



Policy Manual

**REDWATER OUTDOOR SWIMMING
POOL OPERATIONAL POLICY**

APPROVED

RES. NO.: 12-143

DATE: June 5, 2012

REVISED

RES. NO.: 13-032, 13-179, 14-031, 20-091

DATE: February 5, 2013, June 18, 2013, February 18, 2014, April 7, 2020

Signature of Approval of Authorized Personnel: _____

A handwritten signature in blue ink, appearing to be "Larry D. L.", written over a horizontal line.

PURPOSE:

The Redwater Outdoor Swimming Pool is a recreational, aquatic facility serving the Town of Redwater and the surrounding region. The Town is committed to providing a safe, sanitary, and welcoming facility in support of a healthy and vibrant community.

POLICY STATEMENT:

The Redwater Swimming Pool Operational Policy shall establish standards and regulations that govern the operation of the Redwater Swimming Pool to ensure a safe, sanitary, and welcoming environment.

DEFINITIONS:

“Aide” means an adult who is responsible to provide assistance or personal care to a person who is ill, elderly, or disabled.

“Anti-Entrapment Equipment” means an outlet or opening in the pool basin that can generate suction (i.e. main drain or skimmers).

“Assistant Pool Manager” means the adult employed by the Town of Redwater to assist the Pool Manager with the overall management and operation of the Redwater Pool.

“Aquasize Instructor” means the Instructor holding a current Waterart Shallow and Deep Water H2O Certificate or Alberta Fitness Leadership Certification (AFLCA).

“Barrier Device” means a type of personal protective equipment designed to protect rescuers from exposure to infection when in close contact with victims.

“Buoyant Aid” means any device that floats and can be easily thrown or carried to a victim to help support them in the water.

“Emergency Equipment” means spine board, Automatic External Defibrillator (AED), reaching poles, buoyant aids, and first aid box.

“Emergency Telephone” means a phone that is accessible to Pool Staff or Patrons and is directly connected to the local telephone utility, directly connected to emergency services (programmed), and that will remain operational during a power outage.

“General Area” means the area adjacent to the Pool Deck within the fenced area that is used for activities other than swimming as per “SCHEDULE F POOL MAP”.

“Ground Fault Interrupter Outlet” means an electrical outlet that is a device designed to protect people against electric shock from an electrical system.

“Instructor” means the person holding a current Red Cross Water Safety Instructor (WSI) Certificate or Lifesaving Society Swim Instructor (LSI) certificate and is employed by the Town of Redwater to provide aquatic instruction to Swimmers.

“Lifeguard” means the person holding a current, Red Cross Lifeguard Certificate or National Lifeguard Certificate (NL) and either a current Aquatic Emergency Care or First Aid (CPR Level C) Certificate and is employed by the Town of Redwater to maintain supervision of Patrons utilizing Redwater Pool.

“Maximum Bather Load” means the maximum allowed number of Swimmers in the Swimming Pool or Wading Pool at one time

“Major Incident” means an incident where adequate pool coverage cannot be maintained and the pool must be cleared until one or more Lifeguard(s) attention can be directed back to pool supervision.

“Major Incident First Aid Report Form” means the form used to document first aid performed during a Major Incident (Attached as “SCHEDULE D.1 Major Incident First Aid Report Form)

“Minor Incident” means an incident where adequate pool coverage can be maintained at all times by one or more Lifeguards.

“Minor Incident First Aid Report Form” means the form used to document first aid performed during a Minor Incident. (Attached as “SCHEDULE D.2 Minor Incident First Aid Report Form”)

“Patron” means any person using Redwater Pool facility.

“Picnic Area” means the picnic area adjacent to Redwater Pool on 53rd street (Attached as “SCHEDULE F POOL MAP”).

“Pool Deck” means the area immediately surrounding the Swimming Pool and Wading Pool within the pool fence as per “SCHEDULE F POOL MAP”

“Pool Manager” means the adult employed by the Town of Redwater and assigned responsibility for the overall management and operation of the Redwater Pool and whom reports to the Community Services Manager.

“Pool Operator” means the person employed or contracted by the Town of Redwater, at any given time, holding a certificate as a Pool Operator from an organization that is on the List of Approved Pool Operator Education Organizations from Alberta Health and who will be responsible for the maintenance of the pool and health requirements as outlined in the Alberta Health Pool Standards.

“Pool Staff” means all employees working at the Redwater Pool and include: Pool Manager, Assistant Pool Manager, Senior Pool Guard/Instructors, and Junior Pool Guard/Instructors.

