

<p>Alma Public Schools Community Education Swimming Program</p>

SWIM INSTRUCTION
Concepts and Guidelines

Levels

Novice I and II – pre-swimming skills

Novice III and IV – Combining skills

Progression

1. Adjustment to environment and new sensations
 2. Introduction to drills and skills
 3. Developing drill and skills
 4. Combining skills into strokes
 5. Developing strokes into habits
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1. Anxiety and tenseness are natural when encountering new experiences but students must be relaxed when attempting to learn new motor skills.
 2. Generally, small doses of instruction are best for Novice and Junior levels. The exception is when the student is comfortable with and thoroughly understands a particular skill or drill, and needs repetition to develop competence and consistence.
 3. Whenever possible, initiate new skills with deck work, then progress to pool edge, float work in the water, and finally to the water without any float.
 4. Students will learn best from positive, successful experiences, and in degrees so small that progress will often not show from day to day. Be patient and positive.
 5. The more often a swimmer repeats mistakes, the more difficult those mistakes become to correct.
 6. Try to explain the purpose of each new drill or skill and the reason for any correction you make. Most corrections will need to be exaggerated.
 7. Try to finish every lesson with a positive experience.

Class Instruction

- **Keep your entire class in sight at all times.** When doing individual work keep your eyes on the rest of the class. Do not turn your back to the class.
- Insist that your students listen and obey instructions regarding safety.
- Know what you want to do before class begins but don't be afraid to change the lesson plan if class isn't going as expected.
- Limit individual drills and skills to 5-8 minutes with novice levels and 8-12 minutes with the juniors. Include a minimum of 4 different skills in each class.
- Limit board time and free swim to a maximum of 5 minutes. The purpose of class is to allow experimentation with new skills and perhaps some individual instruction. Make sure your entire class is safely covered. Swimmers are not to use the boards or deep end until they can swim across the deep end alone.
- Be careful with the floats.
- Never allow more students in the water than you can comfortably and safely handle.
- Do as much group instruction as possible. Do not hold the entire class back for one or two slow students.
- Warm up the class with skills in which the students are already familiar.
- Try to alternate introduction of new skills with drills already taught in the class.
- Don't wait until the last day to test and prepare skill sheets. The final day should be an Instructional – Test Day, reserving only the most difficult skills for actual testing. Most of the skill sheet should be filled out before the final Friday of class.
- Start class on time and continue for the full class period.
- If it is necessary to move a student to another class, notify the supervisor.

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LIFEGUARDS
Guidelines and Responsibilities

1. Be on time when your shift begins and make sure your area is covered while changing positions. Check rescue equipment in your area.
2. Guard alone, don't carry-on a conversation with friends, relatives or any other employee.
3. Guard from proper position.
4. If you must leave your station, alert the other guards. (rescue, accident, discipline)
5. Take your break on the pool deck or patio. When on break still have a responsibility to control the area you happen to be in.
6. Visually check everyone in your area every 10 seconds
7. ALWAYS FACE THE POOL
8. Try to anticipate hazardous activities.
9. Identify weak swimmers and pass on that information to the guard who relieves you.
10. Be aware of what the other guards are doing and help out when necessary.
11. Control deck as well as pool.
12. If you are unsure of the safety/danger of a particular activity, prohibit that activity and explain your action to the swimmer.
13. Maximum swimmer to lifeguard ratios:
 - a. ≤ 251 guard
 - b. 26 to 50.....2 guards
 - c. ≥ 51 3 guards
 - d. NO more than 100 swimmers allowed at one time.

14. DISCIPLINE – consider age, intent, danger, before deciding on action. The levels of action are: 1. Warning/explanation, 2. Time on the bench and, 3. removal from the pool. For severe discipline problems, notify supervisor. Removal from the pool must be determined by the supervisor.
15. Do not clear pool until the end of the open swim period.
16. Guard in 15 minute rotations unless other arrangements are approved by supervisor.
17. Guards are responsible for getting their own substitutes. Substitutes must be approved by supervisor in advance.
18. Guard in swim suit only – no shorts, shirt, flip flops...
19. Guard with rescue tube attached.
20. Guard in standing position unless in elevated chair.
21. Regardless of bather load – guards must be working. If a bather load is at minimum standard, the supervisor may allow guards to leave.
22. AED RETRIEVAL – Everyone on duty must be aware of AED location and how to access the AED.

