



LIFEGUARD MANUAL

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ROLE OF A LIFEGUARD

A lifeguard serves as a manager of both public safety and general activities and should always perform their duties ethically. All lifeguards are dedicated to the key goal of lifesaving. Most lifeguards will perform many life saving acts with little to no recognition. The professional lifeguard is reliable, mature, consistent, and maintains an expert knowledge of the aquatic environment. A professional appearance and readiness to respond is critical to professional open water lifeguarding. Lifeguards must train diligently in order to maintain their skills and readiness.

Many emergencies occur because people presume that conditions will be similar to those near their home or the same as the last time they visited Myrtle Beach. Lifeguards should never assume that beach visitors are familiar with a beach's particular hazards or energy conditions, such as waves or currents. Lifeguards must always anticipate lack of experience and poor judgement on the part of the beach visitors.

The stress of a lifeguard's responsibilities can sometimes be immense. The challenges however, make lifeguarding one of the most diverse and rewarding jobs available. How many people can go home after work with the satisfaction of knowing that they have performed the most important act of all in our society, the saving of a life?—USLA MANUAL

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it."

THE TEN COMMANDMENTS OF LIFEGUARDING

1 A lifeguard is humble.

Lifeguards will not look for glory in credit for rescues made.

2 A lifeguard will prevent accidents.

Lifeguards will protect individuals from their own weaknesses and inabilities.

3 Lifeguards show pride in their organization.

Lifeguards will never abuse any invested authority and will reflect the dignity associated with saving lives.

4 A lifeguard will be a good team employee.

Lifeguards will work as a member of a team, realizing that each member is equally important.

5 A lifeguards' appearance is representative of the organization. Lifeguards will keep their quarters, gear, and personal skills in excellent condition.

6 A lifeguard will exercise good judgment in emergencies.

Lifeguards will always take equipment or a flotation device on a rescue attempt.

7 A lifeguard is trustworthy.

Lifeguards are prompt in reporting to their stations and maintain constant surveillance.

8 A lifeguard is always ready.

A condition of "readiness" will be in evidence by constant physical training, practice of skills, and proper use of equipment.

9 A lifeguard will feel the responsibility of the lifesaving mission.

10 A lifeguard will be proactive.

Lifeguards will constantly seek new and better ways to improve their skills, equipment, and profession.

APPEARANCE

As an employee for MYRTLE BEACH SURF RESCUE you are expected to conduct yourself in a professional manner at all times. You will be expected to not only conduct yourself professionally , but to always look professional. This includes:

- a. A clean and neat uniform
- b. Proper hygiene
- c. Long hair pulled back
- d. Facial hair is well groomed

Please take pride in not only how you work but how you look. Overall, the public, MBSR management and fellow employees need to have faith in you.

UNIFORMS

- e. Navy trunks for men and women (provided); Navy swim suit for women. (Women's swimsuit will need to be purchased from originalwatermen.com or MBSR LIFEGUARD PORTAL)
- b. Lifeguard T-shirt (provided)
- c. Lifeguard Hat (provided)
- d. Whistle and Keys (provided)
- e. Fanny Pack (provided)
- f. CPR Mask and PPE (provided)
- g. Polarized Sunglasses (highly recommended)
- h. Binoculars (provided)
- I. UNIFORMS ARE NOT TO BE WORN OFF DUTY!!!!

LIFEGUARD SEASON

- a. The start of the lifeguarding season begins on April 15th and ends on September 30th, 7 days a week.
- b. If conditions permit, duties may begin as early as April 1st, and stay open as late as October 30th.
- c. The lifeguard shift begins at 9 am and ends at 6 pm, with intermittent breaks.

LIFEGUARD POSITIONS AND DUTIES

A. TOWER GUARDS

Each tower has unique beach and aquatic hazards, as well as different attending crowds. LIFEGUARDS ARE ENCOURAGED TO BE IN THE TOWER AT ALL TIMES UNLESS DEALING WITH A WATER RELATED OR MEDICAL INCIDENT. Some guidelines which are common to all tower areas are:

- a. Lifeguard towers are for official business only. No visits or occupancy by friends or relatives will be permitted.
- b. Perform visual inspection of area around assigned tower looking for any hazards:
 - Fire Hazards (BBQ/fire remnants).
 - Glass Hazards (broken glass on sand).
 - Water Hazards (in shore holes, or debris in the swim zone).

