

Appendix A

ITEM 6.B. – Adopt Proposed TPMPD General Operating Policies

Issue:

Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners is being asked to consider nine operational policies for adoption.

Discussion:

As a result of its transition to a self-managed organization, the TPMPD is working through the process of adopting its own set of policies. The TPMPD Board of Commissioners approved new by-laws and some administrative and financial policies in February.

This month, a set of additional proposed policies in the operational category are being reintroduced with more edits. Reviews were conducted by TPAC members. The WCIA (our insurance company) approved the proposed policies listed in November, 2015. The TPMPD Accountant conducted a “top line” review of these policies and concurs.

Recommendation:

A motion of the Board of Commissioners of the Tukwila Pool Metropolitan Park District adopting General Operating Policies.

- TPMPD 310 - Operating Hours and Holiday Closures
- TPMPD 312 - Commercial Use of District Facilities
- TPMPD 315 - Facility Rentals
- TPMPD 320 - Admissions and Refunds
- TPMPD 330 - Gender Equity in Programming
- TPMPD 335 - Head Injury, Concussions and Sudden Cardiac Arrest
- TPMPD 350 - Facility Use Rules
- TPMPD 355 - Sex Offenders
- TPMPD 360 - Pool Contamination Guidelines

310 – Operating Hours and Holiday Closures

Tukwila Pool Metropolitan Park District Facility Operating Hours

Monday/Wednesday:	5:45 A.M. - 9:00 P.M.
Tuesday/Thursday:	5:45 A.M. - 8:00 P.M.
Friday:	5:45 A.M. - 10:00 P.M.
Saturday:	9:00 A.M. - 3:00 P.M. (rental available 3-5 P.M.)
Sunday:	11:00 A.M. - 7:00 P.M.

There may be special events or facility rentals scheduled during times when the facility is normally closed.

Holiday Closures

The District facility will be closed for the following days:

Thanksgiving	Fourth Thursday in November
Christmas Day	December 25

Other Closures

The TPMPD Executive Director, Board designee or the Aquatics Manager has authority to temporarily close the facility if he/she determines it is in the best interest of the District for health or safety concerns.

There will be an annual closure for maintenance each year. The duration will be determined by the Tukwila Pool Metropolitan Park District Board (Board) and will depend on the amount of maintenance required. Pass holders should be aware of annual maintenance closure and understand Tukwila Pool Metropolitan Park District (TPMPD) facility will not be available for use at that time. If an annual, six month, or three month pass includes TPMPD annual maintenance closure, the time will be added back on to the pass once the facility re-opens. Any other closures due to extraneous situations will be credited at the TPMPD Executive Director or Aquatic Manager's discretion.

Inclement Weather: The TPMPD Executive Director and the Aquatics Manager has the authority to close or change operating hours for the facility due to inclement weather. Please check our website at: tukwilapool.org.

Closure due to local or national emergency: It is policy of TPMPD to maintain hours of operation, which make the best use of people and resources in serving the needs of the public. Closure of Tukwila Pool shall be at the discretion of the TPMPD Executive Director or Board designee after consideration of all facts presented. The welfare of the public and TPMPD employees is the main concern.

312-Commercial Use of District Facilities

Purpose

It is the policy of the Tukwila Pool Metropolitan Park District (District) to require a contract or use permit as evidence of persons seeking permission for commercial use of District facilities to show clearly that the applicant has made satisfactory arrangements to meet the various concerns of the District. These concerns include the following:

- Protection of the facilities;
- Minimized disruption of public use and public enjoyment;
- Avoidance of public safety, public health problems;
- Limiting the District's potential liability exposure; and
- Reimbursement to the Park District for use or damage to District property.

Definition of Commercial Use.

For purposes of this policy "commercial use" is use of District Property to generate income or profit.

Policy:

1. No person shall (a) conduct or engage in any private instruction, lesson, class, or similar activity or undertaking or (b) engage in any retail or commercial use at or in any District Facility at any time except as previously approved by the TPMPD Executive Director, Board designee or Aquatics Manager. Only TPMPD employees are allowed to use the Tukwila Pool facility to instruct individuals and groups. Coaches of teams that have a current rental contract with the Tukwila Pool MPD may use rental space for private instruction.
2. Commercial/Individual applications will be limited to licensed and regulated services that serve the community but whose services cannot be provided by the District.

3. Applications for Commercial Use:

Persons seeking to use District Property for commercial purposes shall apply for a permit for such use on standard forms provided by the District. Applications must be completed in full, and all other documentary evidence required therein must be provided, in order for consideration to be given to the application. Additional information and assurances may be required, and conditions or restrictions may be placed on the permittee's use, by the District, as appropriate to the particular application.

- 3.1 Fees: It is the policy of the District to charge fees for commercial use of District Property. Such fees are not to be considered in any way a release from responsibility on the part of the permittee for repair and full redress of any and all damages, injuries or other undesirable effects experienced as a result of the permittee's use of District Property. The fees charged for commercial use of District Property shall be determined by the Board of Commissioners, these fees shall be reviewed periodically by the Board and are subject to change from time to time. The entire fee must be paid prior to commencement of use.
- 3.2 Waived or Reduced Fees. The District may, in its sole discretion, waive or reduce the required fee with respect to commercial use under the following circumstances:

