

VIRGINIA TECH INSTRUCTIONAL PROGRAMS

Policies & Procedures Manual

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Welcome to Recreational Sports Instructional Programs!

The purpose of this manual is to acquaint you with the policies and procedures of the Department of Recreational Sports at Virginia Tech as they pertain to the operation of the instructional program under its jurisdiction and that of the Division of Student Affairs.

You have been selected for this important position because of your knowledge, interest, and willingness provide instruction to participants who enroll in Tennis and Gymnastics classes offered through the Department of Recreational Sports at Virginia Tech

You are an official representative of Virginia Tech and the Department of Recreational Sports in the day-to-day performance of your duties and our "image" is created by your actions.

Whitney Evans
Aquatic Coordinator

Gabby Marquez
Graduate Assistant

VIRGINIA TECH INSTRUCTIONAL PROGRAMS POLICIES & PROCEDURES

Qualifications

To be eligible to instruct programs at Virginia Tech, we prefer that you are currently certified in CPR, First Aid, Blood Borne Pathogen and AED Training and have had experience in instruction of a specific sport or course.

Training

Training Sessions

Mandatory training sessions will be held prior to the beginning of each semester.

ANY ABSENCES MUST BE EXCUSED IN ADVANCE BY THE AQUATIC COORDINATOR OR GRADUATE ASSISTANT. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.

Course Plans

To insure instructors are well organized, you will be encouraged to turn in a course plan for the entire session. This will also help any substitutes that may be given your class in the case of your absence.

Equipment & Uniform Requirements

Uniform Requirements

You will be provided a staff shirt. **Please wear this uniform at all times when instructing for the Department of Recreational Sports.** Do not wear jeans with your uniform. Khaki shorts or wind pants are preferred.

Equipment

Some programs require the use of university equipment. In cases where this is involved, the employee should work out a contract or terms of use policy with his/her supervisor. Depending on the number of instructors, the supervisor will determine the method of equipment use, via checking out materials or assigning certain materials to the employee. Please see the information below on the use of state property.

Conduct While On Duty

Presenting a Professional Image

As representatives of the University, the conduct of all instructors is to be exemplary. During emergency situations, it is essential that all instructors act in a professional and controlled manner.

Discipline Policies and Procedures (Swim Lessons)

If an employee violates any policies, procedure, or otherwise fails to perform any duties, expectations, or responsibilities of the position, disciplinary action will be taken. Each employee is given 10 points at the beginning of the semester. These points are deducted as infractions occur with the employee.

Ten Point System

Points Lost	Action Done by Employee	Action Taken from Management
2 Points	<ul style="list-style-type: none"> • Late for lessons (10 minutes or less) • Improper or no uniform • Gum during lessons • Failure to put equipment away after lessons • Unapproved use of cell phone • Failure to attend meetings (communicated without 1 week notice) 	Verbal warning and documented in employee file
4 Points	<ul style="list-style-type: none"> • Late for lessons (10 minutes or more) • No completing lesson plans • No show for lessons (communicated) 	Verbal warning, meeting with GA, and documented in employee file
6 Points	<ul style="list-style-type: none"> • No-call, no show for lessons (not communicated) • Misuse of equipment • Missed meetings (not communicated) • Misuse of state vehicles • Failure to be alert while teaching 	Suspension (up to 1 week), possible demotion, documentation in employee file meeting with GA and Coordinator
8 Points	<ul style="list-style-type: none"> • Same 2 point offense 3 times • Disrespect to co-workers • Failure to obey student supervisors • Failure to implement or follow pool rules 	Suspension (up 2 weeks), demotion, documentation in employee file, meeting with GA, Coordinator
10 Points	<ul style="list-style-type: none"> • Disrespect to management and/or patrons • Dishonesty • Stealing • Working under the influence (drugs or alcohol) • Vandalism 	Suspension (up to 1 semester), demotion or termination, documentation in employee file, meeting with GA and Coordinator

Verbal Warning- Graduate Assistant will discuss problem and solution with employee. Written verification of the incident will be documented in the employee's file and loss of points will occur.

