

**DUNN LORING SWIM CLUB
EMPLOYEE HANDBOOK
2018**

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2018 EMPLOYEE HANDBOOK**

Welcome to the Dunn Loring Swim Club (DLSC or “the club”) staff for the 2018 season! You have a very important role in the safety, experience, and overall satisfaction of our members. We thank you for taking on this responsibility and helping to build the DLSC community and make it a truly special place.

You are provided this Employee Handbook to help you understand, enforce, and be in compliance with the Policies, Regulations, Code of Conduct and all other material in the Employee Handbook and its Appendices. The contents of the Employee Handbook are set by the DLSC Board of Directors (the “Board”).

As a DLSC employee your first responsibility is to ensure the safety of the members and guests of the pool while always acting in full compliance with all provisions of the Employee Handbook. You are also expected to help maintain the cleanliness of the pool, its grounds and surroundings. You are a part of a team, a reflection of our community and we expect you to lead by example.

After you have read, understand and are thoroughly familiar with the contents of the DLSC Employee Handbook, you must print and sign the Employee Agreement Form (Appendix A). If you are under the age of 18, a witness over the age of 18 must verify that it is your signature on the form. You must give your manager a copy of this agreement. No employee will be allowed to work at DLSC without providing a signed copy of this form to his/her manager. If you have any questions, please contact your manager.

I. GENERAL DLSC INFORMATION

Purpose:

The purpose of this Employee Handbook is to provide DLSC employees with pertinent information including:

- General DLSC Information
- Policies and Regulations of the Club
- Pool Employment and Duties
- Club Maintenance and Use
- Anti-Harassment Policy
- DLSC Code of Conduct
- Appendices

Mission:

DLSC was formed in 1963 with the mission of developing and strengthening the community of Dunn Loring by providing swimming facilities and recreational facilities. The club is a place for the 625 members to safely enjoy their summers. DLSC is a family-serving, community-based organization dedicated to providing a safe and pleasant environment for summer swimming and fun.

Goal:

Ensure that DLSC members to have a safe and fun summer at the DLSC.

DLSC Organization:

The DLSC is managed by a volunteer Board of Directors elected by the Membership. The Board of Directors is comprised of up to 13 Directors. These Directors are members who volunteer their time to ensure the ongoing operation of the pool.

2018 Board of Directors Officers:

President	Brian Murphy
Vice President	Shawna Yashar
Treasurer	Matt Tully
Secretary	Jim Briody

2018 Board Committees:

Personnel	Patty Orfini, Frank Piazza, Shawna Yashar, Lisa Youngers
Health & Safety	Frank Piazza, Chip McElhatten, Patty Orfini
Finance	Matt Tully, Jim Briody, Todd Nelson
Maintenance	Frank Piazza, Steve Van Winkle
Social	Shawna Yashar
Communications	Catherine Keightley

Technology	Pat O'Hearn
Renovation	Steve Van Winkle, Brian Murphy
Snack Bar	Open
Nominations& Governance	Lisa Youngers, Jim Briody, Brian Murphy

DLSC Staff

Pool Supervisor – Gena Kuhblank

Front Desk Manager Coordinator – Robin Atsaves

Pool

Pool Managers – Robert Leap, Maddie Nyce
Head Life Guard – Michelle Dirkse

Snack Bar

Supervisors – KC Buckley

Swim and Dive Team

Swim Team Representatives –Kathi/Paul Ayers, Melissa Paine, Jane Hwang,
Deanna Heier

Dive Team Representatives – Sonya Marsden, Tracy Bloom, Tanya Ratner, Lisa
Koch

II. DLSC POLICIES AND REGULATIONS

A complete copy of the DLSC Policies and Regulations is made available to all DLSC members. It is updated to reflect any changes or new policies. All DLSC members and staff are expected to abide by the policies and regulations therein.

The Policies and Regulations instruct parents to caution their children to observe all Policies and Regulations and to obey the requests of the staff. They instruct children and adults to show proper respect and cooperation at all times. The staff is authorized to enforce the Policies and Regulations of the DLSC and to politely remind members of what is expected of them.

Swimmers need to render attention to the lifeguard immediately upon hearing the lifeguard whistle for any reason and to clear the pool immediately when directed to do so. Lifeguards are in control of the pool and have the **full authority** to clear the pool in case of an emergency or weather-related reasons. The manager on duty will notify the lifeguards when to close the pool in the case of weather-related reasons.

The pool supervisor has the authority to suspend pool privileges for up to one week (Ref: By-Laws, Article III, Section 9) and may recommend further suspension of pool privileges to the Board for any member who does not follow the Policies and Regulations.

III. POOL EMPLOYMENT AND DUTIES

All employees must learn and be in compliance with the specific duties required by their job and anticipate what needs to be done without being told what to do. Specific job duties for each role can be found in the job descriptions or contracts included in the Appendices to this Employee Handbook. All employees are expected to execute other duties as assigned. Lifeguards may be asked to assist at the snack bar and so should be aware of the snack bar duties as well. Where appropriate, job agreements should be signed and returned by the required date.

A. Duties/Policies: All Employees

All employees are required to be on time and arrive at the designated start time of their shift in their assigned uniform ready to assume their responsibilities. **Do not clock-in until you are ready to begin your required duties.** You will be paid for your shift starting at the time you are scheduled to be there unless you have been authorized by a manager to begin your shift earlier.

All employees should help keep the pool grounds clean (including the area around the snack bar) and keep the trash picked up. **No one other than snack bar employees (or other employees directed to assist in the snack bar by a supervisor) are allowed to enter the snack bar at any time. No one may accept free food or ask for items without paying for them.**

All employees are expected to interact with pool members, guests and other staff in a professional and courteous manner at all times.

The Pool Supervisor, Pool Assistant Managers and Manager on Duty must be certified lifeguards and pool operators. There must be a pool operator at the pool at all times.

1. Payroll Policy

There will be a \$30 replacement fee for lost paychecks.

2. Evaluations

All employees including those in management positions will receive mid-season and end of season evaluations. These evaluations are meant to give guidance to DLSC employees as to how they are doing. The employee will be given the opportunity to discuss these evaluations with the assistant managers and pool supervisor. These evaluations will be signed by the employee to indicate that

they have read the evaluation and the employee may add his/her own comments to the evaluation. These evaluations will become part of the employee's employment file.

3. Counseling and Discipline

When unsatisfactory performance occurs, the manager/supervisor should discuss the situation with the employee. If performance problems continue, other measures may be taken. These may include an oral or written warning, probation, suspension, termination, demotion, or other measures.

a. Lines of Communication

If any employee observes any actions or conduct that he or she believes are improper or inappropriate, that employee should report these actions or conduct to his or her manager, or the pool supervisor. If the employee feels that further action or discussion is necessary, the employee should speak to a member of the Personnel Committee so that it can be addressed.

b. Complaints

Any employee who has a complaint relating to his/her employment with DLSC (including any disciplinary measures imposed by his/her manager/supervisor) may voice that concern in an appropriate manner without fear of recrimination or retaliation.

Whenever possible, complaints should be resolved on an informal basis; however, more formal procedures are available when needed. They are as follows:

- Discuss the matter first with the individual(s) directly involved if feasible. If that does not resolve the matter or is not feasible, put the complaint in writing and send it to a member of the Personnel Committee.
- The Personnel Committee will meet with the pertinent individuals, separately or together as deemed appropriate, and will attempt to resolve the matter in an appropriate manner.
- All portions of the Complaint Procedure are confidential and not subject to general discussion by any of the parties involved.

4. Late Policy

Employees should always be on time and ready for their shift. Employees who are late and do not call or have not given advanced notice are subject to the following policy:

First Late Offense: A verbal warning is given to the employee. Lifeguards may be given additional duties to do on their shift.

Second Late Offense: A written warning is given to the employee and a copy will be placed in the employee's file. Lifeguards may be given additional duties to do on their shift or offered less shifts.

Third Late Offense: A final written warning is given to the employee and the employee will be put on probation. They will be notified that any additional offenses may result in the termination of their employment.

Fourth Late Offense: Terminating the employee's employment at the pool will be taken to the Personnel Committee for consideration.

5. Announcements/Inclement Weather

Front desk staff should make appropriate announcements as needed. The manager on duty may direct some announcements that may need to be made to the lifeguard staff or membership. The manager on duty will determine if DLSC will close.

Trash Announcement –

“Please help us keep DLSC beautiful. We have conveniently located trash containers around the club to help you dispose of food wrappers and trash. Thank you.”

