

**CITY OF WAVERLY
AQUATIC CENTER
POLICY 2024**

SCOPE: The City of Waverly's Public Aquatic Center will be operated with safety for all as the primary objective. To meet this objective, certain guidelines must be set up; but more importantly, these guidelines must be enforced. Therefore, the City of Waverly takes a strong administrative posture by outlining our policy keeping in mind safety, accountability, and fiscal responsibility to the citizens of the City of Waverly.

A. GENERAL AQUATIC CENTER POLICY

The highest health and safety standards shall be maintained to insure a pleasant environment.

BATHHOUSE:

1. Lavatories, urinals and toilets will be cleaned and disinfected twice daily.
2. Floors will be cleaned and disinfected twice daily.
3. In general, the bathhouse and family bathrooms will be maintained in a clean orderly manner. Waste baskets emptied daily, litter picked up, clean mirrors, etc.
4. Taking photographs and/or recording audio or video is not allowed in the bathhouse/changing room area. Violation of this rule shall be deemed an automatic third offense pursuant to this policy regardless of the number of occasions and the City may notify law enforcement in the event of any such violation.

BATHERS:

1. No person is permitted to use the pool without first having taken a warm water shower, using soap.
2. Swimmers 8 years and under must be accompanied by an individual at least 13 years old and closely supervised, or at the discretion of the pool manager, children 9 years old and older may be required to have supervision. Children 2 years old and under must have a swim diaper and be accompanied by an adult in swimwear when swimming in the large pool. The adult must be within physical reach of the child regardless of wearing a life jacket or not.'
3. No person having an obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, nose, or throat infection, is permitted to use any public aquatic center.
4. Spitting or spouting of water, blowing the nose, or any other similar activities in the aquatic center is strictly prohibited.
5. Street shoes are not permitted in the pool.
6. All suntan oil must be removed before entering the water. Waterproof sunscreen is allowed.

AQUATIC CENTER AREA:

1. The cement aquatic center area will be washed by hose a minimum of twice daily.
2. No glass will be permitted in the aquatic center area.
3. No food will be permitted in or within 5 feet of the water except water in unbreakable containers.
4. The general area will be kept clean.

AQUATIC CENTER:

1. The aquatic center bottom will be vacuumed as needed.
2. All floating debris will be removed when observed
3. Deposits of oils on the sides should be removed as needed
4. Baskets will be checked and cleaned as needed.
5. The grounds around the aquatic center area will be kept in a clean manner.

B. SPECIFIC AQUATIC CENTER ENVIRONMENT POLICY

1. Chlorine content will be maintained at no less than 0.4 PPM and should be regulated to follow State Health regulations.
2. PH will be maintained at 7.6 (range 7.2 – 7.8).
3. Alkalinity will be maintained between 80 – 200 PPM.
4. Cyanuric acid or equivalent will be used as a stabilizer at 30 PPM.
5. Sodium carbonate or equivalent in the proper amount will be used as a neutralizer to adjust PH.
6. Muriatic acid will be used in the event that PH must be lowered.
7. Such chemicals, as needed, will be added to treat algae.
8. Clarity of water will be maintained per regulations.
9. Support equipment such as pumps, chlorinator, test equipment and filters will be maintained and regularly inspected.
10. The defender filter will be bumped once daily.

C. SPECIFIC REPORTS

1. A daily head count of all bathers will be maintained and a summary of the daily swimmer load shall be submitted to the City Office.
2. All incidents reports will be filled out for any situation when a person is expelled or injured.
3. Weekly inventory of concessions and supplies will be made by the concession manager.
4. Financial: (Money will be kept in a locked safe in the locked managers office)
 - a. \$150.00 will be maintained at the start of each swimming day as operating capital. Admissions will start with \$100. Concessions will start with \$50
 - b. Daily totals of money received for each classification will be maintained.
 - c. A balance sheet will be submitted to the City Office on a daily basis.
 - d. Money in excess of \$150.00 will be turned over to the City Office on a daily basis.
 - e. Receipts for materials and supplies will be turned over to the City Office for payment.

