



Enriching Lives & Connecting Communities

Swimming Pool / Aquatics Procedures

Aquatic Programs
Policy No. 3010

Policy Revision Date: November 18, 2013
Last Revised: December 14, 2010

Policy Statement

The Richland County Recreation Commission operates swimming pools at various locations seasonally.

Guidance:

1. Hiring Guidelines for Swimming Pool Employees:

The Director of Safety and Security will be responsible for hiring swimming pool managers and employees. Each swimming pool manager is responsible for making recommendations to the Director on hiring or re-hiring qualified personnel.

2. Maintaining and Updating Swimming Pool Manual:

The Director of Safety and Security will be responsible for evaluating and revising the Swimming Pool Manual in accordance with national, state and local requirements for swimming pool operation. This should be completed on an annual basis.

(See also Swimming Pool Manual located in the Director of Safety and Security office and Swimming Pool Locations).

3. DHEC Requirements for Swimming Pool Operation:

The Director of Safety and Security is responsible for reviewing changes and additions to the requirements for swimming pool operation by the South Carolina Department of Health and Environmental Control (DHEC). These requirements must be reviewed on a continual basis and incorporated in the swimming pool program. It is the Pool Manager's responsibility to ensure that these guidelines are met on a daily basis, as well as insuring that all staff are properly certified prior to working for the Richland County Recreation Commission.

(See also DHEC Regulation R.61-51: Swimming Pools located in the Director of Safety and Security office and Swimming Pool Locations)

4. Swimming Pool Work Schedules:

Each Swimming Pool Manager is responsible for organizing and scheduling all staff responsibilities. The work schedule should be turned in to the Director of Safety and Security.

5. Swimming Pool Admission Fees, Additional Service, and Rental Charges:

5.1 Admission fees are broken down into three categories:

12 and Under; 13 and Older; Under 3 Free

5.2 Group Swim Lessons:

5.2.1 Weekday - A set fee will be charged for 8 lessons in a two-week period Monday through Thursday.

5.2.2 Weekend - A set fee will be charged for 4 one-hour lessons on Saturdays over a 4-week period.

5.2.3 A discount will apply for each additional member from the same family.

5.3 Rental Charges:

5.3.1 The pool facility rental charges will be \$125.00 per hour plus the regular per person admission fee (minimum 2-hour rental). Any additional service charges such as janitorial labor incurred by the Commission will also be charged.

5.3.2 A 50% discount off the facility rental charge only applies to qualified employees in compliance with Human Resources Policy No. 165 (Section 4). Limit of 2 discounted rentals per year.

6. Swimming Pool Finances:

It is the Swimming Pool Manager's responsibility to maintain accurate attendance and financial records for all phases of the pool operation. The pool manager or his/her designee is responsible for making daily bank deposits.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.