Inclement Weather (in the area) Announcement –

“We have just been notified of severe weather in the area. We will have to close the Dunn Loring Swim Club in the event of thunder or lightning. Please plan your evening accordingly. Thank you.”

Thunder or Lightning Announcement –

“We have just heard thunder (and/or seen lightning) in the area. DLSC is now closed. Please exit the premises immediately for your safety. Weather-permitting, the pool will reopen 30 minutes after the last thunder is heard. We apologize for any inconvenience and look forward to see you back once the area is deemed safe. Thank you.”

In compliance with Fairfax County regulations regarding thunder, DLSC is obligated to close the premises immediately after hearing thunder. In the event that a lifeguard hears thunder or sees lightning, they are to blow their whistle (twice) to clear the pool AND alert the manager on duty. The manager will have the Thunder or Lightning Announcement made.

NOTE: The manager may send lifeguard employees home or call employees to cancel shifts if the pool closes during inclement weather or if inclement weather causes a significant decrease in pool attendance.

6. Patch Test

Children 12 years of age and younger are required to pass an annual Patch Test in order to use diving boards, be in water above their shoulders, and join the Swim and Dive teams. Only managers are allowed to give the Patch Test and only at break times. Records of those who successfully pass the patch test are kept in the office. Lifeguards will enforce the rules and may check to see if children have passed the Patch Test.

7. DLSC Group Swim Lessons

- Lifeguards are encouraged to teach sessions of group swim lessons. Lifeguards are required to attend a basic swim lesson training session delivered by the pool supervisor prior to teaching swim lessons.
- Lifeguards should be familiar with the guidelines/requirements for each class and help assign swimmers to the most appropriate class based on their ability and age. The lessons are intended to help young swimmers develop fundamental swimming skills and ready them for more advanced training.
- Lifeguards must be flexible and cooperative in staffing group lessons. When teaching swim lessons, a lifeguard/manager must clock-in on a special timecard designated for lessons and should be ready to work when they clock-in. Hourly rate depends on the numbers of children signed up for lessons. Lifeguards are expected to be ready in the pool before the children arrive at the designated lesson time. Swim lesson instructors should stay in the water with their class and not carry on conversations with parents or members during lessons. Full attention should be on the swimmers. Conversations with parents should be before or after the lesson or directed to the pool supervisor.

8. Swim Lessons - Private

- **ONLY full time lifeguards in good standing and coaches employed by the Swim and Dive teams may offer paid private lessons to members and must attend the basic swim lesson training session by the pool supervisor prior to offering private swim lessons.**
- Private lessons may only be given during regular pool hours. The private lessons may only be given when the lifeguard/coach is **not** working a shift.

Lifeguards/coaches must obey all pool rules while giving private swim lessons and may not use the adult lap lanes. A third lane specifically for lessons may be used for lessons when the pool is not crowded.

- Advertisements for private lessons should be “professional”, stating the lifeguard/coach’s name and telephone number. These ads should be on paper no larger than 8 ½ x 11 and should be posted on the bulletin boards in the registration area of the bath house.

IV. FACILITIES MAINTENANCE AND USE

A. Maintenance

1. DLSC employs a Pool Maintenance contractor, Jeff Allen, to prepare the pool for opening duties.
2. This year DLSC will not contract with a seasonal maintenance contractor to handle general maintenance during the season. The pool supervisor, assistant managers or board members should be informed if maintenance fixes and repairs are required. The Maintenance Committee along with the Pool Supervisor will determine the best course of action and are the only ones to contact the Maintenance Contractor. Simple maintenance, such as changing light bulbs or basic tasks should be performed by the lifeguard staff, as needed. Assistant managers and lifeguards are expected to assist the Maintenance Contractor as needed.
3. Lawns. DLSC hires a lawn service to maintain, mow and trim the lawns. If some limb pick up is required during the week, the lifeguard staff will perform this task. Lifeguards should place branches in the trash container. They should not be thrown into the fenced area.
4. Trash. DLSC hires a trash service to pick up our trash. Only DLSC trash is to go into our trash container. Please report any unauthorized use of our trash container. We have trash picked up once or twice a week depending on the need.

B. Keys

Only the pool supervisor and two assistant managers should have keys to DLSC. All employees should ask permission to use the keys should it be necessary. No one, including managers, is allowed to make copies of the keys for any reason. Replacement or extra keys must be requested through the Board Maintenance chairperson.

C. USE OF FACILITIES

1. Full and part-time lifeguards, front desk staff, coaches and snackbar workers who are not DLSC members may use DLSC for recreation during pool hours **when not on duty** or with the permission of the pool manager on duty. Substitute lifeguards who are not members may use the pool on a day they will be working, either before their shift or after. Non-member

DLSC employees are permitted to bring one guest, so long as they pay the guest fees, when they come to the club and are not working. Employee members of DLSC must follow all guest policies as outlined in the DLSC Policies and Regulations. This includes the provision that members are required to stay with their guests while their guests are at the Club. Guests must leave the pool premises when the member leaves (or the employee goes on duty). Normal guest fees apply at all times.

2. Employees should present a professional demeanor while on duty, this includes the times they are at the lifeguard station, in the office and/or while they are in the lifeguard stand. Lifeguards, front desk workers, coaches, and snackbar workers should not sit on counters, lie on lounge chairs or put their feet up on tables. Lifeguards, front desk workers, coaches and snackbar workers should never use foul or derogatory language nor make inappropriate gestures. (See Code of Conduct for a more complete description of inappropriate behavior.)
3. Lifeguards generally sit at the lifeguard station, in regular deck chairs, but should be readily available at all times while they are on duty to members and their guests and to provide first aid as the need arises. While at this station, they should be monitoring the baby pool and watching the pool deck for safety and rule violations.
4. All employee use of the basketball, volleyball and other pool facilities while on duty is at the discretion of the manager on duty.

V. ANTI-HARASSMENT POLICY

1. DLSC's policy is to treat all employees with respect and dignity and to provide a workplace that is free from discrimination and harassment. DLSC will not tolerate harassment of any kind. This prohibition includes harassment for any unlawful discriminatory reason, without regard to sex, race, color, religion, sexual orientation, gender expression or identity, ancestry or national origin, age, disability, genetic information, marital status or veteran status. This prohibition also includes harassment against an individual because he or she has opposed prohibited discrimination or has participated in a complaint of discrimination.
2. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other physical, verbal, or visual conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a condition of the individual's employment;
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or abusive working environment.

3. Any person, who believes he or she has been or is being subjected to any form of harassment, or is aware of another person being subjected to harassment, should immediately bring the matter to the attention of a manager or supervisor or a member of the Personnel Committee. All managers, assistant managers and supervisors are required to report complaints of possible harassment to a member of the Personnel Committee.
4. All reports of harassment will be promptly and objectively investigated. Such matters will be handled on a confidential basis, except to the extent necessary to conduct a proper investigation.
5. Any person who in good faith reports harassment or other inappropriate conduct pursuant to this policy, or otherwise provides information related to a complaint, will not be retaliated against or adversely treated, with respect to terms and conditions of employment, as a result of making such report or providing such information.

6. Any person who has made a report to any of the above-designated persons and who feels their concerns are not being addressed promptly, should report the situation immediately to a member of the Board.
7. Any persons who engage in harassment or any other violation of this policy are subject to discipline up to and including discharge.

VI. CODE OF CONDUCT

As an employee of Dunn Loring Swim Club, you are expected to adhere to the Code of Conduct at all times. You are expected to use best judgment and the guiding principles outlined below:

- **Safety.** You are expected to protect our members, guests, other employees and yourself from unsafe situations, conditions, and actions.
- **Enforcement.** The pool rules and regulations have been defined to protect our members, guests, and employees and ensure a smooth running pool. You are expected to know, follow and enforce the pool rules and regulations.
- **Leadership.** As employees of Dunn Loring Swim Club, you are leaders of the pool community. The community expects you to set the example of conduct and responsibility. Conduct yourself in a manner to earn the respect and confidence of members and other employees.
- **Role Model.** Be aware of the responsibility you have to act as a role model for youth to emulate. Know that your actions may influence others.
- **Work.** When on duty, be on duty.
- **Respect.** You are expected to respect each other, your managers, members, and guests. You should also expect the respect of your fellow workers, members and guests.
- **Responsibility.** You are expected to be responsible for yourself and your duties as an employee.

The activities outlined below are strictly prohibited. Any employee who violates this Code of Conduct is subject to discipline, up to and including termination from employment with DLSC.