- 3.2.1 Where the use, or product derived or made from such use, is for educational or instructional purposes in District or local school programs;
 - 3.2.2 The use or the proceeds from the sale or distribution of the product derived or made from such use, furthers (directly or indirectly), support of public park, recreation or conservation programs or purposes, or other public purposes;
 - 3.2.3 The use, or product of such use, is made by a not-for-profit organization which is affiliated with the District or the majority of whose members are residents of the Park District;
 - 3.2.4 The user donates or contributes something of at least equal value to the District;
 - 3.2.5 The waiver or reduction of fee is otherwise determined by the Board to be in the best interests of the District.
- 3.3 Additional Charges. In addition to the foregoing fees, the District will charge for items as applicable, such as electricity, labor for clean-up, required security or supervision, and rental charges for any District equipment required by the permittee, at rates established by the District. Further, depending on the nature/ duration of the proposed use, the District may require a security deposit.
- 3.4 Certificate of Insurance. Applications must be accompanied by a Certificate of Insurance indicating, which the applicant will have in effect during the entire period for which the permit is sought, public liability insurance of not less than \$1 million, and property damage insurance of not less than \$1 million. The insurance must be provided by a carrier acceptable to the District. The District (and, if the property is leased by the District, also the lessor) must be named as an additional insured under the policy or policies of insurance.

315 – Facility Rentals

All or portions of the Tukwila Pool Metropolitan Park District (TPMPD) facility are available for rent on an hourly basis. All rental requests should be submitted on a facility rental form and approved by the TPMPD Aquatics Manager. Rentals will depend on availability of staff and acceptability of a mutually agreed upon contract. No reservations will be confirmed until the rental fee is paid in full. Requests for reservation cancellation refunds will be granted if made two or more working days before scheduled reservation. If the above conditions can be met, the rate shall be as follows:

Partial Pool Rental

The pool rental includes the use of the facility pool and locker rooms. The rate is based upon lanes used per hour.

All users shall comply with the pool and facility use rules as set forth in Policy 320.

Schools and Swim Clubs may rent the pool for practice and meets. Times and lanes needed will be determined by the TPMPD Aquatics Manager. Fees for swim teams will be set annually by the Board of Commissioners.

Full Facility Rental

A full facility rental includes use of the pool and locker rooms. A waiver and release form must be signed by the individual or group/company representative renting the premises.

Locker Rentals

Day use lockers are available for daily use. The day use lockers are not to be used past closing time.

320 – Admissions and Refunds

Admission to Tukwila Pool Metropolitan Park District (TPMPD) is by passes (annual, quarterly or monthly), punch cards, general admission, class registration, or complimentary “be our guest” pass. Passes are sold to individuals, families, and corporate entities.

Pass holders will be provided with an identification card. Pass holders are required to present this card or their ID number to the cashier for inspection in order to gain admission to the facility. The cashier should examine the id card and the computer to determine if the holder is the appropriate person, that the card has not expired. If pass holder card has been lost, there shall be a fee to complete a new one. The fees may change from time to time at the discretion of the TPMPD Executive Director or Aquatics Manager.

1. ADMISSIONS

1.1 General Single Use Admission

Admission by cash is available on a per visit basis. Patrons who desire to come back the same day must prove that they paid general admission by signing the sign out sheet before exiting that day. If it is uncertain whether or not general admission was paid, the patron must re-pay to enter the facility. The fee varies according to the patron’s age. Admission fees are set by the Board and are subject to change.

1.2 Passes

Passes shall have a Tukwila Resident and a Non-Resident rate.

Passes include:

- 1.2.1 Family Passes: Includes any two adults 18 years of age and older residing in the same household and their children under the age of 18. Youth that turn 18 during the current year of a pass remain on the family pass until the expiration of the pass at which time the youth must then purchase his/her own adult pass. Exchange students may be added to a family pass, additional charges may apply.
- 1.2.2 Senior Passes: includes anyone 55 or older. Proof will be required.
- 1.2.3 Military Service and Veteran Passes: includes any active duty military or veterans. Proof will be required.
- 1.2.4 Disabled Passes: includes anyone who is considered disabled in accordance with Washington State and Federal guidelines. Proof of disability will be required.
- 1.2.5 Adult Passes: includes anyone 18 years or age or older.
- 1.2.6 Youth Passes: includes anyone under the age of 18 years of age.

1.3 Punch Cards

Punch Cards shall have a Tukwila Resident and a Non-Resident rate.

Punch Cards are for a specific amount of visits and are available in each of the above age groupings. The passes can be used for either admission and/or exercise classes. Punch cards are not refundable and expire one year from the date of purchase. A youth may use an adult punch card but an adult may not use the youth punch card.

1.4 Complimentary Annual/Three Month/One Month/Punch Card Pass

Passes may be exchanged for services rendered to Tukwila Pool Metropolitan Park District (TPMPD), subject to governmental regulations upon the approval of the TPMPD Executive Director or Board designee and/or Board of Commissioners.

2. REFUNDS

2.1 Refund Policy

THERE ARE NO REFUNDS EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES.

2.1.1 Refunds

Passes or Punch Cards will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. In cases where refund is warranted, a prorated amount due will be refunded from the date the card is surrendered. Passes or Punch Cards must be surrendered before receiving a refund. Passes are not transferable.

2.1.2 Be our Guest Coupons

Be our Guest coupons may be given out in lieu of refunds. Be our guest cards will sometimes be issued when guests come to our facility to tour the facility because they are thinking of buying a pass. Be our guest cards will be valid for no longer than one year and may be handed out by individuals authorized by the TPMPD Aquatics Manager, Executive Director, or Board Designee, and/or the Board of Commissioners.

3. Check Return Policy

Personal checks will be accepted for Admissions and retail purchases for the amount of purchase only. There will be a service charge for all returned checks. NSF charges will be listed in the TPMPD Operations Manual. No two party checks will be accepted. No payroll checks will be cashed.

