

Amended agenda as of 8:00 a.m. 05/27/16 adding C-3a Discussion and possible action on request from “Just Bling It” to be a vendor at Starin Park and similar future requests



Parks and Recreation Board Agenda
Wednesday, June 1, 2016 – 5:30 pm
Starin Park Community Building
504 W Starin Road
Whitewater, WI 53190

Call to Order and Roll Call

Consent Agenda:

| | |
|------|--|
| CA-A | Approval of Parks and Recreation Board minutes of May 18, 2016 |
|------|--|

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

Considerations:

| | |
|------|--|
| C-1 | Discussion and possible action related to the Whitewater Aquatic Center Operations Manual |
| C-2 | Discussion and possible action on the creation of an ad-hoc committee for the Whitewater Aquatic Center |
| C-3 | Discussion and possible action related to the scheduling of future Parks & Recreation Board meetings |
| C-3a | Discussion and possible action on request from “Just Bling It” to be a vendor at Starin Park and similar future requests |
| C-4 | Request for future agenda items |
| C-5 | Adjourn for Annual Park Tour |

Annual Park Tour to include supper

1. Starin Park
 - a. Community Building upgrades
 - b. Ball diamond improvements
 - c. Treyton’s Concession & Restroom Building

Following review of Starin Park, board members will be asked to travel to the Aquatic Center for a tour of the facility
2. Whitewater Aquatic Center

**City of Whitewater
Parks and Recreation Board
Minutes**

Wednesday, May 18th, 2016 - 5:30 pm

Cravath Lakefront Room – 2nd Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Bruce Parker, Kori Oberle, Nate Jaeger, Brandon Knedler, Steve Ryan, and Chris Grady
Absent: Jen Kaina, Ken Kidd, Larry Kachel and Rachel Deporter
Staff: Matt Amundson, Debbie Oas, and Michelle Dujardin
Guests: Brett Sackett and Chuck Nahn

Election of Parks and Recreation Board Chairperson:

Jaeger moved to elect Brandon Knedler as Parks and Recreation Board Chairperson. Second by Parker.
Ayes: Nate Jaeger, Bruce Parker, Brandon Knedler, Steve Ryan, Chris Grady and Kori Oberle. Noes: None.
Abstain: None. Absent: Jen Kaina, Rachel Deporter, Ken Kidd and Larry Kachel

Larry Kachel arrives at 5:34pm

Election of Parks and Recreation Board Vice-Chairperson:

Knedler moved to elect Nate Jaeger as Parks and Recreation Board Vice-Chairperson. Second by Oberle.
Ayes: Nate Jaeger, Bruce Parker, Brandon Knedler, Steve Ryan, Chris Grady, Larry Kachel, and Kori Oberle. Noes: None. Abstain: None. Absent: Jen Kaina, Rachel Deporter, and Ken Kidd.

Consent Agenda:

Approval of Parks and Recreation Board minutes of April 13, 2016 and Receipt and acknowledgement of Urban Forestry Commission Minutes of March 22, 216

No items to be removed from consent agenda. Jaeger moved to accept the consent agenda. Second by Grady. Ayes: Nate Jaeger, Bruce Parker, Brandon Knedler, Steve Ryan, Chris Grady, Larry Kachel, and Kori Oberle. Noes: None. Abstain: None. Absent: Jen Kaina, Rachel Deporter, and Ken Kidd.

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No Citizen Comments

Staff Reports:**Aquatic & Fitness Programmer:**

Oas presented the Board with objectives, goals, and an implementation timeline. Oas stated that the future programming plan expands both the number of programs in aquatics and fitness. Part time staffing is also still a need in the front desk and fitness instructor area.

Parks & Recreation Director:

Amundson stated the Field of Dreams Concession/Restroom Building has come a long way and is set to open Monday, May 23rd for the first day of service. Amundson gave kudos to all involved for making it happen.

Wayfinding Signs & Trash/Recycle Bins: The new trash and recycle bins have been installed at Starin Park and look fantastic. The wayfinding signs have come in and will be put in place the week of May 23rd.

Cravath Lakefront Fence: Chuck Nass has met with the Rail Road Company multiple times and has come to the conclusion that we will not be required to put up extra gates. The project is now set to move forward and bids will be sent out shortly.

Considerations:**Presentation by Brett Sackett of Thyse Printing & Design related to branding and logo development for the Parks and Recreation Department**

Brett Sackett of Thyse Printing & Design presented the board a booklet of the current logo and proposed logo. Brett explained the importance of branding, logo's, and why now is a good time to create a brand for Parks & Recreation or the entire City. Sackett also commented that the proposed logo is set in four color, which would allow easy printing and usage in the future.

Amundson stated that the cost of replacing the logo placed in the park signs would not be significant and approximately \$3,000. Knedler suggested that a unified City Logo would be the best, but if we select to only work on a Parks and Recreation logo, we should consider something other than the Train Depot. Grady suggested thinking about "What is Whitewater", and are there other options that represent Whitewater.

The Board directed Amundson to take the concerns and suggestions back to the City Manager and seek suggestion on Brett attending a City Council meeting to make same presentation and answer questions.

Presentation by Chuck Nahn of Nahn & Associates related to the dredging feasibility study of Cravath and Trippe Lake.

Amundson introduced the project and commented that this project has been approved by the Parks and Recreation Board and Common Council. Chuck Nahn presented to the board information regarding both Cravath and Trippe Lake and the process of dredging.

Nahn handed out maps of each lake and asked for feedback on the following areas:

- Where they would like to see selective dredging occur in both lakes
- Input on any potential dredging spoil disposal areas
- Past history of industrial activity around the lakes
- Walk through the major activities for the dredging feasibility study

Members of the board helped Nahn with information in each of these areas, which will help the project move forward.

Discussion and possible action on plans proposed by the Urban Forestry Commission for Minneiska Park and Walton Oaks Park.

Amundson introduced the possible plantings for Minneiska Park and that Walton Oaks park will be delayed due to Karen Coburn falling ill and unable to attend the meeting. The possible planting plan for Minneiska stated “Knowing that a playground is to be installed, it would be important to plant canopy/shade trees as soon as possible. Handicap access is another concern for the exact placement of these trees. Chuck Nass, City Forester, plans to begin planting in the spring of 2017. He suggested White Oak and Sugar Maples as native species that would be supportive to insects and birds. Chuck was also agreeable to planting willow trees near the upper detention pond and native trees, possibly flowering, and bushes in other appropriate areas within the park”.

Knedler moved to accept the written plan with final approval to happen when the UFC brings back the exact planting placement GIS map of Minneiska Park . Second by Oberle. Ayes: Nate Jaeger, Bruce Parker, Brandon Knedler, Steve Ryan, Chris Grady, Larry Kachel, and Kori Oberle. Noes: None. Abstain: None. Absent: Jen Kaina, Rachel Deporter, and Ken Kidd.

Discussion and possible action related to the Whitewater Aquatic Center Operations Manual

Amundson introduced Debbi Oas and the topic of the Aquatic Center Operations Manual, which continues to be a work in progress. Oas also presented the board with the programming plan, objectives, and future implementation plan. Amundson and Oas asked for feedback from the board in the following areas:

1. Membership
 - a. What is included?
 - b. Discount for programs offered?
 - c. Towel service?
 - d. Seniors – what age is considered a Senior (currently age 65)
 - e. Cost of card replacement (currently \$15)
 - f. Punch cards-10 visits (\$60 resident, \$70 non-resident)
2. Facility Operation Hours
 - a. Is there a need to provide expanded hours?
3. Contracted Cleaning Service
 - a. Currently Monday evenings – do we need to expand?
4. General Pool Rules
 - a. Age of child allowed in pool without adult supervision (currently 10)
 - b. Severe Weather & Lightning – open or close

A board discussion took place between staff and board members which included; looking for creative ways for towel replacement, keeping the card replacement cost the same, creating and sending a survey to current members asking about facility operation times, contacting the current cleaning company and asking for pricing on additional cleaning services, and the importance of keeping participants safe during severe weather, while also following all state rules and laws.

Kachel suggested to the board that a subcommittee be created to tackle all Aquatic Center Items to minimize the length of each month Parks and Recreation Board meeting for the next few months.

Amundson thanked the board for the feedback and will be bringing the manual back to future meetings.

Discussion and possible action related to the scheduling of future Parks & Recreation Board meetings.

Amundson expressed the desire to establish a consistent meeting schedule until April 2014

After board discussion, future meetings will be the first Wednesday of the month at 6:00pm. The June meeting is historically the updated tour of parks and facilities, this meeting will start at 5:30pm and meet at the Whitewater Aquatic Center.

Request for future agenda items

Whitewater Aquatic Center Ad Hoc Committee

Adjourn

Kachel moved to adjourn at 8:25. Second by Parker. Ayes: Nate Jaeger, Bruce Parker, Brandon Knedler, Steve Ryan, Chris Grady, Larry Kachel, and Kori Oberle. Noes: None. Abstain: None. Absent: Jen Kaina, Rachel Deporter, and Ken Kidd.

Next scheduled meeting: Wednesday, June 1, 5:30 pm to begin at Whitewater Aquatic Center

Respectfully submitted,
Michelle Dujardin

DRAFT

WHITEWATER AQUATIC & FITNESS CENTER

OPERATIONAL MANUAL



580 S. ELIZABETH ST.
WHITEWATER, WI 53190
262-473-4900

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|----------|---|
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JOB SUMMARIES

Aquatic and Fitness Programmer*

Member Services Coordinator*

Head Lifeguard

Front Desk Staff Lead

Front Desk/Concession Staff

Group Fitness Instructors (Aquatic & Land based)

Personal Trainers

Fitness Attendants

Lifeguard

Swim Lesson Instructor (WSI)

Swim Lesson teaching aide (non-WSI)

*attachments

Head Lifeguard

In addition to all Lifeguard responsibilities, the primary responsibility of the Guard staff lead is to oversee the facility operations in the absence of the Aquatic/Fitness Programmer and Member Services Coordinator. Specific responsibilities include: walking through the facility every 30 minutes, reporting any maintenance needs to area supervisor and documenting appropriately, completing tasks on nightly checklist (work with aquatic staff), completing any necessary chemical testing, maintain facility cleanliness and checking in filter room for issues.

The head guards may also be expected to teach swim lessons as needed, fill in for absent guards, give guards breaks for meals/restroom or assist front desk personnel as needed, offer tours and information, other duties as assigned.

Certifications: Must have current certifications in Lifeguarding and CPR-Pro & AED, WSI certification preferred.

Water Park lifeguard certification required before start of first shift.

Lifeguard

Duties: Maintain safe swimming conditions and constant surveillance in the lap and /or leisure pools, decks and surrounding areas. Enforce all pool rules and regulations.

Rescue, resuscitate and provide first aid to drowning and injured persons. Familiar with location of all emergency equipment and first aid supplies. Follow the emergency action plan (EAP) in case of accident or drowning. Know guard rotations and responsibilities of each guard station. Complete water rescues and accident forms accurately. Attend all in-service training meetings and staff meetings. Perform daily assignments as listed. Report any broken safety or mechanical equipment immediately to supervisor. Perform any duties as assigned, including cleaning duties. Wear proper guard attire.

Qualifications:

Minimum age of 16

Certifications: Must have current certifications in Lifeguarding and CPR-Pro & AED
Water Park lifeguard certifications required before start of first shift.

WSI

The Water Safety instructor's primary responsibility is to safely and accurately conduct swim classes according to the American Red Cross Learn to Swim program standards. The instructor should attend all in-service and staff meetings. Wear proper staff attire, teach swim lessons according to the student's level and ability, complete required paperwork for swim classes. Communicate with parents on swimmer's progress, and perform other duties as assigned.

Qualifications:

Minimum age of 16

Certification: Must have current WSI (water safety instructor) certification. CPR/AED required. Lifeguard and first aid certification preferred

Swim instructor aide

The swim lesson aide's primary responsibility is to assist the WSI in teaching swim classes according to Red Cross Learn to Swim program standards. Knowledge of swim strokes and swim ability helpful.

Qualifications: Minimum age of 16

Lifeguarding/CPR/1st aid certification (or ability to obtain) preferred.

Front Desk Staff Lead

The front desk supervisor is responsible for the overall operation of the front counter and concession area. Specific duties include: front desk staff scheduling, track, reorder and restock concessions/pro shop inventory, assists with training of front desk/concession personnel, prepare and serve concession items. Handle end of shift close-out and cash count. Perform all duties of front desk/concession staff when not directly engaged in supervisor duties. Represent the facility in a polite and professional manner, handle membership sign up and renewal, program registration, and sell day passes. Field and answer questions concerning the facility and memberships, day passes, schedule, programs and classes. Assist with coordinating and scheduling outside groups/events, coordinating staff coverage for special events, other duties as assigned.

Qualifications: Minimum age of 18

Previous retail experience desired.

Front Desk & Concessions Staff

The front desk and concessions staff will be responsible for the daily operation of the front counter and concession area. Greet customers politely and professionally. Admit and greet members, register for classes and sell day passes through the POS system. Prepare and service concession items, handle close-out, cash count, return cash envelope to safe. Restock concession and pro shop, field and answer questions about the facility, program registration, memberships, day passes and schedules. General cleaning of the front desk/concession area. Assist in inventory control/count and ordering of concession and pro-shop items. Perform assigned cleaning duties according to cleaning schedule.

Qualifications:

Minimum age of 16

Previous retail experience helpful.

Fitness Center Staff

Provides equipment orientations, personal fitness consultation and assessments. Provides personal training sessions and teaches group fitness classes (as per certifications). Greets members, assists with general maintenance of exercise equipment and supplies, report any broken safety or mechanical equipment immediately to supervisor, other duties as assigned. Follow all emergency procedures. Varied work schedule according to need.

Qualifications:

Minimum age of 18

Current CPR/AED/First Aid certification required.

Current Certifications in Personal Training and/or Fitness desired

Group Fitness Instructor (land and/or water)

The primary responsibility of the group fitness instructor is to teach group fitness/exercise classes. The instructor is expected to know location of emergency equipment, follow emergency procedures, report any broken safety or mechanical equipment immediately to supervisor. Instructors responsible to set up any equipment in studio or pool area for classes. Return equipment to storage after class/training has ended.

Other duties as assigned.

Qualifications:

Appropriate certifications for class type required, (i.e. ACE, ASCM, AFAA, NETA, AEA)

Current CPR/AED/First aid certification.

1-2 years teaching experience preferred.

Facility Staff New Hire Procedures/Documents

All employees must complete the following prior to their first work shift.

- * Completed Application via Neo-Gov
- * W-4 State and Federal
- * Copy of Driver's license and Social Security Card or birth certificate
- * Copies of appropriate certifications and licensure required for position
- * Under 18: Work permit
- * Additional requirements per City of Whitewater policies

Whitewater Aquatic and Fitness Center Orientation and Training.

All staff are to complete the department orientation and training before working their first shift. (see Appendix: orientation/training for appropriate department)

Inclement Weather Policy: School closed for snowstorm, etc., the fitness center will be closed??

Performance Evaluations: Evaluations will be conducted annually (see appendix)

Staff Schedule

Staff schedules for each department will vary according to the time of year and scheduled programs and events. In order for schedules to be posted in a timely manner, all staff must submit availability sheets to their supervisor when requested.

Substitutions

In the event that an employee cannot work their scheduled shift, it is the responsibility of the employee to find another staff person to agree to cover the shift. A substitution form must be completed and submitted to the supervisor prior to the absence.

Staff Training

Training will be scheduled for all new hires with department supervisors. Additional training, meetings and in-services will be scheduled by supervisory personnel.

Facility Rules

A copy of the facility rules is provided to all members and is posted in the lobby. Area specific rules, such as lazy river, slide and fitness center are posted as reminders to patrons. All new employees are expected to familiarize themselves with the rules in the first week of employment, and review as needed.

OPERATIONAL DEPARTMENTS

Front Desk Operations

Training: Training staff should review and complete the front desk check off list during training sessions. (see Appendix: Front Desk Procedures).

At the beginning of each day, the front desk assistant follows the opening checklist. (see Appendix: Opening Checklist)

General Sales, fees and membership enrollment

Concessions, pro-shop, class registration, service or fee sale: All transactions will be conducted in Rec Desk

Daily Admission (non member): School district resident: \$7.00 Non resident: \$8.00 per visit.

Punch card: 10 visit punch cards: School district resident: \$60 Non resident: \$70

Membership enrollment paid in full: See appendix for membership rates and passes.

Senior citizen: Aged 65 and older considered a senior.

Birthday Party: See Appendix for Birthday Party form

Swim Lessons, Classes, Programs or Services: All transactions will be entered in Rec Desk.

Close Out procedure

At the conclusion of each front desk shift, the employee is to close out the register stations. (see Appendix for close out procedure)

Closing Check List

At the end of each night, the front desk associate follows the closing checklist.
Daily financial report printed, cash in safe, deposit brought to city office the following morning.

Aquatic Operations

All new lifeguards are to be trained according to the orientation list and shadow an experienced lifeguard or a head guard during a shift. (see Appendix new lifeguard orientation list).

Aquatic Center hours differ from other areas of the facility. Each pool has separate hours according to the users: adults, high school, swim lessons and general public.

Pool Hours:

| | |
|-----------------------|--------------------|
| Monday through Friday | 5:30 am - 9:00 pm |
| Saturday | 7:00 am - 6:00 pm |
| Sunday | 12:00 pm - 6:00 pm |

| | |
|---------------------|----------------|
| Mon.-Fri Adult Swim | 5:30 am - Noon |
| Open Swim | Noon - 9:00 pm |

| | |
|---------------------|--------------------|
| Saturday Adult Swim | 7:00 am - 11:00 am |
| Open Swim | 11:00 am - 6:00 pm |

School District Lap Pool use:

Whitewater High school swim team

| | |
|----------------------------|-------------------|
| Monday-Friday August-March | 3:00 pm - 6:00 pm |
|----------------------------|-------------------|

The Swim Lesson program will take place in both pools, Mon.-Thu. evenings and Saturday mornings.

PE Dept. may also use the Lap pool during the school day. At least 2 lanes will be available for adult lap swimming

Other school use is scheduled throughout the school year.

Summer school swim lesson will be held for 4 weeks during the summer.

Opening Procedures

The head guard, aquatic supervisor or other qualified personnel must do chemical tests, gauge and controller readings prior to opening the facility. The chemical tests must be performed on all 3 basins: whirlpool (WP); leisure pool and lap pool. If a pool is not chemically balanced, it will remain closed until it falls within state code.

Contact the facility supervisor if a pool is not within code. If necessary, the pool chemical contractor, Carrico Aquatics will be contacted. (see Appendix filter room checklist).

All guard staff are expected to be ready and at their assigned station when patrons enter the leisure or lap pool decks. (see Appendix lifeguard opening checklist).

Lifeguard shifts and rotations

Lifeguard shifts may vary depending upon the season, programs and staff availability.

The pools are to be guarded when the main doors to the facility are unlocked.

All guard staff must turn in availability form to the Aquatic Center personnel in charge of scheduling. (see Appendix for availability form)

Lifeguards will rotate at either 15 or 30 minute intervals depending upon bather load.

When rotating, one guard must always maintain zone coverage.

The following procedure is used:

1. The incoming guard stands next to the guard chair (or standing guard) and covers zone, and notifies the outgoing guard that he/she is taking over.
2. The outgoing guard covers the zone until the incoming guard is in position.
3. The outgoing guard should brief the incoming guard or any issues. Conversations between the guards should be limited, so as not to distract the incoming guard from duty.
4. After being relieved, the outgoing guards rotates to his/her next station and the process is repeated.

If there are 2 guards on duty (one covering each pool) the following procedure is used:

1. While maintaining coverage of the leisure pool, the guard moves toward the pool ramp and backs up the ramp to the door.
2. While maintaining coverage of the lap pool, the guard backs up toward the door leading to the ramp.
3. Once guards are back to back they quickly switch coverage of the pools and move to the appropriate guard station.

Lifeguard surveillance and coverage

Zone coverage is used to guard the leisure pool and the lap pool. With zone coverage, each guards scans their specific area to include the overlap area where the zones meet. The slide and current channel are considered water attractions according to State Code HFS 172.23 B. The water attractions are included within the zone coverage, and must have a guard posted at that zone if patrons are swimming in that pool.

The lap pool is considered a zone and the number of guards covering this body of water depends on the number of patrons in the pool and comfort level of the guard.

Guarding guidelines

- A. When a chair or guarding station, the guard should have whistle and rescue tube at all times. In addition, two-way communications are a state code requirement.
- B. Guards off rotation and in the guard room should be alert for emergencies.
- C. Be polite when enforcing rules.
- D. The guards' first and main concern is for swimmer's safety and accident prevention
- E. Scan the pool in your zone and overlap to other zones and pool deck.
- F. Be brief with conversations with patrons or other guards.
- G. Do not leave your station until the relief guards is in place and guarding.
- H. Make sure you have a clear view of the pool (no obstruction).
- I. Watch for young children without parents present, and toddlers that can easily fall in shallow water and cannot get up.
- J. Small children and poor swimmers should not be in deep water.
(Lifejackets are available at the front desk.)
- K. Watch underwater swimmers closely. (No extended breath holding).
- L. No Cell Phones, Food or Drinks (other than water) on the pool deck

Lifeguard Safety and rescue procedures

Lifeguards are trained and certified according to the American Red Cross standards. Lifeguard specific training is indicated in the lifeguard manual which is available in the lifeguard office. All guard staff follow the facility EAP (Emergency Action Plan)

Closing the lap and leisure pools

The lifeguard staff is expected to keep the lap and leisure pool decks clean. Facility closing procedure includes cleaning the lap and leisure pool decks and locker rooms. The lifeguard staff follows the closing procedure check list to make sure everything is in order for opening the next day. (see Appendix for Lifeguard Closing checklist).

Swim Lessons

The facility offers American Red Cross Learn to Swim program swim instruction. All lead instructors are Red Cross certified WSI's (Water Safety Instructors). Swim lesson teaching aides may assist lead instructors with lessons. Swim lessons are offered year-round during the school year, M-Th evenings and Saturday mornings. In addition, mornings swim lessons will take place via the school district's Summer School swim program. The facility also offers Private Swim lessons, which may be scheduled with a specific instructor.

Fitness Center Operations

The fitness center is staffed by fitness specialists and WAC employees. The fitness center is open to members and guests over the age of 13. Whitewater High School physical education classes have limited use of the fitness center.

The fitness center hours of operation:

| | |
|-----------------|--------------------|
| Monday-Thursday | 5:30 am - 10:00 pm |
| Friday | 5:30 am - 9:00 pm |
| Saturday | 7:00 am - 6:00 pm |
| Sunday | 9:00 am - 6:00 pm |

These hours may vary depending upon the time of year.

Complete and review the fitness check off list during training sessions, then initial.
(see Appendix Fitness new hire checklist)

At the beginning of each day, the WAC employee or fitness specialist follows the opening checklist. The checklist must be completed prior to members or guests entering the facility. (See Appendix Fitness center opening checklist)

Members receive fitness orientation appointments. Guests receive instruction on the equipment as needed and per request. (see Appendix fitness equipment orientation)

Customers expect equipment in the fitness center to be clean and function properly. The staff is expected to clean the equipment daily and perform general maintenance tasks regularly. (See Appendix daily cleaning checklist).

At the end of the night, the fitness staff follows the closing checklist. (see Appendix Fitness center closing checklist)

Group Fitness Land and Water

The facility offers both land and water based group fitness classes. The classes are open to members and guests. Children under 13 should be accompanied by a parent or responsible adult. Regular group fitness classes on land are included with either a combo membership or with a daily admission. Water classes are included in the aquatic or combo membership or with daily admission.

Group fitness on land takes place in the aerobic studio. Group fitness in the water takes place in both the leisure and lap pools. New hires should complete the checklist after reviewing procedures. (see Appendix Group fitness new hire checklist)

Current Land Classes Offered:

| | | |
|------------------|-----------------|---------------------------|
| Monday | 9:00 am | Step/Pilates |
| Monday | 5:15 pm | Step/Bosu |
| Tuesday | 9:15 am | Fitness Mix |
| Tuesday | 10:15 am | Silver Sneakers |
| Tuesday | 6:45 pm | Interval Tabata |
| Wednesday | 9:00 am | Step/Pilates |
| Wednesday | 5:15 pm | Sports Fitness Mix |
| Thursday | 9:00 am | Fitness Mix |
| Thursday | 10:15 am | Silver Sneakers |
| Thursday | 6:45 pm | Interval Tabata |
| Friday | 9:00 am | Fitness Mix |
| Saturday | 8:30 am | Step/Bosu |

Current Water Classes Offered:

| | | | |
|------------------|----------------|-----------------------------------|------------------|
| Monday | 6:30 am | Dash & Splash | (Lap) |
| | 7:30 am | Golden Waves | (Lap) |
| | 8:00 am | Fluid movement (arthritis) | (Leisure) |
| Tuesday | 7:30 am | Water Movement | (Leisure) |
| | 8:30 am | Deep Water Strength/Cardio | (Lap) |
| Wednesday | 6:30 am | Dash & Splash | (Lap) |
| | 7:30 am | Golden Waves | (Lap) |
| | 8:00 am | Fluid movement (arthritis) | (Leisure) |
| Thursday | 7:30 am | Water Movement | (Leisure) |
| | 8:30 am | Deep Water Strength/Cardio | (Lap) |
| Friday | 6:30 am | Dash & Splash | (Lap) |
| | 7:30 am | Golden Waves | (Lap) |
| | 8:00 am | Fluid movement (arthritis) | (Leisure) |

GROUP FITNESS CLASS (tentative class offerings plan)

Boot Camp: Intense circuit workout using weights, self defense, jump rope, kickboxing.

Yoga: Create strength, flexibility, endurance and balance.

Gentle Yoga: Perfect for those new to Yoga, injury recovery and active older adults.

Pilates: Build core strength and improve whole body strength.

Zumba: Fusion of Latin music and dance themes that create a dynamic, exciting fitness class.

Zumba Gold: Lower intensity Zumba for all ages and fitness levels to enjoy.

Tread/Shed: 30 minutes treadmill combined with 30 minutes strength training. Can be adapted for any level participant.

TRX: Suspension training. Leverages your own body weight and gravity to activate your core. Develop strength, balance and flexibility.

Personal training: Certified personal trainers use their specific training and expertise to help you meet your personal fitness goals. Offered: One on One; Partner training or Private group.

Aqua Fit: Increase Strength and cardio endurance using the resistance of the water.

H2O Cardio: Fast paced cardio workout, building endurance and strength; finishes with a deep water ab workout and relaxation/stretch.

Aqua Yoga: Combination of dynamic and static movements with the help of the water. Improves balance and coordination to bring yoga practice to a different level.

Maintenance

Regular equipment repair and maintenance is to be handled by City of Whitewater maintenance staff.

Procedures for requesting maintenance: work order procedure (see appendix)

Pool area cleaning and maintenance such as vacuuming the pools, power washing and cleaning the decks and various pool area maintenance can be done by facility employees during specified cleaning and maintenance shifts or during down time. Maintenance and instruction for use of the pool vacuum and power washing is completed by maintenance staff or appropriate aquatic staff.

Custodian/Facility cleaning

The cleaning company will be in the building after hours on the following days:

Evening staff are expected to clean the facility on days when the cleaning company is not scheduled to clean the facility. The main areas include all three locker rooms and four rest rooms.

All areas must be cleaned thoroughly, stocked and ready for the next day at the end of the evenings shifts. (see Appendix for cleaning list).

Daytime staff are to inspect locker rooms/restrooms during the day and perform touch-up cleaning and re-stocking as needed.

DEPARTMENT ORIENTATION
(policies and procedures)

| <u>Area of focus</u> | <u>Policy or Procedure</u> |
|------------------------------------|--|
| Orientation: | 2-3 days - New staff is to shadow in department with supervisory personnel (see new hire checklist) |
| Dress Code: | Appropriate for each job/department |
| Breaks: | 6 hours =30 minute lunch break. Guards: 15 off rotation in guard room (stay in bldg.) |
| Smoking policy | No smoking facility on the grounds |
| Time/Attendance | Check in and out |
| Absences/Sub | Complete sub sheet - notify supervisor of staff change |
| Lockers/Belongings | Lifeguards: Use lockers in guard/first aid room Front desk: behind front desk area Fitness: area behind fitness desk |
| Paychecks | Direct Deposit |
| Dept. meetings | Mandatory unless otherwise specified. Contact supervisor if unable to attend. |
| Discipline | Disciplinary write up form (see appendix) |
| Emergency prep | Attend staff meetings - practice safety scenarios |
| Incident reports | Complete report after incident occurs. Give to supervisor |
| MSDS | Data sheets are at front desk in binder, also in chem room |
| Bloodborne Pathogens | Gloves are available, use when lending first aid. Hand washing is required. Follow BBP protocols. |
| EAP (emergency action plan) | All staff and each department must be familiar with the EAP and their role in an emergency (see appendix) |

Substitution form

Person requesting sub: (please print): _____

Shift Time: _____ Class time: _____ Day/Date: _____

- Lifeguard Swim lesson Instructor Front Desk
 Group Fitness Instructor Fitness Staff

Signature: _____

Substitute: (please print): _____

Signature: _____

Note: as soon as your sub is confirmed, write it on your department's sub list.

Facility Rules

Welcome!

We are pleased to have you as a member. In order to ensure safety and enjoyment of the facility for all members and guests, we ask that you abide by the following rules:

FACILITY HOURS:

Fitness Center:

| | |
|----------------------------|-----------------------------|
| 5:30 am to 10:00 pm | Monday thru Thursday |
| 5:30 am to 9:00 pm | Friday |
| 7:00 am to 6:00 pm | Saturday |
| 9:00 am to 6:00 pm | Sunday |

POOL HOURS:

| | |
|----------------------------|---------------------------|
| 5:30 am to 9:00 pm | Monday thru Friday |
| 7:00 am to 6:00 pm | Saturday |
| 12:00 pm to 6:00 pm | Sunday |

***See pool schedule for specific swim times and availability.**

MEMBERSHIP CARDS

Your membership card must be presented each time you enter the club.

All members are required to have an electronic photo taken

There is a replacement fee of \$15 for each membership card.

LOCKER ROOM FACILITIES

Please lock all personal property in lockers while using the facility.

WAC is not responsible for lost or stolen items.

WAC reserves the right to remove any lock left on a locker over a 24 hour period.

The Family Locker Room is for use by parents with children of the opposite sex.

Please do not take children of the opposite sex into the Men's or Women's locker rooms.

DRESS CODE

Suitable clothing is to be worn in the fitness center; including pants or shorts and t-shirts.

Soft soled shoes must be worn at all times. No sandals, flip flops or work boots allowed.

Proper swim attire is required in the aquatic center . No cutoffs, jean shorts or sweatpants allowed. Shoes, flotation devices, goggles, suits with buttons, zippers or plastic or metal are not allowed on the slide.

Children not potty-trained must wear a swim diaper with a suit or plastic pants over the diaper.

ACCOUNTING:

Membership payments will be invoiced accordingly (see appendix) Members will provide written notice of any change of address or bank account number.

TOWELS: Bath and fitness towels will be provided to members and guests.

APPROPRIATE BEHAVIOR

As a member you will be treated with respect by our staff. In order to maintain an atmosphere of safety and comfort, we will ask any person engaging in dangerous, violent or threatening behavior to immediately leave the facility.

We conduct personal training and private swim lessons in our facilities. We do not allow unauthorized training or lessons to be performed at our facility for liability reasons. Bad language will not be tolerated. Smoking and alcoholic beverages are not permitted.

GENERAL POOL RULES

No running on the deck or in the building

Children aged 10 and up may swim without adult supervision

Children under 10 must be accompanied by an adult (who can swim)

No food or drink is allowed in the pool area

Please consult pool rules for use of both leisure and lap pools

WHIRLPOOL

Children 6 and under are not allowed in the whirlpool

Children 6-13 must be accompanied by an adult in the whirlpool.

Youth 13 and older may be alone in the whirlpool

Maximum capacity of whirlpool: 10

LAZY RIVER

All swimmers must be taller than 4 ft or accompanied by adult.

SLIDE

Swimmers using the slide must be taller than 4 feet, or be accompanied by adult.

LAP POOL

Back jumps, dives or flips are not allowed.

No running dives

Children may have to perform a swim test to be allowed in deep end.

Swim test: swim front crawl length of pool without stopping

Children who cannot swim must be accompanied by an adult.

CLOSURES

Facility may close for unexpected maintenance or emergencies.

Severe Weather: Lightning (Close Aquatic Facility for "cloud to ground" lightning sighted within 2 miles or less

Tornado procedures: All patrons and staff should wait in locker rooms away from windows until tornado danger has passed.

Fitness Center Rules (current)

- *Members must be 13 years or older or use fitness center as part of organized class.
- *After using cardio equipment, please wipe down with paper towels/spray provided
- *During peak hours, it may be necessary to limit time of cardio equipment. Sign up sheets will be posted if necessary.
- *All weights and equipment must be returned to proper place upon completion of exercise.
- *Please do not slam weights on floor or racks.
- *Be courteous and let others work in when using strength training equipment
- *Always use a spotter when performing "free weight" exercises
- *If any piece of equipment malfunctions or you notice a loose belt, cable, etc stop and notify staff immediately.

ANNUAL & SEASON PASS OPTIONS

Aquatic Passes

| <u>Single</u> | <u>3 month</u> | <u>Annual</u> | <u>Annual monthly</u> |
|--------------------|----------------|---------------|-----------------------|
| Youth | \$95 | \$295 | \$30 |
| Adult | \$110 | \$355 | \$35 |
| Senior | \$95 | \$295 | \$30 |
| <u>Couple</u> | | | |
| Adult | \$140 | \$465 | \$45 |
| Senior | \$110 | \$350 | \$35 |
| <u>Family (3+)</u> | \$145 | \$470 | \$45 |

Fitness Passes

| | | | |
|--------------------|-------|-------|------|
| <u>Single</u> | | | |
| Youth | \$110 | \$355 | \$35 |
| Adult | \$135 | \$410 | \$40 |
| Senior | \$110 | \$355 | \$35 |
| <u>Couple</u> | | | |
| Adult | \$170 | \$585 | \$55 |
| Senior | \$140 | \$470 | \$45 |
| <u>Family (3+)</u> | \$180 | \$595 | \$60 |

Combination (Aquatic & Fitness)

| | | | |
|--------------------|-------|-------|------|
| <u>Single</u> | | | |
| Youth | \$125 | \$410 | \$40 |
| Adult | \$155 | \$525 | \$50 |
| Senior | \$125 | \$410 | \$40 |
| <u>Couple</u> | | | |
| Adult | \$190 | \$640 | \$60 |
| Senior | \$155 | \$525 | \$50 |
| <u>Family (3+)</u> | \$205 | \$699 | \$65 |

**APPENDIXES
(CHECKLISTS, FORMS,
SCHEDULING PROCEDURES)**

Front Desk Procedures (new hire checklist)

Initial procedures as you fully understand and are able to perform

- _____ Use (Rec Desk) function
- _____ Sell day passes
- _____ Check in member when they do not have card with them
- _____ Sell memberships and pro-rate if necessary
- _____ Renew memberships
- _____ Reserve and sell Birthday packages, room rentals, private rentals, group rates
- _____ Birthday party procedures
- _____ Register participant in programs
- _____ Properly count cash drawers, close-out policy & deposit procedure
- _____ Familiar with concession items and prices
- _____ Clean popcorn, pizza, coffee and slushy machines in concession
- _____ Opening and closing procedures
- _____ How to do laundry
- _____ Review scheduling and sub policies

LIFEGUARD (NEW HIRE) CHECKLIST

Please initial when completed orientation with head guard or supervisory personnel.

- _____ Review pool rules
- _____ Review rotation and zone coverage
- _____ Slide, play structure and current switches
- _____ Maintenance and cleaning closet locations
- _____ Opening procedures
- _____ Closing procedures
- _____ Pool counts
- _____ Cleaning procedures
- _____ AED, Crash bags and first aid supplies
- _____ Emergency Action Plan (EAP)
- _____ Scheduling and shift policies
- _____ Review scheduling and sub policies

FITNESS CENTER (NEW HIRE) CHECKLIST

Please initial when completed orientation with supervisory personnel.

- _____ Review fitness Equipment
- _____ Review Studio/fitness Supplies
- _____ Review Opening and Closing procedures
- _____ Cleaning supplies
- _____ Cleaning procedures
- _____ AED, Crash Bag, First Aid supplies
- _____ Emergency Action Plan for facility
- _____ Scheduling and Shift policies
- _____ Review schedule and sub policies

BIRTHDAY PARTY INFORMATION

PACKAGE 1

- * Unlimited swim time during open swim
 - * Use of party room for 1.5 hours
 - * Includes the following for each guest:
 Beverage, Popcorn, Ice cream
- Fee based on minimum of 8 guests

PACKAGE 2

- * Unlimited swim time during open swim
 - * Use of party room for 1.5 hours
 - * Includes the following for each guest:
 Pizza, Beverage, Popcorn, Ice cream
- Fee based on minimum of 8 guests

** You are welcome to bring a birthday cake, but other carry in food or drink not permitted.
A deposit is required to secure a time slot, and will be deducted from your final bill.
Cancellations: Within 24 hours to get your deposit returned.

Birthday Party Room Schedule:

| <u>Monday-Friday</u> | <u>Saturday</u> | <u>Sunday</u> |
|----------------------|-----------------|---------------|
| 1:00-2:30 PM | 12:00-1:30 PM | 12:30-2:00 PM |
| 3:00-4:30 PM | 2:00-3:30 PM | 2:15-3:45 PM |
| 5:00-6:30 PM | 4:00-5:30 PM | 4:00-5:30 PM |
| 7:00-8:30 PM | | |

PRIVATE ROOM RENTALS: available by the hour

From: [Tate](#)
To: [Matt Amundson](#)
Subject: Re: Play for trey tournament
Date: Thursday, May 26, 2016 8:30:33 AM

Sounds great thank you for asking

Sent from my iPhone

On May 26, 2016, at 8:16 AM, Matt Amundson <MAmundson@whitewater-wi.gov> wrote:

Tate,

At this point we have only provided vendor opportunities to our tournament sponsors. In order to provide opportunities to outside vendors similar to yourself I need to discuss providing those opportunities with our Parks & Recreation Board which I can do on June 1st. We have tournaments the remainder of the summer including the following dates:

<!--[if !supportLists]-->• <!--[endif]--> June 11 & 12
<!--[if !supportLists]-->• <!--[endif]--> June 18
<!--[if !supportLists]-->• <!--[endif]--> June 25 & 26
<!--[if !supportLists]-->• <!--[endif]--> July 9 & 10
<!--[if !supportLists]-->• <!--[endif]--> July 16 & 17
<!--[if !supportLists]-->• <!--[endif]--> July 30 & 31

Thanks!

Matt Amundson

Matt Amundson, CPRP | Parks & Recreation Director
City of Whitewater | 312 W Whitewater | Whitewater, WI 53190
☎ (262) 473-0122 | (262) 903-9507 | ✉ mamundson@whitewater-wi.gov
For online registration and facility reservation, visit <http://wwparks.org>
👉 Save money and the environment; think twice before printing this email

Begin forwarded message:

From: Tate <justblingitsports@yahoo.com>
Date: May 25, 2016 at 11:45:23 PM CDT
To: <bdelaTorriente@whitewater-wi.gov>
Subject: Play for trey tournament

I give 20 percent or a flat fee.

I am emailing you to see if you have any vendor opportunities available at your tournament this year. I have been a vendor at many tournaments for all different sports including the Midwest Fastpitch World Series, and many state basketball, volleyball, soccer, cheer and dance competitions.

What I can offer to your tournament is a unique and fun line of SPORTS JEWELRY that has crystals in several colors. I also have a huge variety of non-slip, adjustable HEADBANDS and our fun braided headbands that are all a huge hit and represent all sports. We just added our SPORT ROSES which are also very unique. Our products are all very affordable and add to any tournament.

I will bring everything I need, including my own tables and a tent if needed. I am just asking for a space that will have lots of traffic, such as near concessions. I will give you a percentage of my sales, and know you will be very happy with the results!

Please let me know if you have any questions. I look forward to hearing from you and thank you for your time.

Tate Hohnstein
"Just Bling It"
Sports Jewelry and Headbands
Sports Roses
www.justblingitsports.com
[414-581-5891](tel:414-581-5891)

Sent from my iPhone

<2016 Parks & Recreation Sponsorship.pdf>

Sponsorship Opportunities

2015 Sponsors

Field Naming Sponsor



Scoreboard Sponsors



Tri-County Cooling & Heating/Picker's Market

Event Title Sponsor



Silver Sports Sponsor



Bronze Sports Sponsor



Whitewater Towing



In 2015, 21 youth teams ages (5-14) from Whitewater played a total of 210 games with 119 games played in Whitewater. Additionally, Starin Park was home to 8 tournaments that brought 118 teams to Whitewater. These teams traveled from as far West as Tomah, as far North as Kaukauna, and as far South as St. Charles, IL. We saw these teams staying overnight in Whitewater, visiting restaurants, buying goods, and benefiting the overall Whitewater economy.

Our sponsorship program has been designed to accomplish the following:

- Allow local businesses to reach visitors to Starin Park
- Provide quality uniforms for participants while providing local business recognition
- Continue to make improvements and up-grades to the existing ball diamonds ensuring that we have a facility that teams want to visit
- Sponsorship opportunities created include team uniforms, outfield banners, tournament title sponsor, and field naming rights



2016 Tournament Dates



April 23-24

Play for Trey Baseball

May 28-29

Play for Trey Softball

June 11-12

Summer Softball Classic

June 25-26

Summer Baseball Classic

July 9-10

Whippet Challenge Baseball

July 30-31

Whippet Challenge Softball

Whitewater Parks & Recreation Sponsorship Packages

\$5,000 – Naming Rights Sponsor (1 Available)

- Field Naming Rights for 5 Years, Signage, Listing on Schedules
 - Starin North Diamond (Field #4)
- Opportunity to be title sponsor for youth baseball or softball tournament
- Opportunity to have booth at sponsored tournament and sell product or promote business
- Logo on Parks & Recreation Website
- Vinyl banner to be placed at Starin Park (May-September) (choice)
 - Toppers Pizza Field, Kachel's Kids Field, or Starin North Diamond
- Team Sponsor (choice) – will be listed on schedules, jerseys, and receive team plaque
 - Youth Baseball or Youth Softball

\$1,500 – Event Title Sponsor (2 Available)

- Logo on Parks & Recreation Website
- Opportunity to have booth at sponsored event and sell product or promote business
- Title Event Sponsor (choice)
 - All 3 Concerts in the Park or All 3 Family Fun Nights
- Vinyl banner to be placed at event

\$500 – Tournament Sponsor (6 Available)

- Opportunity to be title sponsor for youth baseball or softball tournament
- Opportunity to have booth at sponsored tournament and sell product or promote business
- Logo on Parks & Recreation Website

\$400 – Youth Baseball & Softball Team Sponsor

- Logo on Parks & Recreation Website
- Team Sponsor (choice) – will be listed on schedules, jerseys, and receive team plaque
 - Youth Baseball or Youth Softball

\$300 – Outfield Sponsor Banner

- Vinyl banner to be placed at Starin Park (May-September) (choice)
 - Toppers Pizza Field, Kachel's Kids Field, or Starin North Diamond

For more information, contact Matt Amundson, Parks & Recreation Director at mamundson@whitewater-wi.gov or 262-473-0122