

## April 2017 Staff Meeting – 4/20/17 & 4/23/17

In attendance: Sonya Barchugova, Trista Baye-Martin, Terese Globensky, Joanna Grill, Isadore Hackle, Anne Hadler, Heidi Hadler, Heather Hoyt, Amanda Kind, Amy Knetter, Casey Krasselt, Danielle Lampe, Rachel Leopold, Cathy Matel, Tia Napierala, Hannah Nygaard, Jennifer Passehl, Hannah Nygaard, Marie Stubbe, Halle Tallitsch, Danelle Tylinski, Janine Van Rixel

Excused: Caitlin Blume, Caitlin Deaton, Katie Drexler, Denise Gage, Elsa Hahn, Joe Svihel,

Un-Excused: Megan Gore, Paige Kurtz, Morgan Rachu,

Guards –

- Scuba – We often have divers in the pool and are looking at resources for our guards to learn what to do in an emergency when a diver is involved. You will see more about this in future staff meetings.
- We have new locks on the front door. When you open, it is the guard's responsibility to have an outside door key, unless the desk person is a regular key holder. Please communicate with each other if you are not a regular pair that works together. Open the outside door using your key, but then you must use the wrench type key that is found with the keys at the desk to open the bar on the door, otherwise the door will remain locked from the outside. Press the bar all the way in and insert the wrench key in the small hole of the door press bar and turn 1/8 inch to the right. You will notice that the bar stays in and is unlocked. Do this for both doors. Please return the wrench key to the desk after each use. When closing you should know that the housekeeping people have their own keys. Be sure to lock the front doors. You no longer have to use your pool key to lock the door. Locking the door bars will lock the main locks too. To lock the bars on the door retrieve the wrench type key from the desk. Insert the wrench key into the door bar and push it all the way in. Turn it to the left 1/8 inch. The bar should now stay out and the doors should be locked from the outside. Be sure to return the wrench key to the front desk. Be careful that you have your main pool key with you if you go outside or you will be locked out. You can exit the building with the doors already locked.
- We have decided to add the large blue and orange boats and the squirting fish to the open swim toys. This is to give an added option for younger kids in the preschool pool during open swim without pulling from the preschool bin.
- There will be a lifeguard test and hands on skills that everyone will have to do to keep certified. Here are the main changes:
  - Patron surveillance is now called searching rather than watching or scanning.
  - Lifeguards should only suspect a possible spinal injury if the activity was high impact or high-risk and signs or symptoms of injury are present. There is no longer a "walking wounded" category for spinals.
  - If a victim is unresponsive quickly look, listen and feel for breathing. If they are breathing then we proceed with the appropriate spinal back boarding procedure. If not breathing, immediately remove them from the water using the appropriate extraction

technique for a passive victim. Do not delay removal from the water using the spinal back boarding procedure.

- Two persons in the pool for removal is eliminated. We now have one in the water and one on deck.
- Standing take down for spinal injuries on land is eliminated.
- HANES (High arm and endangered spine) is eliminated. We now use side lying recovery position.
- Unconscious choking is now called CPR with airway obstruction.
- For first aid, splinting is eliminated.

Desk –

- We have a new policy for our delinquent members (those that have not paid off their membership). In the past they had to pay off their balance from a previous year before they could take out a new membership. That is still true, but now we also cannot allow anyone who was delinquent in a previous year to pay for their membership in thirds. They must now pay in full if they want to take out a new membership instead of paying in thirds. They will have this restriction in place for five years. The delinquent slip that is on their membership card will now tell the date of how long until they can again pay in thirds.
- IMPORTANT – When you leave at night we want you to close all programs and “log off” but do not shut off the desk computer. We need you to be logged off and the power left on so that Marathon Cheese can back up the computer. You can turn off the monitor (the screen) but not the computer (the brain).
- We ran out of the old tan colored membership cards. We have decided to print our own rather than purchasing more cards because we plan to eliminate them before too long, once we have our computer programs in place. The new cards are bright pink. They have the same information on them but it is arranged slightly differently, and you will notice that they are one sided.
- Please be careful to watch for our fitness memberships during fitness class. Make sure that their card is not expired if they are a rehab membership, make sure you punch the cards for the fitness memberships and teach them how to sign in correctly. We have people signing in after they have used up all of their punches and we have non members signing in on the members sheet.
- Please make sure that you use the correct membership forms. Use a regular membership form for full memberships and fitness/rehab forms for those types of memberships. Both types of memberships need to sign the waiver which is on the back. Everyone needs to fill out a membership form and sign the waiver even if they have had a membership before. The only ones that do not need to fill out a membership form are those that already took out the membership and are just making a payment. The cards for those that need to make payments are in the front of the card file. PLEASE put all memberships in Cathy’s membership box rather than refiling them even those that are just making payments.

- Gift Certificates – Please fill out the form completely. We need to know who purchased it and who it is for. If you fill out all of the blanks on the form then you have done it correctly. Then please make sure that you give the bottom half to the person who purchased it and PUT THE TOP HALF ON CATHY’S DESK.
- PLEASE BE SURE THAT BIRTHDAY PARTY FORMS ARE FILLED OUT AFTER THE PARTY AND PUT THEM ON CATHY’S DESK.
- PLEASE PUT FIRST AND LAST NAME IN THE LEDGER BOOK. This is especially important for lessons, memberships and swim team.

Lessons –

- We are considering running a free adult lesson and/or fitness class. We want to target those that are non-swimmers or afraid of the water. We are looking for ways to find these people and for ways to market to these people. We plan on doing this in October thru December and are also looking for people to teach this.

Drills –

- Jennifer printed copies of the skills that we will be learning. You can find this in the break room for now. We also have all the new materials for lifeguarding.
- The drills that we worked on were:
  - Passive Victim Front Rescue
  - Extrication pool edge
  - Extrication stairs
  - Passive Victim Rescue, one arm towing (for open airway and fast exit)
  - Over-Arm Head Splint
  - Extrication Spinal Back boarding Procedure

That is all! Have a great week.