- c. Try to limit conversations with public to avoid distraction from watching water. Use your best judgement as to conditions, and if interaction is interfering with your primary duty, end the conversation politely.
- d. All towers must be kept clean and orderly.
- e. Medical and rescue equipment to be checked out daily.
- f. Tower guards are responsible for their primary zone and shall not leave their primary zone unless relieved by another lifeguard or responding to a water or medical emergency; if tower guard is unable to be relieved by another guard, tower guard must display “no lifeguard on duty” flag upon any absence from tower. During this time, adjacent guards use a “cross surveillance” method to ensure that lifeguards water is monitored.
- g. When returning from a rescue or safety contact keep your eyes on the water and return to your primary tower ASAP.
- h. Often on busy days there could be an additional water rescue that diverts you from returning to tower.
- i. No laying or sitting in the sand below tower while on duty or in uniform.
- j. If on a break, change out of uniform or cover up with shirt/shorts to maintain professionalism.
- k. Tower guards are responsible for securing the towers when closing and bringing radio to office after shift ends.

B. ROVING GUARDS

- a. Roving lifeguards or “rovers” serve the purpose of being mobile throughout the majority of the day.
- b. They are not assigned a primary tower.
- c. The roving lifeguard assists with supervision in certain areas and may cover certain towers when a tower guard is absent.
- d. Whereas tower guards are encouraged to remain in the tower, roving guards are encouraged to be more intimate with swimmers; informing them of ocean conditions and any other risks.

C. LIFEGUARD DUTIES

1. Watch a designated section of beach and water.
2. Answer calls for help and perform water rescues.
3. Warn swimmers of beach and water hazards.
4. Administer First Aid, CPR, Resuscitation as needed.
5. Use and maintain rescue equipment.
6. Take charge of lost children.
7. Inform of beach regulations.
8. Answer questions of beach visitors.
9. Fill out incident reports for each rescue.
10. Ensure you have all necessary equipment on a daily basis (uniform, buoy, whistle, 2 - way radio, PPE, binos, med kit, sunglasses, sunscreen, water)

D. PERSONAL BREAKS

1. Lifeguards may take breaks ONLY as necessary throughout the day.
 - A. Lifeguards must ensure the next TWO lifeguards to the North and the next TWO lifeguards to the South are ON DUTY before any break is taken.
 - B. ANYTIME a lifeguard takes a necessary break and a roving lifeguard or supervisor is not available to cover the tower in their absence, they are to first, (refer to "A" above) and then give 1 LONG, LOUD whistle blast and wave their "NO LIFEGUARD ON DUTY" flag to alert the surrounding area of the tower closure, this includes a 6 PM warning to alert the public that all lifeguards will be leaving the beach for the evening.
 - C. UNPAID LUNCH BREAK times will be staggered into 4 different times: 1st lunch 12:00-12:45, 2nd lunch 12:45-1:30, 3rd lunch 1:30-2:15, 4th lunch 2:15- 3:00.

D. ALL LIFEGUARDS WILL GET PAID FOR AN 8 HOUR DAY;
THIS REFLECTS TIME AWAY FROM TOWER FOR
LUNCH AND PERSONAL BREAKS.

EMPLOYMENT REQUIREMENTS

Current lifeguards and applicants seeking employment must meet the established standards of MYRTLE BEACH SURF RESCUE. Standards for lifeguards seeking assignment include being at least 17 years of age; completing a 500 meter swim—without equipment that enhances propulsion or increases buoyancy—in no more than ten minutes annually before assignment to lifeguarding duties.

Employees must be certified by the American Red Cross or ASHI in BLS (Basic Life Support)-CPR/AED for one-person adult, two-person adult, child and infant CPR, use of AED and BVM, in addition to obstructed airway and first aid training that adheres to the pertinent standards of the United States Lifesaving Association (USLA).

All lifeguards must also meet and maintain certification in the following courses or a more advanced course; either by prior certification or obtaining through MBSR Rookie Academy.

- ASHI - Advanced First Aid. (17 hours plus the additional modules - 4 hour)
- 1 HOUR- BITES AND STINGS
- 1 HOUR- TRANSPORT/ACCESS AND EGRESS
- 1 HOUR- SUN EXPOSURE
- 1 HOUR- EQUIPMENT USE

Total time for medical aid training must be at minimum-21 hours.

All NEW open water lifeguards must successfully complete a minimum 40 hours of open water rescue training through MBSR ROOKIE ACADEMY. THIS IS PAID TRAINING AT \$10/HR. New lifeguards will also need to complete 16 hours of “shadow time” at \$20/HR with a veteran lifeguard prior to their first shift. All RETURNING lifeguards must have completed 16 hours of refresher training prior to first shift.

TRAINING

All lifeguards will perform at minimum 16 hours of continued training throughout the course of a season. This will take place via “surf school”. A MBSR surf school schedule will be put out at the beginning of the summer season. Trainings will take place multiple times per week from 7:30 am to 8:30 am starting the first week in May and ending Labor Day weekend. This training and attendance is MANDATORY until credit is achieved.

MBSR COMPETITION TEAM

Any lifeguard who would like to be a part of our United States Lifesaving Association (USLA) competition team can speak to a supervisor about joining. This entails extra training in various skills/events to prepare for a regional competition between agencies every summer. Members will receive competition jerseys as well as paid entries and expenses for any competition that MBSR enters.