Written Warning- A written documentation of the infraction will be discussed with the employee and a meeting with the Graduate Assistant will be held.

Suspension/ Demotion Period- Employee will be removed from schedule for a certain period of time and/or demoted from current position(s). Written documentation will be placed in the employee's file.

Termination- Employee will be completely removed from schedule and may be asked to return any items supplied by Virginia Tech. Written documentation will be placed in the employee's file.

Note: Infraction and penalties are left to the discretion of management. Infractions are not limited to this list above. Employment with VT RecSports is a privilege and employees should value this opportunity.

Lines of Responsibility

The Student Employee

The Department of Recreational Sports recognizes first and foremost that you are a student. Recreational Sports will not jeopardize your status as a student with unreasonable or unjustifiable job demands. **HOWEVER, WE ALSO RECOGNIZE THAT BY ACCEPTING EMPLOYMENT, YOU ARE ACCEPTING A COMMITMENT FOR WHICH YOU WILL BE HELD RESPONSIBLE.**

General Supervision

All swim instructors are under the supervision of the Aquatic Management Team. This team consists of the Coordinator and Graduate Assistant. It is the responsibility of the Aquatics Management Team to administer all operations related to the pool, and this includes scheduling classes, maintenance, enforcement of policies and procedures, and the use of the pool by other groups both related and unrelated to the university.

To assist in these responsibilities, the Management Team hires a group of people to act in the capacity of the Student Supervisors. It is the responsibility of the Student Supervisors to assist the Aquatic Management Team in the hiring of instructors, administering training sessions, conducting other duties, scheduling work hours, and acting as a liaison between the staff and the Aquatics Management Team. The Aquatic Coordinator is the sole authority, to which all Aquatic Personnel report.

University Policies

Policy for the Use of State Property

Unauthorized use of state property will not be tolerated and is grounds for immediate dismissal. All VT Recreational Sports Aquatics & Instructional Equipment is inventoried multiple times throughout the year and records are documented. You are responsible for respecting this policy and returning all used equipment to its location immediately after use. You may use the aquatic & instructional equipment inside McComas and War Memorial Hall for its designated purpose. Do not store any equipment in your dorms, apartments, cars, etc. Each piece of equipment has a storage location and it is imperative that the equipment be returned to that specified location for ease of all employees' ability to do their job properly. Under no circumstances should equipment be borrowed or lent out or to an employee for personal use.

Some equipment is allowed to be checked out of the office and used for work purposes ONLY. Some examples include: Tennis Hoppers and any other equipment that the Coordinator of Aquatics and Instructional Programs approves. You must get approval prior to taking the equipment and you must sign the Release Form to record your name, date, item borrowed, event or purpose of use. When you return the borrowed equipment, you must sign it back in using the Release Form. Release Forms are available from the Aquatic Coordinator.

Policy on Sexual Harassment & Anti-Discrimination

Sexual harassment is reprehensible and will not be tolerated by the university. It subverts the mission of the university and threatens the careers, educational experience, and well-being of students, faculty, and staff. Sexual harassment is a form of discrimination, and relationships involving sexual harassment or discrimination have no place within the university. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, faculty, staff, and the academic community as a whole. When, through fear of reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the entire university suffers.

Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member's or supervisor's position. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or supervisor can have a decisive influence on a student's, staff member's, or faculty member's career at the university and beyond.

While sexual harassment most often takes place in situations of a power differential between the persons involved, the university also recognizes that sexual harassment may occur between persons of the same university status. Sexual harassment may also occur between persons of the same sex. The university will not tolerate behavior between or among members of the university community that creates an unacceptable working or educational environment.

