

Section E: POND AND SWIMMING PROCEDURES

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FILE: EA – DEFINITIONS

For the purposes of these procedures, the following definitions and distinctions will apply:

1. Aquatics Director –for the purposes of this section, “aquatics director” shall mean a designated water safety professional with current certifications as a lifeguard who has responsibility for supervising aquatic activities, whether at a pool, pond, or otherwise. When an aquatics director supervises two or more lifeguards, the aquatics director shall be at least 21 years old and have experience in a management or supervisory position in a similar aquatics area of at least six weeks in duration.
2. Swimming and Diving Areas – Aquatic facilities and operations generally known as swimming pools, wading pools, diving tanks, beaches, rivers, lakes, other natural bodies or water and similar areas and facilities.
3. Swimming Pool – every artificial pool of water having a depth of two feet or more at any point and used for swimming or bathing together with the bathhouses, equipment, and appurtenances used in connection with the pool. Public swimming pools shall mean every swimming, wading, or special purpose pool, admission to which may be gained by the general public with or without the payment of a fee.
4. Wading Pool – a pool of water in a basin having a maximum depth of less than two feet intended chiefly as a wading place for children.
5. Bathing Beach – the land where access to the bathing water is provided
6. Lifeguard – trained water safety professional:
7. References:
 - a. MGL c. 92 §66A
 - b. 105 CMR 435.000
 - c. 105 CMR 430.000
 - d. 105 CMR 445.000
8. Cross References:
 - a. Job Description - Aquatics Director
 - b. Job Description - Lifeguard

FILE: EB – PUBLIC SWIMMING POOL REQUIREMENTS

1. Public Swimming Pools under the jurisdiction of the Recreation Department shall comply with all applicable federal, state, and local policies and procedures.
2. The pool may not be operated without obtaining a permit from the Board of Health. The permit must be posted in a conspicuous location near the swimming, wading, or special purpose pool.
3. References:
 - a. EISA Title 14: Virginia Graeme Baker Pool & Spa Safety Act
 - b. MGL c140, §206
 - c. 105 CMR 430.430
 - d. 105 CMR 435.000
 - e. 780 CMR

FILE: EC – POOL SUPERVISION

1. Pursuant to 105 CMR 435.17(1), all public swimming pools under the jurisdiction of the Walpole Recreation Department shall be under the management of a supervisor who shall be responsible for all phases of the pool operation. The pool supervisor will be responsible for responding to mechanical and maintenance problems, and to detect the potential of such problems before they occur. To comply with this regulation, the Aquatics Director shall serve as the Pool Supervisor.
2. The pool supervisor shall not be required to be on the premises at all times.
3. The Pool Supervisor will be:
 - a. At least 21 years of age;
 - b. Knowledgeable of 105 CMR 435.000; and
 - c. Responsible for all phases of the operation
4. The Pool Supervisor will have successfully completed a course in the safe and effective operation and maintenance of swimming pools, as evidenced as a Pool Operator from the YMCA, the National Swimming Pool Foundation, or from any other organization providing equivalent training.
5. The Pool Supervisor shall ensure that on-site pool personnel are adequately trained in the safe, sanitary, and effective operation of the pool and its equipment. Training may be in the form of verbal and/or written instruction. The training must include at a minimum the following:
 - a. An explanation of the filtration and recirculation system;
 - b. Pool water disinfection and control agents;
 - c. Pool water chemistry and testing;
 - d. Record keeping as required by 105 CMR 435.21(5);
 - e. Water quality chemicals;
 - f. Proper health and safety precautions when handling pool chemicals and equipment;
 - g. Cross connection control; and
 - h. First aid and safety equipment
6. References:
 - a. 105 CMR 435.000
7. Cross References:
 - a. Job Description - Aquatics Director

