

**ELIOT INSTITUTE  
WATERFRONT DIRECTOR  
2025**

**NOTE:** Eliot Institute requires that two certified Lifeguards be appointed for our July and August camps. We will have one certified Lifeguard at Creative Arts Eliot until the number of campers requires another lifeguard.

**SELECTION:** Selected by and responsible to the Dean.

**QUALIFICATIONS:** Good organizational and interpersonal skills, especially with youth. Current or past certification in water safety and life-saving (such as Red Cross Senior Water Safety, Bronze Cross, or NSL) is recommended. But if two certified Lifeguards are appointed, then it is not required for the Waterfront Director to be certified.

**GENERAL RESPONSIBILITIES:**

- Be familiar with and enforce Seabeck and Eliot Waterfront Rules.
- Supervise the Lifeguards, Boat Dock Coordinator, and any Waterfront volunteers.

**TIMELINE**

**BEFORE CAMP**

\_\_\_\_\_ Register for camp, sign contract and Code of Ethics and return to Registrar.

\_\_\_\_\_ Be familiar with “Seabeck’s Rules for Lagoon Use”. The Registrar will have a copy for you at camp. To view it earlier, see Ideas, Hints and Tips section below.

\_\_\_\_\_ Be completely familiar with “Eliot Waterfront Rules”, in particular, the Use of Air Horn section. See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs

**BEFORE CAMP - WORKING WITH THE DEAN**

\_\_\_\_\_ Establish the schedule with the Deans for when the Waterfront will be open for swimming and boating. Ask them to request Seabeck to provide drinking water at beach.

\_\_\_\_\_ Recommend candidates or assist the Deans in recruiting and selecting 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 if a lifeguard cannot be found among the Eliot community.

\_\_\_\_\_ Determine with the Deans 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), 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.

- \_\_\_\_\_ Submit a blurb for the first camp newsletter to ensure campers are made aware of rules. (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 to cover:

- \_\_\_\_\_ Times of operation
- \_\_\_\_\_ Swim check procedure
- \_\_\_\_\_ Volunteer call for swim checks
- \_\_\_\_\_ Basic safety and behavioral expectations. Summarize key points from the rules (see below under orientation for ideas of what to cover.)
- \_\_\_\_\_ 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 in Colman from the Storage Closet Manager. Set up the portable gazebo on the swim dock for shade.

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

- \_\_\_\_\_ First Aid Issues

- \_\_\_\_\_ Show Lifeguard the location of first-aid kit at the swim dock.
- \_\_\_\_\_ Boat Dock Coordinator - there is a dedicated Boat Dock first aid kit, which can be kept at the Eliot Office when the Boat Dock is closed.
- \_\_\_\_\_ Let staff know the automatic electronic defibrillator (AED) is stored in Inn Lobby.
- \_\_\_\_\_ A formal incident report for significant injuries incurred at the swimming area must be filled out (this is an insurance company mandate). Forms are in the First Aid Cart, or see the Registrar.

- \_\_\_\_\_ **AT ORIENTATION:** Explain procedures, rules, and safety regulations to campers.

- \_\_\_\_\_ Campers may only swim at Eliot at the lagoon swim dock, when supervised by an appointed Lifeguard; at times designated and authorized by the Dean(s). usually from 1:30 - 5:00 each afternoon. Swimming outside the ropes is not allowed. Swimming in the boating area or boating in the swimming area is only allowed during the lagoon swim or triathlon.
- \_\_\_\_\_ Swimming at other locations, such as Salmon Bake beach, at any time, including during Salmon Bake event is unauthorized, not supervised and solely at the risk of 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 the beach, 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.
- \_\_\_\_\_ Direct the activities of the Lifeguards, Boat Dock Coordinator, and other volunteer assistants at the Waterfront. Ensure that swimming is supervised by an Eliot-appointed Lifeguard at the lagoon swim area and swimming dock, as scheduled.
- \_\_\_\_\_ If on any given day the number of swimmers doesn't warrant two Lifeguards, the Waterfront Director may assign shifts to the Lifeguards as deemed appropriate.
- \_\_\_\_\_ Ensure Waterfront equipment stored in the Eliot closet is in place - backboard, first-aid kit, air horn, bracelet & badge making kit, etc.
- \_\_\_\_\_ Enforce the general rules applicable to Waterfront activities.
- \_\_\_\_\_ See special events notes below.

#### **LAST DAY OF WATERFRONT ACTIVITIES**

- \_\_\_\_\_ Return Waterfront equipment to the Colman Storage Closet. Be sure all equipment is bone 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:

[https://www.seabeck.org/\\_files/ugd/00a371\\_1311ba09585a4920a879a651db2fa628.pdf](https://www.seabeck.org/_files/ugd/00a371_1311ba09585a4920a879a651db2fa628.pdf)

To navigate to the form:

[www.seabeck.org](http://www.seabeck.org) -> "Group Retreats" menu -> select "Retreat Forms" -> scroll down, then select "Lagoon Form"

## **POLAR BEAR SWIM**

At July Eliot, Polar Bear meets at the swim dock at 7:00. At August, the group gathers in Pines at 6:45, and at 6:50, proceeds to the swim dock, gathering more Polar Bears on the way. The Lifeguard should be on the dock when they arrive.

Ensure 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. Announce this requirement at the opening night orientation meeting.

Once all Bears are in the water, form a circle (or two circles, with the smallest swimmers in the inner circle) for the Hokey Pokey Dance. The Lifeguard can monitor smallest swimmers and encourage them to exit the water first if conditions are chilly.

## **LAGOON SWIM**

Ensure there is a Lifeguard at the swim dock and that there is a chase boat in the lagoon with two adult campers equipped with extra personal flotation devices. Close the boat dock, allowing only the chase boat on the water to patrol swimmers.

## **ELIOT TRIATHLON**

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

### **Preparation / Set-Up:**

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 boat dock to establish a rectangular course for the rowers. Erect a table in front of the Inn at the finish line supplied with watermelon wedges.

Make sure that Waterfront and Boat-Dock staff have each other's cell phone numbers so they can communicate as needed to monitor the progress of teams and individual swimmers.

During swimming portion, position a paddle boat containing the Lifeguard and buddy at the floating marker, with life jackets and life-saving equipment. During the rowing event, position the paddleboat in the middle of the rectangle.

Assign an adult to keep swimmers not participating in the triathlon to one side of the swim dock out of the path of the triathlete. Also, keep cheering supporters to the side of the swim dock.

The three events are in this sequence - swim, run, row. This separates in time the swimmers from the rowboats avoiding dangers of trying to share the water.

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. Once done, the swimmer must touch the hand of the runner doing the second leg.

### **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 snack.

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. Waterfront staff starts play by tossing the watermelon in between the players.

Scoring: for older players, a player scores when they place the watermelon 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.

### **HIROSHIMA PEACE BOAT CEREMONY at August camp only**

Make sure a Lifeguard and one adult are 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 (i.e., passed the rowboat or paddle boat test).