330 – Gender Equity in Programming

1.0 Purpose

To establish policy and procedure to provide equal access to public community athletic programs and sports facilities by prohibiting discrimination on the basis of gender.

2.0 Policy

The Tukwila Pool Metropolitan Park District (TPMPD) District (District) does not discriminate against any person on the basis of gender in the operation, conduct or administration of community athletic programs or sports facilities.

3.0 Definitions

Community Athletic Programs – Any athletic program that is organized for the purpose of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered or supported by the District.

Sports Facilities – Any property owned, operated or administered by the District for the purpose of training for and/or engaging in athletic activity and competition.

Procedures

- 1.1. Community Athletic Programs administered by the District will be operated in a manner that promotes equal opportunities for females and males.
- 1.2. The District will allocate and schedule Sports Facilities in a manner that provides equal access to all Community Athletic Programs.
- 1.3. This policy will be added as a provision of all lease or use agreements administered by the [Member's Name] Parks and Community Services Department.
- 1.4. The District will not issue a lease or permit for use of any Sports Facility to a third party that discriminates against any person on the basis of gender in the operation, conduct or administration of a Community Athletic Program.
- 1.5. The policy will be posted on the District website, along with the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy.
- 1.6. This policy and the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy will be included in all District publications that contain information about athletic programs or facilities operated or administered by the District.

4.0 If discrimination is determined, the District shall take the appropriate corrective action.

5.0 Reporting

Any citizen who feels she or he has been the victim of discriminatory treatment in violation of this policy should report this concern to the District Executive Director or one of the District Supervisors for appropriate investigation. (see Attachment A)

ATTACHMENT A

TPMPD Employees Responsible for Carrying out Compliance

Executive Director

Tukwila Pool Metropolitan Park District

4414 S. 144th St., Tukwila WA 98188

(206) 267-2350

Email: mpddirector@tukwilapool.org

Aquatics Manager

Tukwila Pool Metropolitan Park District

4414 S. 144th St., Tukwila WA 98188

(206) 267-2350

Email: aquaticsmanager@tukwilapool.org

335 – Head Injury, Concussions and Sudden Cardiac Arrest

1.0 Purpose Statement

The Tukwila Pool Metropolitan Park District is committed to reducing head injuries, concussions and incidents of Sudden Cardiac Arrest in youth sports and activities. RCW 4.24.660 and chapter 28A.600 RCW establish statutory protections and education requirements that are appropriate for private, nonprofit youth sports associations that desire to use the Tukwila Pool Metropolitan Park District facilities.

2.0 Policy

Although the law generally directs these instructions to school districts and the Washington Interscholastic Activities Association (WIAA), the law also specifies that private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with the law. Tukwila Pool Metropolitan Park District (District) requires all youth sports activities using District property or facilities to comply with this law.

All programs will have the approved concussion form and approved sudden cardiac arrest form (when available from the State) available as part of the sign up and registration process. No youth users can start a program or lesson until the parents or legal guardians have signed the **Concussion Compliance Release Form** (see Attachment A) and the **Sudden Cardiac Arrest Awareness Form** (see Attachment B).

All facility use contracts (long term or short term) will incorporate the **Facility Use Compliance for Youth Sports-Head Injury Form** and **Sudden Cardiac Arrest Awareness Form** as part of the contract for use (see Attachment C)

ATTACHMENT A

Concussion Compliance Release Form

Please read the information below and affix your signature to indicate that you have read this document. This form must be returned to the Tukwila Pool Metropolitan Park District (TPMPD) and is good only for the current sports season.

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Lystedt Law Compliance

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems
(forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents/guardians, and coaches include:

- Appears dazed
- Vacant facial expression

- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Lystedt Law Compliance

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often underreport symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents/guardians, and athletes is the key for youth athletes' safety.

If you think your child has suffered a concussion:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The "Zackery Lystedt Law" in Washington requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years: "A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time." "[He or she]...may not return to play until the athlete is evaluated by a licensed health-care provider trained in the evaluation and management of concussion and has received written clearance to return to play from that health care provider." You should also inform your child's coach if you think that your child may have a concussion. It is better to miss one game than miss the whole season. And when in doubt, the athlete sits out. Additional information regarding concussion management is available from the Centers for Disease Control and Prevention (CDC) at: <http://www.cdc.gov/ConcussionInYouthSports/>. By signing below, I indicate that I have reviewed the information regarding concussions outlined in this document.

Athlete Name Printed and Date

Athlete Signature

Parent/Guardian Name Printed and Date

Parent/Guardian Signature

ATTACHMENT B

Sudden Cardiac Arrest Form

Please read the information below and affix your signature to indicate that you have read this document. This form must be returned to the Tukwila Pool Metropolitan Park District (TPMPD) and is good only for the current sports season.

Sudden cardiac arrest is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life threatening.

What is Sudden Cardiac Arrest?

Occurs suddenly and often without warning.

An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.

The heart cannot pump blood to the brain, lungs and other organs of the body.

The person loses consciousness (passes out) and has no pulse.

Death occurs within minutes if not treated immediately.

What are the symptoms/warning signs of Sudden Cardiac Arrest?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age < 50

ANY of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game. ** Note that a student-athlete who exhibits unexplained fainting may be SCA because it is the number one warning sign of a potential heart condition. **

Additional Information May be obtained at:

<http://www.wiaawi.org/Health/SuddenCardiacArrest.aspx>

By signing below, I indicate that I have reviewed the information regarding sudden cardiac arrest outlined in this document and at the above referenced website.