FILE: ED – ELIGIBILITY REQUIRMENTS FOR LIFEGUARDS

1. Pursuant to 105 CMR 435.23 and the bylaws of the Town of Walpole, the Recreation Department shall provide lifeguards to supervise each of its public swimming pools.
2. All lifeguards shall have attained 17 years of age. All competent persons 16 years of age are encouraged to apply for eligibility to become a lifeguard by submitting an application to the Recreation Department each season. The Recreation Director or the Aquatics Director shall request a variance by submitting a letter of request to the Board of Health with references about competency for eligible and qualifying lifeguard applicants.
3. Lifeguards must hold the following requirements:
 - a. An American Red Cross Lifeguard Training Certificate, Royal Bronze Medallion, Boy Scouts of America Lifeguard Certificate, National YMCA Lifeguard Certificate, or an equivalent certification, as determined by the Department;
 - b. A CPR Certificate; and
 - c. An American Red Cross Standard First Aid Certificate, Red Cross Community First Aid and Safety Certificate, or National Safety Council First Aid Training, Level 2, or an equivalent certification recognized by the Department.
4. References:
 - a. MGL c. 92 §66A
 - b. 105 CMR 430.000
 - c. 105 CMR 435.000
 - d. Board of Health Regulations – Chapter 691: Lifeguards
5. Cross References:
 - a. Job Description - Lifeguard

FILE: EE – LIFEGUARD SUPERVISION

1. The Recreation Department shall provide one lifeguard for every 20 bathers at the public swimming pools. Lifeguards shall be in constant attendance and maintain this ratio during bathing hours and no bather shall be admitted to the swimming pool unless lifeguards are present.
2. The Recreation Department shall ensure that this ratio is constantly maintained when scheduling breaks, shift replacements, etc.
3. All lifeguards on duty shall wear a red or bright orange bathing suit. Any shirt or jacket worn as an outer garment by a lifeguard shall also be red or bright orange and have the word “GUARD” printed in 4” lettering on the back. An orange hat or sun helmet shall be worn by all lifeguards out-of-doors while on duty.
4. Whistles and bullhorns or other appropriate voice amplification devices shall be available to all lifeguards on duty.
5. All lifeguards shall direct their attention to all persons in their assigned areas while on duty.
6. It is recommended that lifeguards be isolated from pool crowds by occupying elevated seats on stands high enough to give them complete and unobstructed views of persons in their assigned areas.
7. References:
 - a. 105 CMR 435.23
 - b. Board of Health Regulations – Chapter 691: Lifeguards

FILE: EF – POOL RULES, HEALTH REGULATIONS, AND SIGNS

1. Each spring, the Recreation Director and the Aquatics Director shall review and implement the Pool Rules for the ensuing summer season and make changes as is necessary and convenient.
2. As required by 105 CMR 435.22, the Recreation Department shall display a sign at each pool with the following minimum health regulations:
 - a. All persons are required to take a cleansing shower bath before entering the pool. No bather shall enter the pool unless he first takes a cleansing shower.
 - b. No person with a communicable disease is allowed to use the pool.
 - c. No bather shall wear a bathing suit that is unclean.
 - d. No person suffering from a fever, cough, cold, inflammation of the eyes, nasal or ear discharges, or any communicable disease shall be allowed the use of the pool.
 - e. No person with sores or other evidence of skin disease, or who is wearing a bandage or medical covering of any kind, shall be allowed the use of the pool.
 - f. No person shall spit in or in any other way contaminate the pool, or its floors, walkways, aisles, or dressing rooms.
 - g. No glass, with the exception of shatterproof light shields, shall be permitted in the pool or on walkways within eight feet of the pool.
 - h. No person shall bring or throw into the pool any object that may in any way carry contamination or endanger the safety of bathers.
3. The Recreation Department staff shall furnish a copy of the complete pool rules to each patron purchasing seasonal pool passes, have a copy displayed in a conspicuous location near the swimming or wading pools, and make copies available at each of the pools for public review.
4. References
 - a. 105 CMR 435.22

