).
5. Recommendation & Approval — Director of Athletics forwards hiring recommendation to the Director of Athletics. The Director of Athletics issues final approval and the offer letter.
6. Onboarding & Orientation — New hires complete HR paperwork, sign acknowledgement of policies, present original certifications for verification, and undergo facility-specific orientation and shadow shifts.
7. Probationary Period — All new lifeguards serve a probationary period (e.g., 60–90 days) during which performance is closely monitored and documented by the Head Lifeguard.

Required Certifications & Training

Minimum certifications required prior to performing lifeguard duties at GCIT:

- American Red Cross Lifeguarding (or equivalent recognized cert) — includes rescue skills, surveillance, and victim handling.
- CPR/AED for Professional Rescuers (current and valid).
- First Aid (authorized provider) — current.
- Bloodborne Pathogens training (per district policy).
- Concussion awareness or NFHS/State-mandated training (if working with student-athletes).
- Clearances/background checks as required by Gloucester County and State policy (e.g., fingerprinting, criminal history checks).
- All other clearances, as deemed necessary, by the Director of Athletics.

Continuing education: Lifeguards must maintain currency by completing refresher training before certifications expire. GCIT will provide or authorize access to regular in-service trainings and emergency drills.

On-Duty Appearance, Uniform & Demeanor

Purpose: A lifeguard's appearance and demeanor communicate professionalism and authority. GCIT expects lifeguards to present a consistent, professional image and to maintain behavior that maximizes safety and public confidence.

Uniform Standards:

- Official GCIT lifeguard apparel
 - Uniforms will be designed and supplied for each season. New uniform designs will go into a five-year uniform cycle rotation via the athletic department.
 - Uniforms will consist of GCIT BOE-approved logos and LIFEGUARD will be printed on the front and/or back, to assist with the identification of working lifeguards in the area.
 - Shirts must be clean, tucked in, when appropriate or directed, and in good repair.
 - At the start of employment recommendation, lifeguards will be supplied with one set of uniform equipment. If those items are lost, lifeguards will be required to pay for a new set at the following costs:
 - Lifeguard Short Sleeve Shirt - \$25
 - Lifeguard Shorts - \$25
 - Lifeguard Long Sleeve Shirt - \$35
 - Lifeguard Hooded Sweatshirt - \$45
 - Lifeguard Sweatpants - \$35
 - Lifeguard Crocs/Footwear - \$60
 - Please note that not all items may be supplied, depending on the rotation. Any new/unused items will be updated, as necessary.
- In situations where shorts are not provided, appropriate swim shorts or board shorts (modest, knee-length or above-knee, solid color preferred). No cutoffs or frayed edges.
- At no time are lifeguards approved to wear anything on the deck other than apparel approved by the athletic department (i.e. personally branded apparel, designer apparel, sponsored apparel, etc.).
- Lifeguards are not permitted to wear personal items (i.e. hooded sweatshirts, sweatpants, windbreaker jackets, visors, hats, excessive jewelry, etc.), unless pre-approved by the Director of Athletics.
- In the event that specific footwear has not been issued, lifeguards will report to their contracted hours in appropriate footwear (i.e. sneakers, flip flops, etc). Dress shoes are not appropriate for on-deck services. Closed-toe water shoes (non-slip) or barefoot per facility guidelines, are considered appropriate while on the stand.
- Whistle on lanyard worn at all times while on-deck (double-pea or approved equivalent).
- Rescue tube or buoy with strap correctly attached and accessible.
- Sunglasses, hats, or visors are only permitted for sun protection and must not obstruct vision.
- Earbuds/Headphones Policy
 - **Absolutely prohibited while on surveillance duty.**
Lifeguards may not wear earbuds, headphones, AirPods, or any similar audio devices while on or near the pool deck, even if only one earbud is in use.
 - **Reason:** These devices block or muffle auditory cues such as whistles, distress calls, or alarms, which compromises safety response times.
 - **During breaks:** Personal listening devices may only be used in designated break areas, never on the pool deck or within view of patrons.
- Cell and Smart Watch Policy

- **No personal phone usage during active duty.**
Personal cell phones, smart watches, or any devices capable of messaging, browsing, or calling are not to be used while assigned to surveillance zones, performing rescues, or conducting patron interactions.
- **Allowed usage:**
 - Only the Head Lifeguard, or designated shift supervisor may carry a work-issued phone or radio for emergency or operational communications.
 - Personal devices may be accessed only during authorized breaks, away from the deck, and outside of public view.
- **Disciplinary action:**
 - First offense: documented verbal warning.
 - Second offense: written warning and possible removal from rotation.
 - Third offense: suspension or termination, subject to review by the Director of Athletics and/or appointed GCIT administration.