Athlete Name Printed and Date

Athlete Signature

Parent/Guardian Name Printed and Date

Parent/Guardian Signature

Attachment C

Facility Use Compliance for Youth Sports-Head Injury Form

(Attach to any building/facility use request form and use Contracts)

_____ requests the use of the Tukwila Pool Metropolitan Park District (TPMPD) District Facility located at: 4414 S. 144th St, Tukwila, WA 98168, for the following dates:

<u>Date</u>	<u>Activity</u>

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions, head injuries and sudden cardiac arrest as prescribed by RCW 4.24.660 and chapter 28A.600.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$1,000,000 due to bodily injury or death of one person and at least \$2,000,000 due to bodily injury or death of two or more persons.

Signed:

Representative of Private Non-Profit Youth Sports Group

_____(Date)

Note: Access to TPMPD facilities may not be granted until all requirements of this application are complete and approved by the TPMPD.

350 – Facility Use Rules

Purpose

This policy is to ensure a consistent development and application of facility use rules which need to be enforced and followed while in the facility of the Tukwila Pool Metropolitan Park District (TPMPD). When issues arise that are not covered by these rules, Lifeguards may use their discretion to address safety concerns.

General Facility and Pool Rules

- Pool staff is authorized to enforce rules and supervise the public use of the pool facility. Please follow all rules and respect staff members' efforts to keep everyone safe.
- Adult supervision: Children six (6) years of age or under 48" in height must be directly supervised by an adult in the water and be within an arm's length distance at all times.
- Non-swimmers cannot go beyond shoulder depth water. Pool staff may ask anyone in the pool to perform a swim test before using the diving board, slide or deep-water area.
- No diving in shallow water. Diving is only allowed from the deck in designated areas under direct supervision. (A yellow line marks diving area and a red line marks non-diving area.)
- Diseases and illness: Persons having skin lesions, sore or inflamed eyes, mouth, nose or ear discharge or diarrhea or vomiting in the last two weeks shall not be allowed in the pool.
- Alcohol, tobacco and drug use are prohibited.
- Food and drink in designated areas only. No gum or glass containers.
- Spectators are welcome in the designated areas.
- All swimmers must shower before entering the pool.
- Running, horseplay or pushing is not allowed.
- Mask/fins/snorkels and other swimming aids must be approved by the pool staff.
- Baby attire: Infants and toddlers must wear plastic pants or swimming diapers.
- Diapers must be changed in designated diaper changing area or restrooms.
- Report all accidents and incidents immediately to pool staff.
- Additional rules may be required, when necessary, for the safety and enjoyment of the user.
- Bathers with seizures, heart, or circulatory problems are advised to swim with a buddy.

Rules Regarding Children under 6 and/or Non-swimmers (those not able to pass a swim test)

- Children under 6 years of age must be accompanied by an adult in the water and within an arm's length of the child at all times.
- A maximum of 3 children less than 6 years of age are permitted in the water per adult.
- Non-swimmers may be allowed in the 5'-5'6" swimming areas only when accompanied by an adult and within arm's length distance.
- Non-swimmers utilizing the 5'-5'6" area should be encouraged to use a lifejacket.

Dive Board Rules

- Divers must pass swim test before using the board.
- Only one person at a time is permitted on the diving board and ladder.
- Each person must wait until the proceeding diver has cleared the area before diving.
- Only one bounce is permitted on the diving board.
- Front dives, front jumps and front flips are allowed straight off the end of the board.
- Running dive, cartwheels and handstands are not allowed.
- Jumping off the diving board into the arms of another swimmer is not permitted.
- Divers must swim directly to the nearest ladder and leave the diving area.
- Adjustments to the diving board fulcrum may only be made at the discretion of the aquatic staff.
- The manager on duty may restrict certain dives based on safety concerns.
- Playing or swimming in the diving area is not permitted while the board is open for diving.
- Hanging off the end of the diving board is not permitted.
- Goggles, Face Masks and Flotation devices are not permitted while going off the board.
- Swimming under the diving board is prohibited.

Slide Rules

- All users must pass the pool swim test and receive approval from the lifeguard on duty.
- No flotation devices allowed, including lifejackets.
- One person on slide at a time.
- Use only after splash down area is cleared.
- Feet first entry only.
- No stopping inside flume.
- Leave splash down area immediately.
- Swimmers may not catch or assist swimmers coming out of the slide.
- Stopping inside the slide is not permitted.
- Slide users may only go down the slide feet first.
- Slide users must wait to climb the stairs to the slide until the previous user touches the wall.
- Swimming or diving in the designated slide splash area is not permitted, unless slide is closed. An orange construction cone should be placed at the bottom of the stairs to the slide to indicate the diving board is closed

Swim Test Rules

- Lifeguards may require any patron age 18 or over to pass the swim test before entering deep water.
- All children under the age of 18 are required to pass the swim test before entering the water on the deep side of the bulkhead.
- The swim test will be administered by one of the lifeguards on duty.
- Swimmers are required to swim the width of the shallow end and back, using an over hand stroke and getting their face wet, without stopping or touching the bottom of the pool.
- Dog paddle, backstroke or underwater swimming are not acceptable forms of swimming for the swim test.

- No swimming aids or flotation devices should be used while taking the swim test (goggles are okay).
- The lifeguards may allow swimmers to pass the swim test according to their judgment. This decision should always keep patron safety as the first priority.
- Any issues surrounding the swim test should be directed to the lead staff member on duty.

Swimming Lesson Rules

- Students may not enter the water until their instructor begins class.
- Students must stay with their instructor at all times when in the pool.
- Lifejackets may be used on diving board during swimming lessons.
- Students must get out of the pool when the lessons end. Instructors need to make sure all of their students are out before they leave the class area.
- There are no make-up days for lessons. If the pool cancels for any reason, a credit will be placed on the student's account.
- All pool rules apply.

