



Lifeguard Manual

Duties and Responsibilities

The primary responsibility of ALL Katy ISD lifeguards is to ensure pool users' safety and protect lives.

Lifeguard Responsibilities

1. All lifeguards must obey and enforce Katy ISD Pool Safety Rules.
2. All lifeguards must report in uniform to the Head Lifeguard or Event Supervisor at the time listed on When to Work (W2W) and be in position ready to work when the event commences.
3. Lifeguards are allotted 15 minutes prior to start of shift as listed on W2W to arrive and be prepared to begin on-time. This will be paid time and should be documented on time sheet.
4. All lifeguards will adhere to the rotation of lifeguards and zone coverage as stated in this manual.
5. All problems that arise at a Katy ISD facility should be reported to the Head Lifeguard, Event Supervisor or when neither are available contact the Aquatics Coordinator.
6. All Lifeguards are required to work their assigned shifts as listed on W2W.
7. All Lifeguards must remain in the pool area during their assigned shift. Guards on "down rotation" need to be alert and prepared to help in an emergency.
8. Lifeguards providing care must complete Incident Reports immediately and turn them in to Head Lifeguard.
9. Lifeguards must follow all policies, procedures, and guidelines listed in this manual.
10. Lifeguards must attend all state mandated in-service training to remain on the Katy ISD active lifeguard list.
11. To receive a pay check, lifeguards must complete a separate time sheet for each KISD sponsored program, KISD event, and non-KISD programs. Time sheets are in the green Event Folder.

Head Lifeguard Responsibilities

1. Head Guards are to report to pool at the time listed on W2W to check the pool equipment and set-up.
2. Head Guard will unlock diving boards if used and replaced locks and cables before leaving the facility.
3. Head Guard or Pool Supervisor will check time records for accuracy and sign "Supervisor Signature." Make sure all-time records are in folder and put in designated location.
4. Head Guard will obtain Incident Reports and/or Witness Statements from lifeguards providing care, check forms for completeness, and submit forms with time sheets. In case of serious injury (one requiring additional medical attention), contact the Aquatics Coordinator.
5. At the end of an event, the Head Guard turns the pool over to the home team coach, instructor, Pool Supervisor, or adult in charge of the event, then dismisses the lifeguards from the event.
6. Head Guards should stay and make sure all lifeguards are picked up after the event.
7. Guards must attend all Head Guard meetings.

Athletic Department Responsibilities

1. Comply with all federal, state and local requirements for lifeguards.
2. Maintain all lifeguard records including certifications, correspondence, time sheets, training records, and evaluations.
3. Provide training opportunities as required by the State of Texas.
4. Process and maintain all incident reports/witness statements, requests for equipment, and repairs.

5. Prepare and distribute lifeguard schedules two weeks in advance.
6. Code time sheets and enter payroll.
7. Aquatics Coordinator is available by e-mail or text for schedule changes 48 or more hours before an event. Be available by cell phone (832-387-9605) for schedule changes less than 48 hours before an event.
8. Aquatics Coordinator is available by cell phone for pool emergencies at all times lifeguards are working events in KISD aquatic facilities.

Discipline Policy

Lifeguards shall comply with all policies, procedures, and guidelines set forth in this manual. Violation of Katy ISD lifeguard standards may result in the following discipline measures:

