

January 2015 Staff Meeting – 1/15/15 & 1/18/15

In attendance: Chelsea Bauman, Trista Baye-Martin, Satchel Beranek, Katie Brickner, Abbi Buchburger, Mari Faber, Annie Fochs, Olivia Frieders, Terese Globensky, Joanna Grill, Isadore Hackle, Anne Hadler, Heidi Hadler, Heather Hoyt, Jansen Imhoff, James Krautkramer, Mandy Krautkramer, Paige Kurtz, Danielle Lampe, Tyler Lang, Cathy Matel, Holly Matel, Matt Matel, Katie Miller, Jennifer Passehl, Cameron Sonnentag, Janine Van Rixel, Ashley Wilicowski

Excused: Kayla Drozd, Adrienne Reed,

Un-Excused: Marie Stubbe, Ben Wesolowski

- Lesson registration or any registration for that matter. Spelling is SO important, incorrect spelling carries over to the database where it creates double entries which can cause kids to be put in the wrong class, incorrect data (numbers) and entries that linger in the database forever even after the child becomes an adult. Also it carries over to evaluations where it is nice to have your name spelled right.
- Sign in sheets – We are sorry, but sign in sheets have changed again but this time only slightly. The non-member sheet is the same except we would like to track what they are doing so there is a column added for that. See the explanation at the top of the page for what to write in that box. Swim lesson sheet is the same. Please put private lessons on that sheet also. The member's sheets have all been combined onto one sheet. The need to state the number of swimmers that are doing each activity; not an X or a check mark. Also because incentive has essentially ended they should say what they are actually doing. In the past some lap swimmers were marking fitness because they don't like to count their laps.
- The incentive program as we know it ended as of 1/1/15. There is information that explains it here <http://www.masaswim.org/PDF's/2015%20Fitness%20Incentive%20Programs.pdf> please review this if you don't already know about it. There will be incentive but it will only run for two 12 week time frames rather than all year.
- Everyone was shown where the stock of merchandise like goggles and caps are kept. Everyone may stock these things as needed.
- Everyone was shown how to change paper towels and toilet paper. This is also something that anyone should be able to do rather than leaving it for the cleaning staff.
- We showed everyone where the originals binder is kept. Everyone should also be able to run copies if we are low on something. Please do not use the last one without making copies. A suggested amount to make of most things is 20. Don't make tons of them because sometimes things change. Please take the form from the originals binder rather than using the last one on the shelf. Sometimes a change has been made to something and we are just using up the old ones. Also they produce better copies instead of a copy of a copy.
- Weekend staff – We do not have people to clean on Sunday nights, so if you notice full garbage cans in the lobby, please take it out and put in a new bag. This is especially important after a

birthday party. This could happen on any week night as well. Please check the locker room to see if things are picked up there too.

- Greeting Patrons – Please make your presence known and say hello to anyone that walks into the building, leaving the building is nice too, but it is most important when they come in.
- Guards – Your attention needs to be on the swimmers in the pool and not anywhere else. You are a team with the desk staff so let them know if you need coverage for any reason.
- On-line registration has been going on for a while now. You should know that registration for MEMBERSHIPS is active at all times. They can find the links that they need on the “membership” page of the website. You can tell them that they fill out an on-line form and submit it and then we send them an invoice. They will not get the invoice right away. That will be done by Cathy the next time that she works. When they get the invoice e-mail they click on the link in the invoice to pay.
- Swim lesson registration is only active for 2 weeks for each session. One week for members and one week for non-members. This may change if we get a computer at the front desk where we can monitor it better so that classes won’t get double booked with people that are calling in. If they need to pay for a lesson with a credit card outside of the time when on-line registration is happening they can. There is a link for that on the “Lessons” page of the website. So in this case they would call and sign up and then go to the website link to pay. Technically they need to pay when they register; either by coming into the pool or by paying on-line. Paying when they come to lessons in a few weeks is not an option. We need payment to hold their place in the class.
- Lesson Instructors – Please show that you are engaged in your student’s and not with each other or sitting around too much. Walk back and forth and make corrections to each swimmer as they swim, each time they swim. These swimmers are not perfect yet. If you feel you could get distracted by another teacher or class move your class to the other end of the pool for the upper levels. Start blocks will only be in the pool a few more weeks and then they will be gone so don’t get too comfortable.
- You can use your judgment to move students to a more appropriate class. Let us know what you did.
- We don’t have an employee of the month at this time but maybe we should. Kudos to a new guard who did a great job with misbehaved kids. The guard’s word is law. Be authoritative. If you need to take toys away do it. Being lax with the rules just makes it harder for the next person who tries to enforce them.
- The pool closes at 7:30. This means that they need to get out of the pool at that time. They have until 8:00 to leave the building. You can start to clean up and remove lane lines at 7:15 if there are no swimmers.
- The lift is in as of Tuesday 1/20/15. We will teach you how to use it soon.
- When doing the pool decks, please do not spray the white board. Also do not spray the charger that the vacuumed sits on.
- Incident reports: If anything happens and you are not sure if you should fill out an incident report, just do it. Better to have done it if it is needed than to not have done it.

- Providing care – sometimes when things happen, the victim goes into the locker room. You need to check and see if they are okay even if it seems minor. Get the desk person to watch the pool if you need to leave swimmers in the pool. Also, check to see if clean-up is needed in the locker room. If you use first aid supplies from the pool stock please restock it. If both staff members are needed to care for someone you need to clear the pool.
- Fecal incidents – at this time the pool is vacuumed weekly. It could theoretically be used for this but we will need to teach everyone to use it. Also, then we would have to think about how to disinfect the vacuum. For now try to net it and follow the protocol that we used prior to having the vacuum.
- We got a handout (please read) – Preventing Blood-borne Pathogens.
- If you have a large amount of hazardous waste there are bags in the first aid cabinet behind the desk. For small amounts put it in a regular garbage bag and then in the trash (in effect double bagging it).
- We have some swim hats that we are getting rid of because they are too old. They are on the frig. Take one if you want one.
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We checked out where to find: Goggles, little swimmers (there is a separate envelope for payment for these), first aid supplies, biohazard bags, originals binder, Uno-disinfectant (shown how to mix it – cleaner to the first line and water to the second line), garbage bags, tissues, TP, salt for the sidewalks, key for toilet paper
- If you don't know where any of these things are ask someone to show you.
- Guards – if you leave the pool because there are no swimmers please lock the doors to the locker rooms. That way if you don't notice someone come in they won't be in there swimming with no guard.

That is all! Have a great week.