Lap Swimming Rules

- All patrons in lap lanes must swim laps. Maximum occupancy is 8 patrons per lane unless otherwise designated, i.e. water walking, swimming lessons, therapy groups. Individuals not swimming laps will be asked to leave the lap lanes
- When the lap lanes become crowded, patrons will be asked to swim in a circular direction. During this time, patrons will need to swim in a lane that matches their swimming speed.
- Equipment such as pull buoys, masks, fins, snorkels and paddles may be used.
- Open to all ages. Children must be able to swim at the same pace as the slowest swimmer.
- Lap Swimming Etiquette for circle swimming
 - Swim to the right of your lane at all times
 - When passing another swimmer, pass to the person's left, down the middle of the lane at full speed. Once you have finished passing, swim to the right of the lane again.
 - When being passed, slow down until the overtaking swimmer has completely passed you.
 - If someone is at your heels, when you reach the wall pause to let that person pass.
 - When swimming into the wall, keep to the right (not the middle or the left) so that if a person is passing you at the end of a lane they will have space to turn.
 - When standing at the wall of a lane, stand to the left (when facing the wall) whenever possible to allow space for the incoming swimmers.
 - If a problem should arise, be sure to let the lifeguard know.
 - If you are swimming faster than others are in your lane, move to a faster lane. If you are swimming slower than others in your lane, move to a slower lane.
 - If you want to stretch out or do other exercises in the water, use the appropriate part of the pool.

Equipment Rules

- Mats
 - Patrons may not stand on mats.
 - Patrons may not jump onto the mats from the side of the pool.
 - Patrons may not jump from a mat or exit the pool from a mat.
 - No more than two (2) mats should be stacked on one another in the water.
 - Mats should be shared among all swimmers who wish to enjoy them.
 - Mats should be kept away from the pool edges and corners so they do not prevent the guard's ability to effectively scan the entire pool area.
 - Mats are not to be thrown.
 - Mats are not permitted in the diving board or slide areas.
- Noodles
 - Patrons may not slap the noodles on the water or at/near other swimmers.
 - Noodles are not to be thrown.
 - Noodles should be shared among all swimmers who wish to enjoy them.
 - Noodles are not permitted in the diving board or slide areas
- Basketball Hoop
 - Slam dunking is not permitted.
 - Hanging on the rim or hoop is not permitted.
 - Roughhousing and horse play are not permitted
 - Shots may only be taken from the water. Shots from the pool deck are not permitted.
 - Moving or adjusting the hoop is not permitted as it is permanently fixed in place.
- Other Equipment
 - Kickboards, pull buoys are only for use during Lap Swim. Aerobic hand buoys may only be used for Water Aerobics classes or Water Walking.
 - Goggles are not to be lent out for patrons to "borrow." This is for health reasons.
 - If you require assistance with first aid, getting lifejackets or have any questions, please ask the lifeguard at the front desk to help you. The lifeguard on deck is responsible for watching swimmers in the pool.

355 – Sex Offenders

1.0 Purpose

In order to protect the patrons who use public facilities and especially the minor aged patrons, the Washington State Legislature granted authority to public facilities which have minors present to remove any people who are registered sex offender at any level.

2.0 Policy

Pursuant to RCW 9A.44.193, as a Covered Entity defined by RCW 9A.44.190, the Tukwila Pool Metropolitan Park District (TPMPD) can legally remove any person(s) who are defined as Covered Offender in RCW 9A.44.190 by personally serving a written notice (see attachment A) to the Covered Offender. If the Covered Offender then does not leave the premises law enforcement can be called to remove the Covered Offender and he/she can be arrested and charged with a felony. The written notice must include the following:

COVERED OFFENDER NOTICE TO VACATE PREMISE

In accordance with RCW 9A.44.193, the Tukwila Pool Metropolitan Park District, as a "Covered Entity" hereby gives written notice that as a "Covered Offender", as defined in RCW 9A.44.190, that:

- 1). You must leave the legal premises of the Tukwila Pool Metropolitan Park District facilities and property and may not return without the written permission from the Tukwila Pool Metropolitan Park District Executive Director or Board Designee; and
- 2). If you refuse to leave the legal premises of the Tukwila Pool Metropolitan Park District, or thereafter return and enter within the legal premises of the Tukwila Pool Metropolitan Park District without written permission, law enforcement will be called and you may be charged and prosecuted for a felony offense as provided in RCW 9A.44.196.
- 3). You may file a petition with the district court under RCW 9A.144.193(4) alleging that you do not meet the definition of "covered offender" in RCW 9A.44.190

Definitions (RCW 9A.44.190):

"Covered offender" means a person required to register under RCW [9A.44.130](#) who is eighteen years of age or older, who is not under the jurisdiction of the juvenile rehabilitation authority or currently serving a special sex offender disposition alternative, whose risk level classification has been assessed at a risk level II or a risk level III pursuant to RCW [72.09.345](#), and who, at any time, has been convicted of one or more of the following offenses:

(a) Rape of a child in the first, second, and third degree; child molestation in the first, second, and third degree; indecent liberties against a child under age fifteen; sexual misconduct with a minor in the first and second degree; incest in the first and second degree; luring with sexual motivation; possession of depictions of minors engaged in sexually explicit conduct; dealing in depictions of minors engaged in sexually explicit conduct; bringing into the state depictions of minors engaged in sexually explicit conduct; sexual exploitation of a minor; communicating with a minor for immoral purposes; *patronizing a juvenile prostitute;

(b) Any felony in effect at any time prior to March 20, 2006, that is comparable to an offense listed in (a) of this subsection, including, but not limited to, statutory rape in the first and second degrees [degree] and carnal knowledge;

(c) Any felony offense for which:

(i) There was a finding that the offense was committed with sexual motivation; and

(ii) The victim of the offense was less than sixteen years of age at the time of the offense;

(d) An attempt, conspiracy, or solicitation to commit any of the offenses listed in (a) through (c) of this subsection;

(e) Any conviction from any other jurisdiction which is comparable to any of the offenses listed in (a) through (d) of this subsection.

