

Aquatic Orientation Checklist

I _____ have been orientated on all of the listed items. I understand and will comply with all the rules and policies. If I have any questions regarding this information I will ask the pool manager, pool coordinator, recreation coordinator or recreation supervisor.

Guard Room	EP	MP	SC	CPP
Time Clock (Location and how to use)				
Payroll Exception – email aquatics.com, subject should be time clock				
Bulletin Boards – Schedules, newsletters, sub signs, phone lists and staff notices				
Sub Book (responsibilities in finding a sub)				
Cleaning List (How does it work)				
Cleaning Supplies (Where are they)				
Phone Usage (How to use, limited to 3 minutes and dialing 911, all phones can be dialed out long distance)				
Incident Reports (location, how to complete, where to put after completed).				
Accident Reports (location, how to complete, where to put after completed).				
Workman's Comp – needs to be done within 48 hrs. of incident and form filled out online				
Instructor Materials (progress cards, course record sheets, parent evaluations).				
Fanny Packs (reminder: check for everything in pack).				
First Aid Kit (gloves at all times, ask manager if anything needs replacement).				
Guard Tubes				
Lost and Found – Where to find, how to communicate with patrons, goggles, jewelry, etc.				
Pay days and when private lessons are due (Th. after pay day) only take the log electronically email it in to aquatics.com				

Pool Deck	EP	MP	SC	CPP
Review Pool Rules (general and specific).				
Backboard Locations				
Rotation				
Blind Spots				
Lap Lane Use (children shouldn't be in them unless swimming laps).				
Locker Rooms				
Family Change Rooms				
Walk Throughs				
Whistle Codes				
Swim Test (for use of deep well and diving board (EPIC/MP) and slides if not tall enough (CPP))				
Storage Room				
Aqua Fitness Equipment (location and who can use them).				
Swim Lesson Toys (location and who can use them).				
Hose				

Facility	EP	MP	SC	CPP
Tour of Building (bleachers, classroom, etc.).				
Operation of Lifts & Water Key				
Staff Locker Rooms				
AED Location				
Play Structure Switch				
Pay Checks- directly deposited into your account on pay day				
Emergency Call Button				
Emergency Slide Shut-Off				

EPIC Manager Signature _____	Date _____
Mulberry Manager Signature _____	Date _____
Senior Center Manager Signature _____	Date _____
City Park Manager Signature _____	Date _____

Manager Comments: