

HSTA Lifeguard Terms of Employment

This position involves life or death situations, and we expect all employees to take this responsibility seriously. According to the Center for Disease Control, drowning is the leading cause of death in children 1 to 4 years of age. You must be ready to take action at all times.

As a term of employment, guards will:

- Maintain required certifications and provide proof upon employment
- Know and execute HSTA pool rules
- Arrive on time for scheduled shifts
- Wear an appropriate (modest) red swimsuit (subject to approval)
- Use personal protective equipment and follow safe work practices
- Demonstrate behavior and language that reflects a family environment
- Maintain a sober (drug and alcohol free) workplace
- Attend scheduled staff meetings

While on duty in the front office, guards will:

- Greet all members/guests with a smile and eye contact
- Sign in members
- Sign in and collect fees for guests
- Answer questions from members and guests
- Answer the phone
- Maintain a welcoming front entrance

While on duty in the lifeguard chair, guards will:

- Remain alert and focused at all times
- Sit in the high guard chair for proper visualization of the pool
- Not engage in conversation with members, guests or other lifeguards
- Not have a cell phone
- Wearing proper swimsuit - not street clothes or shoes

During their shift, guards will perform various tasks, including:

- Sweep the deck
- Vacuum the pool
- Scrub the tiles
- Install and remove lane ropes
- Walk the grounds and pick up trash
- Take out the trash
- Clean the restrooms
- Collect any items left by members
- Collect equipment left out

Operators will:

- arrive 30 minutes before the scheduled shift
- check water balance and treat as needed
- perform the daily opening and closing procedures

To reduce COVID-19 risks:

- Know and execute the 2021 HSTA COVID-19 Guidelines
- Wear a mask and maintain social distancing
- Wash your hands and use hand sanitizer frequently
- If you have any symptoms of COVID-19 (e.g., fever, chills, cough, shortness of breath), notify your supervisor and stay home.
- If you test positive for COVID-19 (even if you have no symptoms), notify your supervisor and stay home.
- If you come in contact with someone who tests positive for COVID-19, notify your supervisor to discuss the appropriate response.
- If you travel outside the state, you must comply with all applicable federal, state, and local quarantine requirements upon your return. You cannot work while you are quarantining.

Note: It is possible you may come into contact with dangerous chemicals or with blood, vomit, or fecal matter.

Lifeguard Roles

- Recognize potential victims
- Prevent an accident
- Use appropriate rescue
- Initiate emergency response
- Support each other

*** If you don't know what to do in any situation, ask questions! ***

Signature: _____

Date: _____

ATTACHMENTS:

1. Child Abuse Prevention Code of Conduct and Acknowledgement (sign and return)
2. Background Check Disclosure (sign and return)
3. Controlled Substance Policy and Acknowledgement (sign and return)
4. W-4 Withholding Form (complete and return)
5. Minimum Wage Disclosure

Hillandale Swim and Tennis Association Child Abuse Prevention Code of Conduct

It is important to understand what is considered as Appropriate Behavior versus Inappropriate and Prohibited Behavior while working or volunteering at HSTA. Sometimes the best intentions can be misunderstood and/or interpreted. In order to protect staff, volunteers and program participants, HSTA has instituted this Code of Conduct Policy when working with children.

Appropriate Interactions

The following actions are considered to be appropriate:

- Praise, encouragement, acknowledgement
- Rewards available to all who achieve
- Asking permission to touch for necessary purposes
- Pats on back or shoulder
- Side hugs
- Handshakes, fist bumps, and high fives
- Warmth and kindness
- Public social media alerts to groups of kids and parents

Staff will portray a positive role model for youth by maintaining an attitude of respect, patience, courtesy, tact and maturity.

Inappropriate and Prohibited Interactions

The following actions are always prohibited:

- Being alone with a single child where they cannot be observed by others. This includes being alone with children they meet at pool/swim club outside of pool/club activities, such as babysitting, sleepovers, or inviting children to your home. Any exceptions require written explanation before the fact and are subject to supervisor approval.
- Transporting children in staff or volunteer personal vehicles.
- Private interactions through phone, handheld device, social media or computer.
- Any physical contact with children unless in an emergency or required for a swim lesson. If physical contact is necessary, then explain to the child what you intend to do before initiating the contact. Respect a child's right not to be touched in ways that make them feel uncomfortable and their right to say

no. If a child initiates physical contact such as approaching you for a hug, deflect them if possible and offer a handshake or side hug instead.

- Touching of personal areas, including face, mouth, legs, breasts, stomach, genitals or intimate, romantic or sexual conduct
- Frontal hugging, patting buttocks, corporal punishment of any kind
- Showing pornography or involving youth in pornography
- Risque jokes and profanity
- Smoking or use of tobacco in the presence of children or parents during working hours.
- Using, possessing, or being under the influence of alcohol or drugs during working hours.
- Favoritism and gift giving to individual children
- Actions or speech that humiliates, threatens, ridicules, degrades or frightens

If you witness, suspect or something a child tells you leads you to suspect that they are being abused; you are obliged to report it to your supervisor and proper legal authorities including Child Services, Sheriff's Department, or Local Police Department.

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Date :

Supervisor Signature

Date :

**DISCLOSURE REGARDING
CONSUMER REPORT BACKGROUND CHECK**

By signing below, you acknowledge that Hillandale Swim and Tennis Association may obtain information about you from a third-party consumer reporting agency for your position as a lifeguard, pool operator, or volunteer. Thus, you may be the subject of a “consumer report,” which may include information about your character, general reputation, personal characteristics, and/or mode of living. This report may contain information regarding your credit history, criminal history, social security verification, and motor vehicle records (“driving records”). If HSTA obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered. The consumer report will be prepared by:

IntelliCorp Records, Inc.
3000 Auburn Drive, Suite 410
Beachwood, Ohio 44122
(888) 946-8355
www.intellicorp.net

Printed Name: _____

Signature: _____ Date: _____

**HILLANDALE SWIM AND TENNIS ASSOCIATION
SUBSTANCE ABUSE POLICY**

POLICY:

HSTA expects all employees to perform their professional duties in a condition free from the influence of alcohol and controlled substances. The use of these substances may compromise safety and/or impair an employee's alertness and productivity. HSTA prohibits all employees from using or consuming alcohol or controlled substances or being under the influence of alcohol or controlled substances on the HSTA premises.

PROHIBITED CONDUCT:

HSTA's Substance Abuse Policy prohibits the following:

1. Being under the influence of alcohol or a controlled substance during work hours or on the HSTA premises.
2. Consumption of alcohol or a controlled substance during work hours or on the HSTA premises.
3. Possession, sale, purchase or distribution of alcohol or controlled substances during work hours or on the HSTA premises.
4. Failure to notify a supervisor or a member of the HSTA board of directors within one business day of any arrest relating to alcohol or drugs, including motor vehicle violations.

EVALUATIONS AND TESTING:

Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help. The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free work environment. We strongly encourage anyone who uses illegal drugs or abuses alcohol to seek help in overcoming their problem.

If an employee has reasonable suspicion that another employee has violated this policy, the employee should immediately notify a pool operator or a member of the HSTA Board. The employee believed to be in violation of this policy may be required to undergo immediate drug testing. Reasonable suspicion includes:

1. Direct observation of alcohol consumption or use of a controlled substance;
2. Direct observation of physical symptoms of being under the influence of alcohol or a controlled substance;
3. Abnormal conduct or erratic behavior while at work;
4. Noticeable and substantial decline in the employee's productivity or work performance such as frequent and unexplained absenteeism or tardiness; and
5. Arrest or conviction of any drug or alcohol related offense, including a motor vehicle offense.

An employee who has been informed that he or she is suspected of having violated this policy may independently request to undergo an immediate drug or alcohol screen to refute the suspicion. If the screen is negative, no records shall be made or kept, and the employee shall be allowed to return to work without further prejudice.

CONFIDENTIALITY:

HSTA respects the privacy of all employees. The disclosure of any information pertaining to drug/alcohol testing or results is absolutely prohibited.

REFUSAL TO SUBMIT TO A DRUG OR ALCOHOL TEST

Failure to submit to a required substance abuse test shall be considered misconduct and shall be subject to discipline up to and including termination.

CONSEQUENCES FOR VIOLATING THE POLICY:

HSTA has developed this Substance Abuse Policy to protect our employees and members from the negative impact of substance abuse. HSTA takes the issue of substance abuse very seriously. Violations of the policy will serve as the basis for disciplinary action, up to and including termination of employment.

HSTA reserves the right to change, add, modify, interpret or rescind this policy in whole or in part with or without notice.

HILLANDALE SWIM AND TENNIS ASSOCIATION

**SUBSTANCE ABUSE POLICY ACKNOWLEDGEMENT
AND TESTING CONSENT FORM**

Hillandale Swim and Tennis Association (HSTA) is dedicated to providing a workplace that is safe and free from drugs and alcohol. HSTA has a substance abuse policy that provides for drug testing if an employee is suspected of consuming or being under the influence of drugs or alcohol on the HSTA premises. If HSTA has reasonable suspicion that an employee has violated this policy, HSTA may ask the employee to submit to voluntary drug testing. If an employee refuses, disciplinary action up to and including termination may result.

I am aware of HSTA's policy and its provisions regarding tests for reasonable suspicion of drug use. I agree to this policy and its conditions during my employment. HSTA may amend this policy at any time.

I authorize any hospital, clinic, physician, or health professional selected by HSTA for any drug and alcohol testing to furnish results of each test(s) to HSTA.

I authorize physicians, hospitals, and other healthcare providers that have treated me for illness/injury requiring prescription drug use to release such information to the drug testing clinic representative.

I agree to release and hold HSTA harmless from any action, claim, or liability that might arise out of the drug or alcohol testing and the disclosure of the results.

Employee Signature

Date

Parent or Guardian Signature (if employee under 18 years old)

Date

Witness Signature

Date