"Covered entity" means any public facility or private facility whose primary purpose, at any time, is to provide for the education, care, or recreation of a child or children, including but not limited to community and recreational centers, playgrounds, schools, swimming pools, and state or municipal parks.

360 Pool Contamination Guidelines

1.0 Introduction

This policy is to outline the required procedures for the Tukwila Pool Metropolitan Park District (TPMPD) facility for responding to fecal accidents in chlorinated Water Recreation Facilities, as defined by WAC 246-260. According to the Centers for Disease Control (CDC), a diarrheal fecal accident presents a higher risk than a formed stool accident. With most diarrheal illnesses, the number of infectious germs found in each bowel movement decreases as the diarrhea stops and the person's bowel movements return to normal. Therefore, formed stool is probably less of a risk than a diarrheal accident and the decontamination steps are slightly different.

Pool Contamination Guidelines

1.1 Decontamination Steps

- 1.1. For both formed stool and diarrhea accidents, direct everyone to leave the pool. If you have multiple pools that use the same filter, all pools will have to be closed. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.
- 1.2. Remove as much of the fecal material as possible using a net or scoop and dispose of it in a sanitary manner. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection).
- 1.3. Spot disinfect the area of contamination with a small quantity of available disinfectant. A solution of 5.25 percent calcium or sodium hypochlorite diluted 1:10 with water may be used for disinfection.

What do I do about formed stool in the pool?

Formed stools can act as a container for germs. If the fecal matter is solid, removing the feces from the pool without breaking it apart will decrease the likelihood of pool contamination.

- 1.4. Raise the free available chlorine to a minimum of **4 ppm** and ensure the pH is between 7.2 - 7.5. This chlorine concentration was selected because it will kill *Giardia* in less than **30 minutes**, which is the worst scenario according to the CDC
- 1.5. **Backwash the filter** thoroughly after reaching the CT value. Where appropriate, replace the filter media.
- 1.6. Check the level of chlorine again to ensure the concentration is at least 4.0 ppm, and pH 7.2 - 7.5, for **an additional 30 minutes**.
- 1.7. Swimmers may be allowed back into the pool after the required CT value has been achieved and the chlorine level has been returned to the **normal operating range** allowed by WAC 246-260-999.

Check to make sure chlorine is not more than the test kit can read; use **dilution tests**. **Before reopening the pool**, record the accident on the TPMPD Contamination Incident Report and Incident Log.

What do I do about diarrhea in the pool?

Diarrheal accidents are much more likely to contain germs than formed stool accidents.

- 1.8. Raise the free available chlorine concentration to **20 ppm** (footnote 2) (mg/L) and maintain the pH between 7.2 and 7.5. This chlorine and pH level should be sufficient to inactivate *Cryptosporidium* and should be maintained for at least **12.75 hours** (footnote 1).
- 1.9. Ensure that the filtration system is operating while the pool reaches and maintains the proper chlorine level during disinfection. If necessary, consult an aquatics professional to determine

and identify the feasibility, practical methods, and safety considerations before attempting the hyperchlorination of any pool.

- 1.10. Backwash the filter thoroughly after reaching the CT value. Where appropriate, replace the filter media.
- 1.11. Swimmers may be allowed back into the pool after the required CT value has been achieved and the chlorine level has been returned to the normal operating range allowed by WAC 246-260-999.
- 1.12. Check to make sure chlorine is not more than the test kit can read; use dilution tests (see footnote).

Before reopening the pool, record the accident on the TPMPD Contamination Incident Report and Incident Log.

NOTE:

- *For incidents resulting in vomitus, blood, or other bodily fluids on the pool deck or in the locker rooms, refer to Washington State Department of Labor and Industries for proper bloodborne pathogens precautions and procedures.*
- *Improper handling of chlorine-based disinfectants could cause injury. Follow proper occupational safety and health requirements when following these recommendations.*

If an incident occurs resulting in minor cuts and scrapes to the bather, verify that at the time of the incident the pool's disinfection levels meet the requirements outlined in the water recreation facility guidelines.

Footnote 1 : *CT refers to concentration (C) of free available chlorine in ppm multiplied by time (T) in minutes. If pool operators want to use a different chlorine concentration or inactivation time, they need to ensure that CT values always remain the same (See CDC Web address for examples and additional recommendations: http://www.cdc.gov/healthyswimming/fecal_response.htm)*

Footnote 2 : *Many conventional test kits cannot measure high free available chlorine levels. Use chlorine test strips that can measure free available chlorine in a range that includes 20 ppm (such as those used in the food industry) or make dilutions for use in a standard DPD test kit using chlorine-free water.*

Attachment A:
TPMPD Pool Contamination Procedures

Feces and Vomitus

Pool and spa operators should be aware that fecal matter (stool) or vomitus in the pool poses a potential health risk for all pool users. If contamination should occur, the following is a general guide developed for pool operators by the Washington State Department of Health.

Step 1 - Evacuation.

Instruct bathers to exit the pool. Close the pool until all steps in this guideline are completed.

