



<b>Policy Title</b>	Bassano Outdoor Pool – Lifeguard and Pool Staff Uniform Policy
<b>Authority</b>	Recreation & Leisure Department
<b>Approved (Dates/Motion #)</b>	Originally passed May 22, 2022 (TOB79/22), Revised Feb. 5, 2024 (TOB05/24)
<b>Policy Number</b>	P-TOB72a/002-22
<b>Review</b>	Annually
<b>Reviewed by/date</b>	February 5, 2024 – Council

## Policy Statement

As outlined within the Bassano Outdoor Pool Operations Plan and pool code of conduct, pool staff are provided uniforms to be worn during each shift for safety and to promote pride/comradery. The purpose of this policy is to provide guidelines for the distribution and use of lifeguard and pool staff uniforms.

## 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 taking 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 taking 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.

**Branded uniform** – clothing provided by the Town with approved insignia.

## Responsibility

It is the responsibility of all seasonal pool employees to adhere to this policy.

## Process

Each pool staff member is required to wear a branded uniform when on active duty at the pool.

Each pool staff member is entitled to either two tops (excluding sweaters) or a \$40.00 uniform allowance that must be used to purchase brand specific clothing at the beginning of each season.

Branded clothing includes t-shirts, tank tops, racerback tank tops, or sweaters with approved pool insignia (shown below).



Branded clothing is ordered by the Town and distributed to pool staff.

Additional branded clothing can be pre-paid and purchased by staff at the beginning of the season.

## Guidelines

These guidelines set out the roles and responsibilities for the use of lifeguard and pool staff uniforms.

1. Pool staff must wear a branded uniform and professional bottoms during each shift.
  - a. Professional bottoms are dark-colored shorts, leggings, or lightweight sweatpants.
  - b. "Lifeguard" or "staff" logos must be visible at all times. This is for safety purposes as the public must be able to identify pool staff during emergencies.
2. Branded uniforms must be laundered regularly by the staff member and kept in good condition (free of rips or stains). Branded uniforms are not to be cut or shortened.
3. Pool staff will avoid restrictive clothing. Denim is not permitted.
4. Pool staff is not to wear potentially offensive clothing (inappropriate sayings or graphics) when at the facility.
5. When teaching in-water lessons or programs, pool staff must wear a one-piece swimsuit or swim shorts.
6. Pool staff is encouraged to wear sunglasses, hats, and sunscreen.
7. Lifeguard and pool staff uniforms may only be worn outside of work to promote the pool and at Town events. Pool staff are ambassadors of the Town and the pool and must conduct themselves in an appropriate manner.

## Policy Reference

1. P-TOB12-002-21 - Personnel
2. P-TOB72a-001-22 - Pool Operations Plan

END OF POLICY



# 2024 Clothing Order Form

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

Each staff member will receive \$40.00 worth of branded clothing. Clothing must be worn during each shift with insignia visible at all times. Additional clothing can be purchased at the employee's own expense.

Items	Size	Quantity	Total Cost
Red Gildan Dry Blend T-shirt (S-5XL) \$12.00 each			
Heather Red Gildan Soft style racerback or tank tops (S-5XL) \$18.00 each			
Black/ Red King Athletic Hooded Fleece tops (S-5XL) \$40.00 each			
Black Gildan Dry Blend pocketed open-bottom leg sweatpants (S-2XL) \$30.00 each			
Black AJM brushed cotton caps (One Size) \$12.00 each			

Please complete the form below to order clothing.

Grand Total: \_\_\_\_\_