- Threatening, abusive, or inappropriate/foul language or gestures along with inappropriate comments towards a staff member, member, or guest of DLSC
- Possession or use of alcoholic beverages or illegal drugs or substances on DLSC's property or reporting to for work to DLSC while under the influence of drugs or alcohol (The only exception to this is that an employee who is of legal age may possess or consume alcoholic

beverages on premises when not on duty if it is an occasion when other members are allowed to do so.)

- Bringing dangerous or unauthorized materials such as explosives; firearms, weapons or other similar items onto DLSC's property
- Trespassing at any time on DLSC property when the pool is closed
- All illegal activities
- Discourtesy or rudeness to a member, guest or fellow employee
- Verbal, physical or visual harassment of a member, guest or fellow employee
- Actual or threatened violence toward any individual or group
- Conduct endangering the life, safety, health or well-being of others
- Failure to follow any DLSC policy or procedure
- Bullying or taking unfair advantage of any member, guest or fellow employee
- Failing to cooperate with the pool supervisor or manager on duty

- Being absent from work without a valid reason; being late or taking unexcused absences from work

- Ignoring work duties or wasting time during working hours

- Intentionally giving any false or misleading information to obtain time off from work

- Willfully damaging, destroying or stealing property belonging to fellow employees or the company

- Fighting or engaging in horseplay or disorderly conduct

- Refusing to follow or failing to carry out the reasonable instructions of a DLSC board member, the pool supervisor, assistant managers or community authorities such as the police, firefighters or emergency medical personnel

- Smoking contrary to established policy or violating any fire protection regulation

- Willfully violating health and safety regulations including the use of protective equipment such as eye protection, gloves, etc. when working with pool chemicals
- Failing to wear clothing conforming to standards set by DLSC
- Not taking proper care of, neglecting or abusing DLSC equipment or tools
- Using DLSC equipment in an unauthorized manner
- Touching any members, guests or fellow employees in an unprofessional way. Try to make sure that you are never alone with a member under 18 years of age. Do not provide rides for a child unless approved by a parent or a supervising adult. Do not provide any over-the-counter drugs to anyone
- Playing inappropriate music over the loudspeaker. Inappropriate music includes any music with foul, aggressive or abusive language. If you cannot sit and enjoy a particular song with you mother or grandmother, it is not appropriate to play at DLSC
- Misusing the loudspeaker system by making inappropriate or unnecessary announcements.

VII. APPENDICES

The appendices include contracts and/or job descriptions for each job area of the pool. These are the tasks every employee is expected to follow for their respective job area. Additionally, every employee at DLSC is also responsible for other duties as assigned.

- **Appendix A: Employee Handbook Agreement Form**
- **Appendix B: Front Desk Worker Job Contract**
- **Appendix C: Snack Bar Supervisor Contract**
- **Appendix D: Snack Bar Worker Contract**
- **Appendix E: Pool Manager Job Description**
- **Appendix F: Head Guard Agreement**
- **Appendix G: Lifeguard Job Description**
- **Appendix G1: Other Specific Lifeguard Duties**
- **Appendix H1: Blank**
- **Appendix H2: Head Swim Coach Contract**
- **Appendix I: Swim Coach Contract**
- **Appendix J: Mini-Dolphin Coach Contract**
- **Appendix K: Head Dive Coach Contract**
- **Appendix J: Assistant Dive Coach Contract**

APPENDIX A: Employee Handbook Agreement Form

EMPLOYEE HANDBOOK AGREEMENT FORM

NAME (Printed) _____

I have read and I understand the 2018 DLSC Employee Handbook. I agree to fulfill all the outlined responsibilities of my job description.

I have read and I understand DLSC's Code of Conduct as outlined in the DLSC Employee Handbook. I agree to abide by the rules described and understand that I may be dismissed (fired) if I violate any of these rules.

Signature _____

Date _____

If employee is under the age of 18, his/her signature must be witnessed
Witness (Must be over the age of 18 and witness the signature above)

Date _____



Appendix B: Front Desk Worker Job Contract

DUNN LORING SWIM CLUB Front Desk Worker Contract

Name, pay rate

Front Desk Workers report to the Membership Secretary, the Pool Supervisor, the Personnel Committee and/or the DLSC Board of Directors. The Board of Directors reserves the right to dismiss a front desk worker at any point during the season.

Front Desk Workers must be at least 18 years of age.

As a front desk worker, I agree to:

- Promote safety for all members and employees;
- Read and *follow* the Dunn Loring Swim Club Employee Handbook;
- Follow directions of the Manager-on-Duty; request assistance from the Membership Secretary, the Pool Supervisor or the Manager-on-Duty if there is an issue at the front desk;
- Be on time for your scheduled shift; attend in-service meetings as required.
- Verify membership using photos on Gate Control System;
- Collect fees for all guests;
- Secure cash box;
- Answer any incoming calls;
- Make loudspeaker announcements, as necessary;
- Enforce all rules for admission (e.g. ALL MEMBERS MUST SIGN IN WHEN ENTERING THE CLUB).
- Agree to drug testing if requested; adhere to and enforce the ban on all firearms or weapons on DLSC property.
- Treat all members and staff with courtesy and a helpful attitude.
- Perform other duties as assigned.

Front desk workers will work approximately 2 shifts per week and will wear the approved Dunn Loring Swim Club t-shirt.

In signing this Job Agreement, I certify that I understand and accept the responsibilities expected of me as a Front Desk Worker for the Dunn Loring Swim Club. I also understand that I am expected to work until the end date of my job agreement as indicated on my application.

Employee Signature and Date



Appendix C: Snack Bar Supervisor Contract

Dunn Loring Swim Club (DLSC) SNACKBAR SUPERVISOR CONTRACT (Name, hourly wage)

- 1) Set the example for “ALL” workers to follow by conducting yourself in the following manner:
 - Adhere to and follow all DLSC rules and regulations
 - Read and follow the Dunn Loring Swim Club Employee Handbook
 - Read, follow, and enforce the Dunn Loring Swim Club Code of Conduct
 - Agree to drug testing if requested
 - Be attentive to and follow the direction of the DLSC Management personnel
 - Be punctual and ready to start work in accordance with assigned work-shifts
 - Maintain a clean and neat appearance and proper attire
- Note:** Proper attire is most any clothing but, **No Swimsuits or changing inside the Snack bar**
- Be polite and friendly at “ALL Times” to “ALL” co-workers and customers of the Snack Bar, including “ALL” DLSC members and guests of the Swim Club itself.
 - Use good judgment in training and supervising staff and always be encouraging and helpful towards others
 - Ensure the Snack Bar is clean and organized at all times (including refrigeration/freezer units, counter tops, floor area, microwaves and other equipment, and the back storage area counters, sinks and floor)
 - During slow periods, wipe down picnic tables and pickup any spills and trash items around the outside areas of the Snack Bar and picnic table area
 - **Continually check to ensure “ALL FREEZERS and REFRIGERATION UNITS” are working properly and doors are fully and securely shut at all times.**
 - Assist with Scheduling needs
 - Assist with Inventory counting and storing needs

- Review "Management Notebook (Log)" at the start of each shift and be sure to record necessary communications such as; **Injuries/Accidents-Weather Conditions-Out of Stock Items-Equipment Problems- Workers NOT showing up or are late more than 10 minutes-Spoiled or Damaged Food Items, and any other information you feel needs to be communicated.**
- Always use good cash handling procedures (never leave cash laying out on counters or leave cash draw open when not in use)
- Always "Count the Cash Draw" at both the "Beginning and End" of your work-shift
- Be sure to leave the proper "**Starting Cash Bank = \$150.00**" in the "Cash Draw" at the end of your shift
- Place the "Remaining Cash in Excess of the \$150.00 Starting Bank in an envelope and note the "Date", "Work-shift Time", "Dollar Amount of Cash inside" and "Worker's name" on the envelope.
- Store completed Cash Envelopes in the "Cash Box" underneath the counter for Management
- Keep microwave ovens clean both inside and out - **Note:** Be careful handling "Popcorn" butter has leaked at times and it is **HOT - Serve on Paper Plate to younger children**
- Re-stock drink coolers during slow times using the following process;
 - (1) Pull existing "COLD" drinks from cooler onto counter (One type/ flavor of beverage at a time)
 - (2) Put the "New (Warm) drinks in cooler then
 - (3) Re-place the "Cold" drinks back in cooler in front of newly stocked "Warm" drinks
- Place "**Pennies**" received from "Sunday Penny Dive" in the "Penny Can" on shelf above register for Management to collect. (**Note:** During slow times please "**Roll-up Pennies – 50 in each Penny Roll**)
- Place "**DLSC Coupons**" received from customers in the "Coupon Can" on shelf above register for Management to collect
- Break all boxes down and place in box on cart. Take all trash and boxes to dumpsters/recycle bins in parking lot at end of your work-shift

NOTE: Card board boxes should be put in Green Containers "Recyclables", all other trash place in dumpster

Dunn Loring Swim Club (DLSC)

2) Follow the Snackbar Starting Cash Bank and Cash Out Procedures:

- At the "Beginning of your Shift" you should count the money in the cash register.

