

**ELIOT INSTITUTE
WATERFRONT DIRECTOR
(Revised April 2017)**

NOTE: Eliot Institute requires that two currently certified lifeguards be appointed for our July and August summer camps. We will continue to only have one certified lifeguard at the Creative Arts Eliot until the number of campers requires another lifeguard. If two certified lifeguards are present then it is not necessary for the Waterfront Director to be certified

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: A current water safety and life-saving certification such as Red Cross Senior Water Safety, Bronze Cross, or NSL certification is recommended.. Good organizational and interpersonal skills, especially with youth, are essential.

GENERAL RESPONSIBILITIES:

- Be familiar with and enforce Seabeck and Eliot Waterfront Rules.
- Supervise the lifeguards, boat dock coordinator, and any waterfront volunteers.

SPECIFIC RESPONSIBILITIES: [See Timeine]

**WATERFRONT DIRECTOR
TIMELINE**

BEFORE CAMP

_____ Register for camp, sign contract and Code of Ethics and return to Registrar. If you are a certified lifeguard send a copy of your certification to Registrar, also.

_____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs

_____ Be familiar with “Seabeck’s Rules for Lagoon Use”. The Registrar will have a copy for you upon arrival at camp. If you would like to view it earlier, see Ideas, Hints and Tips at end of this job description.

_____ Be completely familiar with “Eliot Waterfront Rules”, in particular, use the “Use of Air Horn”. See www.eliotinstitute.org —> Volunteers —> Camp Jobs

BEFORE CAMP - WORKING WITH THE DEAN

_____ Establish with the Dean the hours the waterfront will be open for swimming and boating.

_____ Recommend candidates or assist the Dean in recruiting and selection Lifeguard(s) and Boat Dock Coordinator. If your selection is not certified, Eliot has authorized additional funds for them to receive this training. A lifeguard from a local swim facility, such as the Y in Silverdale, can be hired to cover swim time if a lifeguard cannot be found among the Eliot community.

_____ Determine with the Dean, a first aid plan for the waterfront and inform waterfront staff of this plan, including knowledge of the location of the automatic electronic defibrillator (AED), stored in the Inn Office. Make sure waterfront staff know to complete a formal incident report for significant injuries incurred at Waterfront. (Insurance company mandate.).

BEFORE CAMP - OTHER

- _____ Ensure Lifeguards and Boat Dock Coordinator are knowledgeable of their responsibilities including waterfront rules, hours for supervised swimming, how to conduct testing of youth and children and boating regulations.

- _____ Ensure campers are made aware of rules through a submission to the first camp newsletter. (Other necessary information can be supplied through the Dean to the Children's and Youth's Program Directors, for mailing to registered parents and youth along with other program information.) A few points you may want to cover:
 - _____ Times of operation
 - _____ Swim check operation
 - _____ Volunteer call for swim checks
 - _____ Basic safety and behavioral expectations (define basic according to your personal style). Reinforce rule that boaters never enter the area roped off for swimmers, nor swimmers enter area roped off for boaters, except during sanctioned events like Triathlon and Lagoon swim. During those sanctioned times, a chase boat with two adults will patrol swimmers.
 - _____ Teasers as to a possible special offering or two: Watermelon Polo, Cannonball Contest, Polar Bear Swim, etc.

ARRIVAL DAY

- _____ Attend camp staff meeting

- _____ Get waterfront equipment stored at Seabeck in Colman from the Storage Closet Manager.

- _____ Be present when the Board Representative signs "Seabeck's Rules for Lagoon Use" with the Seabeck staff person.

- _____ **AT ORIENTATION** Explain waterfront procedures, rules, and safety regulations to campers. It is recommended that Lifeguards also participate at the orientation. Some things you might cover:

- _____ Campers may only swim at Eliot when supervised by an appointed lifeguard, only at the swim beach and swimming dock, and only during daylight, usually from 1:30 - 5:00 each afternoon, or at other times when designated and authorized by the Dean(s). Swimming outside the ropes is not allowed.
- _____ Also, swimming at other locations, such as the picnic area at Salmon Bake beach, at any time, is also unauthorized, not supervised and solely at the risk of the swimmers and their parents, guardians, or sponsors. NO swimming after dark.
- _____ Show swim band for the benefit of first timers and give a pep talk
- _____ First aid concerns - Describe first aid horn alert

USE OF AIR HORN

One Blast: All persons swimming, on the swim dock or on the beach are to immediately stop what they are doing, and pay attention to the instructions of the Lifeguard.

Three Long Blasts: This should be used ONLY for "911" type emergencies. Any camper should call 911 if heard. ONLY campers trained in emergency or medical procedures should respond. Three blasts on the horn requires ALL people to leave dock and water, except those responding to the emergency.