FILE: EG – BLACKBURN HALL SWIMMING PROCEDURES

1. When the Recreation Summer Program goes to the pools for water activities, the Aquatics Director or designee shall ensure a determination is made of each child's swimming ability. Children shall be confined to swimming areas consistent with the limits of their swimming ability or to swimming areas requiring lesser skills than those for which they have been classified.
2. In addition to oversight by the aquatics director and the lifeguards already on duty, supervision of swimming at the Recreation Summer Program shall include one counselor for every 5 children in or near the bathing area.
3. Lost Swimmer Plans are established in Section B of these policies to instruct all staff of their duties in the event of an emergency at the pool.
4. References:
 - a. 105 CMR 430.101(A)
 - b. 105 CMR 430.103(1)
 - c. 105 CMR 430.430
5. Cross References:
 - a. File BA(iv): Lost Swimmer Plan

FILE: EH – HERSHMAN MEMORIAL POND REQUIREMENTS

1. The Hershman Memorial Pond located at Jarvis Farm shall comply with 105 CMR 445.000 for the purposes of active or passive aquatics and recreational activities sponsored by the Walpole Recreation Department.
2. Swimming shall be prohibited during the hours of darkness.
3. All piers, floats, and platforms used by the Recreation Department shall be in good repair.
4. Physical and Bacteriological Water Quality – Bathing and swimming shall not be permitted at any bathing beach:
 - a. That does not meet the requirements of 105 CMR 445.000; or
 - b. That has limited water visibility when a black secci disk, six inches in diameter, on a white field placed at a depth of at least four feet of water is not readily visible from the surface of the water; or when, under normal usage, such disk is not readily visible from the surface of the water when placed on the bottom where the depth is less than four feet
5. Sampling
 - a. Bacterial sampling of bathing beaches shall be done in accordance with the requirements of 105 CMR 445.000.
 - b. Routine sampling results shall be submitted to the Board of Health within 5 days of receipt of results from the laboratory, however, any validated results indicating an exceedance of the standards established by 105 CMR 445.000 shall immediately, or in no event later than 12 hours of receipt, be reported to the Board of Health.
6. Required Safety Equipment
 - a. The Recreation Department shall provide, in a readily accessible location, one ring with a minimum inside diameter of 15 inches, weighing 2 ½ pounds, and with an attached ¼ inch rope no less than 60 feet in length.
 - b. All swimming pools and man-made swimming areas shall have at least one safety hook with a minimum handle length of 12 feet.
7. The Recreation Department shall close the Hershman Memorial Pond whenever the Board of Health or Department of Public Health determines the water is hazardous or unsafe for bathing or swimming.
8. The Recreation Department shall post and maintain a permanent sign at the entrance to each parking lot that states, at a minimum, the dates of operation, the name and telephone number for the beach operator, permit number, and a note that the beach is not monitored for bacteria outside the specified date range.
9. References:
 - a. 105 CMR 430.432
 - b. 105 CMR 445.000

FILE EI – JARVIS FARM SWIMMING PROCEDURES

1. Lifeguard Supervision
 - a. Swimming and other aquatics activities at the Recreation Department’s Summer programs shall be under the direction of the Aquatics Director, as defined in File EA of this section. The Aquatics Director may designate the day-to-day responsibilities of supervising the pond to an onsite beach director, who for the purposes of this section will be the Assistant Aquatics Director.
 - b. In addition to oversight by the on-site beach director, there shall be at least one lifeguard for every 20 children in or near the bathing area.
 - c. In addition to oversight by the on-site beach director and the lifeguards, there shall also be at least one counselor for every 10 children in or near the bathing area to supervise swimming.
 - d. For example, if there are 25 children near the bathing area, in order to adequately staff the swimming area, there shall be a minimum of:
 - i. One on-site Beach Director
 - ii. Two lifeguards
 - iii. Three counselors
2. “Buddy System” - The Recreation Department shall use and enforce the “buddy system” as a method of supervising and checking bathers.
 - a. The buddy system teams up two people to stay together and be responsible for each other, as well as to let someone know if the other requires assistance or cannot be located while at the waterfront. The buddies act as a single unit to monitor and help each other during swimming activities.
 - b. Buddies should be teamed up based on similar swimming ability; swimmers should not be teamed up with a non-swimmer or at-risk swimmer.
 - c. “Buddy Checks” must be performed approximately every 15 minutes. After a designated signal, like blowing a whistle, all swimming should stop and each minor should go to their established buddy, stand in the water, and hold their buddy’s hand in the air while the lifeguard and counselors ensure everyone is accounted for. Once the count is confirmed, swimming or diving may resume.
3. Lost Swimmer Plans are established in Section B of these policies to instruct all staff of their duties in the event of an emergency at the waterfront.

