



Policy Title	Bassano Outdoor Pool – In House Training Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	TOB81/22
Policy Number	P-TOB72a/004-22
Review	Annually
Reviewed by/date	May 9, 2022 – Council

Policy Statement

The Town values its employees and prioritizes training for staff. Properly trained staff contribute to the viability of the facility and the development of our youth. The purpose of this policy is to provide guidelines for in-house training and in-services at the Bassano Outdoor Pool.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Pool – means the Bassano Outdoor Pool.

Pool Manager – is a Pool employee responsible for managing pool staff, maintaining consistent communication with the public, managing facility operations, programming, and ensuring safety and cleanliness standards are met.

Lifeguard Level 1 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, and take emergency actions when required.

Lifeguard Level 2 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, supervise Level 1 Lifeguards, and Pool Apprentices when the Pool Manager is not present, and take emergency actions when required.

Pool Apprentice - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, and supporting lifeguarding staff in emergencies.

Pool Staff – a person employed by the Town to work at the Pool.

Responsibility

It is the responsibility of all municipal employees and Pool staff to adhere to this policy.

Guidelines

In-house Training & Certification

To be employed at the Pool, staff must hold the following certifications.

Pool Manager	Assistant Pool Manager
<ul style="list-style-type: none"> • Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Lifesaving Society Lifesaving Instructor • Standard First Aid • Pool Operator Level 1 	<ul style="list-style-type: none"> • Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Lifesaving Society Lifesaving Instructor • Standard First Aid
Lifeguard Level 2	Lifeguard Level 1
<ul style="list-style-type: none"> • Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Standard First Aid 	<ul style="list-style-type: none"> • Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Standard First Aid
Pool Apprentice	
<ul style="list-style-type: none"> • Lifesaving Society Bronze Medallion and Cross • Standard First Aid 	

As outlined within the Bassano Outdoor Pool Operations Plan, in-house training will be offered at the beginning of each season to ensure staff are properly trained prior to the start of the season. The course schedule will be determined by instructor and staff availability, and the variety of courses needed.

Courses will be offered as an employment incentive at no charge to pool staff as follows:

1. Pool staff must maintain the minimum training. In-house training is offered to pool staff as an incentive. Pool staff will not be compensated an hourly wage for training. Pool staff may obtain their certification independent of the Town at their own expense.
2. It is the responsibility of pool staff to ensure they are physically, mentally, and emotionally fit to undertake training.
3. Pool staff who take in-house training must work at the Bassano Outdoor Pool for one full operating season following their training.

4. If the pool staff member leaves partway through the season, they will be responsible to pay for training in full or in part. This is at the discretion of the CAO. This does not apply to leaving due to injury/illness.
5. If a pool staff member fails to obtain a passing grade for any of their certification, the employee is responsible to pay their course fee in full to the Town. If a pool staff member fails to obtain a passing grade for any of their certification, it is the employees' responsibility to make arrangements for re-certification and to pay additional fees. Re-certification would be expected at an alternate facility.
6. If pool staff have outstanding debt to the Town for any courses throughout the season, the amount will be deducted from their payroll. If there is no payroll to deduct, the person shall not be employed in future seasons until the outstanding debt is paid in full to the Town.
7. Pool staff must make themselves available for training at the beginning of the season. Course dates will be announced in advance.
8. If a pool staff member requires assistance or practice before the course date, it is their responsibility to reach out and request assistance. Depending on the time of year, they may be required to practice their skills at another facility.

In-service Training

1. A minimum of 3 in-service training sessions will be held during the season to help pool staff maintain their skills and practice lifesaving and swim instruction techniques. In-services are scheduled, developed, and facilitated by the pool manager.
2. In-service training is mandatory for all pool staff.

Pool staff must read and sign this policy prior to being registered for any in-house training to express their understanding of the term and conditions above.

Policy Reference

1. P-TOB72a-001-22 - Pool Operations Plan

Employee Signature

Date

Witness

END OF POLICY