- NOTE: The Starting Bank should consist of the following;
 - (1) \$100.00 in "Five" dollar bills
 - (2) \$ 30.00 in "One" dollar bills
 - (3) \$ 10.00 in "Loose" quarters
 - (4) \$ 10.00 in "Rolled" quarters - note: should only break open the "Rolled Quarters" when you run out of "Loose Quarters"

- At the "End" of your shift you need to "Cash-Out" by completing the following:
 - a) Count all money in the Register and record in the "Cash Book"
 - b) Place \$150.00 starting bank (see breakdown noted under item 5 listed above) back in cash draw (Note: Do as best you can with the cash you have to work with)
 - c) Place the remaining cash in an envelope, seal the envelope, and write the following information on the envelope:
 - (1) Dollar Amount of money placed inside the envelope
 - (2) Your name, the day's date and the work-shift time you worked
 - d) Placed the "Sealed" envelope in the metal cash box located under the counter to the far right corner

"Emergency Situations, especially any accidents/falls with workers or customers, are to be reported immediately to the Pool Supervisor, Ms. Kuhblank. If Ms. Kuhblank is not available, then notify the Pool Manager on Duty or get help from any lifeguard or "Adult" on the pool deck. Lastly, record the situation in the Manager's Notebook.

In signing this Job Agreement, I certify that I understand and accept the responsibilities expected of me as the Snack Bar Supervisor for the Dunn Loring Swim Club. I also understand that I am expected to work until the end date of my job agreement as indicated on my application.

Employee Signature and Date



Appendix D: Snack Bar Worker Contract

Dunn Loring Swim Club (DLSC) SNACKBAR WORKER CONTRACT

As a Snackbar worker for Dunn Loring Swim Club, I agree to:

- Adhere to and follow all DLSC rules and regulations
- Read and follow the Dunn Loring Swim Club Employee Handbook
- Read, follow, and enforce the Dunn Loring Swim Club Code of Conduct
- Agree to drug testing if requested
- Provide all necessary employment forms
- Be attentive to and follow the direction of the DLSC Management and Snack Bar Supervisor personnel
- Be punctual and ready to start work in accordance with assigned work-shifts
- Maintain a clean and neat appearance and proper attire

Note: Proper attire is most any clothing but, **No Swimsuits or changing inside the Snack bar**

- Be polite and friendly at “ALL Times” to “ALL” co-workers and customers of the Snack Bar, including “ALL” DLSC members and guests of the Swim Club itself.
- Ensure the Snack Bar is clean and organized at all times (including refrigeration/freezer units, counter tops, floor area, microwaves and other equipment, and the back storage area counters, sinks and floor)
- Wipe down picnic tables and pickup any spills and trash items around the outside areas of the Snack Bar and picnic table area during slow periods
- **VERY IMPORTANT - Continually check to ensure “ALL FREEZERS and REFRIGERATION UNITS” are working properly and doors are fully and securely shut**
- Keep microwave ovens clean both inside and out - **Note:** Be careful handling "Popcorn" butter has leaked at times and it is **HOT - Serve on Paper Plate to younger children**
- Re-stock drink coolers during slow times using the following process:
 - (1) Pull existing "COLD" drinks from cooler onto counter (One type/flavor of beverage at a time)
 - (2) Put the “New (Warm) drinks in cooler then

- (3) Re-place the "Cold" drinks back in cooler in front of newly stocked "Warm" drinks
- Place "**Pennies**" received from "Sunday Penny Dive" in the "Penny Can" on shelf above register for Management to collect. (**Note:** During slow times please "**Roll-up Pennies – 50 in each Penny Roll**")
- Place "**DLSC Coupons**" received from customers in the "Coupon Can" on shelf above register for Management to collect
- Break all boxes down and place in box on cart. Take all trash and boxes to dumpsters/recycle bins in parking lot at end of your work-shift

NOTE: Card board boxes should be put in Green Containers "Recyclables", all other trash place in dumpster

- Always use good cash handling procedures (never leave cash laying out on counters or leave cash draw open when not in use)
- Always "Count the Cash Draw" at both the "Beginning and End" of your work-shift
- Be sure to leave the proper "**Starting Cash Bank = \$150.00**" in the "Cash Draw" at the end of your shift
- Place the "Remaining Cash in Excess of the \$150.00 Starting Bank in an envelope and note the "Date", "Work-shift Time", "Dollar Amount of Cash inside" and "Worker's name" on the envelope.
- To store Completed Cash Envelopes in the "Cash Box" underneath the counter for Management
- Follow these SNACKBAR STARTING CASH BANK AND CASH OUT PROCEDURES:

At the "Beginning of your Shift" you should count the money in the cash register.

NOTE: The Starting Bank should consist of the following;

- (1) \$100.00 in "Five" dollar bills
- (2) \$ 30.00 in "One" dollar bills
- (3) \$ 10.00 in "Loose" quarters
- (4) \$ 10.00 in "Rolled" quarters - note: should only break open the "Rolled Quarters"

when you run out of "Loose Quarters"

At the "End" of your shift you need to "Cash-Out" by completing the following;

- a.) Count all money in the Register and record in the "Cash Book"
- b.) Place \$150.00 starting bank (see breakdown noted under item 5 listed above) back in cash draw (Note, Do as best you can with the cash you have to work with)
- c.) Place the remaining cash in an envelope, seal the envelope, and write the following information on the envelope;
 - (1) Dollar Amount of money placed inside the envelope
 - (2) Your name, the day's date and the work-shift time you worked
- d.) Placed the "Sealed" envelope in the metal cash box located under the counter to the

far right corner

"Emergency Situations, especially any accidents/falls with workers or customers, are to be reported immediately to the Pool Supervisor, Ms. Kuhblank. If Ms. Kuhblank is not available, then notify the Pool Manager on Duty or get help from any lifeguard or "Adult" on the pool deck. Lastly, record the situation in the Manager's Notebook.

In signing this Job Agreement, I certify that I understand and accept the responsibilities expected of me as a Snack Bar Worker for the Dunn Loring Swim Club. I also understand that I am expected to work until the end date of my job agreement as indicated on my application.

Employee Signature and Date



Appendix E: Pool Manager Job Description

DUNN LORING SWIM CLUB Job Description POOL MANAGER

Pool Manager reports directly to the Pool Supervisor who reports to Personnel Committee and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss an Assistant Pool Manager at any point during the season.

Pool Managers must be certified in the following before their first day of work: *Pool Operators Permit and Lifeguard, CPR and First Aid Certifications.*

In addition to complying with tasks contained in the Head Guard and Lifeguard Appendices that follow, as a Pool Manager, you will be expected to work with and support the Pool Supervisor in support of the following:

- Promote safety for all members and guards at all times.
- Read and follow the Dunn Loring Swim Club Employee Handbook;
- Read, follow, and enforce the Dunn Loring Swim Club Code of Conduct;
- Work with the Pool Supervisor to ensure that all lifeguards have up to date certifications;
- Coordinate with the Pool Supervisor and the Personnel Committee a pre-season kick off meeting for guards and staff to review roles & responsibilities and build a sense of team;
- Understand that rules pertaining to lifeguards also pertain to Assistant Pool Managers, such as participation in Red Man Drills, private lessons, etc;
- Be on time for your scheduled shift;
- Enforce and follow all pool rules;
- Administer CPR and/or First Aid as necessary; Perform and support rescue from water as needed;
- Oversee chemical readings, order chemicals as needed, maintain chemical logs and dispense chemicals following proper procedures as required;
- Ensure cleanliness of pools and pool grounds;
- Help organize and implement staff trainings;
- Ensure that all guards are tested (red man drills) at least twice during the season;
- Help oversee the administration of patch tests;
- Help to maintain and keep abreast of "Managers' Notebook" used by Managers 'On Duty' to convey shift reports to one another;
- Work with the Pool Supervisor to compile mid-season and end-of-season performance reviews on lifeguards;
- Help to supervise the set-up and take-down of the pool for swim/dive meets and social events;
- Support staff performance and report any issue to the Pool Supervisor or to the Personnel Committee;

- Report any maintenance issues to the Pool Supervisor and record in the maintenance log;
- Assist Pool Supervisor in providing a monthly maintenance issue report to the Personnel Committee to be reviewed at the monthly board meeting;
- Help to organize screening and oversee group swim lessons;
- Interact with all members and lifeguards in a professional and courteous manner;
- Supervise or support Snack Bar staff as directed;
- Agree to drug testing if requested;
- Other duties as assigned.

