

Vail's Grove
Lifeguard/Beach Handbook
Summer 2022



The purpose of this handbook is for general information and guidelines. All employees are responsible to follow the expectations that are outlined in this handbook. Please direct any questions to the Beach Committee Chair.

Job Descriptions

- Warns swimmers of improper activities or danger
- Enforces lake regulations and water safety policies
- Administer first aid in the event of injury
- Rescue swimmers of distress or danger of drowning
- Administer CPR or Artificial respirations if necessary using proper first aid equipment
- Monitor weather and conditions for the safety of the guests

Daily Responsibilities

- Prior to employee's first shift, all copies of certification and application must be completed and on file in the Vail's Grove office.
- In the morning, punch in your time card on the machine in the shed. Open and sweep the shed and hang the flag. Rake the shore removing any muck at the shoreline. Sweep the stairs. Remove any garbage from the night before. Set up chairs and umbrellas.
- During the shift, continuously scan the area of responsibility to respond effectively to an emergency. Have open communication with other guards about zones, breaks, and lunch.
- In closing, disinfect and neatly stack chairs leaving them on the right side of the shed. Make sure all the rentals and funds are placed in a lock box. Bring in flag. Make sure the shed is left in a neat and orderly condition. Check that garbage is not overflowing and neat. Rake the beach one last time. Punch out at the end of the shift.
- Rent the beach equipment, kayaks, paddle boards and paddle boat. Keep records of rentals and money to be handed in to the office manager daily, via the drop box on the Vail's Grove Pavilion door.
- Inform Beach chairperson immediately of any accidents.
- Never allow anyone to dive into shallow water or off of any beach docks.
- At least one lifeguard must be in the water or on the dock when there are one or more people in the lake.

Zones

Each guard is responsible for certain zones. Each guard will have a primary and secondary zone depending on staffing configuration and different user load conditions. While the guard should give their primary attention to their primary zone, they should also be aware of the rest of the facility.

Rotations

Guards should rotate, at minimum every thirty minutes.

Lifeguards are to be on post on the lifeguard chairs. The guest chairs are for the guests of the beach and not the lifeguards. You are working and are to remain on post.

Vail's Grove Beach Communications Signals

- One (1) short whistle blast- used to gain patron attention
- Two (2) short whistle blast, and pointing- used for an emergency in the pool and gain the attention of another guard.
- Three (3) short whistle blasts- alerts the staff that you are leaving the chair to make a save.
- One (1) long whistle is used for clearing the lake for potential danger

Work Rules

- Do not punch in or out any other guard than yourself.
- Cell phones and electronic devices are not to be used by employee while on work time: *Failure to adhere to this rule will result in immediate release of that day's duties without pay and possible termination of employment.*
- Guards **MUST** be in chairs if there is anyone in the water.
- Be professional. The following activities are prohibited; smoking, playing cards, sleeping and socializing with friends.
- Lifeguards are never allowed to baby-sit while on duty and getting paid by Vail's Grove Cooperative.
- Attendance on Holidays and Beach Day is mandatory.

Schedules

- Schedules will be made monthly by the Beach Chairperson.
- Beach chairperson **MUST** be contacted if there is a change request to the individual schedule.
- Schedules will be made monthly and posted by the last week of the month.
- At no time are you to find a replacement that is not a lifeguard hired by Vail's Grove Cooperative.
- Days off, start days and return to school dates must be directed to the Beach Chairperson
- Time cards are due to the Vail's Grove office at **THE END OF EVERY SUNDAY NIGHT SHIFT**. This is the responsibility of the last Sunday night guard. Failure to do so may result in **EVERYONE** not getting paid in a timely manner.
- Lifeguards must inform Beach Chairs of any vacation time for the summer. This is a summer job and attendance is expected.

Uniform Requirements

- One-piece red lifeguard bathing suit for females. Red swim trunks for males.
- Females may wear shorts over their suits. Shorts must be in good condition be navy blue or red in color with no printed words or symbols.

- T-shirts and whistles will be provided by Vail's Grove Cooperative
- Lifeguard uniforms should not be worn when not working.

Safety issues

- Be strong and confident in the use of the whistle
- Consistent in the rule enforcement
- Second violation of the rule in the same day, have the person sit out of the lake
- Ladders are for entering and exiting the lake only.
- Parents must be with children that have difficulty swimming

Weather policy

- In the event of distant thunder, the lake is to be cleared and remain clear of swimmers until 20 minutes after the last sound of distant thunder.
- If there is severe weather and heavy rain, the lake beach area is to be closed.
- Call beach Chairperson when closing the beach early.
- Pay is ½ price for every hour closed.

Secondary Responsibilities

- Opening thUpon opening of the beach, rake the sand and shallow part of the water. The raking of the beach will occur again after the 1:00 hour. This means the beach is to be raked **twice daily**.
- Pick up any garbage.
- Stack chairs at the end of the day
- Keep the shed clean and orderly
- Rent the beach equipment, kayaks, paddle boards and paddle boat. Keep records of rentals and money to be handed in to the office manager daily, via the drop box on the Vail's Grove Pavilion door.

The purpose of these rules is to help us all be successful in our jobs. Any individual questions can be directed to the Beach chairperson. The 2021 Beach Chairpersons are Julie Salerno & Meghan Cassidy. Their contact information is the following:

(516) 318-0987- Meghan Cell

(914) 760-3456 Julie Cell

meghanacassidy@comcast.net- Meghan's Email

sprout025@aol.com- Julie's Email

Life Guard Application:

https://docs.google.com/forms/d/e/1FAIpQLSfc9w3dknaAqTGe7nqL0OTqHYuGOx8rF8nfgd36knbGzm05TQ/viewform?usp=pp_url

I have read the Vail's Grove Cooperative Handbook for the summer of 2019
I understand the rules and my own responsibilities as a lifeguard

I am aware that failure to follow these rules may result in termination.

Signature

Date

Please return this form along with your application and certifications. This will be kept on file along with your personal information.