Prohibited Acts

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic status (e.g., an explicit or implicit promise or granting of educational or career advancement expressed by promotion, training, or favorable academic or employment evaluation in return for sexual favors).
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions (e.g., an explicit or implicit threat or action which adversely affects the academic or employment opportunities expressed as nonpromotion, poor performance appraisal, transfer, or reassignment if the sexual demands or requests are rejected).
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment (e.g., a pattern of conduct that causes discomfort or humiliation, or both, such as sexually explicit statements, questions, jokes, anecdotes, visual materials, or literature).
- [The prohibited acts of sexual harassment are drawn directly from "Guidelines on Discrimination Because of Sex" by the Equal Employment Opportunity Commission, 29 Code of Federal Regulations Part 1604.11A.]

Anti-Discrimination:

VT prohibits discrimination or harassment on the following protected characteristics:

- Age (over 40)
- Color
- National Origin
- Political Party Affiliation
- Race
- Disability
- Gender (including pregnancy)
- Religion
- Sexual Orientation
- Veteran Status

General Instructor Responsibilities

- All instructors are required to be at the location of classes 10 minutes prior to the start of their scheduled class.
- It is the responsibility of each Instructor to insure their class area is in proper order and that all equipment is prepared for the start of class.
- **All classes are to start and finish ON TIME!**
- Please make yourself available immediately after class for parent or participant questions or concerns.
- Complete mid-session progress reports and certificate cards/certificates at the end of sessions
- Please help clean up the class area at the completion of each session.

Instructor/Course Scheduling

- Class scheduling will be done by instructor availability and preference. You can request a course and level in which you wish to teach.
- Students are limited to 20 hours per week during fall and spring semesters, and 40 hours per week over the summer (this includes all jobs with the University).

Private Lessons

There are times when an individual may request private lessons. The Instructional Program Supervisor will schedule these sessions and assign an instructor based on schedule availability and preference.

Finding a Sub

You must follow these steps to find a sub:

1. You must email the listserv and ask if anyone can sub for you
2. If no one responds email the listserv again and ask for a sub
3. If no one responds you must call all available instructors via phone and ask if they can sub for you
4. If you are still having trouble finding a sub contact the Supervisor of Instructional Swim.

Lockers & Towel Service

The Department of Recreational Sports issues lockers and towel service free of charge to all student employees. It is each employee's responsibility to fill out the proper forms to ensure they will receive this service. Lockers must be renewed each academic year.

Inclement Weather Procedures

When the University is closed due to inclement weather the facility **programming will be cancelled** and the building will be closed.

Weekend or Holiday Period Problems

Should you encounter a problem or issue during a weekend or holiday period please call the Graduate Assistant.

Children's Gymnastics Instruction

Tumble Tot Class - Designed to help build coordination skills for 2 and 3 year olds. The class will use various mats, beams, trampoline and obstacles on the floor. Parent participation is REQUIRED.

Tumble Foundations, Tumble Basics Classes I & II – Designed for the beginner and intermediate gymnast. These classes aim to improve flexibility, coordination and balance. Basic gymnastic skills will be taught on the floor, beam, bars, vault and trampoline.

Boys' Tumble Class – Designed to include the specific men's events such as; floor, vault, trampoline, pommel horse, rings, parallel bars and high bar.

Tumble Advanced Classes I & II – Designed for children that have progressed past the beginner level. The classes will be offered twice a week and will include strength exercises. All women's events will be practiced with females and all Men's events will be practiced with males.

Private Lessons – Designed to provide one-on-one instruction for intermediate and advanced gymnast, with an instructor of your choice. These classes may be taken in addition to a regular class or by themselves. The lessons are set at a time which is convenient for both you and the instructor. Two children may share one set of lessons and split the cost of the package.

TENNIS INSTRUCTION

Tennis classes provide on-court instruction emphasizing stroke analysis, drill and play situations, and corrective techniques. Proper footwear is required. No black soled shoes. Private Lessons are available when convenient for the patron and the instructor.

Discipline of Patrons

In those instances where a patron willingly and knowingly disobeys a request by an Instructor, certain actions must be immediately taken. If the action is life threatening or poses a hazard to other patrons, the Instructor must notify the Facility Manager/Aquatic Management Team on duty and take immediate and corrective action to reduce the hazard. Under no circumstances should the Instructor physically subdue a patron. Maintain your professional attitude at all times and attempt to verbalize the safety reasons of the rule in question in discussing a problem.