It is highly encouraged that Pool Managers work lifeguard shifts on an as-needed basis to demonstrate to other lifeguards exactly how and what lifeguards need to do when on duty.

As an Pool Manager at Dunn Loring Swim Club, you are required to wear the approved Dunn Loring Swim Club lifeguard suit. You **must** wear your approved lifeguard suit and/or shirt at all times while on duty. A lifeguard whistle will be provided for you which **must** be worn while in the lifeguard stand.

As an Pool Manager at Dunn Loring Swim Club, you may request a maximum of one week's (unpaid) vacation which must be approved by the board three weeks in advance of the requested vacation date(s). You are expected to work until the end date indicated on the contract offered to you.



Appendix F: Head Guard Agreement

DUNN LORING SWIM CLUB JOB AGREEMENT HEAD LIFEGUARD

AGREEMENT

Head Lifeguard reports directly to the Pool Supervisor who reports to Personnel Committee and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss a Head Lifeguard at any point during the season.

Head Lifeguard must be certified in the following before their first day of work: *Pool Operator Permit and Lifeguard, CPR and First Aid Certifications*. The Head Lifeguard position is a management position.

In addition to complying with tasks contained in the Lifeguard Appendix that follow, as Head Lifeguard, you will be expected to work with and support the Pool Supervisor in support of the following:

- Promote safety for all members and guards at all times.
- Read and *follow* the Dunn Loring Swim Club Employee Handbook;
- Read, follow, and enforce the Dunn Loring Swim Club Code of Conduct;
- Assume management of pool and assigned employees on your scheduled management shift;
- Coordinate with the Pool Manager and the Personnel Committee a pre-season kick off meeting for Guards and Staff to review roles & responsibilities and build a sense of team;
- Understand that rules pertaining to lifeguards also pertain to Managers, such as participation in Red Man Drills, Private Lessons, etc;
- Be on time for your scheduled shift;
- Enforce and follow all pool rules;
- Administer CPR and/or First Aid as necessary; Perform and support rescue from water as needed;
- Ensure cleanliness of pools and pool grounds;
- Help organize and implement staff trainings;
- Ensure that all guards are tested (red man drills) at least twice during the season;
- Work with the Pool Supervisor to compile mid-season and end-of-season performance reviews on lifeguards;
- Support staff performance and report any issue to the Personnel Committee;
- Help to organize screening and oversee group swim lessons, as required in the Employee Handbook;
- Set up Red Man Schedule so that each guard is tested monthly;
- Coordinate Guard of the Week Award and signage;

- Assist with Lifeguard Olympics and Lifeguard Inservice along with other Managers;
- Speak with each new guard before and after their initial shift (in person or by phone);
Informally counsel all guards on strengths and weaknesses – on the spot – both constructive criticism and praise during shifts (along with all managers);
- Interact with all members and lifeguards in a professional and courteous manner;
- Supervise or support Snack Bar staff as directed;
- Agree to drug testing if requested;
- Other duties as assigned.

Full time lifeguards are **required** to work no less than 34 Hours per week. Part time lifeguards are **required** to work between 18 and 33 hours per week. As Head Lifeguard, you will be **required** to work no less than 34 hours per week. **ONLY** Full time lifeguards, Assistant Managers, Head Guard and Swim Team coaches who work their required hours each week will be permitted to teach private lessons and only when they are not on duty.

It is highly encouraged that Managers work lifeguard shifts on as needed basis to demonstrate to other lifeguards exactly how and what lifeguards need to do when on duty.

As Head Lifeguard at Dunn Loring Swim Club, you are required to wear the approved Dunn Loring Swim Club lifeguard suit. You may wear an approved suit from a previous year or purchase a new one for the season. You **must** wear your approved lifeguard suit and/or shirt at all times while on duty. A lifeguard whistle will be provided for you, which **must** be worn while in the lifeguard stand.

In signing this Job Agreement, I certify that I understand and accept the responsibilities for being Head Lifeguard for the Dunn Loring Swim Club. I also understand that I am expected to work until the end date of this job agreement,

_____.

Employee Signature and Date



Appendix G: Lifeguard Job Description

DUNN LORING SWIM CLUB JOB DESCRIPTION LIFEGUARDS

Lifeguards report directly to the Pool Supervisor and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss a lifeguard at any point during the season.

Lifeguards must be at least 15 years of age. In addition, they must have the following certifications before their first day of work: *Lifeguard Training*, *CPR* and *First Aid*. If you are 15 years of age you are required to have a work permit. As a lifeguard, you will be expected to:

- Promote safety for all members and guards at all times.
- Read and *follow* the Dunn Loring Swim Club Employee Handbook;
- Follow directions of the Manager-on-Duty;
- Be on time for your scheduled shift;
- Enforce and follow all pool rules;
- Administer CPR and/or First Aid as necessary; Perform and support rescue from water as needed;
- Teach swim lessons, as required in the Employee Handbook;
- When not in the lifeguard stand, keep pools and club facilities clean and assist all tasks required to ensure that our pool is a safe and family oriented environment;
- Help to supervise the set-up and take-down of the pool for swim/dive meets and social events;
- Attend in-service training classes, as required, by Dunn Loring Swim Club;
- Report any issues to both the Manager-on-Duty and the Pool Supervisor;
- Interact with all members and lifeguards in a professional and courteous manner;
- Agree to drug testing if requested;
- Work at the snack bar as directed;
- Other duties as assigned.

Full time lifeguards are ***required*** to work no less than 32 Hours per week. Part time lifeguards are ***required*** to work between 15 and 32 hours per week. **ONLY** full time lifeguards who work their required hours each week will be permitted to teach private swim lessons and only when they are not on duty.

As a lifeguard at Dunn Loring Swim Club, you are required to wear the approved Dunn Loring Swim Club lifeguard suit at all times while on duty. If wearing a t-shirt while on duty, it must be the DLSC Lifeguard shirt. A lifeguard whistle will be provided for you, which **must** be worn while in the lifeguard stand.

Appendix G1: Other Specific Lifeguard Duties

This section applies to all Full-Time Lifeguards/Part-Time Lifeguards/Substitute Lifeguards.

1. Lifeguards must meet the following criteria

- Be 15 years of age or older;
- Swim 500 yards continuously;
- Tread water using only feet and legs for 2 minutes
- Swim under water for 15 yard continuously; and
- Be able to retrieve a 10 pound brick from a depth of 9 feet in 15 seconds.
- Hold current certifications in the following:
- CPR/AED (must be renewed every 2 years) for the Professional Rescuer
- Lifeguard Training (must be renewed every 2 years)
- First Aid (must be renewed every 2 years)
- All lifeguards must have their certifications posted in the pool office.

2. Lifeguard Opening Duties

- Arrange chairs and tables neatly;
- Open all umbrellas and have the appropriate number of chairs per table;
- Clean all tables with disinfecting solution daily and clean chairs that may be dirty from the previous day;
- Be sure trash cans have liners and are placed around the pool area;
- Check bathrooms – empty trash cans, replenish toilet paper, paper towel and soap and make sure it is clean;
- Pick up trash around snack bar picnic area and tables;
- Check for trash around whole pool area;
- Check party book for any party reservations and set up needs;
- Put rescue tubes on all lifeguard stands;
- Check skimmers;
- Put out lap lanes in the training pool;
- Check chlorine, pH and temperature of all pools and record it in the log book;
- Skim and vacuum the pool. The main pool and the training pool must be vacuumed every day.
- Put out corn hole set daily. Make sure to bring in before pool closing if it rains. Take corn hole bags to front desk for distribution in same way as ping pong paddles/ball are distributed.
- Execute other duties as assigned.