Grooming & Personal Presentation:

- Hair should be neat and secured if long, so it does not obstruct vision or require frequent adjustment.
- Minimal jewelry — small stud earrings only; no dangling jewelry or large rings that could impede rescues.
- Tattoos or body art must not contain offensive imagery or text. If sleeve tattoos are present, they should not interfere with professional appearance.
- Personal hygiene must be maintained; avoid strong perfumes or scents that could bother patrons.



GCIT LIFEGUARD UNIFORM STANDARDS

PROFESSIONAL APPEARANCE • SAFETY • IDENTIFICATION



FRONT

BACK

REQUIRED WHILE ON DUTY

- Official GCIT-issued lifeguard apparel.
- Whistle on lanyard worn at all times (double-pea or approved equivalent).
- Rescue tube/buoy with strap correctly attached and accessible.
- Appropriate footwear required (see policy below).
- Clean, tucked in when appropriate or directed, and in good repair.

NOT PERMITTED ON DECK

- Personally branded, designer, or sponsored apparel.
- Personal items (hoodies, sweatpants, windbreaker jackets, visors, hats, excessive jewelry, etc.) unless pre-approved by the Director of Athletics.
- Cutoff or frayed clothing.
- Dress shoes.

WHEN SHORTS ARE NOT PROVIDED

Appropriate swim shorts or board shorts (modest, knee-length or above-knee, solid color preferred). No cutoffs or frayed edges.

At no time are lifeguards approved to wear anything on the deck other than apparel approved by the athletic department.

GCIT OFFICIAL LIFEGUARD APPAREL (REPLACEMENT COSTS FOR LOST ITEMS)

| | | | | | |
|---------------------------|--------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| | | | | | |
| SHORT SLEEVE SHIRT | LONG SLEEVE SHIRT | LIFEGUARD SHORTS | HOODED SWEATSHIRT | SWEATPANTS | CROCS / FOOTWEAR |
| \$25 | \$35 | \$25 | \$45 | \$35 | \$60 |

Uniforms will be designed and supplied for each season. New uniform designs will go into a five-year uniform cycle rotation via the athletic department. Any new/unused items will be updated, as necessary.

FOOTWEAR POLICY

- If specific footwear has not been issued, report in appropriate footwear (sneakers, flip flops, etc).
- Dress shoes are not appropriate for on-deck services.
- Closed-toe water shoes (non-slip) or barefoot per facility guidelines, are considered appropriate while on the stand.

UNIFORM ISSUANCE & RESPONSIBILITY

- At the start of employment recommendation, lifeguards will be supplied with one set of uniform equipment.
- If those items are lost, lifeguards will be required to pay for a new set at the costs listed above.

APPROVED APPAREL ONLY

Lifeguards are representatives of GCIT and are expected to maintain a professional appearance at all times.

PROFESSIONAL EXPECTATIONS

GCIT Lifeguards are role models and are expected to demonstrate professionalism, responsibility, and commitment to the safety of our patrons and each other.

GCIT AQUATICS PROGRAM | PROFESSIONALISM, SAFETY, AND SERVICE

EARBUDS / HEADPHONES POLICY

STRICTLY PROHIBITED ON DUTY

Lifeguards may not wear earbuds, headphones, AirPods, or any similar audio devices while on or near the pool deck, even if only one earbud is in use.

- Prohibited while:
- On surveillance duty
 - On the pool deck
 - In lifeguard stands
 - Near active aquatic operations

WHY? These devices block or muffle auditory cues such as:

- Whistles
- Distress calls
- Alarms
- Staff communication

Permitted only during authorized breaks in designated break areas, never on the pool deck or within view of patrons.

CELL & SMART WATCH POLICY

ACTIVE DUTY = NO PERSONAL DEVICE USE

- No personal phone usage during active duty.
- No texting, social media, calls, browsing, or messaging through smart watches.

ALLOWED USAGE

- Only the Head Lifeguard, or designated shift supervisor may carry a work-issued phone or radio for emergency or operational communications.
- Personal devices may be accessed only during authorized breaks, away from the deck, and outside of public view.