OPEN SWIM RULES/PROCEDURES FOR LIFEGUARDS

- No diving of any kind in shallow end.
- Children under 7 must be with an adult or a responsible older sibling/babysitter...
- Children may bring their own floaties or borrow ours, but they must be accompanied by a responsible person at all times and must stay with that person in the shallow end.
- No one can swim in the deep end unless they are able to swim one length of the pool without stopping.
- Don't let swimmers pull on the yellow rubber bands because they could snap.
- No pulling or pushing people in or out of the water.
- No hanging/sitting/pulling on the lane lines.
- All equipment (kickboards, etc.) is off limits. Exceptions are if an adult is helping a child practice kicking with one. Only this is okay, and the adult must supervise the child.
- One at a time on the diving board, swim to far ladder and walk around.
- One bounce only on the diving board.
- No swimming in the diving area.
- Nerf or squishy balls are okay if they bring their own and do not hit anyone in the face with it, etc.
- No roughhousing.
- They may only be on someone's shoulders in the middle of the shallow end of away from any walls and people.
- **NO RUNNING!!!**
- Be sure to keep an eye on the patio and the locker room showers, and if anything looks suspicious, have someone check it out right away.

- Near the end of the sessions, locker guards should bring the money out, count it, and put it in an envelope, along with the sheets of names of those who attended. Label the envelope with the date, afternoon or evening open swim, and how many boys and girls each paid. Put the envelope on the desk near the pace clock.
- Take shallow end ropes out and put lane markers in at the end of each open swim session.
- At the end of the evening session, make sure everyone is gone, turn off all lights and music, double check all doors leading to the outside and make sure they are latched. Lock both boys and girls locker rooms and close both sets of doors leading into the balcony. Secure these doors with orange handle locks. Make sure all doors are closed and latched before leaving.
- No standing or kneeling on the half wall.

ALMA POOL EMERGENCY ACTION PLAN

1. Notify other guards when leaving your station to make a rescue with three short whistles.
2. Guards not involved must cover rescuing guard's swim area.
3. Use reaching assist whenever possible in deep water. Use rescue tube when making a deep water rescue.
4. Off-duty guard must assist in rescue.
5. Supervisor will direct backboard rescues after initial rescue. Supervisor will direct guard to retrieve AED when necessary.
6. Raise floor to facilitate backboard rescue unless quick removal is necessary to perform CPR.
7. All injuries must be seen by supervisor who will then direct first aid and decide if parental notification is necessary.
8. Pool and deck must be cleared of swimmers when EMS is called.
9. Supervisor must notify parents or responsible adult of injuries to minors.

EMS CALLS

1. Spinal/Head injuries
2. Loss of consciousness
3. Suspected heart attack/stroke
4. Seizures leaving the victim disoriented
5. Rescues leaving victim in respiratory distress
6. Anytime rescue breathing/CPR is necessary

Primary or secondary rescuers or supervisor
can make decision to call 9-1-1.

9-9-1-1

if using school phone

When in doubt – CALL – we can always call
back and cancel

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Locker Attendants
Guidelines and Responsibilities

1. Be on time, stay in locker room, and do not leave until you have checked with the person in charge. Shifts end 15 minutes after open swim has ended.
2. Be a friendly policeman (woman).
3. Do not allow games, running, or horseplay in locker room or showers.
4. Keep showers reasonably short and turn them off when not in use.
5. Keep floor as clean and dry as possible.
6. Check toilets, flush when necessary and replace toilet paper as needed.
7. Open swim collection and count – collect at locker entrance, do not leave money unattended, and keep head count. Notify person in charge when maximum load has been reached and begin reservations.
Boys – 55 and Girls – 45.
8. If you suspect someone of abusing the family pass, notify supervisor.
9. Refer discipline problems to supervisor.
10. Work alone.
11. Find your own substitutes and fill out substitution forms.
12. Be on alert for thefts, report suspicious behavior to supervisor.