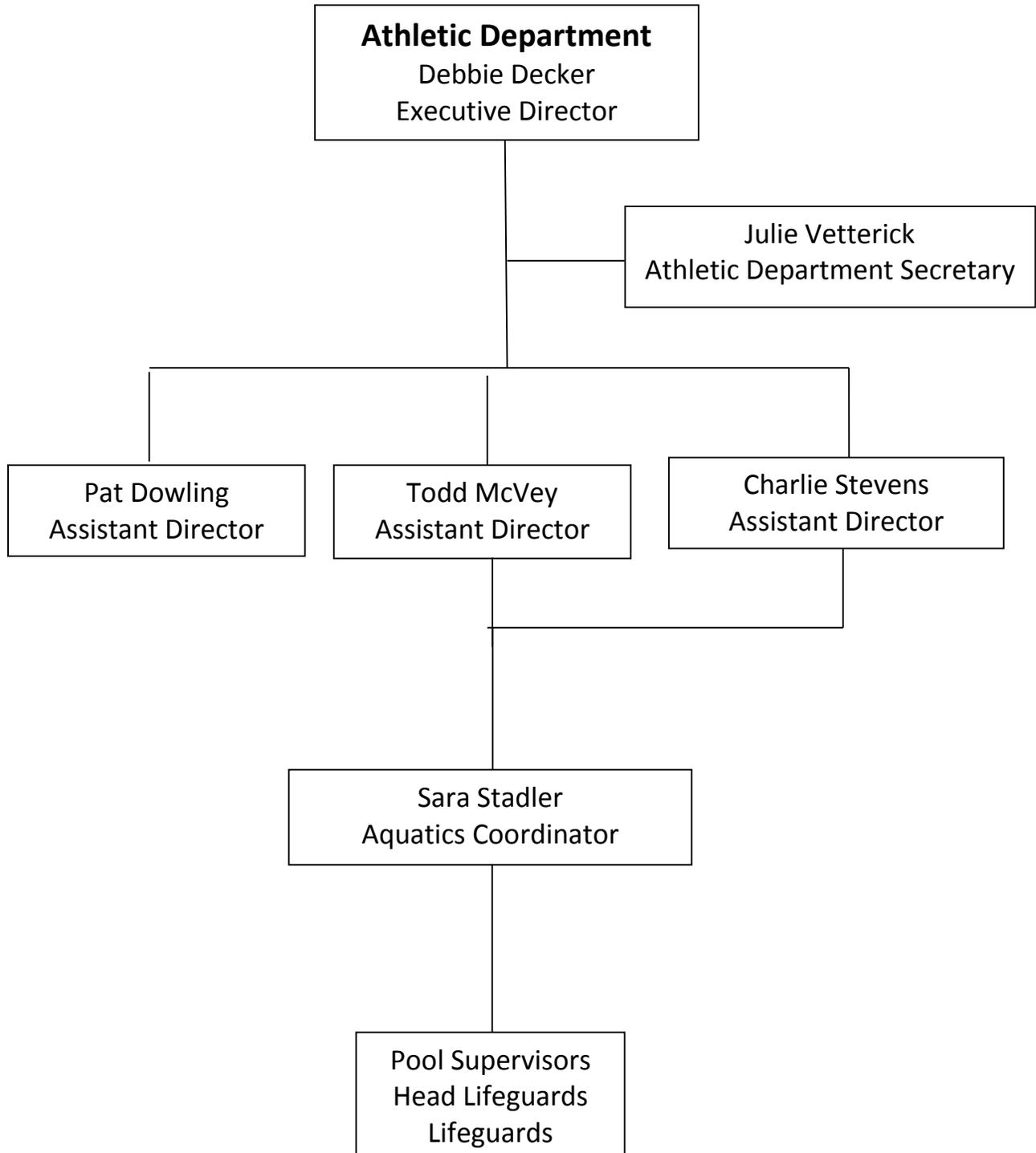
- First Incidence – Advisement of failure to follow standards
- Second Incidence – Written report and required meeting with Aquatics Coordinator
- Continued Incidences – may result in further disciplinary action, including termination

Conduct or actions that endanger pool users' safety shall result in immediate termination.

Pool Safety Rules

1. No swimmers are allowed in the pool until lifeguards are in position on the stands.
2. Do not prop outside doors open.
3. No individuals are allowed in the pool or dressing areas without the adult responsible for supervision of the group participants.
4. Never swim alone.
5. No running on pool deck.
6. No horseplay, such as dunking or shoving.
7. No swimming under bulkhead.
8. No glass containers allowed on deck.
9. Diving allowed ONLY UNDER QUALIFIED SUPERVISION.
- 10.No sitting or hanging on the lane lines.

Aquatics Organizational Chart



Guidelines for Lifeguard Personnel

Attire, Appearance and Personal Responsibilities

Uniforms

1. All lifeguards must wear Katy ISD lifeguard uniform when on duty.
2. Female Lifeguards must wear a “sport” swim suit appropriate for lifeguarding. Athletics style shorts can be work over swim suit but must be appropriate Katy ISD attire.
3. Male guards must wear swim trunks when on duty. Must be appropriate Katy ISD attire.
4. When guarding, shoes and socks should **NOT** be worn. However, you may wear shoes or sandals walking to and from the lifeguard stands and/or stations.