FILE: EJ – CHRISTIAN’S LAW & PERSONAL FLOTATION DEVICES

1. In accordance with MGL c111 §127A ½ and 105 CMR 432.000, the Recreation Department shall, at a minimum, meet the requirements and all applicable regulations and guidelines of the MA Department of Public Health and Walpole Board of Health, and will enforce the following procedures for providing Coast Guard-approved Personal Flotation Devices (PFDs) for non-swimmers and at-risk swimmers at the Walpole Woods and Pathfinders summer programs.
2. Prior to the start of each summer season, the Aquatics Director will provide an orientation for all pond staff and volunteers describing the processes for supervising waterfront activities. At a minimum, the orientation will contain:
 - a. Training of Swim Assessors for conducting on-site swim tests and identifying non-swimmers and at-risk swimmers
 - b. Review of sizing and fitting PFDs, including a review of the online training video
 - c. Review the Waterfront Site Plan and any designated confinement areas
 - d. Review of procedures when accepting PFDs from parents/guardians
 - e. Review of required documentation
3. Swim Ability Determination
 - a. Every minor who will be swimming at the pond at the Walpole Woods/Pathfinders summer programs must be swim tested at their first swimming session at the pond to determine their swimming ability. Each minor must be swim tested regardless of any prior year’s swim test results, designations, and certifications.
 - b. This requirement shall also extend to Recreation Department staff and volunteers who are minors and will be swimming in the pond.
 - c. The swim tests shall be conducted under close supervision at the pond by a Certified Swim Instructor (CSI) or a qualified Swim Assessor.
 - i. A CSI must be an employee who holds a current certificate from a nationally-recognized swim instructor program, such as the American Red Cross Water Safety Instructor.
 - ii. The Swim Assessor must hold all required lifeguard certifications and has 1) observed; *and* 2) participated in one annual swim test training conducted by the Certified Swim Instructor.
 - iii. To maintain consistency in determining swim ability throughout the summer, the Aquatics Director or Assistant Aquatics Director will designate certain lifeguards to act as Swim Assessors to conduct the swim tests.
 - d. All swim tests must be conducted without the use of a Personal Flotation Device.
4. “Non-Swimmer” & “At-Risk Swimmer” Classification
 - a. An individual who at testing does not meet criteria for a Red Cross Level 3 swim rating or a YMCA Minnow shall be classified as a “non-swimmer”
 - b. An individual at testing who may or may not meet the criteria for a Red Cross Level 3 swim rating or the YMCA Minnow, but has been determined to have a physical, psychological, medical, or cognitive disability that could negatively impact his/her swimming ability, shall be classified as an “at-risk” swimmer.
 - c. Only the participants who have been classified as “swimmers” will receive colored wrist bands to distinguish them from “non-swimmers” and “at-risk swimmers.”
5. Personal Flotation Devices (PFDs)