If at all possible, any person who disobeys an Instructor should be reported to the Aquatic Management Team. An incident report should be completed and kept on file by the Aquatic Coordinator of Recreational Sports (See appendix).

Specific Building Operations

WAR MEMORIAL HALL POOL

Biohazard Waste Disposal

After cleaning up a spill, place all soiled and used materials in the red biohazard trash bag, found in the First Aid Kit located in the Lifeguard Office. DO NOT put the biohazard trash bag in the regular trash can! **The Biohazard Trash Can is located behind the Equipment Desk!**

AED Locations

There are two AEDs in War Memorial Hall. Both have pediatric capabilities. One is located in the main hall, in-between the two large basketball gyms. The other is located on the wall directly across from the equipment desk, on the bottom floor of the building.

McCOMAS HALL POOL

Biohazard Waste Disposal

After cleaning up a spill, place all soiled and used materials in the red biohazard trash bag, found in the First Aid Kit located in the Lifeguard Office. DO NOT put the biohazard trash bag in the regular trash can! **The Biohazard Trash Can is located in the laundry room located past the group exercise rooms, near the double emergency exit doors!**

AED Locations

There are two AEDs in McComas Hall. Both have pediatric capabilities. One is located just behind the service desk, near the entrance to the single basketball gym. The other is located on the support beam directly out from the locker rooms, on the bottom floor of the building.

Pay & Wage Information

General Information

- Instructor Wage Information:
 - Instructors are paid on an hourly basis, ten minutes prior to your shift and up to five minutes after your shift is compensated. The first paycheck will not be available until two weeks after the close of your first pay period.
 - Paydays are generally the 1st and the 16th of each month.
 - All employees of Virginia Tech are required to participate in the direct deposit program.
 - You cannot work or be paid until all of your paperwork is completed in the Recreational Sports Office (142 McComas Hall).
 - If there is a discrepancy between the number of hours you worked and your paycheck, consult the Graduate Assistant. To insure there is not a discrepancy, be familiar with the clock-in/clock-out procedures.
- Hours per Week
 - Instructors are limited to 20 regular shift hours per week. Instructors may only work up to a maximum of 20 hours per week under the Department of Recreational Sports. The work week is defined as 5pm on Friday to the following Friday at 5pm.
- Pay Increases
 - Pay rates are increased at the beginning of the fall semester. Employees are eligible, not guaranteed, for a raise following one full academic year of employment. This raise is based on a number of factors including the employee's discipline record.

Time Clock Procedures

- All employees are responsible for clocking in for each shift worked via the Department of Recreational Sports time clock swipe system located at each facility.
- You will not be paid for shifts that are not recorded in the current pay period report.
- If you are unable to clock in via the Timeclock system, you must inform the Graduate Assistant or Student Supervisor for your area via email or in person.

Timesheet Verification Forms

- **All employees must sign their timesheets for each payroll period.**
These sheets are to be placed in the GA's box once signed.

Student Supervisor Positions

Each year the Aquatic Management Team hires Student Supervisors to assist in specific aquatic duties. These supervisor positions and team leader positions are: McComas Head Lifeguard & Team Leader, War Memorial Head Lifeguard & Team Leader and the Instructional Swim Supervisor & Team Leader. Returning employees are eligible to apply for these positions. Qualifications for student supervisor positions are: the candidate must have worked as a lifeguard for VT Recreational Sports for a minimum of one academic year and must be in good standing with regard to the disciplinary status. The Coordinator will interview and hire for these positions.

Student Supervisor & Team Leaders Characteristics

- Respect for and the skills necessary to enforce and justify the policies and procedures established by the Department of Recreational Sports.
- Capability to understand and work with others.
- Integrity in decision making.
- Respects the facility patrons and fellow employees.
- Honest and ethical.
- Concern for and knowledge of safety.
- Someone who has an outstanding employment record with the Department of Recreational Sports
- Has been certified through the American Red Cross in Water Safety Instruction and Lifeguard Instructor.
- Someone who has the qualifications and the time to perform the duties of Student Supervisor.