“Pool Rental Agreement” means the agreement utilized to formalize the rental of the Redwater Pool by private individuals or groups. (Attached as “SCHEDULE C POOL RENTAL AGREEMENT”)

“Pool Rental Booking” means the process of renting Redwater Pool for a private function or event.

“Pool Rental Deposit” means the monetary deposit required to hold a Pool Rental Booking for the renter as per the Fees and Charges Policy.

“Recreational Equipment” means the slide, diving board, pool stairs and pool ladder railings.

“Redwater Pool” means the Swimming Pool, Wading Pool, Pool Deck, General Area and associated buildings and/or land located at 5223 49 Avenue, Redwater, Alberta. Redwater Pool does not include the Picnic Area, Pool Parking Area, or property front as per “SCHEDULE F POOL MAP”

“Redwater Pool Property” means Redwater Pool, the Picnic Area, Pool Parking Area, and property front as per “SCHEDULE F POOL MAP”.

“Registration Deadline” means before the first class of a session.

“Renter” means an individual or organization that has a Pool Rental Agreement with the Town for private use of Redwater Pool.

“Responsible Person” means a person aged 14 and older and able to pass a Swim Test on request.

“Shift Supervisor” means the staff member who is responsible for managing the shift and can be either the Manager, Assistant Manager or the designated Senior Guard/Instructor.

“Spine Board” means the device for immobilizing a suspected spinal injury, with a head piece for neck immobilization and at least three straps for securing the injured patron on the board.

“Swimming Pool” means the area holding water that is 3 feet and deeper designated for recreational use such as swimming or diving and is located at 5223 – 49th Avenue.

“Swim Test” means the ability to successfully swim, on their front, two full widths (20 metres) of the Swimming Pool.

“Swimmer or Bather” means a person in the Wading or Swimming Pool.

“Tagged Out” means the process used to control and eliminate a hazard as outlined in the OH&S Equipment tag out SOP.

“Town” means the Town of Redwater.

“Wading Pool” means the shallow pool designated for recreational use other than swimming or diving.

A. OPERATIONAL STANDARDS:

All operational standards are listed in “SCHEDULE A OPERATIONAL STANDARDS” of this policy including:

1. Pool Staff Certification Standards
2. Pool Staff Training and Evaluation Standards
3. Pool Staff Clothing Standards
4. Pool Safety and Supervision Standards
5. Emergency Telephone/Communication Safety and Inspection Standards
6. Recreational Equipment Inspection Standards
7. Emergency Equipment Inspection Standards
8. Anti-Entrapment Inspection Standards
9. Ground Fault Interrupter Outlet Inspection Standards
10. Signage Requirements
11. Record Keeping Standards
12. Written Procedure Standards
13. Pool Hours of Operation and Unscheduled Closures

B. REDWATER POOL REGULATIONS AND PUBLIC HEALTH PROTOCOLS

All pool regulations and public health protocols are listed in “SCHEDULE B: REDWATER POOL REGULATIONS AND PUBLIC HEALTH PROTOCOLS” of this policy including:

1. Patron Code of Conduct
2. General Facility Regulations
3. Swimming Pool and Wading Pool Admission Regulations
4. Public Health Pool Admission Protocols
5. Swimming Pool Safety Regulations
6. Wading Pool Safety Regulations
7. Diving Board/Slide Regulations
8. Swimming Lesson Registration and Refund Regulations

9. Pool Rental Regulations

C. POOL RENTAL AGREEMENT

The Pool Rental Agreement will form “SCHEDULE C POOL RENTAL AGREEMENT” of this policy.

D. MAJOR/MINOR INCIDENT FIRST AID REPORT FORMS

The Major and Minor First Aid Report Forms will form “SCHEDULE D.1 MAJOR FIRST AID REPORT FORM and SCHEDULE D.2 MINOR FIRST AID REPORT FORM” of this policy.

E. SWIMMING LESSON WITHDRAWAL/REFUND REQUEST FORM

The Swimming Lesson Withdrawal/Refund Request Form will form “SCHEDULE E SWIMMING LESSON WITHDRAWAL/REFUND REQUEST FORM” of this policy.

F. POOL MAP

The Redwater Pool Map shall form “SCHEDULE F POOL MAP” of this policy.

G. POOL FEES:

Pool fees for the Redwater Pool shall be approved by Town Council as outlined in the Fees and Charges Policy.

REFERENCES:

1. Alberta Health, Pool Standards, July 2014 (Amended January 2018)
2. Town of Redwater Community Standards Bylaw
3. Redwater Pool Evacuation Plan

