

## Schedule "C"

## Pool Rules and Regulations (section 5.3)

- 1) No **street shoes** on deck.
- 2) No **glass** objects on deck, in the pool gallery or in the change rooms.
- 3) No **food** or **drink** on deck (water in plastic water bottles is ok).
- 4) Swimmers must **shower** thoroughly before entering the pool.
- 5) Make sure any **garbage** that your team generates (e.g. styrofoam cups from icing) are put in garbage pails.
- 6) License Time includes **pool set-up** and **take-down** for which teams are responsible. For long course time the bulkhead is to be pulled to the **north end** of the pool (shallow end). Groups will be charged for special events that require staff set-up or take-down.
- 7) **Lane ropes** must be rolled up properly after use - one at a time.
- 8) Any **other equipment** used (e.g. hand paddles, kick boards, polo nets etc) must go back to their proper location after use.
- 9) A **qualified coach** (1 coach: 1 - 25 bathers, 2 coaches: 26 - 50 bathers), for whom we have current certifications on file (NLS) and who is at least 16 years of age must be on deck at **all** times. As the qualified coach on deck you are responsible for lifeguard duties as well as coaching. You are responsible for ensuring that you actively watch your swimmers on deck and in the water at all times. At no time should you turn your back to your team or leave the pool deck.
- 10) Coaches are responsible for **pool security** while on deck. You need to ensure that only authorized individuals are using the pool. You may need to ask people to leave the pool area who should not be there. Swimmers must enter and exit via the correct entrances and exits. Nobody is to exit through emergency stairwells unless there is an emergency in progress and doors must never be propped open. The lifeguard chairs should never be placed against the wall to the gallery where people could climb up and down. When you leave the pool area at the end of your practice other qualified coaches or lifeguards will take over pool security. If for some reason there is nobody in after you, and there is no pool supervisor present you may not leave until the pool is secured.

**During normal building hours** enter via the Classic Ave. or Harbord St. doors through the pool gallery to the Spadina Change rooms. **Only** members of the Athletic Centre may enter via the turnstiles to the main change rooms.

Normal building hours:

Mondays - Fridays 7:00 a.m. - 11:00 p.m. (until 9:00 p.m. during spring-summer University sessions)

Saturdays and Sundays 10:00 a.m. - 5:00 p.m.

**Outside normal building hours** (all other times, including holiday periods) enter via the single Spadina door and down the stairs to the pool - the pool gallery will not be available for spectators unless prior arrangements have been made. The Spadina door and change rooms will be opened 15 minutes prior to the start of pool time. All swimmers must exit the pool area by the end of the License Time, and vacate the change rooms 15 minutes after the License Time ends.

- 11) **Music and banging** must not contribute to noise levels that exceed 85 dBA. Groups that use music as part of their programs must monitor their sound levels using a sound meter and maintain sound levels below this limit.
- 12) All coaching staff who are acting as "certified coaches" as specified in section 5.3 are required to be attired in **clothing** that allows them to perform water rescues if necessary. A bathing suit and/or shorts and a t-shirt must be worn. It is unacceptable to wear any heavy clothing such as pants or sweatshirts. Coaches must not wear **footwear** that would inhibit their swimming ability. The ideal is bare feet or pool deck shoes that can easily be kicked off in an emergency. Coaches must carry a **whistle** for clearing the pool if necessary.
- 13) **Spectators** are not permitted on deck with their street shoes on – not even briefly. Parents who are dropping off their children for practices must drop them at the door and leave. They are welcome to sit on deck away from the pool edge, only if they are under the supervision and head count (part of the 1:25 lifeguarding ratio) of the coach, and their shoes are off for the entirety of the practice.
- 14) Any **unacceptable behavior**, as determined by Pool Staff and as outlined in existing University policies for its staff and students, by club participants or coaching staff, may result in the suspension of user privileges of the offending person(s) and / or in premature termination of this agreement.
- 15) **Failure to comply** with these rules and regulations and/or an unwillingness to enforce rules will lead to sanctions which could involve U of T lifeguards to be scheduled for practices for which the Licensee will be charged or termination of our agreement.

## Schedule "D"

### Emergency Procedures for Coaches (section 5.3)

As a person responsible for on deck supervision here at the University of Toronto you must be familiar with our emergency procedures.

**POOL CLEARS** - Should a major incident occur - one that requires assistance or demands improper pool coverage - the pool must be cleared (1 long whistle blast).

**CONTACTING THE POOL SUPERVISOR** - the pool supervisor should be contacted immediately if there is need to make an emergency telephone call, or if first aid supplies are needed. If they are not located in the pool office or on deck their whereabouts should be written on the white board in the pool office and a walkie-talkie should be found on the desk which you could use to contact them.

**FIRST-AID KIT** – first-aid supplies are available from the pool supervisor. If they are unavailable there are some supplies in the pool office in soft red trauma bag on the counter or desk in the pool office. Do not use equipment you are not trained to use (oxygen, AED and blood pressure equipment etc).

**FIRST-AID TREATMENT** – if a pool staff member is on site they will take the lead on any first aid treatment or water rescue. Coaches need to be prepared to assist if necessary. If no pool staff member is present the coach is responsible for the provision of first aid treatment.

**EMERGENCY PHONE CALLS** - should be made by the pool supervisor. If you require emergency assistance (ambulance, police, fire) and the supervisor is unavailable, there is a black phone on the wall outside each of the offices in the 50 m and Benson pools. You must dial "9" first and then "911." There is a sign next to each that gives all necessary information (e.g. address etc). **Note:** The black phones are part of an emergency phone system that services both pools. Using this phone renders the other emergency phone inoperable.

**AMBULANCE ENTRANCES** - Warren Stevens (50 m) Pool - the ambulance should be directed to enter through the stairwell at the southeast corner of the pool (orange door). Somebody must be sent up to open the door on Classic Ave. (one flight of stairs up) or the ambulance attendants will not be able to get in.

- Clara Benson (25 yd) Pool - The ambulance should be directed to enter through the main Classic Ave. doors (by Sports Store) through the main lobby to the Benson Pool.

**ACCIDENT REPORTS** - The pool supervisor should fill these out even for minor injuries. Please direct all injuries etc to the pool office or get the pool supervisor if the patient should not be moved. If for some reason the pool supervisor is unavailable (their whereabouts should be written on white board in office) an accident report can be located by the first-aid kit on the counter or desk in the pool office.

**FIRE ALARMS** - If you hear one, you must:

- 1) Clear the pool (one long whistle blast).
- 2) Have everyone in the 50 m Pool immediately exit through the southwest stairwell to the Spadina Lobby (and outside if necessary) and WAIT for further instructions, in Benson Pool have everyone exit out the door by the pool office and out to the Huron Lobby.
- 3) The pool should be locked up by the pool supervisor. If he/she is unavailable, it is the coach's responsibility to secure the pool.
- 4) Go back into the pool only when instructed by a fire marshal or the pool supervisor (who has checked with a fire marshal to ensure safety).