General Appearance

1. All lifeguards must be neat and clean.
2. Long hair should be pulled back and secured.
3. Fingernails should be clean and neatly trimmed.
4. Jewelry (necklaces, rings, earrings, and body piercing) should not be worn while on duty.

Punctuality, Attendance and Schedule Changes

1. All lifeguards must report to the Head Lifeguard at time listed in W2W. All lifeguards must be in uniform and in position ready to provide surveillance when the event begins. (tardies will be recorded.)
2. If unable to work a scheduled shift, list it on the “Trade board” in W2W. If no one picks up your shift, contact the Aquatics Coordinator 48 hours before your shift begins. All scheduling is done on W2W.
3. If an emergency arises and you must change your schedule less than 48 hours before a scheduled shift, call and talk with the Aquatics Coordinator. All last minute changes are done by the Aquatics Coordinator.
4. All lifeguards are responsible for attendance at in-service training.
5. The Head Lifeguard dismisses lifeguards from all events.

Personal Telephone Calls & Texting

Cell phones and car keys may be kept inside the coach's office. No cell phone use will be allowed on lifeguard stand/stations. Phone calls, text messages, and e-mails are not allowed on down rotation except in case of emergency. No game playing while on duty.

Time Sheets and Paychecks

1. There are two pay days per month: the 15th and last day of the month. If you have registered for Direct Deposit you should receive your pay checks directly to your bank account. If not, you will have a check mailed to you after payday.
2. During non-district events a Pool Supervisor will have a binder with all paperwork pertaining to that event including time sheets to be filled out by all staff.
3. During district events staff should find the color-coded folder in the coach's office labeled "Lifeguard Time Sheets". Fill out a time sheet directly after each event and leave it in the folder.
4. If time sheets are not completed properly and signed, approved by the appropriated person, or received by the Aquatics Coordinator on or before the collection day, paychecks may be delayed.

Payroll Advice: <https://mss.katyisd.org/mss>

Log in using the following:

Username: first initial/full last name/last four digits of your social security #

Password: First time log-in – last four (4) of social security number. You will be prompted to create a new password at that time.

Example:

Username: JDoe1234

Password: 1234

If you require further assistance, please let us know or contact the Payroll Department.

Incident Reports and Witness Statements

Any incident requiring lifeguard assistance must be reported on an “Incident Report”. General first aid incidents do NOT required “Witness Statements.” In case of an incident requiring lifeguard rescue, submersion, spinal injury, or further medical attention (e.g. Katy ISD Athletic Trainer, EMS or parents taking injured student to a doctor), “Witness Statements” must be completed in addition to the Incident Report.

“Incident Reports” should be completed by the lifeguard responsible for the rescue, if possible; other lifeguard personnel may help with reports if necessary.

Lifeguard personnel shall obtain “Witness Statements” from by-standers or staff who witnessed the incident. All “Incident Reports” and “Witness Statements” are to be turned in to the Aquatics Coordinator as soon as possible.

Confidentiality

Any information obtained while making a rescue, providing care, or completing records is private and confidential. Never discuss the person or the care you gave with anyone except law enforcement personnel or other personnel caring for the victim. NEVER discuss or answer questions from television or newspaper reporters, insurance company representatives, attorneys, or just curious people. Refer all questions to the Aquatics Coordinator.

Pool Information

Activities and Events

Katy ISD pools have a wide range of aquatic activities: UIL Swimming & Diving, PE classes, Summer Rec Learn-to-Swim program, district events (e.g. band, choir, student council), and club/organization sports. The State of Texas began requiring lifeguards for specified pool activities on October 1, 1999. Katy ISD complies with Texas Administrative Code 25, Section 265 for swimming pool safety and supervision. Activities requiring lifeguards by state law are competitive events (Class A) and any educational/instructional (Class C) activities involving diving.