Step 2 - Evaluation.

Determine (if possible) who contaminated the pool.

- a) **Go to Step 3 if all of these conditions are met:** The stool or vomitus is intact, easily picked up, and illness is not suspected.
- b) **Go to Step 4 if one or more of these conditions is met:** The stool is loose, the stool or vomitus is not easily picked up, or illness is suspected.

Step 3 – Removal and Disinfection Procedures for Conditions Listed in Step 2a.

- a) Remove as much of the feces or vomitus as possible. Use of leaf catchers or leaf rakes is helpful.
- b) Vacuum the remaining visible material.
- c) Small material that is floating on the surface and cannot be removed by use of leaf catchers or leaf rakes should be pushed toward the overflow or skimmers until all visible material is removed.
- d) Spot disinfect the area of contamination with a small quantity of available disinfectant.
 - o Add one ounce of calcium hypochlorite (or 4 to 5 ounces of Calcium or Sodium hypochlorite) which has been mixed in a small bucket of water to the affected area.
 - o Brush the walls and bottom of the pool in the contaminated area.
- e) **Wait approximately 30 minutes** to ensure chlorine levels and pH levels meet the requirements outlined in the Water Recreation Facility Regulations, especially in the area where chemicals have been added.
- f) Backwash the filter. (Pool operators with vacuum DE [diatomaceous earth] filters may use the **Vacuum DE Filter Option** on the reverse page.)
- g) Reopen the pool.

Step 4 – Removal and Disinfection Procedures for Conditions Listed in Step 2b.

- a) Follow all the measures outlined in Steps 3 a, b, and c above.
- b) Swimming pools; raise the chlorine to a minimum maintained free chlorine residual of 4 PPM and let the water recirculate for a minimum of 24 hours. (Refer to the **High Chlorine Dosage guidelines** if the pool cannot be closed for 24 hours.) Spas and wading pools; it is recommended that spas (and small wading pools) be drained, the sides and bottom brushed with 100 PPM chlorine, refilled and balanced.
- c) Backwash the filter.
- d) Reopen the pool.

Step 5 – Recordkeeping.

When incidents of contamination occur document what you did to correct the situation. Maintain this record with your daily operating records.

An **Incident Report** is attached for recordkeeping (see attachment c).

Blood

If an incident occurs resulting in minor cuts and scrapes to a bather, verify that at the time of the incident the pool's disinfection levels meet the requirements outlined in the water recreation facility regulations.

If there is a serious injury resulting in significant blood loss in the pool, follow the procedures outlined in Steps 1, 3 d, e, and g, and 5.

Note: For incidents resulting in feces, vomitus, blood or other bodily fluids on the pool deck or in the locker rooms, refer to Washington State Department of Labor and Industries for proper bloodborne pathogens precautions and procedures.

Attachment: B High Chlorine Dosage Guidelines

Use only after contamination of pool by feces or vomitus.

CAUTION:

- You are using this worksheet because your pool has been contaminated by feces or vomitus AND the responsible person is ill or suspected to be ill, OR the stool or vomitus is loose or spread into a large area.
- Use this sheet only if the pool cannot be closed for 24 hours (see Step 4b on the other side of this guide).

- Be aware that you will be trying to reach a high chlorine residual. After determining the needed chlorine level, you should contact your swimming pool equipment supplier to ensure this level will not have a harmful effect on the pool or equipment.
- Do not use this procedure unless you are familiar with calculating and reaching high chlorine residuals.
- Do not use this procedure unless you understand how to use your chlorine test kit to accurately read high chlorine residuals.

- Do not use this procedure unless you can quickly lower high free chlorine residuals to less than 6 PPM.

Time and Concentration Calculation:

Use this chart to determine the amount of time you wish to keep the pool closed and the minimum concentration of chlorine necessary for that time to ensure bacteria from the incident are killed. Times different from the chart can be calculated by using the formula: $7,200, T = C$ or $7,200, \text{Time in minutes} = \text{the Concentration of chlorine in PPM}$.

Time	4 hrs	6 hrs	8 hrs	10 hrs	12 hrs	14 hrs	16 hrs	18 hrs	20 hrs
Hours	30ppm	20ppm	15ppm	12ppm	10ppm	9ppm	8ppm	7ppm	6ppm

Amount of Chlorine Needed:

The amount of chlorine needed to achieve the PPM you have determined will depend on:

1. the volume of water in your pool and,
2. the concentration of the chlorine you are using. Read the product information with the chlorine you are using, or contact your pool equipment supplier. You might consider using chlorine made for shocking which would dissipate quickly. The pool cannot be opened until the free chlorine level is below 6 PPM.

**Attachment C:
TPMPD Contamination Incident Report**

Incident Control Log # _____

Date of Occurrence: _____ Material in the pool was: _____

Refer to the TPMPD Pool Contamination Procedures and the High Chlorine Dosage Guidelines for specific response and calculations needed for incident.

The person responsible:

() had illness symptoms; () had no illness symptoms, () could not be found. Contaminated material in the water was: () Solid () Liquid

It was determined to close the pool for _____ hours and the free chlorine level to be maintained was _____ ppm.

The amount of chlorine added was _____ (lbs, ozs., qts, gals.) of _____ (type of chlorine added).

The pool was closed at _____ ()AM; ()PM on ____/____/____.

The pool was reopened at _____ ()AM; ()PM on ____/____/____.