3. Duties while in the lifeguard stand

- Do a 10/20 scan of the pool;
- Maintain focus on the pool with appropriate posture;

- Make sure that the rescue tube is worn properly across your lap with the strap over your shoulder;
 - Enforce all pool Policies and Regulations fairly and consistently participate in “Red Man” (drowning simulation) drills as directed by a Manager on Duty;
4. In addition to these lifeguard duties while in the lifeguard stand, lifeguards should adhere to the following protocol
- Do not carry on conversations from the lifeguard stand with members, their guests and/or other lifeguards;
 - Be prompt when scheduled for rotation in the lifeguard stand;
 - Wear appropriate lifeguard suits at all times;
 - Do not wear shoes while in the lifeguard stand;
 - Do not eat, or chew gum while on the lifeguard stand, however water is permitted. Whistle Codes are:
 - 1 short whistle: attention of a member or guest
 - 2 short whistles: attention of the Manager on Duty
 - 3 short whistles: WATER RESCUE
 - 1 long whistle: clear the pool
5. During Shift Duties
- Always check with the manager on duty immediately after leaving the lifeguard stand;
 - Pick up trash inside and outside the pool fences;
 - Check trash cans and take out the trash as needed;
 - Check bathroom hourly – check stalls for cleanliness and toilet paper; check for sufficient paper towels and soap.
 - Check all indoor and outdoor drains for cleanliness;
 - Keep office clean and throw away all trash in coordination with front desk staff;
 - Straighten deck furniture;
 - Water deck flower planters;
 - Clean guard room;
 - Check the chlorine, pH and number of swimmers/members at the pool hourly;
 - Skim lap lanes;
 - Bucket decks with pool water or hose down cement – HTH (chlorine) the deck weekly;
 - Perform set up for Swim and Dive meets, late night parties, lock-in and other special events as needed;
 - Monitor the deck, pavilion, snack bar and basketball/volleyball/sand box areas and watch for safety hazards and pool rules violations, such as children running on the deck, malfunctioning equipment, rough play, inappropriate language, etc.

- Any other task the manager on duty may need done.
- Execute other duties as assigned.

6. Closing Duties

- Close all umbrellas;
- Return corn hole set;
- Take trash to dumpster;
- Clean trash cans and put in new liners;
- Hose and disinfect bathrooms (including sinks and toilets) and clean mirrors;
- Fill toilet paper and trash can liners in bathroom;
- Check snack bar area for trash;
- Straighten deck furniture;
- Check all skimmers, including the one in the baby pool;;
- Hose or sweep any deck area that needs cleaning;
- Place all RESCUE EQUIPMENT neatly and properly in the guard room;
- Place all pool equipment (balls, etc) neatly and properly in the appropriate receptacles;
- Take out office trash and clean office area;
- Clean cigarette receptacles next to creek on a daily basis; (I don't think we allow smoking anywhere on the premises)
- Collect "lost and found" items around the deck and place in the appropriate container for the day of the week;
- Execute other duties as assigned.

7. Special Duties

- When DLSC holds special events, such as adult party, swim and dive meets and children's party (for example), lifeguards will be expected to take shifts to work;
- When DLSC opens the pool for AM lap swimming, lifeguards will be scheduled to work and receive time and a half hourly wage;
- Lifeguards will monitor swim team practices in the morning as scheduled.

8. Vacation and Scheduling Procedures for Lifeguards

All full and part-time employees are mailed a job agreement with their offer letter. This job agreement should be signed and mailed back to the club by the required date.

The pool supervisor requires that lifeguard vacation requests be dated and submitted in a timely manner. Time off will be scheduled as follows:

- A written scheduling request must be turned in for each scheduling period;
- Requested time off will be given in the order it was received – by date of submission

- The more time off required, the fewer hours a lifeguard will receive. The more flexible the lifeguard is, the more hours they will receive;
- Request for time off should be specific as to when and why;
- If a lifeguard is too sick to come to work, they should call and speak to the pool supervisor as soon as possible;
- If a lifeguard needs to make a schedule change, it is his/her responsibility to find a replacement and they must get the approval of the pool supervisor or an assistant manager.

NOTE: We will have to limit the number of hours lifeguards are scheduled if a full-time lifeguard requests over 2 days off per week and a part-time lifeguard requests over 4 days off per week. When a lifeguard consistently gives away shifts, the pool supervisor may take this into account and schedule less hours for them in the future and/or potentially downgrade their status from full-time to part-time or part-time to sub. The pool supervisor or assistant managers must approve all schedule changes and initial them.

9. Lifeguard Equipment and Uniforms

- DLSC lifeguards must have their whistles while they are on the lifeguard stand. If a lifeguard loses their whistle, it is his/her responsibility to replace it before clocking-in to work.
- The backboard will be located on the deck.
- Lifeguards must have a rescue tube properly worn the entire time they are on the lifeguard stand. Properly worn, the rescue tube should be placed across their lap with the strap worn across their chest.
- While on duty, cell phones can only be used in the guard room.
- DLSC lifeguards must wear their lifeguard suits, which have been approved by the club. Lifeguards may not wear "street clothes" or shoes or sandals while they are in the lifeguard stand. Suits should be worn appropriately. Lifeguards may wear a DSLC approved t-shirt or sweatshirt, which states "Lifeguard" clearly on the back and is unaltered.
- DLSC provides two new uniforms (lifeguard suits) per season for full-time lifeguards, one for part-time lifeguards and offers substitutes an opportunity to order theirs through the club, but must reimburse the Club.
- The pool supervisor or assistant manager will contact guards and let them know which suits are available, asking them for their size, and will order the suits on behalf of the lifeguard. Any employee who does not respond in a timely manner will be required to acquire their suits on their own and will be reimbursed at the discounted price given to DLSC when a bulk order is placed.
- Lifeguards need to provide their own sun screen and/or hat as needed.

Appendix H1: Page Intentionally Left Blank

Appendix H2: Head Swim Coach Job Description

DUNN LORING SWIM CLUB Job Description HEAD SWIM TEAM COACH

The Head Swim Team Coach reports directly to the Swim Team Director and the Team Reps who work in conjunction with the Personnel Committee and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss the Head Swim Coach at any point during the season. The Head Swim Team Coach must be at least 18 years of age and acquire Lifeguard, CPR and First Aid Certifications before their first day of work. As Head Swim Team Coach you will be expected to work with the Swim Team Director and Team Reps in support of the following:

- Attend ALL pre-season training or team coordination meetings;
- Be present for ALL PRACTICES AND MEETS, and make-up practices as scheduled;
- Plan workouts with consultation with Executive Coach;
- Provide coaching and stroke instruction to team members;
- Supervise swim coaches with support and oversight of Executive Coach;
- Be responsible for A meet swimmer selection;
- Be present and help coordinate ALL team pep rallies, banquets and other social events;
- Help set-up and take-down of the pool for meets and social events;
- Promote safety for all swimmers at all times;
- Read and follow the Dunn Loring Swim Club Employee Handbook;
- Read, follow, and enforce the Dunn Loring Swim Club Code of Conduct;
- Agree to drug testing if requested;
- Other duties as assigned.

The Head Swim Team Coach must be present for the entire swim season. As the Head Swim Team Coach at Dunn Loring Swim Club, you are required to wear professionally appropriate clothing and swimwear while working and to wear the provided coach shirts for meets.

Appendix I: Swim Coach Job Description

DUNN LORING SWIM CLUB Job Description SWIM TEAM COACH

The Swim Team Coach reports directly to the Team Reps who works in conjunction with the Personnel Committee and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss the Swim Coach at any point during the season. The Swim Team Coach must be 16 years of age and acquire the following before their first day of work: Lifeguard, CPR and First Aid Certifications. 15-year-olds may apply and will be considered for a position as a mini dolphin coach. 15-year-old applicants must additionally be certified swim instructors by the American Red Cross or some other recognized certifying authority. As a Swim Team Coach, you will be expected to work with and support the Head Swim Team Coach and Swim Team Reps in support of the following:

- Attend any pre-season training or team coordination meetings;
- Be present for ALL PRACTICES AND MEETS, and make-up practices as scheduled;
- Provide coaching and stroke instruction to team members as directed by the Head Swim Coach;
- Help with A meet swimmer selection;
- Be present and help coordinate ALL team pep rallies, banquets and other social events;
- Help set-up and take-down of the pool for meets and social events;
- Promote safety for all swimmers at all times;
- Read and follow the Dunn Loring Swim Club Employee Handbook;
- Read, follow, and enforce the Dunn Loring Swim Club Code of Conduct;
- Agree to drug testing if requested;
- Other duties as assigned.

It is highly encouraged that swim coaches be present for the entire swim season and arrange for vacations to be before or after this period as each coach is expected to attend every practice and event during the season. However, if days off are required during the season, they must be noted and approved before the contract with written, and the salary will be adjusted accordingly. As a Swim Team Coach at Dunn Loring Swim Club, you are required to wear professionally-appropriate clothing and swimwear while working, and provided coach shirts for meets.