Emergency Action Plan for KISD Lifeguards

1. Lifeguard recognizes emergency
2. Lifeguard activates EAP
3. Lifeguard follows Rescue Procedures:
 - Survey the scene & safety enter the water
 - Perform appropriate rescue
 - Move victim to safety
 - Remove the victim from water
4. Provide care as needed (if EMS is required, follow individual facility instructions posted by the Emergency Telephone in each pool and on pages 21-28 of this manual).
5. Notify Chain of Command
6. Interview witnesses
7. Complete reports
8. Check equipment
9. Take corrective action, if necessary

Emergency Action Plan for CRHS

Emergency Personnel: lifeguard(s) on duty
district swim coach(es) and
high school athletic trainer(s) at swim meets
all adults responsible for district and outside groups

Emergency Communication: emergency telephone outside coaches' office

Emergency Calls

1. **Dial: 911**

Instruct EMS to report to the Natatorium at

**Cinco Ranch High School Natatorium
23440 Cinco Ranch Boulevard
Katy, Texas 77494**

Directions: From Hwy 99, turn west on Cinco Ranch Blvd and enter the first parking lot entrance.

2. Send appropriate personnel to meet and direct EMS personnel into the Natatorium from the parking lot.
3. If KISD event, send for Athletic Trainer.
4. Provide appropriate emergency care until EMS arrives
5. Provide necessary information to EMS personnel
6. Contact Security (281-237-4000) and Aquatics Coordinator (281-642-5455).

Location of AED: Mounted on wall in Field House hallway to Natatorium.

Emergency Action Plan for KHS

Emergency Personnel: lifeguard(s) on duty
district swim coach(es) and
possible high school athletic trainer(s) at swim meets
all adults responsible for district and outside groups

Emergency Communication: emergency phone outside coaches' office

Emergency Calls

1. **Dial: 911**

Instruct EMS to report to the Swim Center at

**Katy High School
6331 Highway Boulevard
Katy, Texas 77494**

Directions: Enter facility from South Stadium Lane. Swim Center parking lot is northeast of Tiger Stadium.

2. Send appropriate personnel to meet and direct EMS personnel into the Natatorium from the parking lot.
3. If KISD event, send for Athletic Trainer.
4. Provide appropriate emergency care until EMS arrives
5. Provide necessary information to EMS personnel
6. Contact Security (281-237-4000) and Aquatics Coordinator (281-642-5455).

Location of AED: In Field House lobby on Wall Mount. For KISD events Athletic Trainer usually provides AED for natatorium.

Emergency Action Plan for MCHS

Emergency Personnel: lifeguard(s) on duty
district swim coach(es) and
possible high school athletic trainer(s) at swim meets
all adults responsible for district and outside groups

Emergency Communication: emergency telephone outside coaches' office

Emergency Calls

1. Dial: 911

Instruct EMS to report to the Natatorium at

**Mayde Creek High School
19202 Groschke Road
Houston, Texas 77084**

Directions: Westlake Fire Department EMS will know where the Natatorium is located. If instructions are needed, instruct them to enter the parking lot labeled "Athletics " from Groschke Road and proceed to the rear of the building. The Natatorium is located beyond the tennis courts.

2. Send appropriate personnel to meet and direct EMS Personnel into the Natatorium from the parking lot.
3. If KISD event, send for Athletic Trainer.
4. Provide appropriate emergency care until EMS arrives
5. Provide necessary information to EMS personnel
6. Contact Security (281-237-4000) and Aquatics Coordinator (832-387-9605).

Location of AED: Hallway on southeast side of competition/practice gyms across from concession stand.

Emergency Action Plan for MRHS

Emergency Personnel: lifeguard(s) on duty
district swim coach(es) and
possible high school athletic trainer(s) at swim meets
all adults responsible for district & outside groups

Emergency Communication: emergency telephone outside coaches' office

Emergency Calls

1. Dial: 911

Instruct EMS to report to the Natatorium at

**Morton Ranch High School
21000 Franz Roach
Katy, Texas 77449**

Directions: Instruct EMS to enter the Natatorium off Franz Road. Tell EMS to turn into the third parking lot (student parking lot) and enter the Natatorium through glass doors at northwest corner of natatorium.

2. Send appropriate personnel to meet and direct EMS Personnel into the Natatorium from the parking lot.
3. If KISD event, send for Athletic Trainer.
4. Provide appropriate emergency care until EMS arrives
5. Provide necessary information to EMS personnel
6. Contact Security (281-237-4000) and Aquatics Coordinator (832-387-9605).