PROGRESSIVE DISCIPLINE

| 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE |
|---------------------------|--|--|
| Documented Verbal Warning | Written Warning and Possible Removal from Rotation | Suspension or Termination, subject to review by the Aquatics Coordinator and/or the Director of Athletics. |

SUN PROTECTION POLICY

PERMITTED FOR SUN PROTECTION



SUNGLASSES HATS VISORS

Permitted items must:

- Do not obstruct vision
- Do not interfere with scanning
- Maintain a professional appearance

GROOMING & PERSONAL PRESENTATION

HAIR

- Hair should be neat and secured if long.
- Must not obstruct vision or require frequent adjustment.

JEWELRY

NOT ALLOWED

- Dangling jewelry
- Large rings
- Jewelry that could impede rescues

ALLOWED

- Small stud earrings only

TATTOOS & BODY ART

- Must not contain offensive imagery or text.
- Sleeve tattoos are acceptable as long as they do not interfere with professional appearance.
- Must be consistent with school and community standards.

HYGIENE

- Personal hygiene must be maintained.
- Avoid strong perfumes or scents that could bother patrons.
- Clean uniform and appearance at all times.



PATRON SAFETY COMES BEFORE PERSONAL CONVENIENCE.

VIGILANCE • PROFESSIONALISM • ACCOUNTABILITY • SAFETY LEADERSHIP • RESPECT



On-Deck Demeanor & Professional Behavior:

- Alertness: Lifeguards must remain attentive and actively scan assigned zones. Avoid prolonged conversation, phone use, reading, or sleeping.
- Posture & Positioning: Maintain an upright, ready posture; rotate positions and stand/sit where you have the clearest line of sight. Use elevated stands where provided.
- Voice & Communication: Use a clear, calm, and authoritative voice for commands. Practice concise commands (e.g., 'Stop! Move back from the edge!', 'Float on your back — help is coming').
- Customer Service Balance: Be courteous and helpful while prioritizing safety. When enforcing rules, be firm, consistent, and respectful.
- Prohibited Behaviors: No use of personal cell phones for calls/texts/browsing while on surveillance duty; no smoking, vaping, or consumption of alcohol or controlled substances while on-duty or within sight of the pool.
- Conflict De-escalation: If a patron resists instruction, issue clear warnings and involve the Head Lifeguard or Director of Athletics when needed. For violent or dangerous behavior, notify security or local law enforcement per EAP.
- Use of Breaks: Take scheduled breaks at assigned times; during breaks, another certified lifeguard must actively cover your zone. Do not leave posts unattended.

Uniform Inspections & Non-Compliance:

Lifeguards will be inspected periodically for uniform compliance and professional presentation. Repeated non-compliance will result in corrective action up to removal from the schedule. Supervisors should document violations and provide coaching.

GCIT Aquatics - Enhanced Lifeguard Pre-Shift Checklist

Date: _____

Shift Time: _____

Lifeguard(s) Report: _____

Personal Readiness

- Arrived at least 5 minutes prior to scheduled shift
- Wearing complete GCIT-approved lifeguard uniform
- Whistle on lanyard and functioning
- Rescue tube/buoy properly attached and accessible
- Appropriate footwear worn
- No earbuds, headphones, AirPods, or personal electronic devices in use
- Hair secured and professional appearance maintained
- Physically fit and ready for duty

Facility & Safety Inspection

- Pool deck inspected and free of hazards
- Pool water clear and main drain visible
- Lifeguard stands inspected
- Emergency exits accessible
- Rescue tubes present and inspected
- Backboard present and accessible
- AED present and operational
- First Aid Kit stocked and accessible
- Emergency phone/radio operational
- Lane lines and aquatic equipment inspected

Administrative Readiness

- Staff assignments reviewed
- Rotation schedule reviewed
- Emergency Action Plan reviewed
- Daily log initiated

Water Chemistry Verification - AquaDoc Eagle Ray Digital Test Kit

- Water sample collected
- Digital reader functioning properly
- Test strip within expiration date
- Results recorded in Aquatics Log

| Parameter | Result | Acceptable Range | Pass/Fail |
|-------------------|--------|-------------------|-----------|
| Free Chlorine | _____ | 1.0 - 4.0 ppm | _____ |
| pH | _____ | 7.2 - 7.8 | _____ |
| Total Alkalinity | _____ | 80 - 120 ppm | _____ |
| Total Hardness | _____ | Facility Standard | _____ |
| Cyanuric Acid | _____ | Facility Standard | _____ |
| Water Temperature | _____ | Facility Standard | _____ |

- Results recorded in Aquatics Log

Pool Status Determination

- POOL APPROVED FOR OPERATION
- POOL CLOSED / DELAYED OPENING PENDING CORRECTIVE ACTION

Corrective Actions (if required)

Certification

I certify that the facility, safety equipment, staffing, and water conditions have been inspected and documented prior to opening.