- a. The Recreation Department will make PFDs available for any minor determined to be a non-swimmer or at-risk swimmer at the pond.
 - b. In every case in which a PFD is used by a minor, either when provided by the Recreation Department or by a parent or guardian, it must be in serviceable condition and properly fitted to each individual, in accordance with guidelines issued by the Department of Public Health and the United States Coast Guard:
 - i. PFDs shall be USCG certified according to type (I, II, III) for size and buoyancy
 - ii. A PFD should not have rips, tears, holes, visible mold or mildew odor, signs of waterlogging, damaged seams, straps or hardware, or any shrinkage or leaks in buoyant material.
 - c. Prior to each swimming activity, the lifeguards shall ensure that the PFDs are properly sized and assessed for a proper fit.
 - d. Lifeguards will be trained for PFD fit testing by reviewing the short guidance video provided by the Department of Public Health with the assistance from the US Coast Guard Auxiliary and the Massachusetts Department of Conservation and Recreation.
 - e. Each PFD owned and maintained by the Recreation Department will be marked with an identifying number assigned to that child.
 - f. At the start and end of every summer, the Jarvis Farm staff will keep an updated inventory of all PFDs. Each inventory should document whether the PFD meets serviceable condition. Any PFD determined to not be in serviceable condition should be disposed of and replaced.
 - g. During the summer season, the Personal Flotation Devices will be stored at Jarvis Farm in a separately marked shed with adequate natural ventilation. Once the season is over, the PFDs should be thoroughly dried and stored at Blackburn Hall where they can be maintained dry until the following season.
6. PFDs Provided by Parents or Guardians
- a. The Recreation Department will not refuse, decline, or prohibit a parent, guardian, or person with custody of a minor to provide a PFD for the minor's use for the duration of the minor's attendance at Jarvis Farm.
 - b. At no time may the child be allowed to enter the water without wearing their specifically-identified PFD.
 - c. The PFD designated for a particular child must be clearly and permanently marked with the child's first and last name and a parent or guardian's name and emergency telephone number.
 - d. The Recreation Department will ensure that the PFD provided by a parent is properly sized and fitted for the child, in accordance with the guidelines issued by the Department of Public Health and the United States Coast Guard, prior to the minor's first swimming activity.
 - e. A participant may not be allowed to swim if a parent or guardian provides a PFD that does not fit properly or is not in serviceable condition. Written permission must be provided by the parent or guardian before an alternative PFD is issued.
7. Confinement Areas
- a. Minors determined to be non-swimmers and at-risk swimmers, as well as minors whose parents or guardians who have provided a PFD for their child, must be confined to swimming areas consistent with the limits of each individual's swimming skills or to swimming areas requiring less skills than those for which they have been classified.

- b. In order to properly identify confinement areas, the Recreation Department will use the attached waterfront site plan for identification and training purposes. A copy of the site plan will be available onsite.
8. A file will be maintained at the pond detailing swim test results and fit test results for each minor swimming in the pond. Prior to the start of each day's swimming session, the lifeguards on duty will review each child's file for proper swimming level identification and prepare their specially-designated PFD. The file will be documented on the attached Swim and Fit Test Model Documentation Form.
9. Minors designated non-swimmers and at-risk swimmers may be re-tested and classified at any time.
10. Documentation – in accordance with the provisions of the regulations, the Recreation Department will maintain the following documentations for a minimum of three years:
 - a. These policies and procedures
 - b. Records of swim tests documenting the swim date, swimming ability determination, and the name of the certified swim instructor/assessor
 - c. PFD fit test information for each minor, including type and size, and the individual conducting the fit test
 - d. Records showing current certifications and trainers for certified swim instructors employed or designated by the Aquatics Director
 - e. Records of an annual inventory of equipment and condition
11. References:
 - a. MGL c111 §127A ½
 - b. 105 CMR 430.432
 - c. 105 CMR 432.000
 - d. MDPH Video for Christian's Law – Selecting the Proper Lifejacket; available at: <https://www.youtube.com/watch?v=oXQqgYRPUvk>
12. Cross References:
 - a. File BB(iv): Lost Swimmer Plan
 - b. File EA: Definitions
 - c. Hershman Pond Waterfront Site Plan
 - d. Pond Orientation Checklist
 - e. Swim and Fit Test Model Documentation Form