5. A count of patrons will be made during rest period at 2:50 pm, 3:50 pm, and 6:50 pm and immediately prior to closing.

D. POOL OPERATION

1. Testing of pool water:
 - a. The manager or CPO will test the pool water before the start of any activity in the pool daily.
 - b. Testing of the pool water will be done every 2 hours throughout the day.
 - c. Test results will be entered in the Pool Log along with daily swimmer load, chemicals and amounts added and maintenance.
2. Aquatic Center hours will be recommended by the Park & Tree Advisory Committee to the City Council. Hours will be Monday through Friday from 1 p.m. to 5 p.m. and 6 p.m. to 8 p.m. and Saturday and Sunday from 1 p.m. to 6 p.m.
3. The swimmer load will be according to State Regulation.
4. During safety checks persons 19 and older may be allowed to swim.
5. The Pool Manager or Pool Certified Operator will be on duty at all times every day.
6. When persons are in the water five (5) lifeguards shall be in chairs at all times.
7. The Aquatic Center will be closed for the following reasons:
 - a. Residual Chlorine below 0.4 PPM.
 - b. Failure of water clarity test.
 - c. Unable to see the main drain.
 - d. Inadequate lifeguards on duty.
 - e. Electrical storm pending or other inclement weather.
 - f. Telephone out of order.
 - g. Lifesaving equipment unavailable.
 - h. PH below 7.2 or above 7.8.
 - i. Support equipment out of order.
 - j. May be closed at Manager's or Assistant Manager's discretion due to low air temperatures, below 65 degrees at scheduled opening time. Parks & Recreation Director must be notified before pool is closed.
 - k. Fecal and bodily fluid incidents.
8. Pool float toys are not permitted in the pool at any time. The aquatic center will provide pool noodles for the current channel with limit to one noodle each swimmer. Life jackets are permitted but must be approved and must be within a parents arms reach.
9. Individual barred from entrance:
 - a. For having an obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, nose, or throat infection.
 - b. Individual on the active discipline list.
10. Individual expelled:
 - a. Anyone not following instructions of pool employees.
 - b. Anyone not following the rules or this Policy.
 - c. Anyone spitting in the pool or being rowdy.
 - d. Anyone who has an obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, nose, or throat infection.
 - e. For failure to pay.
11. A probationary list will be maintained:
 - a. Minor offense: discretion of aquatic manager
 - b. Major offense: discretion of aquatic manager

- c. Maximum offense: expelled and barred for the remainder of the season. In the event that the offender is a minor, a letter or email will be sent to his/her parents by the pool manager.

12. Injury or probationary measures:

- a. An incident report will be written and presented to the Parks & Recreation Director whenever an injury or probationary measure is taken. This report will include name, date, time nature of incident, action taken along with signature of Manager or Assistant Manager taking this action.
- b. The Parks & Recreation Office will review all incident reports to consider corrective safety measures.
- c. In the case of probationary action, the person involved may appear before the Parks & Recreation Director or City Administrator for review by the Parks & Recreation Director or City Administrator.

13. Price for admission will be recommended by the Park and Tree Advisory Committee to the City Council. A weather voucher will be given to a patron if the aquatic center closes only to those who paid admission and got to swim for 90 minutes or less.

14. Private Parties:

- a. Scheduling of private parties can be made through the Pool Manager or his/her assistant at a minimum seven (7) days in advance of the desired date.
- b. Time for private parties will be confined to hours that the pool is not usually open to the public. In no case will a party begin while the pool is open to the public nor extend beyond 10:15 P.M.
- c. Charges and Deposit are as follows:

Pool Party Rental for two hours	Less 50 ppl \$175/hr \$350/ 2 hrs More 50 ppl \$200/hr \$400/2 hrs
Pool Party Rental Deposit	\$100.00

- d. The deposit will be returned to the patron providing all property is left in clean and orderly repair. In the event of damage or unusual cleaning, the deposit will be retained per the necessary charges.
- e. All private parties must be supervised by the Manager or Head Guard and a lifeguard.