Lifeguard Signature: _____

GCIT Aquatics - Enhanced Lifeguard Post-Shift Checklist

Date: _____

Shift Time: _____

Lifeguard(s) Report: _____

Facility Closing Inspection

- Pool area cleared of patrons
- Pool deck free of hazards, trash, and debris
- Lost and found items collected and secured
- Pool water remains clear and bottom visible

Safety Equipment Verification

- Rescue tubes accounted for and stored properly
- Whistles accounted for
- Backboard secured and accessible
- AED present and secured
- First Aid Kit inspected and restocked if needed
- Emergency phone/radio secured

Equipment & Facility Shutdown

- Lane lines stored or secured as required
- Aquatic equipment returned to storage
- Furniture secured
- Gates and doors locked as directed
- Lights secured according to facility procedures

Administrative Responsibilities

- Daily log completed
- Incident reports completed (if applicable)
- First aid reports completed (if applicable)
- Maintenance concerns documented

Water Chemistry Verification - AquaDoc Eagle Ray Digital Test Kit

- Water sample collected
- Digital reader functioning properly
- Test strip within expiration date
- Results recorded in Aquatics Log

| Parameter | Result | Acceptable Range | Pass/Fail |
|---------------|--------|------------------|-----------|
| Free Chlorine | _____ | 1.0 - 4.0 ppm | _____ |
| pH | _____ | 7.2 - 7.8 | _____ |

| | | | |
|-------------------|-------|-------------------|-------|
| Total Alkalinity | _____ | 80 - 120 ppm | _____ |
| Total Hardness | _____ | Facility Standard | _____ |
| Cyanuric Acid | _____ | Facility Standard | _____ |
| Water Temperature | _____ | Facility Standard | _____ |

Results recorded in Aquatics Log

Issues Requiring Follow-Up

Certification

I certify that all assigned closing procedures have been completed and any concerns have been documented and reported.

Lifeguard Signature: _____

Emergency Action Plan (EAP) & Response Protocols

GCIT maintains a site-specific Emergency Action Plan. Every lifeguard must be familiar with the EAP and their assigned roles during an emergency. The Director of Athletics is responsible for updating the EAP annually, and presenting this to the district Superintendent for approval. Key elements include:

Immediate response priorities:

- 1. Activate EAP & ensure back-up coverage for surveillance.
- 2. Provide immediate rescue and emergency care per training (primary lifeguard performs rescue; secondary lifeguard clears pool and calls for assistance).
- 3. Call emergency medical services (dial 9-1-1) if required; designate a staff member to meet EMS and direct them to the incident location.
- 4. Use AED as indicated by protocol; continue CPR until relieved by equal or higher-level medical personnel.
- 5. Secure the area and preserve scene for incident reporting and investigation.

Specific scenarios (short protocols):

The following situations should be rehearsed and practiced by the head lifeguard on a routine basis. It is expected that the head lifeguard will keep a written log of EAP specific scenarios conducted. The Director of Athletics can request the log information at any given time. Inability to maintain a clear and accurate log will result in the disciplinary code of in the aforementioned section.

Unresponsive person in water — Perform an immediate rescue if safe: enter-water rescue or reach/throw/row/bring methods depending on distance and hazard. Initiate CPR per current guidelines if the person is not breathing; deploy AED as soon as available.

Spinal injury suspected — Stabilize the head and neck in-line; avoid unnecessary movement. Use backboard and spine-immobilization techniques per training; call EMS immediately.

Active seizure in water — Support the person at the surface, protect airway, remove from water as soon as possible, assess breathing, and initiate care per training.

Missing child — Initiate a headcount and immediate water search of the pool; clear the pool if last seen in the water. Notify facility management and follow district-specific policies for missing minors.

Chemical or facility failure (e.g., major leak) — Evacuate patrons, secure the area, notify Facilities/Maintenance, and follow hazmat protocols as needed. Do not re-enter until cleared by authorized personnel.

Post-incident responsibilities:

- Complete an incident report within 24 hours using the GCIT Athletic Department form.
- Preserve evidence (e.g., lifeguard logs, photos of conditions) for investigation.
- Participate in incident debrief and corrective-action planning.
- Coordinate with risk management and HR on follow-up (if staff-involved) and parent/guardian notifications for minors.