Student Supervisor & Team Leader Responsibilities

- Act as a liaison between the lifeguard staff/instructor staff and the Aquatic Management Team.
- Schedule aquatic staff and ensure that all aquatic employees report to work on time.
- Ensure that all aquatic employees wear appropriate uniforms.
- Inform aquatic staff of any special events or policy changes.
- Notify aquatic staff of any meetings or in-service trainings.
- Coordinate in-service trainings throughout the year.
- Train any new aquatic staff members.
- Post pool schedules and pertinent signage.
- Issue discipline reports when needed.
- Create brochures, flyers, and signs for upcoming events.
- Work weekend on-call duty during the fall and spring semesters.
- Work Recreational Sports special events, registrations, and/or informational fairs when needed.
- Attend weekly meetings with the Aquatics Management Team.
- Maintain designated office hours weekly.
- Coordinate instructional programs.
- Instruct lifeguard and or CPR/First Aid training when needed.
- Complete utilization and assessment reports each semester.
- Any other aquatic duties which may arise.

Reports and Forms

For risk management compliance it is important that forms and reports are recorded carefully and consistently.

Injury Report Form (See appendix)

As an instructor, you should be prepared for sudden emergencies and injuries. **ANY TIME AN ACCIDENT OCCURS, EVEN WITH THE SLIGHTEST POSSIBILITY OF UNSEEN OR UNKNOWN INJURY, AN INJURY REPORT FORM MUST BE COMPLETED** and brought to the attention of the Aquatics Management Team immediately. The Aquatic Coordinator and Graduate Assistant should be contacted immediately if the injury involves the rescue squad. All completed injury report forms are to be put into the Head Lifeguard's mailbox and kept on file in the Aquatic Coordinator's office.

Emergency Information

Instructional Programs staff is responsible for incidents and injuries in the class area. This may be as simple as giving a Band-Aid or as complicated as handling a cardiac emergency. Each instructor should have access to a phone, and a first aid kit including a breathing device.

Appendix

- **Discipline Policy Employee Contract**
- **Disciplinary Notice**
- **Injury Report Form**
- **Incident Report Form**
- **Emergency Action Plan**
- **Towel Service**
- **Mission Statement**

Discipline Policy Employee Contract (Instructor)

I, _____ agree to support and maintain all policies and procedures
Print Name

set fourth by VT RecSports Aquatics Department. Both the Discipline Policy and the Ten Point System have been explained to me in detail, and I understand that the list below is not limited to the points that I may lose if I commit an infraction.

Examples:

Late for lessons (10 minutes or less)	2 points
Improper or no uniform	2 points
Gum during lessons	2 points
Failure to put equipment away after lessons	2 points
Unapproved use of cell phone	2 points
Failure to attend meetings (communicated without 1 week notice)	2 points
Late for lessons (10 minutes or more)	4 points
No completing lesson plans	4 points
No show for lessons (communicated)	4 points
Not having a swim suit	4 Points
No-call, no show for lessons (not communicated)	6 Points
Misuse of equipment	6 Points
Missed meetings (not communicated)	6 Points
Misuse of state vehicles	6 Points
Failure to be alert while teaching	6 Points
Same 2 point offense 3 times	8 Points
Disrespect to co-workers	8 Points
Failure to obey student supervisors	8 Points
Failure to implement or follow pool rules	8 Points
Disrespect to management and/or patrons	10 Points
Dishonesty	10 Points
Stealing	10 Points
Working under the influence (drugs or alcohol)	10 Points
Vandalism	10 Points

Note: Infraction and penalties are left to the discretion of Aquatic Management Team. Infractions are not limited to the list above. Employment with VT RecSports is based on good job performance and employees may be released at any time the Aquatic Management Team may see fit and if work performance suffers. Points may be earned back at the discretion of the Aquatic Management Team. The Aquatic Management Team reserves the right to start any employee with less than 10 points at the beginning of any semester.