Location of AED: Located in Athletic Training/Weight Room hallway

Emergency Action Plan for SLHS

Emergency Personnel: lifeguard(s) on duty
district swim coach(es) and
possible high school athletic trainer(s) at swim meets
all adults responsible for district & outside groups

Emergency Communication: emergency telephone outside coaches' office

Emergency Calls

1. **Dial: 911**

Instruct EMS to report to the Natatorium at

**Seven Lakes High School
9251 South Fry Road
Katy, Texas 77494**

Directions: Instruct EMS to enter facility at the far west entrance in front of the school on South Fry Road. Drive half-way to the back to the coaches' parking lot on the left after the gyms. Turn into U-drive and pull up to the glass door entrance along the south side of the building.

2. Send appropriate personnel to meet and direct EMS Personnel into the Natatorium from the parking lot.
3. If KISD event, send for Athletic Trainer.
4. Provide appropriate emergency care until EMS arrives
5. Provide necessary information to EMS personnel
6. Contact Security (281-237-4000) and Aquatics Coordinator (281-642-5455).

Location of AED: Inside the hallway across from the weight room area on the right side of the wall before the metal door that leads out from the boys locker rooms.

Emergency Action Plan for THS

Emergency Personnel: lifeguard(s) on duty
district swim coach(es) and
possible high school athletic trainer(s) at swim meets
all adults responsible for district and outside groups

Emergency Communication: emergency telephone by double doors at
starting block end of pool

Emergency Calls

1. **Dial: 911**

Instruct EMS to report to the Swimming Pool at

**James E. Taylor High School
20700 Kingsland Boulevard
Katy, Texas 77450**

Directions: Instruct EMS to enter the facility from Kingsland Boulevard at the entrance immediately West of the Main Building/Freshman Center (Shillington). The Swimming Pool is located on the North side of the main building.

2. Send appropriate personnel to meet and direct EMS Personnel into the Swimming Pool from the parking lot.
3. If KISD event, send for Athletic Trainer.
4. Provide appropriate emergency care until EMS arrives
5. Provide necessary information to EMS personnel
6. Contact Security (281-237-4000) and Aquatics Coordinator (281-642-5455).

Location of AED: Hallway on east side of Competition Gym next to the training room.

Zone Coverage

During **warm-ups for competitive events**, all lifeguards should be on duty conducting surveillance. Head guards may adjust warm-up zone coverage for best surveillance of swimmers. The ratio of lifeguards to swimmers should be 1:25. Variations will be made on an individual event basis and will not affect zone coverage at any future events or practices. (See zone coverage charts, pages 29 - 31).

All **swim meets** at Katy ISD aquatic facilities will be guarded according to the zone coverage chart(s).

Head Guards will determine the number of lifeguards conducting surveillance and the placement of lifeguard stands/positions at **other events** (e.g. Fine Arts parties, Summer School PE, etc.).

If both deep and shallow water are in use at Taylor pool, there will be two or more lifeguards providing pool surveillance (at least one on deep end and one on shallow end).