15. Pool Rental for Fundraisers: (Must first be approved by the City Council)

- a. Scheduling of pool rental for fundraisers must be made through the Park and Recreation Director for approval before confirming the date at the pool. The request must indicate who, or what, the fundraiser is for and indicate if this is a free-will donation or what the required entrance fee will be.
- b. The Group must contact information for the organizer and whom the fundraiser will be held for. This information will be used to make sure that the money raised has been given to the group or family that it was intended to benefit. All donated money will be required to be donated to the family, or group, within ten (10) days of the fundraiser. A letter of confirmation will be sent to the Parks and Recreation Director indicating that funds have been delivered.
- c. A deposit of one hundred (\$100) dollars will be required to reserve the pool for the fundraiser. All pool fundraisers are held after the aquatic center closes.

The Parks and Recreation Director has the right to refuse the use of the pool for a fundraiser.

16. Swim Lessons:

- a. Swim lessons shall be administered, coordinated and operated by the aquatic staff.

17. Final Inspection of pool will be made by City staff at the closing of the pool season.

E. LIGHTNING POLICY (“If you can see it, flee it; if you can hear it, clear it.”) National Lightning Safety Institute – NE DHHS

1. Designate a responsible person as the weather safety lookout. That person should keep an eye on the weather. Use a Weather App or the Weather Channel to obtain good localized advanced weather information.
2. Use a lightning app to determine if the lightning is 6 miles or less away. If not available, when thunder and/or lightning are first noticed, use the Flash-To-Bang (F-B) method to determine its’ rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. Thus, a F-B of 10 = 2 miles; 15 = 3 miles; 20 = 4 miles; etc. At a F-B count of thirty, the pool should be evacuated. People should be directed to safe shelter nearby or under shelter.
3. Pool activities should remain suspended until thirty minutes after the last thunder is heard. The distance from Strike A to Strike B to Strike C can be some 5-8 miles away, and it can strike much further away.
4. The reopening time will be on the hour. The pool manager or assistant manager are to be at the aquatic center every day as scheduled and on storm days be there until last check-in time (6:00 P.M.).

F. POOL PRICES

Type of Pass	New Pool Cost
Family Season Pass	\$200.00 Limit 4 \$25 per/person after 4 limit
Adult Season Pass	\$90.00
Senior Citizens Season Pass (Age 55+)	\$75.00
Senior Citizens Couple Season Pass (Age 55+)	\$95.00
Child Season Pass	\$90.00
Adult Daily Admission (Age 18-54)	\$8.00
Child Daily Admission (Ages 3-17, under 2 is free)	\$7.00
Adult Nightly Admission (Age 18-54)	\$6.00
Child Nightly Admission (Age 3-17)	\$5.00
Daily Senior Citizens (Age 55+)	\$6.00
Nightly Senior Citizens (Age 55+)	\$4.00
Pool Party Rental for two hours	Less 50 ppl \$175/hr \$350/ 2 hrs More 50 ppl \$200/hr \$400/2 hrs
Pool Party Rental Deposit	\$100.00
Daily Senior Citizens (Age 55+)	\$6.00
Swim Team Registration	\$85.00
Swimming Lessons	\$45.00
City of Waverly Fire/Rescue Volunteer Members & Immediate Family	Free
City of Waverly Employees	50% off
Daycare Groups: Fees are charged according to the total number of children & staff signed up; not by number of children taken to pool each visit. Max limit of 25 daycare group members per daycare per day.	1-12 \$450 13-25 \$550 Remove 25+ as 25 is our max a daycare can have at the pool at once