I have had the opportunity to ask questions regarding the Disciplinary Policy and the Ten Point System and I understand that I am responsible for my actions as an employee.

Print Name (Employee)

Signature

Date

Print Name (Supervisor)

Signature

Date

****Loss of 10 points in a semester will lead in termination of employment****

Disciplinary Notice (Instructor)

Name of Employee: _____ Date of Incident: _____

Type of Infraction

<input type="checkbox"/> Late for lessons (10 minutes or less)	2 points
<input type="checkbox"/> Improper or no uniform	2 points
<input type="checkbox"/> Gum during lessons	2 points
<input type="checkbox"/> Failure to put equipment away after lessons	2 points
<input type="checkbox"/> Unapproved use of cell phone	2 points
<input type="checkbox"/> Failure to attend meetings (communicated without 1 week notice)	2 points
<input type="checkbox"/> Late for lessons (10 minutes or more)	4 points
<input type="checkbox"/> No completing lesson plans	4 points
<input type="checkbox"/> No show for lessons (communicated)	4 points
<input type="checkbox"/> No-call, no show for lessons (not communicated)	6 Points
<input type="checkbox"/> Misuse of equipment	6 Points

<input type="checkbox"/> Missed meetings (not communicated)	6 Points
<input type="checkbox"/> Misuse of state vehicles	6 Points
<input type="checkbox"/> Failure to be alert while teaching	6 Points
<input type="checkbox"/> Same 2 point offense 3 times	8 Points
<input type="checkbox"/> Disrespect to co-workers	8 Points
<input type="checkbox"/> Failure to obey student supervisors	8 Points
<input type="checkbox"/> Failure to implement or follow pool rules	8 Points
<input type="checkbox"/> Disrespect to management and/or patrons	10 Points
<input type="checkbox"/> Dishonesty	10 Points
<input type="checkbox"/> Stealing	10 Points
<input type="checkbox"/> Working under the influence (drugs or alcohol)	10 Points
<input type="checkbox"/> Vandalism	10 Points

Other Infraction: _____

Points Lost: _____ Remaining Points: _____

Details of the Infraction:

Type Action Taken by Management

Verbal Warning
 Meeting with Management
 Suspension
 Demotion
 Termination

Print Name (Employee) _____ Signature _____ Date _____

Print Name (Supervisor) _____ Signature _____ Date _____

Injury Report Form

Name of Injured _____ ID# _____
Address _____ Phone _____
Time _____ AM/PM Date _____ Day _____
Activity in Which Incident Occurred _____ Field/Court # _____
Supervisor _____
Rescue Squad Called? _____ Yes _____ No _____ Squad Initials _____
Status of Injured: Faculty / Staff / Graduate / Undergraduate / Other _____
Hx: _____ Diabetes _____ Heart Disease _____ High BP _____ Stroke
_____ COPD _____ Psych _____ Seizure Other _____
Allergies: _____ Meds: _____

Apparent Nature of Injury

_____ Abrasion _____ Cut _____ Sprain _____ Bruise
_____ Dislocation _____ Concussion _____ Fracture _____ Other

Specify Other _____

Part of Body Injured

_____ Abdomen _____ Mouth _____ Face _____ Nose
_____ Tooth _____ Back L/R _____ Eye L/R _____ Foot
L/R _____ Shoulder L/R _____ Wrist L/R _____ Leg L/R _____ Ankle
L/R _____ Ear L/R _____ Hand L/R _____ Arm _____ Other

Specify Other _____

Past History of Injury _____

Description of Incident _____

Action Taken/Assistance Given _____

Follow Up Contact _____

If the injured person refuses treatment, although recommended by the supervisor, the injured party must sign below. If the person is not 18 years of age, care should be provided despite protests unless otherwise stated by their parent or legal guardian.