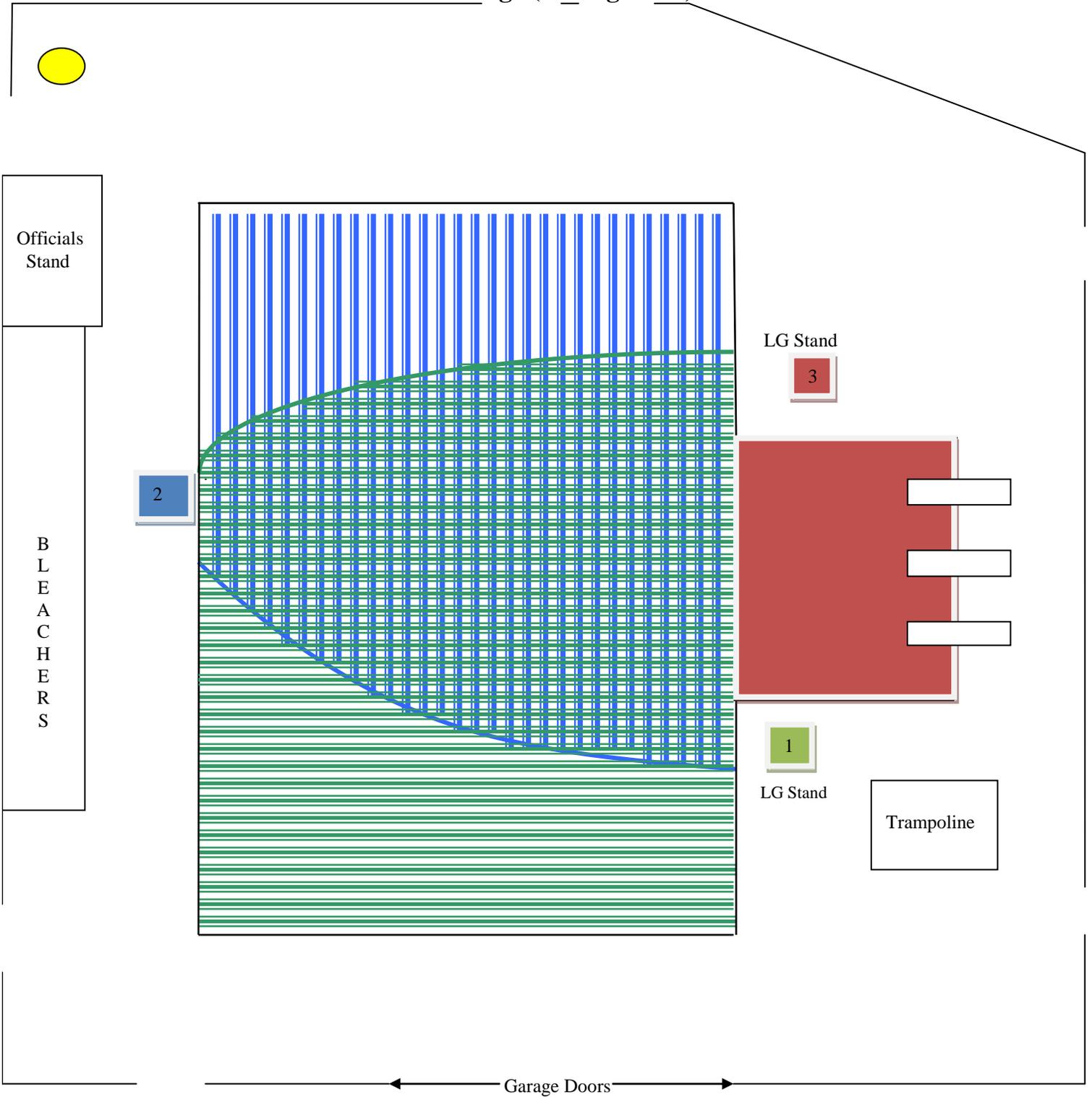
If both deep and shallow water are in use at Cinco Ranch, Katy Swim Center, Mayde Creek, Morton Ranch, or Seven Lakes Natatoriums, there will be at least three lifeguards providing surveillance at all times (one on either side of the deep water and one for the shallow lane area).

Lifeguard Rotations

Lifeguards will rotate every 15 - 20 minutes determined by the Head Guard. During warm-up for competitive events, all lifeguards on duty should be positioned and conducting surveillance. Normal, rotations begin at lifeguard station #1 and progress numerically through sequentially numbered stations. After a lifeguard completes the rotation schedule, he/she shall walk around the pool once and remain on deck during his/her down rotation. At diving practices, the lifeguard may close the pool after 60 minutes and take a 10 minute break.