DURING CAMP

- _____ Attend staff meetings.
- _____ Ask Seabeck to provide a large canister of water on the beach daily. (Make request through the Deans)
- _____ Set up the 8 x 8 foot portable gazebo on the swim dock for shade.
- _____ Direct the activities of the Lifeguards, Boat Dock Coordinator, and other volunteer assistants at the waterfront.
- _____ Ensure equipment stored in Eliot closet is at proper place - backboard, first-aid kit, air horn, bracelet & badge making kit, etc.
- _____ Enforce the general rules applicable to waterfront activities.
- _____ Maintain a waterfront schedule for staff and swimmers.
- _____ Conduct swim checks of children under 18 years of age.
- _____ Ensure that swimming is supervised by an Eliot appointed lifeguard at the lagoon swim area and swimming dock.
- _____ **First Aid Issues**
 - _____ Show lifeguard the location of first-aid kit at the swim dock.
 - _____ Board Dock Coordinator - first aid supplies are in First Aid Cart (Inn Lobby - July and August camps; Juniper - Creative Arts Eliot).
 - _____ Let all staff know the automatic electronic defibrillator (AED) is stored in the Inn Office.
 - _____ A formal incident report for significant injuries incurred at the swimming area must be filled out. (Insurance company mandate.) Forms are in First Aid Cart or see Registrar.
- _____ Enforce the general rules applicable to waterfront activities.
- _____ During sanctioned events like a Lagoon swim or Triathlon, make sure there is a life guard at the swim dock. Also a chase boat in the Lagoon manned by two adult campers and equipped with extra personal flotation devices and other life-saving equipment deemed necessary by you. Close the boat dock during sanctioned events, allowing only the chase boat on the water to patrol swimmers. During the Triathlon, to ensure swimmers are all out of the water before the first boaters enter it, stage the event in this sequence: swimming -> running -> boating. For more details see "Ideas, Hunts, and Tips" page 4.
- _____ Help supervise the morning Polar Bear Swim. Insure swimmers enter the lagoon in waves with the stronger and heavier swimmers first, then lighter swimmers and smaller adults, then children last. People should dive in, not jump in, then immediately swim away from the dock to clear potentially dangerous congestion there. Campers under 18 must have a swim badge; for the first morning of camp, before badges are earned, they must be accompanied by a parent or a designated adult swim buddy.
- _____ August Camp: During the Hiroshima Boat Ceremony, make sure one lifeguard and one adult are to be in a boat in the lagoon during the time MAGs are setting out Hiroshima boats. Provide safety and bring whatever lifesaving equipment you think is necessary. To facilitate entry and exit from the boats, have two adults present on the dock to load the boat, push the boat away from the dock, and assist those exiting the boats. Make sure each MAG rower is qualified (passed the row boat or paddle boat test).

_____ In the event a decrease in the number of swimmers reduces the need for two lifeguards, the Waterfront Director may assign shifts to the lifeguards as deemed appropriate.

LAST DAY OF WATERFRONT ACTIVITIES

_____ Return waterfront equipment to the Storage Closet. Be sure all equipment is hone dry. Update the inventory list and give to the Storage Closet Manager.

AFTER CAMP

_____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

IDEAS, HINTS AND TIPS

SEABECK'S RULES FOR LAGOON USE

Here's the link on the Seabeck website for the Lagoon Use form:
http://media.wix.com/ugd/00a371_803de2053bc54985bc126fae6d4f0c10.pdf

To navigate to the form:
www.seabeck.org -> "Group Retreats" menu -> select "Retreat Forms" -> scroll down, then select "Lagoon Form"

ELIOT TRIATHLON

Stage competitive and noncompetitive events separately, and solo from group events.

Position a floating marker, anchored in place with rope, in the lagoon one-third the distance from the swim dock to the boat dock. Float a rope from this marker to the right side of the swim dock to guide swimmers, who swim out from the swim dock on the right side of the rope and return on the left, to the dock ladder. Place a pylon 150 feet beyond (south) of the Boat Dock on the road. Runners go from the Swim Dock past the Fireside down the road to and around this pylon, then onto the Boat Dock. Anchor three floating milk jugs near the Boat Dock to establish a rectangular course for the rowers. During the rowing event (with all the swimming finished), position the paddleboat with the lifeguard and buddy in the middle of the rectangle.

Order the three events in this sequence – swim, run, row. This sequence separates in time the swimmers from the rowboats, avoiding dangers as they try to share the water. Once done, the swimmer in a group of three must touch the hand of the runner doing the second leg. Assign an adult to keep swimmers not participating in the triathlon to one side of the swim dock out of the path of the triathletes. Also to keep cheering supporters to the side of the swim dock.

Erect a table before the Inn at the finish line supplied with watermelon wedges. Use the air horn to start the swimmers at the swim dock. The air horn blast also alerts crowds on the bridge that the race has begun. At the start of each triathlon, position a paddle boat containing the lifeguard and buddy at the floating marker, with life jackets and life-saving equipment. Use walkie talkie's devices so that waterfront staff at the swim dock can talk with staff at the boat dock, monitoring the progress of teams and individual swimmers.

WATERMELON POLO

This can be fun and intergenerational. Adults can mix with children and provide help, keeping it fun, as little swimmers may have trouble moving the watermelon on their own, much less lifting it out of the water — it's heavy! The players end the event, after the competition concludes, by opening the watermelon and sharing the meal.

Make up two teams, 7-9 people per team. Provide two watermelons, in case the first cracks or falls apart. Cover the watermelon with crisco or similar hydrogenated oil. Instruct the players to keep the watermelon away from the dock, as it can be difficult to retrieve once under it. Play begins with both teams in the water in front of the swim dock on opposing sides, separated by 5 feet. The waterfront staff starts the play by tossing the watermelon in between the players.

Scoring: for older players, player scores when places watermelon up onto the surface of the opposing team's side of the dock. Younger players score when they get the watermelon past an imaginary line extending out from the dock. Consider letting players determine whether and how to keep score.

POLAR BEAR SWIM

Start at 6:45am, gathering a group in Pines. At 6:50, while drumming, proceed to the Swim Dock, picking up more Polar Bears on the way. Make sure a Lifeguard is present as they arrive. On the morning of the first swim, those under 18 must have an adult close by watching them. Announce this requirement at the opening night orientation meeting.

Ensure the youngest and smallest enter the water in the last wave of bears. Once all Bears are in the water, form two large circles, one inside the other, for the Hokey Pokey Dance. Put smallest swimmers in the inner circle so the lifeguard can monitor them and encourage them to exit the water first if conditions are chilly.