HOUSING

There are multiple housing options for accommodations for any MBSR/JBS employee; it is not mandatory but encouraged.

- Anywhere between 3-5 roommates per room
- Each room has its own bathroom and mini-fridge
- Some rooms have their own showers, common showers for those that don't
- Co-ed- multistory housing with men upstairs and ladies downstairs
- Washer and dryer onsite
- \$100-\$150 WEEKLY DEPENDING ON LOCATION; includes all utilities; deducted weekly from paycheck
- Wi-Fi
- No open flames for cooking; microwaves, electric skillet, oven. there is a charcoal grill outside that is available for use.
- 24/7 security camera surveillance
- Only MBSR/JBS personnel allowed on site after 10 PM.
- No lease agreement
- Premises must be kept clean and sanitary, trash taken out daily

TIME OFF

MBSR/JBS uses the scheduling app WHEN I WORK (WIW). A WEEKLY work schedule with all shifts will be posted by the preceding week. WIW will not allow “day off” requests to be made closer than 3 days to requested day. (I.E. you will not be able to make a request for “tomorrow” or “the day after tomorrow”). It is best to be prudent with all day off requests. Time off may also be scheduled without employee request. IF AN EMPLOYEE NEEDS TIME OFF AFTER A SCHEDULE IS MADE, IT IS THEIR RESPONSIBILITY TO “DROP SHIFT” IN THE APP, AND ENSURE THAT IT IS PICKED UP AS AN OPEN SHIFT BY ANOTHER EMPLOYEE. THIS IS THE EMPLOYEE’S RESPONSIBILITY. IF AN EMPLOYEE IS UNABLE TO HAVE THEIR SHIFT COVERED, THEY WILL BE WRITTEN UP AND LIKELY RELOCATED TO ANOTHER DUTY. DO NOT PERSONALLY CONTACT MANAGEMENT REGARDING SCHEDULING CONFLICTS! THIS WILL BE AN AUTOMATIC WRITE UP. ALL COMMUNICATION MUST BE DONE THROUGH “WIW APP” OR DISCORD. A normal work week is 5 to 6 days per week.

PAY

All first year lifeguards, after successfully passing Rookie Academy and completing all required certifications will begin their first shift at \$20/HR. Each subsequent year a lifeguard returns, their hourly wage will automatically increase by \$1. Lifeguards may also receive incremental pay increases throughout a given year based off of performance.

CITY ORDINANCES/DISPUTES

MBSR Lifeguards will be responsible for enforcing some of the many ordinances that MB has in place. It is common for disputes to arise. Maintain professionalism and courtesy AT ALL TIMES. As public officials, lifeguards seek voluntary compliance with any infraction. Any dispute that cannot be reconciled by the lifeguard should be called in to a supervisor ASAP. IT IS BOTH THE LIFEGUARDS AND John's Beach Service ATTENDANTS RESPONSIBILITY TO ADDRESS ANY ISSUE IN FRONT OF THE UMBRELLA LINE, IT IS ONLY THE ATTENDANTS RESPONSIBILITY TO ADDRESS ANYTHING BEHIND THE UMBRELLA LINE. THE LIFEGUARD IS FORBIDDEN TO BE BEHIND THE UMBRELLA LINE AT ANY POINT HE/SHE IS ON DUTY. IN SOME OF THE LARGER AREAS, ENFORCING ORDINANCES CAN BE AN OVERWHELMING TASK. IT IS IMPORTANT FOR BOTH LIFEGUARD AND ATTENDANT TO REMAIN VIGILANT IN THEIR DUTIES. IF HELP IS NEEDED, CONTACT A SUPERVISOR.

General Ordinances

- No thongs are allowed on the beach.
- Dogs are allowed before 10am and after 5pm from May 1st to Labor Day (Sept 2nd).
- Alcohol is NOT allowed on the beach.
- Glass containers and bottles are NOT allowed on the beach.
- It is illegal to disturb or damage the dunes, the sand fencing or the sea grass and sea oats. Stay on the boardwalks and marked paths!
- Metal detecting is allowed on the public beach, but NOT in the dunes, the street ends or any other public property.
- Littering is illegal. Please use the trash and recycling containers provided.
- It is illegal to discharge, sell, store or possess fireworks within the city, including the beach. Fireworks displays by pyrotechnic professionals may be approved if permitted and supervised.
- Inflatables are NOT allowed on the beach. Boogie Boards and inflatable rafts with rope lining are allowed
- All fires are prohibited on the beach, including barbecues and bonfires.

- Commercial activity is prohibited on the public beach. Non-commercial weddings (where no one is being paid) are allowed without a permit. Commercial weddings are not allowed.
- Items may not be set up on the beach before 8:00 am and must be removed from the beach by 7:00 pm, daily.

Violations of these ordinances are misdemeanors, subject to a fine of up to \$500 and/or 30 days in jail, upon conviction.