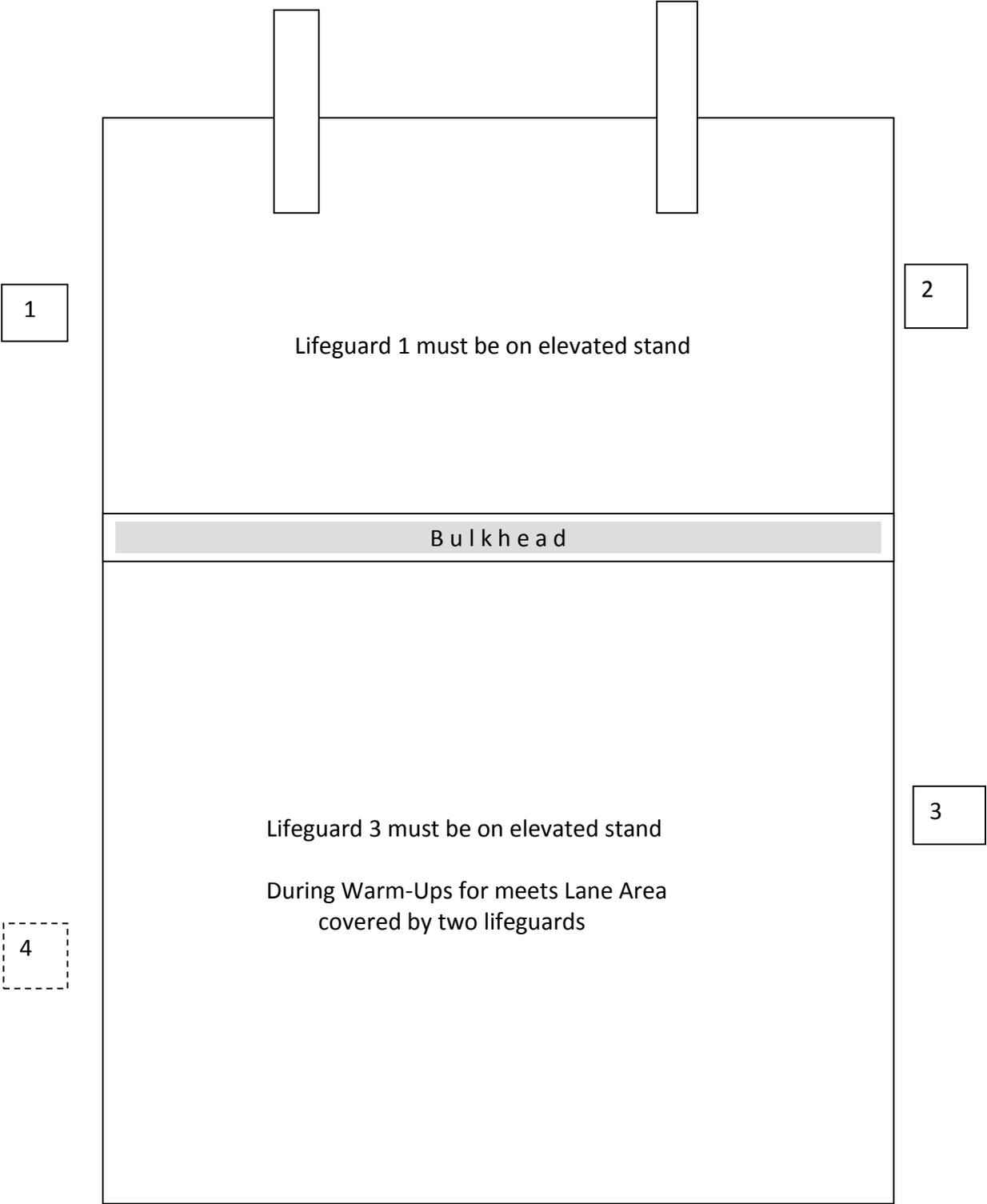
If a lifeguard must leave the pool area (get something from a car, make a phone call, etc.), he/she must notify the Head Lifeguard that they are leaving the pool area and return before the next rotation begins.

James E. Taylor High School Pool Zone Coverage (3 Lifeguards)



 Telephone

KHS, MCHS, CRHS, MRHS, SLHS, OTHS
Zone Coverage



Job Description for a Katy ISD Part-Time Lifeguard
Posting Number: 00004774

Job Objective:

Responsible for ensuring the safety of swimmers by preventing and responding to emergencies.

Qualifications:

Current certifications:

- American Red Cross Lifeguarding and First Aid Certification
- American Red Cross CPR with AED for the Professionals Rescuer

Knowledge and Skills:

- Thorough knowledge and application of lifeguarding surveillance and rescue techniques
- An understanding of facility rules, policies and procedures
- Decision-making skills

Responsibilities:

- Recognize and respond quickly and effectively in emergencies
- Enforce all aquatic facility policies, rules, and regulations
- Complete records and reports
- Participate in regular in-service training sessions
- Maintain fitness level (swimming skills, strength and endurance).
- Complete additional duties as assigned by supervisor(s).

Position Reports to:

- During Events: Head Lifeguards, Pool Supervisor and Katy ISD Coaches
- Overall: Katy ISD Aquatics Coordinator

Compensation:

\$12.50 Hourly Pay Rate

Lifeguard Staff Agreement

I, _____, have read the Aquatic Safety Lifeguard Manual and understand all sections of this manual as it pertains to my responsibilities as a lifeguard for Katy ISD. I will follow all policies, procedures, and guidelines outlined in this manual.

Print Name

Signature

Date