Appendix J: Mini Dolphin Coach Contract

DLST MINI DOLPHIN COACH CONTRACT

THIS AGREEMENT IS MADE THIS day of 2018 , BY AND BETWEEN DUNN LORING SWIM CLUB AND [[name]], MINI DOLPHIN COACH.

1. THE COACH AGREES THAT HE/SHE WILL, DURING THE TERM OF THIS AGREEMENT, PERFORM SUCH SERVICES AS SPECIFIED BELOW IN THIS AGREEMENT OR

AS MAY BE REQUESTED BY THE DUNN LORING SWIM TEAM REPRESENTATIVE IN CONNECTION WITH THE OPERATION OF THE DLST PROGRAM.

2. THE TERM OF THIS AGREEMENT IS FROM MAY 29, 2018 THROUGH THE NVSL INDIVIDUAL ALL-STAR MEET ON AUGUST 5, 2018.

3. DURING THE TERM OF THIS AGREEMENT, THE MINI DOLPHIN COACH SHALL:

A. ASSIST IN CONDUCTING SWIM TEAM PRACTICE SESSIONS AS DIRECTED BY THE HEAD COACH AND TEAM REPS FOR THE MINI DOLPHIN SWIM GROUP.

THIS

GROUP TYPICALLY STARTS THE DAY AFTER SCHOOL ENDS FOR THE SUMMER AND

EXTENDS UNTIL THE END OF JULY.

B. SHOW UP AT LEAST 15 MINUTES EARLY FOR EACH MINI DOLPHINS PRACTICE AND STAY A FEW MINUTES PAST TO TALK TO ANY PARENTS THAT MAY HAVE QUESTIONS.

C. HELPING THE OTHER COACHES IN OTHER SWIM TEAM ACTIVITIES AS DIRECTED BY THE HEAD COACH AND TEAM REPS, ATTENDING ALL B MEETS AND MINI

MEETS AND PARTICIPATING AS A COACH, PAYING PARTICULAR ATTENTION TO THE

YOUNGER SWIMMERS.

D. ATTEND ANY NVSL COACHES CLINICS, READ OUR MINI DOLPHIN COACHES GUIDE, AND BE WILLING TO ATTEND ANY TRAINING THAT THE HEAD COACH/

TEAM REPS FIND TO BE HELPFUL.

E. CONDUCT ALL DLST PRACTICES AND EVENTS IN A MANNER CONSISTENT WITH THE DLST PHILOSOPHY AND GOALS, NAMELY AN EMPHASIS ON

LEARNING PROPER SWIM TECHNIQUE, IMPROVING SWIMMER SKILLS, DEVELOPING

GOOD SPORTSMANSHIP, ENCOURAGING TEAMWORK , DEVELOPING SELF ESTEEM AND

THEREBY ENABLING SWIMMERS TO FEEL GOOD ABOUT THEMSELVES AND HAVE FUN

WHILE DEVELOPING A LOVE FOR SWIMMING. THE COACH WILL PROVIDE LEADERSHIP

IN THE FOREGOING AREAS WHILE FURTHERING THE GOOD WILL AND POSITIVE RELATIONSHIPS BETWEEN THE DLSC AND DLST STAFFS, THOSE STAFFS AND THE DLSC

AND DLST MEMBERS, AS WELL AS THE DLST STAFF AND NVSL OFFICIALS, OTHER NVSL TEAMS AND THEIR OFFICIALS, AND ALSO THE COMMUNITY. THE IMPAIRMENT OF THESE RELATIONSHIPS SHALL CONSTITUTE A BREACH OF THIS AGREEMENT.

5. THE MINI DOLPHIN COACH AGREES THAT, UPON TERMINATION OF THIS AGREEMENT OR COMPLETION OF THE SEASON (WHICHEVER OCCURS FIRST), HE/SHE WILL RETURN TO THE DLST REPRESENTATIVE ANY KEYS OR OTHER PROPERTY TO INCLUDE DLST RECORDS PREPARED BY THE COACHES OR FURNISHED TO HIM/HER BY THE DLST TO ASSIST IN THE MINI DOLPHIN COACH'S PERFORMANCE UNDER THE TERMS OF THIS AGREEMENT.

6. THE MINI DOLPHIN COACH SHALL BE ENTITLED TO COMPENSATION OF A TOTAL AMOUNT OF [[]] PAYMENT SCHEDULE WILL BE DETERMINED BY DLSC PAYROLL.

7. THE MINI DOLPHIN COACH AGREES NOT TO SERVE AS A COACH OR ADVISOR FOR ANY OTHER NVSL TEAM DURING THE TERM OF THIS AGREEMENT WITHOUT OUR KNOWLEDGE OR PERMISSION.

8. THE MINI DOLPHIN COACH SHALL HAVE NO AUTHORITY TO BIND THE DLST OR DLSC BY ANY PROMISE OR REPRESENTATION OR IN ANY OTHER MANNER UNLESS PREVIOUSLY AUTHORIZED BY THE DLST OR DLSC IN WRITING.

9. THIS AGREEMENT MAY BE TERMINATED AT WILL BY THE DLSC (REPRESENTED BY THE DLSC PRESIDENT OR DLST REPRESENTATIVE) OR THE MINI DOLPHIN COACH AT

ANY TIME UPON GIVING FOURTEEN DAYS WRITTEN NOTICE FROM THE TIME OF MAILING IF MAILED TO EITHER PARTY OR FROM THE TIME OF DELIVERY IF SUCH NOTICE

IS PERSONALLY DELIVERED. IN THE EVENT OF A BREACH OF THIS AGREEMENT, HOWEVER, IT MAY BE TERMINATED IMMEDIATELY, BY NOTICE SIMILARLY MAILED OR

DELIVERED. SUCH BREACHES INCLUDE, BUT ARE NOT LIMITED TO, THE EVENTS LISTED

IN PARAGRAPHS 3 AND 4. WITHIN THIRTY DAYS AFTER TERMINATION OF THIS AGREEMENT, THE DLSC SHALL PAY TO MINI DOLPHIN COACH ANY ACCRUED BUT

UNPAID SUMS PRORATED OR OTHERWISE DUE HEREUNDER.

10. THIS AGREEMENT SUPERSEDES ANY PRIOR AGREEMENT BETWEEN THE MINI DOLPHIN COACH AND THE DLSC. IT CONSTITUTES THE ENTIRE UNDERSTANDING BETWEEN PARTIES AND SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE

PARTIES HERETO. THIS AGREEMENT MAY NOT BE ASSIGNED OR SUBCONTRACTED BY

THE MINI DOLPHIN COACH WITHOUT THE DLSC'S PRIOR WRITTEN CONSENT; NOR MAY

THIS AGREEMENT BE AMENDED, ALTERED, OR MODIFIED EXCEPT BY A WRITING SIGNED

BY THE MINI DOLPHIN COACH, DLSC PRESIDENT, AND DLST REPRESENTATIVE.
THIS AGREEMENT IS MADE IN THE COMMONWEALTH OF VIRGINIA AND IN ALL
RESPECTS SHALL BE GOVERNED BY AND INTERPRETED UNDER ITS LAWS.
DUNN LORING SWIM CLUB, INC.

BY: _____
DLST REPRESENTATIVE

DLST MINI DOLPHIN COACH

Appendix K: Dive Team Coach

DUNN LORING SWIM AND DIVE TEAM (DLSDT) DLSDT HEAD DIVE COACH CONTRACT

This agreement is made this day of, 2018, by and between Dunn Loring Swim Club (DLSC) and, Head Dive Coach.

Whereas, DLSC operates a private swim club in the Commonwealth of Virginia and seeks to use the services of the Head Dive Coach for its dive team (DLSDT) which competes in the Northern Virginia Swim League (NVSL) and the Head Dive Coach desires to provide such services: and whereas, the Head Dive Coach warrants and represents that he is qualified as a coach and holds all necessary certifications and licenses to serve such:

Now, therefore, in consideration of the mutual covenants hereinafter set forth, said parties agree as follows:

1. The Head Dive Coach agrees that he will, during the term of this agreement, perform such services as specified below in this agreement or as may be requested by a DLSDT representative in connection with the operation of the DLSDT program.
2. The term of this agreement is from June 5, 2018 through the NVSL individual All-Star meet on August 6, 2018.
3. During the term of this agreement, the Head Dive Coach shall:
 - a. Assist in conducting dive team practice sessions as scheduled and directed by the head dive coach and DLSDT representatives;
 - b. Assist in other coaching responsibilities concerning dive team practice sessions, meets, pep rallies and any other dive team activities as directed by the head dive coach and DLSDT representatives;
 - c. Assist the head dive coach in preparing meet entry sheets for all meets, as appropriate, as well as entry cards for all meets, and submit them to the team representative by the date requested;
 - d. Assist in preparing the pool water and area for home meets;
 - e. Attend required NVSL dive coaches clinics and meetings;
 - f. Comply with NVSL dive meet rules;
 - g. Attend all DLSDT dive competitions to include dual meets, B-meets, Wally Martin meet, Crackerjack meet, Divisionals, All-Star individual competitions and the Awards Picnic unless excused by a DLSDT representative; and
 - h. Perform other related duties as assigned.