The chlorine level at the time of opening was _____ ppm (*pools with a free chlorine level above 6ppm cannot be opened*)

Signed: _____

Name: _____ Date: _____

Supervisor: _____ Signed: _____

Date: _____

CERTIFICATION OF ENROLLMENT
ENGROSSED SUBSTITUTE SENATE BILL 5083

Chapter 26, Laws of 2015

64th Legislature
2015 Regular Session

K-12 EDUCATION--ATHLETIC ACTIVITIES--SUDDEN CARDIAC ARREST

EFFECTIVE DATE: 7/24/2015

Passed by the Senate February 11, 2015
Yeas 46 Nays 0

BRAD OWEN

President of the Senate

Passed by the House April 8, 2015
Yeas 79 Nays 18

FRANK CHOPP

Speaker of the House of Representatives

Approved April 17, 2015 11:16 AM

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Hunter G. Goodman, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **ENGROSSED SUBSTITUTE SENATE BILL 5083** as passed by Senate and the House of Representatives on the dates hereon set forth.

HUNTER G. GOODMAN

Secretary

FILED

April 17, 2015

**Secretary of State
State of Washington**

ENGROSSED SUBSTITUTE SENATE BILL 5083

Passed Legislature - 2015 Regular Session

State of Washington

64th Legislature

2015 Regular Session

By Senate Early Learning & K-12 Education (originally sponsored by Senators McAuliffe, Litzow, Rolfes, McCoy, Billig, Darneille, Kohl-Welles, Frockt, and Fraser)

READ FIRST TIME 01/30/15.

1 AN ACT Relating to the awareness of sudden cardiac arrest for
2 students engaged in athletic activity; amending RCW 4.24.660; adding
3 a new section to chapter 28A.600 RCW; and creating new sections.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5 NEW SECTION. **Sec. 1.** The legislature finds that sudden cardiac
6 death is the result of an unexpected failure of proper heart function
7 that may occur during or immediately after exercise. The legislature
8 further finds that it has been reported that cardiac arrest is the
9 leading cause of death in young athletes. The legislature finds that
10 approximately one in two hundred fifty young athletes has a heart
11 disorder that may increase his or her risk of sudden cardiac arrest.
12 The legislature intends to make youth athletes, their families, and
13 coaches aware of sudden cardiac arrest.

14 **Sec. 2.** RCW 4.24.660 and 2009 c 475 s 1 are each amended to read
15 as follows:

16 (1) A school district shall not be liable for an injury to or the
17 death of a person due to action or inaction of persons employed by,
18 or under contract with, a youth program if:

19 (a) The action or inaction takes place on school property and
20 during the delivery of services of the youth program;

1 (b) The private nonprofit group provides proof of being insured,
2 under an accident and liability policy issued by an insurance company
3 authorized to do business in this state, that covers any injury or
4 damage arising from delivery of its services. Coverage for a policy
5 meeting the requirements of this section must be at least fifty
6 thousand dollars due to bodily injury or death of one person, or at
7 least one hundred thousand dollars due to bodily injury or death of
8 two or more persons in any incident. The private nonprofit shall also
9 provide a statement of compliance with the policies for the
10 management of concussion and head injury in youth sports as set forth
11 in RCW 28A.600.190 and a statement of compliance with the policies
12 for sudden cardiac arrest awareness as set forth in section 3 of this
13 act; and

14 (c) The group provides proof of such insurance before the first
15 use of the school facilities. The immunity granted shall last only as
16 long as the insurance remains in effect.

17 (2) Immunity under this section does not apply to any school
18 district before January 1, 2000.

19 (3) As used in this section, "youth programs" means any program
20 or service, offered by a private nonprofit group, that is operated
21 primarily to provide persons under the age of eighteen with
22 opportunities to participate in services or programs.

23 (4) This section does not impair or change the ability of any
24 person to recover damages for harm done by: (a) Any contractor or
25 employee of a school district acting in his or her capacity as a
26 contractor or employee; or (b) the existence of unsafe facilities or
27 structures or programs of any school district.

28 NEW SECTION. Sec. 3. A new section is added to chapter 28A.600
29 RCW to read as follows:

30 (1) The Washington interscholastic activities association shall
31 work with member schools' board of directors, a nonprofit
32 organization that educates communities about sudden cardiac arrest in
33 youth athletes, and the University of Washington medicine center for
34 sports cardiology to develop and make available an online pamphlet
35 that provides youth athletes, their parents or guardians, and coaches
36 with information about sudden cardiac arrest. The online pamphlet
37 must include information on the nature, risk, symptoms and warning
38 signs, prevention, and treatment of sudden cardiac arrest. The online

1 pamphlet shall be posted on the office of the superintendent of
2 public instruction's web site.

3 (2) The Washington interscholastic activities association shall
4 work with member schools' board of directors, an organization that
5 provides educational training for safe participation in athletic
6 activity, and the University of Washington medicine center for sports
7 cardiology to make available an existing online sudden cardiac arrest
8 prevention program for coaches.

9 (3) On a yearly basis, prior to participating in an
10 interscholastic athletic activity a sudden cardiac arrest form
11 stating that the online pamphlet was reviewed shall be signed by the
12 youth athlete and the athlete's parents and/or guardian and returned
13 to the school.

14 (4) Every three years, prior to coaching an interscholastic
15 athletic activity coaches shall complete the online sudden cardiac
16 arrest prevention program described in this section. Coaches shall
17 provide a certificate showing completion of the online sudden cardiac
18 arrest prevention program to the school.

19 NEW SECTION. **Sec. 4.** This act may be known and cited as the
20 sudden cardiac arrest awareness act.

Passed by the Senate February 11, 2015.

Passed by the House April 8, 2015.

Approved by the Governor April 17, 2015.

Filed in Office of Secretary of State April 17, 2015.