Training, Drills & Continuing Education

Initial training: All lifeguards must complete an approved lifeguarding course and pass practical skills and written exams. GCIT will document completion and maintain copies of certifications.

Regular drills and training:

- Monthly EAP drills that simulate realistic emergencies (unresponsive swimmer, spinal injury, multiple-victim incidents).
- Quarterly in-service skill refreshers (rescue tows, backboard lifts, CPR/AED practice).
- Annual full-facility emergency evacuation drill coordinated with Facilities and School Administration.
- After-action reviews and documentation for every drill and real incident.

Performance Evaluation & Discipline

Performance monitoring: Lifeguards will be evaluated through direct observation, drill performance, incident reviews, and compliance with uniform and behavior standards.

Evaluation process:

- Scheduled performance evaluations during probation and annually thereafter.
- Documentation of strengths and areas for improvement with an action plan if required.
- Immediate corrective action for safety violations; depending on severity, consequences may include suspension, retraining, or termination

Health, Safety & Incident Reporting

Health requirements: Reportable illness or communicable disease must be reported to the Director of Athletics and HR per district policy. If ill, do not report to duty.

Incident reporting:

- Complete the GCIT Incident Report for any injury, near-miss, or property damage.
- Notify the Director of Athletics immediately for significant incidents.
- Follow district policies for reporting suspected child abuse or neglect.

Facility Maintenance & Inspections

Lifeguards should conduct routine checks and report maintenance items. The facilities team maintains mechanical systems; lifeguards report water clarity, chemical odors, and visible hazards.

Daily pool checks include:

- Water clarity and free of visible biohazards.
- Working pool drains and grates present and secured.

- Lifeguard stands, ladders, and rescue equipment secured and functional.
- First aid kit stocked and AED operational with pad expiration checked.

Appendix: Forms, Checklists & Sample Documents

- Lifeguard Application
 - All initial screening of applicants will be conducted via Gloucester County Institute of Technology's Applitrack System for approval.
- Interview & Practical Skills Checklist
 - This document will be prepared by the Director of Athletics, and shared with the HR/Superintendent during the recommendation and approval process.
- Pre-shift/Post-shift Checklist
- Incident Report Template
 - The Director of Athletics, or an appointed designee, will print and have a minimum of 20 of these handouts ready at the First Aid station. If these units do not exist, or the supply is low, it is the responsibility of the head lifeguard to inform them that additional copies need to be made.
- Training Log & Drill Documentation Form
- Uniform Inspection Checklist
- Emergency Contact & Facility Map (include AED locations, EMS access points)

Interview & Practical Skills Checklist

Candidate Name: _____

Date: _____

Interviewer(s): _____

| Category | Performance / Notes |
|----------|---------------------|
|----------|---------------------|

Knowledge of lifeguard principles

Scenario question: emergency response

Conflict resolution / communication

Availability / reliability

Swim test (timed)

Rescue & first aid skills

Professional demeanor

Recommendation:

Strongly Recommend

Recommend

Not Recommended

Incident Report Template

Date / Time of Incident: _____

Location: _____

Name / Age of Individual(s): _____

Description of Incident:

Action Taken:

First Aid / EMS Response:

Witnesses: _____

Follow-Up / Recommendations: _____

Reported by: _____

Signature: _____

Uniform Inspection Checklist

| Item | OK | Needs Attention / Comments |
|-----------------------|--------------------------|----------------------------|
| Lifeguard shirt | <input type="checkbox"/> | |
| Swim shorts | <input type="checkbox"/> | |
| Whistle & lanyard | <input type="checkbox"/> | |
| Rescue tube | <input type="checkbox"/> | |
| Shoes / Deck footwear | <input type="checkbox"/> | |
| Sunglasses / hat | <input type="checkbox"/> | |
| Personal appearance | <input type="checkbox"/> | |
| Other | <input type="checkbox"/> | |

Additional Comments Related to Lifeguarding Operations:

Emergency Contact & Facility Map

List all key contacts and emergency reference details.

| Role / Location | Name | Phone / Ext | Back-up Contact |
|------------------|------|-------------|-----------------|
| Head Lifeguard | | | |
| GCIT Security | | | |
| Facilities | | | |
| EMS / Fire Dept | | | |
| Nearest Hospital | | | |

Attach facility map showing AEDs, exits, and EMS access routes.

Disclaimer: This manual is intended to provide GCIT-specific guidance and examples. It does not replace formal training from certified organizations (e.g., American Red Cross, YMCA). Always follow current clinical guidelines and district legal/policy requirements. Update this manual annually or after significant policy/facility changes.