4. The Head Dive Coach will conduct all DLSDT practices and events in a manner consistent with the DLSDT philosophy and goals, namely an emphasis on learning proper dive technique, improving diver skills, developing good sportsmanship, encouraging teamwork, developing self-esteem and thereby enabling divers to feel good about themselves and have fun while developing a love for diving. The Head Dive Coach will provide leadership in the foregoing areas while furthering the good will and positive relationships between the DLSC and DLSDT staffs and members, as well as NVSL officials and teams. The impairment of these relationships shall constitute a breach of this agreement. The DLSDT will provide ongoing feedback to the Head Dive Coach during the term of the Agreement.

5. The Head Dive Coach agrees that, upon termination of this agreement or completion of the season (whichever occurs first), he will return to the DLSDT representatives any keys or other property including DLSDT records to the DLSDT representatives.

6. The Head Dive Coach shall be entitled to compensation of a total amount of \$ to be paid on the bi-weekly DLSDT staff pay schedule based on satisfactory performance of the requirements stated in this contract.

7. The Head Dive Coach agrees not to serve as a coach or advisor for any other NVSL dive team during the term of this agreement and agrees to abide by all NVSL rules and regulations pertaining to eligibility as a NVSL competitor.

8. The Head Dive Coach shall have no authority to bind the DLSC or DLSDT by any promise or representation or in any other manner unless previously authorized by the DLSC or DLSDT in writing.

9. This agreement may be terminated at will by the DLSC president or DLSDT representative at any time upon giving fourteen days written notice from the time of mailing if mailed to either party or from the time of delivery if such notice is personally delivered. In the event of a breach of this agreement, however, it may be terminated immediately, by notice similarly mailed or delivered.

10. This agreement supersedes any prior agreement between the Head Dive Coach and the DLSC. It constitutes the entire understanding between parties and shall be binding upon the benefit of the parties hereto. This agreement may not be assigned or subcontracted by the Head Dive Coach without the DLSC's prior written consent; nor may this agreement be amended, altered, or modified except by a writing signed by the Head Dive Coach, DLSC president, and DLSDT representative.

11. If any term or provision of this agreement shall be held to be invalid, illegal, or unenforceable, in whole or in part, neither the validity of the remaining part of such term or provision nor the validity of any other term or provision shall be affected in any way.

12. The failure of the DLSC in any instance to require the strict performance of any term or condition of this agreement shall not constitute a waiver of its right to require such strict performance in the future.

13. This agreement is made in the Commonwealth of Virginia and in all respects shall be governed by and interpreted under its laws.

In witness whereof the parties hereto have duly executed this agreement as of the day and year first written above.

DUNN LORING SWIM CLUB, INC.

BY:

_____	_____
DLSDT REPRESENTATIVE	DATE
_____	_____
DLSDT REPRESENTATIVE	DATE
_____	_____
DLSDT HEAD DIVE COACH	DATE
_____	_____
DLSC PRESIDENT	DATE

Appendix J: Assistant Dive Team Coach

DUNN LORING SWIM AND DIVE TEAM (DLSDT) DLSDT ASSISTANT DIVE COACH CONTRACT

This agreement is made this day of , 2018, by and between Dunn Loring Swim Club (DLSC) and [], Assistant Dive Coach.

Whereas, DLSC operates a private swim club in the Commonwealth of Virginia and seeks to use the services of the Assistant Dive Coach for its dive team (DLSDT) which competes in the Northern Virginia Swim League (NVSL) and the Assistant Dive Coach desires to provide such services: and whereas, the Assistant Dive Coach warrants and represents that he is qualified as a coach and holds all necessary certifications and licenses to serve such:

Now, therefore, in consideration of the mutual covenants hereinafter set forth, said parties agree as follows:

1. The Assistant Dive Coach agrees that he will, during the term of this agreement, perform such services as specified below in this agreement or as may be requested by a DLSDT representative in connection with the operation of the DLSDT program.
2. The term of this agreement is from June 5, 2018 through the NVSL individual All-Star meet on August 6, 2018.
3. During the term of this agreement, the Assistant Dive Coach shall:
 - a. Assist in conducting dive team practice sessions as scheduled and directed by the head dive coach and DLSDT representatives;
 - b. Assist in other coaching responsibilities concerning dive team practice sessions, meets, pep rallies and any other dive team activities as directed by the head dive coach and DLSDT representatives;
 - c. Assist the head dive coach in preparing meet entry sheets for all meets, as appropriate, as well as entry cards for all meets, and submit them to the team representative by the date requested;
 - d. Assist in preparing the pool water and area for home meets;
 - e. Attend required NVSL dive coaches clinics and meetings;
 - f. Comply with NVSL dive meet rules;

g. Attend all DLSDT dive competitions to include dual meets, B-meets, Wally Martin meet, Crackerjack meet, Divisionals, All-Star individual competitions and the Awards Picnic unless excused by a DLSDT representative; and

h. Perform other related duties as assigned.

4. The Assistant Dive Coach will conduct all DLSDT practices and events in a manner consistent with the DLSDT philosophy and goals, namely an emphasis on learning proper dive technique, improving diver skills, developing good sportsmanship, encouraging teamwork, developing self esteem and thereby enabling divers to feel good about themselves and have fun while developing a love for diving. The Assistant Dive Coach will provide leadership in the foregoing areas while furthering the good will and positive relationships between the DLSC and DLSDT staffs and members, as well as NVSL officials and teams. The impairment of these relationships shall constitute a breach of this agreement. The DLSDT will provide ongoing feedback to the Assistant Dive Coach during the term of the Agreement.

5. The Assistant Dive Coach agrees that, upon termination of this agreement or completion of the season (whichever occurs first), she will return to the DLSDT representatives any keys or other property including DLSDT records to the DLSDT representatives.

6. The Assistant Dive Coach shall be entitled to compensation of a total amount of \$ to be paid on the bi-weekly DLSDT staff pay schedule based on satisfactory performance of the requirements stated in this contract.

7. The Assistant Dive Coach agrees not to serve as a coach or advisor for any other NVSL dive team during the term of this agreement and agrees to abide by all NVSL rules and regulations pertaining to eligibility as a NVSL competitor.

8. The Assistant Dive Coach shall have no authority to bind the DLSC or DLSDT by any promise or representation or in any other manner unless previously authorized by the DLSC or DLSDT in writing.

9. This agreement may be terminated at will by the DLSC president or DLSDT representative at any time upon giving fourteen days written notice from the time of mailing if mailed to either party or from the time of delivery if such notice is personally delivered. In the event of a breach of this agreement, however, it may be terminated immediately, by notice similarly mailed or delivered.

10. This agreement supersedes any prior agreement between the Assistant Dive Coach and the DLSC. It constitutes the entire understanding between parties and shall be binding upon the benefit of the parties hereto. This agreement may

not be assigned or subcontracted by the Assistant Dive Coach without the DLSC's prior written consent; nor may this agreement be amended, altered, or modified except by a writing signed by the Assistant Dive Coach, DLSC president, and DLSDT representative.

11. If any term or provision of this agreement shall be held to be invalid, illegal, or unenforceable, in whole or in part, neither the validity of the remaining part of such term or provision nor the validity of any other term or provision shall be affected in any way.

12. The failure of the DLSC in any instance to require the strict performance of any term or condition of this agreement shall not constitute a waiver of its right to require such strict performance in the future.

13. This agreement is made in the Commonwealth of Virginia and in all respects shall be governed by and interpreted under its laws.

In witness whereof the parties hereto have duly executed this agreement as of the day and year first written above.

DUNN LORING SWIM CLUB, INC.

BY:

DLSDT REPRESENTATIVE
□

DATE

DLSDT REPRESENTATIVE
□

DATE

DLSDT ASST DIVE COACH
□

DATE

DLSC PRESIDENT
□

DATE