

Aquatic Operation – Jr. Lifeguard Handbook

TABLE OF CONTENTS

- 16.1- THE MISSION
- 16.2 – PROGRAM BASICS
- 16.3 – UNIFORM
- 16.4 – CODE OF CONDUCT, DISCIPLINE OF STUDENTS
- 16.5 – WEBSITE
- 16.6 – ACCOUNTING
- 16.7 – PURCHASING
- 16.8 – PRODUCT AND EQUIPMENT USE, INVENTORY, DISPOSAL
- 16.9 – COMPETITIONS
- 16.10 – TRAVEL, CAMP-OUTS, DAY USE AND FIELD TRIPS
- 16.11 – INSURANCE, LIABILITY AND INJURIES
- 16.12 – COMMUNICATION WITH PARENTS
- 16.13 – JUNIOR LIFEGUARD ASSISTANT PROGRAM
- 16.14 – REPORTING REQUIREMENTS
- 16.15 - TUITION ASSISTANCE
- 16.16 – NEW PROGRAMS
- 16.17 – COMMERCIAL SPONSORSHIP
- 16.18 – STUDENT TESTING AND REGISTRATION REQUIREMENTS
- 16.19 – REQUIREMENTS OF AMERICAN’S WITH DISABILITIES ACT
- 16.20 - FORMS

XIII. STATE PARK JUNIOR LIFEGUARD PROGRAM

16.1 MISSION

The Mission of the California State Park Junior Lifeguard Program is to provide quality water safety education while creating opportunities for high-quality outdoor recreation to the youth of California.

The Junior Lifeguard Program emphasizes Teamwork, Leadership, and Safety while introducing young people to safe marine and aquatic recreation opportunities. The program is designed to improve participants' physical conditioning, their understanding and respect for the environment, and their respect for themselves, their parents, and their peers.

The Mission of the State Park Junior Lifeguard Program is accomplished by activities such as instruction and practice in open water swimming, paddle boarding, body surfing, bodyboarding, surfboarding, SUP, kayaking, skin diving and self-rescue. Respect for the environment is increased by the understanding gained by daily physical contact with the environment and through lectures and discussion of pertinent marine and aquatic topics. Increased respect for themselves is gained through their personal progress and accomplishments. Respect for others is increased by constant contact with compassionate instructors and by working with other youths in a team-building environment.

Further, the Junior Lifeguard Mission embraces opportunities for community involvement and partnerships in school classroom instruction and with community youth programs. The Mission recognizes the necessity of seizing special opportunities to introduce non-traditional user groups to the wonders of marine and aquatic recreation environments.

As part of this educational mission, the California State Park Junior Lifeguard Program admits students of any race, color, national, ethnic origin, gender, gender identity or expression, and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school or in youth program. The Junior Lifeguard Program does not discriminate on the basis of race, color, national, or ethnic origin, gender, gender identity or expression, and sexual orientation in administration of educational policies, admissions policies, scholarship, athletic and other school-administered programs.

16.2 PROGRAM BASICS

Curriculum

To accomplish the Junior Lifeguard mission a minimum curriculum of:

- Proficiency in water activities –
- First Aid and CPR skills
- Rip current recognition, self-rescue, and identification of swimmer in distress.
- Lifeguarding tools – buoy, paddle boards
- Beach and environmental hazards.
- Park Unit specific environmental and cultural education.

General

The Aquatic Specialist of the Law Enforcement and Emergency Services Division provides program management and oversight for the Department's Aquatic and Junior Lifeguard programs. This Handbook is a living document and shall progress with the Junior Lifeguard Program. Questions, comments, suggestions and problems should be addressed to the Department's Aquatic Specialist.

The safety of the young people participating in the Junior Lifeguard Program is paramount. Therefore, Instructors are to always follow good Lifeguarding practices and keep the safety and wellbeing of the students in the forefront of all activities. That is, Instructors will always face the water, always keeping track of the location of all participants. Further, all activities, in design and execution, shall safeguard the students. Instructors shall always have available first aid supplies, communications, and rescue equipment.

All pertinent aspects of the District's Lifeguard Operation Policies apply to the Instructors of the Junior Lifeguard Program.

Communications

To safeguard the students, it is required that Instructors have immediate emergency communication capability during program hours and on field trips. Communication may be via radio or cellphone.

Staffing

Ocean conditions at each park unit can be highly variable by location. The maximum ratio of paid lifeguard staff to enrolled students should be no more than

1:25. Depending on the age of the students, the existing conditions, and the activity being planned, this ratio may be modified with the approval from the Aquatic Supervisor. Volunteer employees or Youth Aides are not counted as staff or students in this formula.

Before being considered for a program Instructor position, it is recommended that Seasonal Lifeguards have a minimum of two seasons of work experience on the beaches in the Junior Lifeguard Program's location. It is recognized that in smaller programs this may not be possible. In such cases, when possible, inexperienced instructors should be partnered with those meeting experience recommendations.

Staff Training Requirements:

Junior Guard Coordinator

Each District with a Junior Lifeguard Program will assign a Junior Lifeguard Coordinator to that program. District supervision has the ability to determine which classification to utilize for its Junior Lifeguard program coordinator (Park and Recreation Specialist, Interpreter, Staff Service Analyst, Lifeguard Permanent Intermittent). Training for Junior Lifeguard Program Coordinators will be the responsibility of the District.

The Coordinator reports to the Aquatic Supervisor of the Sector, or District.

See [Duty Statements](#) in Jr Guard SharePoint folder for an example of all responsibilities of the Jr Guard Program Coordinator.

The Coordinator will be responsible for a minimum of the following:

- Establishing a budget based on prior year activity and current year projections.
- Ensuring receipts are accounted for properly.
- Employee timekeeping.
- Purchasing for the program in accordance with Department policy.
- Tracks spending and deposit records
- Training and instruction of Junior Lifeguard Instructors, Assistants and Students.
- Manages tryouts and enrollment using Department databases when applicable.

Instructors

Junior Lifeguard Instructor Training should be conducted on a yearly basis for new and returning Junior Lifeguard Instructors.

- It is strongly recommended the Junior Lifeguard Instructors have a minimum of two summer seasons of field lifeguard experience with satisfactory evaluations.
 - Must have current DPR Public Safety - First Aid, CPR, and Lifeguard Certification.
 - Child Abuse Recognition. You will find the *Mandated Reporter, General Training* in the [FOCUS](#) course catalog. Only If unable to access FOCUS go to mandatedreporter.ca.com and document the training on a [DPR 433, Training Attendance Roster](#))
 - Program site-specific rules/guidelines and duty statement review
 - Additional Desirable Training:
 - ✓ CPR and 1st Aid Instructor
 - ✓ Conflict Resolution
 - ✓ Verbal Judo
 - ✓ Interpretive Training
 - ✓ Fundamentals to Instructive Learning
- For further information on Requirements, Desirable Qualities, and Description of Duties see: Junior Lifeguard Duty Statements File on SharePoint.*

Budgeting Staff

Budgeting for staff should be consistent with best practices and not exceed labor costs identified in the programs annual profit and loss statement. Any deviation above the costs allocated from DPR headquarters must be approved in advance by contacting the Aquatic Specialist.

Lifeguarding

When students are in the water, at least one (1) State employee classified as Lifeguard I (seasonal) or higher shall be assigned exclusively to lifeguard duties.

Fees

- The costs to participants in the Junior Lifeguard may vary from program to program. The District Superintendent may raise, or lower program fees as needed. To determine fees for a program the coordinator and supervisor should consider existing summer camps and youth activities in the area. Pricing must be competitive to ensure participation. The current average hourly cost per student in DPR Junior Lifeguard programs is \$5.50 per hour of instruction.
- Similar to many Districts' campsite use policy, State Park employee children may be charged full fees or admitted to the Junior Lifeguard program at no cost.
- Participants with registered siblings or those enrolled in multiple sessions may receive a discount applied to their registration.

Ages

Unless otherwise approved by the Program Supervisor, students in the Junior Lifeguard Program must be 8 to 17 years of age as of the program session's first day of instruction.

16.3 Uniforms

General

Districts may develop their own junior lifeguard uniforms for participants consistent with department branding and professional appearance. All junior lifeguards shall not wear swimwear the same color as the seasonal lifeguard staff. Uniform logos and styles shall be approved by the Aquatic Specialist.

It is recommended that programs use yellow rescue tubes to differentiate the Junior Lifeguard Assistants and Students from the regular Lifeguard staff that is working public safety.

Instructors

The seasonal Lifeguard uniform of the State Parks is the uniform of the Junior Lifeguard Program Instructors. Exceptions are:

- Instructors may wear hats, sweatpants, and sweatshirts with the junior lifeguard logo and the word "Instructor" printed on them.
- For community or classroom presentations related to the junior lifeguard program the instructor may wear a polo shirt with the junior lifeguard logo and the word "instructor" printed on it.

Assistants

- The recommended uniform for Assistants shall be as follows:
 - ✓ Speedo-type suit (females one or two-piece sport suit)
 - ✓ Swim trunks
 - ✓ Junior Lifeguard T-shirt
 - ✓ Appropriate footwear
 - ✓ Rashguard
 - ✓ Optional Assistant items: Jr Guard Logo hats, dark blue sweats etc.
- The color of the Assistant Uniform shall be determined by individual program staff and consistent with all participants.

Students

- The uniform for the students is recommended to be as follows:

- ✓ Speedo-type suit (females one- or two-piece sport suit)
 - ✓ Junior Lifeguard T-shirt.
 - ✓ Appropriate footwear
 - ✓ Swim Trunks
 - ✓ Optional items can include sweatshirts, rashguards, hats (etc)
- The colors of the Junior Lifeguard Uniform shall be determined by individual program supervisors and consistent with all participants.

16.4 CODE OF CONDUCT, DISCIPLINE OF STUDENTS

Conduct

Standards of Conduct applies to all employees participating in this program (DOM 2400).

The Junior Lifeguard Program shall be managed and operated in a non-discriminatory manner and shall comply with state and federal law, including the Americans with Disabilities Act.

Discipline of Students

The foundation of Junior Lifeguard Discipline is based on safety. It is for the safety of the program and students that they understand and follow the program rules. Student discipline is progressive in nature. The intent is to gain compliance with acceptable behavior norms.

Therefore, it is important that at the start of the program an explanation of what behavior is expected is explained to the students. Students and parents will sign a Discipline Policy form prior to the beginning of the program. It is recommended that this Discipline Policy form be included in the application form for the program.

It is important that the student correctly perceives that the disciplinary action is the direct consequence of his or her behavior, and it is not enacted from the Instructor's anger or frustration. Positive reinforcement of correct behavior should be emphasized and recognized by the Junior Lifeguard Instructors.

Examples of correct behavior are:

- ✓ Arriving on time
- ✓ Respect of Instructors and other staff
- ✓ Respect of other students – no shoving, hitting or name-calling
- ✓ Respect of the facilities, equipment, and property of others

- ✓ Cooperation with others and good sportsmanship
- ✓ Teamwork
- ✓ Exhibiting good Leadership and looking out for other
- ✓ Following all safety rules and all instructions
- ✓ Listening quietly to directions and announcements
- ✓ Participation in regular program activities
- ✓ Positive attitude

Any type of mildly aggressive, intrusive or destructive actions toward a fellow participant or staff member will be considered an incident and will bring about the following sequence of events:

1st step – Verbal warning. A discussion between participant and staff regarding the incident and an explanation to the participant of the consequences of continued inappropriate behavior. A State employee of Lifeguard I (seasonal) or higher classification will give this counseling.

2nd step – Time-out (cool-off period), immediately after each incident for 2 – 5 minutes, depending on specific behavior. Extra physical exercise such as push-ups, sit-ups, or running may be assigned at this time. At this time the staff (Lifeguard I and above) and participant will discuss the following:

- a) clarification of the incident
- b) an explanation of the consequences for continued behaviors
- c) an informal behavior contract and plan for successful participation will be implemented.

These incidents shall be documented (including date and nature of incident) and filed for future reference in cases where further major disciplinary action may be needed. [Jr Guard Incident Report](#)

3rd step – Conference involving parent, participant, and Junior Lifeguard II program leader. The Aquatic Supervisor (Lifeguard Supervisor I or above) is to be notified that a parent conference is taking place. The conference will include:

- a) discussion of incident
- b) review of the Program Discipline Policy form
- c) explanation of discipline policy and potential suspension if negative actions continue.
- d) behavior contract completed and signed.
- e) determine disciplinary support at home.

4th step – May include suspension depending on severity of the behavior as judged by site leader and the Aquatics Supervisor. Parent or Guardian, participant and staff will review behavior contract as well as incident reports.

5th step – May include expulsion depending on severity of the behavior as judged by site leader and the Aquatics Supervisor. Parent or Guardian, participant and staff will review behavior contract as well as incident reports. Refunds are not given in the event of expulsion.

Any single incident of aggressive, destructive, or physical behavior toward another participant or staff member, that causes injury, or could potentially cause injury, will result in an immediate time-out, notification of the Aquatic Supervisor, and a conference involving parent or guardian, participant and site leader. Serious incidents of this nature may result in immediate expulsion from the program.

Other serious incidents include the following:

- ✓ Leaving the program area without permission
- ✓ Insubordination
- ✓ Fighting with another student or other person
- ✓ Unlawful or non-consensual touching of another person
- ✓ Stealing the property of another
- ✓ Vandalism of equipment or facilities
- ✓ Any violation of the [Junior Lifeguard Program Bullying Policy](#)
- ✓ The use of alcohol or tobacco product or illegal use of drugs
- ✓ Other conduct which brings discredit upon the Junior Lifeguards or the State of California

These incidents shall be documented (including date, time, and nature of incident) and filed by the Aquatic Supervisor for future reference in cases where further disciplinary action may be needed. Anytime a major behavior problem occurs, the Aquatic Supervisor (Lifeguard Supervisor I or above) shall be immediately advised.

Unauthorized Forms of Student Discipline

California State Parks will not tolerate unauthorized forms of student discipline. Unauthorized forms of student discipline include **physical touching or corporal punishment, the threat of physical touching or punishment of any type, or any activity that subjects the student to humiliation or ridicule.**

16.5 WEBSITE

General

Contact [Parks Webmaster](#) to update general contact information when supervisors, coordinators or other pertinent information changes. This information is found on the [Junior Lifeguard Program Homepage](#).

Program

It is suggested that individual Jr Guard Programs use the Parks and Recreation domain due to the support that is provided by our Parks Webmaster. It is a requirement that information on websites be ADA compliant. Coordinators must not modify forms that will be public accessible. Existing links to Tuition Assistance information will be updated annually by the Parks Webmaster.

Do not send Tuition Assistance information via an attachment on an email. Only send this information through a link to the Department's [Public Forms](#) page or the link embedded on your program's website. Documents provided to the public must meet the State of California ADA requirements.

[Tuition Assistance Application](#)
[Tuition Assistance Information](#)

16.6 ACCOUNTING

Funds

Each Program is responsible for maintaining sufficient funds to meet its State payroll obligation and other operating debits. Expenditures shall not exceed Department allocations (exceptions may apply with approval from district supervisorial staff).

All tuition fees collected are applied to the fiscal year that the session(s) are held. All other non-reimbursable revenue collected are applied to the fiscal year that they were collected.

Revenue Collection

The primary method of revenue collection is by credit card through the online enrollment and merchandise sales platform. Outside of the online enrollment, payment can be collected in the form of a personal check, certified check, or money order. It is not recommended that Junior Lifeguard Programs take cash as a form of payment.

Depositing Collected Money

All non-credit card monies received will be categorized on the [Receipt Accountability Worksheet, DPR 156](#), deposits made must follow DPR operations guidelines for depositing revenue. Additionally, follow enrollment platform operational procedures when closing transactions.

Refunds

Follow Refunds for Tuition procedures through enrollment platform.

REFUND AND CANCELATION POLICY

- If a participant fails to pass the swim test, a full Enrollment Fee refund will be issued.
- If a participant must cancel for any reason prior to 7 calendar days of the start date of the training a \$50.00 Enrollment cancellation fee will apply.
- If a participant must drop out of the training for any reason within 7 calendar days before or after the training has started a 50% Enrollment Fee refund will be issued. For programs less than 7 days in length no refund will be issued after the program has begun.
- If a participant must drop out of the training after 7 calendar days of the start date of the training no refund will be issued.
- If a participant is injured while participating in the training a pro-rated Enrollment Fee refund will be issued based on the number of training days that were started.
- No refund will be issued to any participant that is suspended or expelled from training for disciplinary reasons.
- There is no refund for uniform items.
- There is no refund for the Registration Fee.

Fund Raising

Non-Departmental individuals or organizations may conduct fund raising activities for a particular Junior Lifeguard Program. If State Park property is to be used for fundraising activities, the individual or organization will need to use the Special Event Permit process. Cooperative Associations that have a current operating contract with the State of California may have fundraisers on State Park property without a Special Event Permit. **NOTE: State Park employees may not participate in fund raising activities while on duty.**

Donations

Donations of property or equipment may be accepted using the [Gift or Loan of Personal Property, DPR 922](#).

Donations of cash for general program use can be accepted and deposited into the appropriate PCA Account using the ROC process.

Donations may also be made for specific expenditures such as a Tuition Assistance account. A Contingent Fund should be in place to hold these funds until needed.

16.7 PURCHASING

All purchasing is to be conducted in accordance with the Department's Delegated Purchasing Authority, and the guidelines of DAM1300, and SAM 3500 for acquisition of goods and equipment.

Limitations

The purchase of food items is not allowed.

No "Give A Ways"- Per California Constitution, Article 16, Section 6, prohibits the gift of any public money or thing of value to any individual. Included but not limited to: i.e., Portraits, trophies, gift certificates, and awards. Utilize your local Lifeguard Association for these items.

Program purchases that do not clearly fit within the scope, mission and intent of the Jr. Lifeguard Program will require the approval of the District Superintendent.

Purchases are not to be made from businesses owned by State employees or their families. The provisions of the State Park's incompatible activities statement will be followed.

Field trips that include chartering buses, boats etc., or the rental of equipment, must be processed by contract. Contact your district contract specialist.

16.8 PRODUCT AND EQUIPMENT USE, INVENTORY, DISPOSAL

Use

Junior Lifeguard equipment belongs to the State of California, Department of Parks and Recreation and is for the support and operation of the Junior Lifeguard Program.

Any abuse of Junior Lifeguard program equipment should be brought to the attention of the Aquatic Supervisor.

Inventory

At the end of every instruction season, the Junior Lifeguard Program Coordinator shall see that a complete inventory is made of all Junior Lifeguard program equipment, merchandise, certificates, etc. Items needed for the next year's program should be discussed with the Aquatic Program Supervisor.

A copy of your Junior Lifeguard Equipment Inventory is to be sent to the Aquatic Specialist with your Program's annual report.

Disposal of Equipment

- Disposal of State-owned equipment shall be done in accordance with Department and DGS policies.

16.9 COMPETITIONS

Running a Competition

Large Junior Lifeguard competitions can have a big impact on normal park operations. Large portions of the park unit may need to be set aside to have a successful competition. Adequate planning that takes into consideration parking, facilities, the layout of the beach area, and safety are all key components in running a competition.

As such, most Districts will require a [Special Event Permit \(DPR 246\)](#) for such an event. A Junior Lifeguard program that is planning a competition should work with the Aquatic Program Supervisor and refer to the Department and the District policies on special events well in advance of the event.

16.10 TRAVEL, CAMP-OUTS, DAY USE AND FIELD TRIPS

Travel

All employees shall book travel using Concur or the appropriate travel store website.

Permanent employees will complete their travel claim in CalAters.

Seasonal Instructors and Volunteers that cannot access CalAters and are traveling on Junior Lifeguard business shall utilize the [Travel Expense Claim, STD 262a](#). The STD 262a should be coded to the appropriate Program's Activity number.

While on State Travel Status, paid and volunteer employee's conduct is under the regulation of the State Parks.

Camp-Outs

Junior Lifeguard Program campouts are held at the discretion of the District Superintendent. The following guidelines shall apply to campouts:

- Approval of the District Superintendent is required prior to advertising the camp-out.
- All students, volunteer assistants, and Youth Aids should have a signed parental permission form, specific to the camp-out, that has a clear explanation of duties, responsibilities, and expectations for behavior.

The District Superintendent may establish minimum chaperone ratios on an individual trip basis. If a specific chaperone ratio is not indicated, the ratio of Instructors and parents to students shall be no less than 1:10.

- No person associated with, or visiting the camp-out, is allowed to possess or use alcoholic beverages or illegal drugs. This includes, but is not limited to, Junior Lifeguard Instructors, Supervisors, Instructor Assistants, Junior Lifeguards, parent chaperones, friends or family of any of the above. If a person violates this policy they should be asked to leave the camp-out area immediately. If any laws have been broken, the employee in charge of the camp-out should notify a State Park Peace Officer or appropriate police authorities.
- Paid and volunteer State employees shall attend the camp-out on State Travel Status utilizing the Travel Expense Claim, STD 262-A. While on State Travel Status, paid and volunteer employee's conduct is under the regulation of the Department.

Day Use

Each Program should establish a policy in regard to use of State Parks by Junior Lifeguards and their families. It is suggested that Junior Lifeguards and their parents be allowed free access to our parks during program dates and hours only.

Special Events at State Facilities

Programs are to follow the Department's Special Event procedures for the District where the event is planned.

If you need help with an event, consult your Aquatic Program Supervisor or Special Events Coordinator.

Field Trips

1. Communications

To safeguard the students, it is required that Instructors have immediate emergency communications capability during program hours and on field trips. Communication may be via radio or cell-phone.

2. Transportation

Is recommended to travel by commercial carrier bus.

3. In case of an injury

You are to have access to the student's registration information (allergies, emergency contact, personal medical information) on field trips. Be certain

that you have access to a vehicle to transport minor injuries to the hospital if a parent or guardian is not readily available.

16.11 INSURANCE, LIABILITY, INJURIES & SUSPECTED CHILD ABUSE

Insurance

Junior Lifeguard programs place a great deal of emphasis on physical learning and exercise. The safety of the participants is of paramount concern to the Department, however, injuries do occur. Parents and guardians are encouraged to provide medical insurance to their children in the event of injury.

The Department is not an insurance provider and shall not be responsible for providing medical insurance to participants in the Junior Lifeguard Program. Neither should the Department be perceived as favoring one insurance company over another.

Nothing in this section would preclude or prohibit parents and guardians from purchasing insurance for program participants; however, there is no requirement to do so.

The State Compensation Insurance Fund covers paid and volunteer employees of the State. Junior Lifeguard program participants are not covered by workers compensation and are not considered volunteers.

Liability

The State of California is a self-insured entity. DPR approved Junior Lifeguard Programs do not have to pay for liability insurance policies from a private insurer. Public Liability and Worker's Compensation Insurance self-insurance documentation is available from DGS.

Injuries

The Junior Lifeguard program is a physical, outdoor, recreational program. As such, participants and instructors alike are exposed to a greater risk of injury. Each program should conduct its daily operation with safety and prevention of injury incorporated into all activities.

In the event of an injury, provide immediate basic life support care following DPR Emergency Medical Services guidelines. Activate EMS if needed. Ensure that other program participants are moved to a safe location and supervised properly during the emergency. **Each program is to have an Emergency Safety Plan.** All Instructors are to be familiar with the Emergency Plan and it is strongly suggested this be incorporated into the daily lesson plan for the students and practiced.

- The Department's reporting guidelines for medical injuries shall be followed at all times. See *DOM Chapter 1100 Visitor Safety*
- All major injuries shall be brought to the attention of the Aquatic Program Supervisor immediately. Great bodily injury or death shall be immediately reported to the Aquatic Specialist.
- Log all injuries for inclusion in the Program's end of the year report. This will become valuable in the future for statistical analysis and accident prevention.

Participant Minor Injuries

- Provide care as per DPR EMR guidelines.
- Report all participant injuries to the Lead Instructor.
- Report the injury to the parent or legal guardian of the student.

Participant Injuries which require medical attention:

- Provide care as per DPR EMR guidelines.
- Activate EMS if needed.
- Ensure other program participants are moved to a safe area and properly supervised during the emergency.
- Report all participant injuries to the Lead Instructor and the Aquatic Program Supervisor.
- Contact the student's parent or legal guardian and have them meet you at the medical care facility if the student is to be transported by ambulance.
- A Lifeguard II (seasonal) or higher-ranking State employee shall accompany the student to the medical facility. The State employee will take the Authorization to Treat a Minor to the medical facility.
- "Authorization To Treat A Minor" and Insurance Claim forms must be available at all times. A portable file is recommended for transportation of photocopies of the student's and volunteer's "Authorization To Treat A Minor" and Insurance Claim forms to all program activities and locations.
- If the injury is potentially serious, the Aquatic Supervisor or other State Park Supervisor should go to the hospital to meet with the parent or legal guardian.
- If the parent, or guardian, refuses medical care for their child, documentation of their refusal is to be completed on the Patient Assessment Form, DPR 836 and Public Safety Report should be completed on the incident.
- Refer requests of Public Safety Reports to the unit's supervising peace officer or the District's Superintendent of Public Safety.

Injuries to Instructors, Youth Aids, or Volunteers:

- State of California guidelines for employee injuries shall be followed and all injuries are to be documented and reported to the Aquatic Program Supervisor immediately.

Suspected Child Abuse Reporting

- If you suspect a child is or has been abused report it immediately to supervision and fill out the State of California, Child Welfare Services, [Suspected Child Abuse Report](#).

16.12 COMMUNICATION WITH PARENTS

First of the Year Correspondence

This correspondence informs the parents of test dates, registration dates, meeting dates, program dates and event calendar.

Parent Handbook

The *Parent Handbook* serves as a reference document for the parents before and during the program. The Handbook contains important contact information, instructor and supervisor names, program dates, refund policy information, discipline procedures, policies, etc.

Notifications

A Junior Lifeguard Program depends not only on the Aquatic Operations for a successful season; a program also depends on, and potentially impacts, other park operations. Pre-planning of events such as competitions and banquets is key to ensuring the continued support of the park's infrastructure.

Prior to the beginning of the program, it is recommended you send a copy of your program's event schedule to the sector's Special Event Coordinator, Visitor Services and Maintenance Operations. Include the Sector and District Superintendents on your regular mailing list and keep them updated on upcoming events.

16.13 JUNIOR LIFEGUARD ASSISTANT PROGRAM

Purpose

Whether volunteer based, or a paid position, the purpose of the Junior Lifeguard Assistant Program is to provide a job development program for youth, ages 15–18 years of age. On a daily basis, the Assistants help to provide a safer, better supervised, outdoor recreational experience for the Junior Lifeguard Program participants. They also become role models for program participants, while they themselves gain training and experience in leadership, teamwork, aquatic safety skills, and first aid.

The Junior Lifeguard Assistants are to work under the close supervision of the Junior Lifeguard Program Supervisor and report directly to an assigned Junior Lifeguard Program Instructor during the operating hours of the program. The Assistants will work with Lifeguard Staff and other Park Personnel in order to

develop job skills, proper work habits, and leadership qualities through work experience.

Testing

The testing for these positions should mirror to a slightly lesser degree the process of testing and hiring Seasonal Lifeguard Staff. This a physical program and the recommended minimum testing for Junior Lifeguard Assistant is as follows (time limits to be established by the program coordinator):

- 500 yard open water swim.
- 100 yard run, 200 yard swim, 100 yard run.
- Oral interview.

Programs may adopt more stringent requirements with the written approval of the Aquatic Specialist.

Appointment to State Volunteer Service

Complete all pertinent forms as indicated by your District personnel office. The volunteer must submit a DOJ and FBI LiveScan. Use the [Volunteer Registration Checklist, DPR 208K](#) to assist with this process

Appointment to State Park Youth Aide – Junior Lifeguard Program

Classification number 9991

Complete all pertinent forms as indicated by your District personnel office. The employee must submit a DOJ and FBI LiveScan.

Orientation, Training and Education

The need to give a thorough orientation to the Junior Lifeguard Assistants is highly stressed. They are expected to conduct themselves in a manner, which brings credit upon California State Parks and the State Junior Lifeguard Program.

Good orientation sets the program's expectations for the Assistants, eliminating confusion and errors. This is the time to provide knowledge of the State Park's Mission and how the Assistant and the Junior Lifeguard Program fits within that mission.

A training program for the Junior Lifeguard Assistants should include the following:

- CPR (AHA if certified instructor available)
- Communicable Diseases
- First Aid Skills

- Aquatic Rescue Procedures & Rescue Detection
- Emergency Procedures (IAP)
- Program Policies (Discipline, Bullying, Code of Conduct)
- Leadership and Team Building Skills

On going training during the summer may include such areas as:

- Interviews, Applications, and Resume Training
- First Aid Skills
- Rescue Recognition, Tower Procedures, Lifeguard Communications
- Rules and Regulations
- Physical Fitness

Code of Conduct

The Assistants (DPR Employee or DPR Volunteer), are required to conduct themselves, as would any other State employee. They are also subject to established disciplinary procedures.

Evaluations

All Junior Lifeguard Assistants should be evaluated. The evaluation should be conducted in such a manner that it identifies their strengths while giving feedback for improvement. It is important to remember that for many of these youth, this is the first exposure to a work environment and this evaluation process should be positive in nature, yet honest in its appraisal of the Assistants skills and abilities. [Assistant Evaluation](#) (forthcoming)

Awards for Participation

Awards such as gift certificates, or school scholarships, cannot be paid through the State Parks accounting process. Such awards, or gifts, would need to come directly to the individual from an organization, or cooperative association.

16.14 REPORTING REQUIREMENTS

Junior Lifeguard Program Annual Report

The Program's Annual Report should be prepared at the conclusion of the final session of the year and before the end of the calendar year.

The prepared report shall have an approval signature by the following;

- Program Coordinator

- Aquatic Program Supervisor
- Sector Superintendent
- District Superintendent

The signed report shall be submitted to the Aquatic Specialist.

The report should contain the following minimum information:

- Names and contact information of the following:
 - ❖ District Superintendent
 - ❖ Sector Superintendent
 - ❖ Aquatic Program Supervisor
 - ❖ Junior Lifeguard Coordinator
 - ❖ Instructors and Assistants
- Number of sessions, location of sessions, dates and number of students. (Reported in California Interpretation Collection and Data Archive - [Cicada](#))
- Total collected tuition
- Total collected revenue from Merchandise/Extras.
- Total collected Donations and Additional Allocations (and their source)
- Profit and Loss report from non DPR accounts
- Breakdown of scholarships provided
- Total amount of expenditures broken down by category ([Budget Template](#))
- Number of injuries - types, location, activity
- Programs other than Junior Lifeguards ([Cicada](#))
- Testimonials from students and/or parents (optional)
- Summary of end of year survey findings
- List of partners and what they provide
- Lessons learned from program
- Improvements or enhancements to be made for future programs

16.15 TUITION ASSISTANCE

General

The purpose of tuition assistance is to give households that are challenged by our fees the opportunity to participate in the Junior Lifeguard Program.

The cost of providing tuition assistance is to be equally divided into the fees of the paying participants. This will increase the base participant fee for the paying participants; therefore, the number of tuition-assisted participants should be given careful consideration. Donations for the Tuition Assistance program may also be accepted to offset increased program costs (set up DPR contingent account or use cooperative association)

It is suggested students be given tuition assistance for only one session per program year. Further, programs are encouraged to set limits on the total amount of tuition assistance being offered. Accept applications only during active enrollment periods, (i.e. From the date information is first mailed out to parents until all funds are expended or the first day of instruction or the program is full). It is at each Program's option whether a free tuition and/or reduced tuition will be offered.

The Aquatic Program Supervisor and the Junior Lifeguard Program Coordinator should be responsible for the selection of candidates for tuition assistance. Information concerning application for assistance as well as individual students receiving scholarship should be kept strictly confidential.

When reviewing applications for assistance, you will need to take into account special circumstances such as the recent loss of a high paying job, bankruptcy, pending high mortgages, rents, auto payments, etc. Therefore, if there are special circumstances that are not reflected in the applicant's federal tax form, compile supporting documents and a Disclosure Statement signed by the student's parents or guardians. Approve or disapprove assistance based on the provided information.

If the youth's family is currently receiving Food Stamps, Aid to Families with Dependent Children (AFDC), or benefits from the Food Distribution Program on Indian Reservations (FDPIR), the youth qualifies for tuition assistance.

A foster child who is the legal responsibility of the welfare agency or court may receive free or reduced tuition regardless of the household's income

Non-discriminatory requirements and reporting of tuition assistance is the same as for the general student body.

Link to current year Tuition Assistance Guidelines and Application

[Tuition Assistance Application](#)

[Tuition Assistance Information](#)

Guidelines are based on the National School Lunch and Breakfast Program.

16.16 NEW PROGRAMS

All new Junior Lifeguard programs require District Superintendent's approval. Start-up funding may be available through the department's Junior Lifeguard program fund and is requested by submitting a profit and loss statement during the annual budget cycle. Additional funding may be provided by the State Park

Foundation, CSLA, other non-profit corporations, or from a special State Park fund administered by the Aquatic Specialist.

16.17 COMMERCIAL SPONSORSHIP

Individual programs may pursue grant and donation monies provided that they work through their District Superintendent. Sponsorship and donations by commercial businesses usually come with some type of recognition request for that commercial business or entity. All programs shall consult with the Department's partnerships office for guidance.

No commercial use of the Junior Lifeguard name, in any form, or the Junior Lifeguard logo is permitted without the explicit written permission of the Aquatic Specialist.

No alcoholic beverage, tobacco, or similar non-healthy sponsors are allowed. Further, only sponsors that clearly identify with the Mission of the Department will be considered.

16.18 STUDENT TESTING AND REGISTRATION REQUIREMENTS

The Tryout Test

The Junior Lifeguard Program is not a learn-to-swim program. Therefore, prospective students are screened at a tryout test to verify if they have the minimum skills to benefit from the Junior Lifeguard Program. The Instructor will approve a youth's skill level based upon successful completion of a swim test and on the youth's swimming competence and confidence. The following recommended minimum swim test standards are approved; programs may adopt more stringent criteria if they feel it is appropriate:

- Competently swim 100 yards.
- Competently swim 10 yards underwater.
- Competently tread water for 3 minutes.

Tryout Waiver

All returning Junior Lifeguards may skip the tryout testing. It is recommended that parent/guardian verifies that a past participant is physically fit to participate in the current year program during the enrollment process.

All new students must successfully complete the State Junior Lifeguard's testing process.

Registration Requirements

1. In addition to general student information, include the following questions in your enrollment questionnaire.
 - For returning participants, I certify that my child is physically fit and can meet the rigorous physical requirements of the Junior Lifeguard Program.
 - Pertinent medical information.
 - Emergency contact information other than Head of Household.
 - Ethnicity

16.19 ACCESSIBILITY REQUIREMENTS

Background

The Americans with Disabilities Act (ADA) is a Federal civil rights law, which applies to government agencies and private businesses. The intent of the ADA is to protect qualified individuals with disabilities from discrimination based on disability in the services, programs, or activities of all State and local governments. As applicable to the Junior Lifeguard Program:

- Participants with disabilities must not be treated differently.
- Staff may not isolate, separate, or deny participants with disabilities the opportunity to participate in the program due to their disability.
- The program shall be delivered in the most accessible and integrated setting available to all participants.
- Staff shall take appropriate steps to ensure that communications with participants with disabilities are as effective as communications with others, which may include furnishing appropriate auxiliary aids and services to a program participant, as necessary. The costs for such aids and services shall be borne by the program.
- Participants with disabilities must meet the essential eligibility requirements needed to participate in the program such as age, ability to complete the tryout test, and ability to cover the tuition, just like everyone else.
- Rules that are necessary for the safe operation of the program are allowed, but such rules must be based on current and objective risks, not on stereotypes or generalizations about participants with disabilities.
- Staff shall make reasonable modifications to program policies, practices, or procedures, as necessary, to avoid discrimination based on disability, unless staff can demonstrate that making the modifications would fundamentally alter the nature of the program.
- Requests for accommodation by a participant shall be handled by the Program Supervisor where the request originated, in coordination with the Aquatics Program Manager.

Accessibility Resources

[All Visitors Welcome](#) – A handbook produced by the Interpretation & Education Division; it describes various disabilities and strategies for accommodating people with diverse abilities.

[Accessibility Guidelines](#) – A handbook produced by the Accessibility Division; it describes accessibility requirements on a range of topic areas.

For more information, or questions, contact the Accessibility Division at (916) 445-8949 or by email at access@parks.ca.gov.

16.20 FORMS

Information

Attached at the end of this section are examples of forms that can be used in administering the Junior Lifeguard program. These forms may be modified to meet specific program needs. Contact the Aquatic Specialist of the Public Safety Division for additional forms.

[Lifeguard I \(Seasonal\) Performance Evaluation](#)
[Lifeguard II \(Seasonal\) Performance Evaluation](#)

Sample: Junior Lifeguard Duty Statements

- Coordinator
- Lifeguard II
- Lifeguard I
- Jr Guard Youth Aid
- Jr Guard Volunteer
- Jr Guard Park Aid (non-aquatic position)

[Fiscal Year Budget Template](#)