Injured Signature _____ Date _____ Time _____
Witness Signature _____ Date _____ Time _____

VT staff member filing this report: _____

Emergency Action Plan

Primary Rescuer Duties:

(This is the first employee that recognizes the emergency)

1. Recognize the emergency.
2. Activate the Emergency Action Plan with one long whistle.
3. Alert a secondary rescuer so that they may know that an emergency exists.
4. Survey the scene; if safe, approach the victim.
5. Initiate the appropriate rescue and removal.
6. Perform the primary survey. Check Airway, Check Breathing, and Check Pulse.
7. If needed begin Rescue Breathing or CPR.

Secondary Rescuer/Available Patron

(This is the person that is most readily available to help the situation)

1. Proceed to the scene of emergency.
2. Stop all activities in the pool and its surrounding areas. Assign someone to maintain the pool and its surrounding areas clear.
3. Approach the scene with the appropriate equipment (i.e. backboard or additional rescue tube).
4. Allow for the primary rescuer to tell you what needs to be done.
5. If the primary rescuer asks you to call 911, assign someone else to call 911 and to notify facility staff (McComas-Control Desk, War-Equipment Desk). Tell them to come back to you and tell you that they have done so. You stay and help the primary rescuer with anything else they need. (i.e. compressions or getting the AED).
6. Once the person you assign to call 911 returns to you, tell them to please wait by the entrance and greet EMS personnel and show them to the emergency

Spinal Injury

For an unconscious victim

Complete the correct water entry and rescue. If you discover the patron is unconscious, place only the chest strap and the head restrains on the victim and remove them from the water as quickly as possible. Then give appropriate care until EMS arrives on the scene.

For a conscious victim

Complete the correct water entry and rescue. Once you have determined the patron is conscious, make large looping circles in the water to maintain in-line stabilization until the secondary rescuer brings the backboard. Secure the victim to the backboard per standards of the American Red Cross. Then give appropriate care until EMS arrives on the scene.

Post Any Major Rescue, Incident or Accident

1. **Chain of Command is Notified-** The first one to be notified is the GA. If the GA is unavailable contact the Coordinator. You must keep trying until someone in management is notified.
2. **Paperwork-** The primary rescuer completes all paper work necessary and has any other rescuers and/or witness sign the incident/accident report.
3. **Check Equipment-** Any equipment that was used is re-check and if necessary replace those materials (i.e. backboard or AED). If the victim is taken to the hospital management will assign someone to go retrieve it.
4. **Staff debriefing-** A meeting will take place among all employees to debrief the incident/accident.

NOTE: DO NOT talk to the media. Only the Aquatic Management Team may address the media.

Complimentary Towel Service for Recreational Sports Student Employees

Please note that this will be offered on a trial basis for Fall 2009. Once actual usage and cost of providing this benefit is determined, we will decide if it is feasible to continue.

As a benefit of employment, student employees may receive free towel service for personal use during the duration of their employment with Recreational Sports.

Towel Service Rules

- Employees MUST present their Hokie Passport to facility staff every time they wish to obtain a towel. *Under no circumstances will towels be issued without an ID.*
- Employees will need to tell the staff to use the SEMESTER towel service code.
- Only one towel may be issued at a time. (In other words, no using this service for friends, please)
- Towel service will work in War Memorial and McComas
- We reserve the right to limit or remove access to this benefit for anyone found violating the above conditions.

Supervisor Requirements

- Submit current employee list to Aquatic Coordinator, Facilities at the beginning of each semester. List should include Employee ID number, first and last name. This list should be in Excel format.
- You may either submit your entire employee list or a list of only those employees who are interested in this service.
- It will be appreciated if updates are submitted as employees are added or removed from employment during the semester so that the list can be kept as current as possible.

Department of Recreational Sports Mission Statement

The Department of Recreational Sports enhances the quality of life for the university community by educating and encouraging participation in activities that promote healthy lifestyles, social interactions, and leadership skills. The department creates an atmosphere that encourages individuals to develop life-long involvement in recreational activities and is dedicated to meeting the changing needs of a diverse community by offering quality structured and informal recreational opportunities.

8/2009 WNE