



*Decision-Maker's Guide  
For Sun-Safe Swimming Pools*



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# Introduction

The Decision-Maker's Guide has been created to assist pool directors and managers in developing policies and environmental supports to encourage sun protection at their pools. This guide incorporates information endorsed by major health experts and organizations. The goal of this guide is to improve the effectiveness of pool managers' efforts to increase people's awareness of the harmful effects of the sun, and to help create a supportive environment for skin cancer prevention.

**This guide consists of four sections:**

1. Information about the need for sun protection and its importance.
2. Challenges of developing sun protection policies at swimming pools and ways to overcome them.
3. How to choose sun protection supports and policies for your pool. A step-by-step policy-making and implementation process is outlined to help guide you in making the right decisions for your pool.
4. A list of programs supporting sun protection is provided for your assistance in learning more about what other organizations are doing to encourage sun protection policies and awareness.

We believe that your pool will quickly see the benefits of creating sun protection policies. We invite your pool staff to join in this effort to promote good sun-safety habits and to add value to the sun-safety education activities in Pool Cool.

# Part 1. The Need for Sun Protection

## Skin Cancer Trends and Causes

The sun is responsible for life on Earth. Without it, life simply could not exist. The sun's infrared rays and visible rays provide us with warmth and give us light. On the other hand, the sun's ultraviolet (UV) radiation is useful, yet very dangerous. Exposure to the UV rays of the sun appears to be the most important factor in the development of skin cancer.

Skin cancer is the most common cancer in the United States, with more than one million cases diagnosed each year. One in five Americans will develop skin cancer in his or her lifetime. According to the American Cancer Society, 1 million cases of skin cancer occur every year in the United States. Of those, an estimated 8,200 end in death, and about 7,500 of these are from melanoma, the most serious type of skin cancer.

The three major types of skin cancer are basal cell and squamous cell carcinomas (cancers), and the more serious malignant melanoma. **Basal cell cancer** is the most common form of malignant skin cancer. It accounts for about 75% of all skin cancers. Over 90% of basal cell skin cancers occur on areas of skin that are regularly exposed to sunlight and ultraviolet radiation. Malignant **melanoma** is the least common type of skin cancer, but the most deadly. Melanoma detected early has a good chance of being cured, whereas melanoma detected late has a greater likelihood of spreading and causing death.

## Other Heat/Sun-Related Health Problems

### Eye Damage

Ultraviolet (UV) light can damage the eyes. Certain types of UV light cause cataracts and can damage the cornea. Neither visor hats nor parasols/umbrellas provide sufficient protection against UV light. Sunglasses and reducing UV exposure are the best safeguards.

### Dehydration

Too much sun can also lead to heat-related health problems such as dehydration and heat stroke. Dehydration occurs when the body loses water content and essential body salts such as sodium, potassium, calcium bicarbonate, and phosphate. Dehydration can be prevented by drinking plenty of fluids, especially when out in the sun.

### Heat Stroke

Heat stroke is one of the most common yet deadly effects of the sun on the body. Heat stroke involves serious failure of the body's heat regulation mechanisms resulting from excessive exposure to intense heat. Heat stroke is very dangerous to human health and should be treated as a medical emergency. The absence of prompt medical care can even result in brain damage.

### Skin Damage

Overexposure to the sun's ultraviolet (UV) radiation can damage the skin even when skin cancer does not develop. A tan is not a sign of health or well being, it is in fact a sign of injury to the skin. The effects of sun damage include sunburns and premature wrinkling. Even a slight case of sunburn can suppress immune-system protection against infectious diseases.

## Part 2. Sun Protection at Swimming Pools: Special Challenges

### Swimming Pools as High-Exposure Environments

Swimming pools are high ultraviolet (UV) radiation exposure environments. Many pools provide little or no shade for protection against the sun's harmful rays. Trees and shaded areas such as tents and umbrellas are seldom found near swimming pools. Consequently, people at pools expose their bodies to UV radiation and unknowingly increase their chances of developing skin cancer later in life. The sun's rays also reflect off the surface of the water and off the concrete surface around the pool area, thus increasing the total amount of UV exposure.

### Ways to Encourage Sun Protection

The best ways to encourage sun protection at swimming pools include both education and assistance, or supportive environments. Reminders, policies, and aids such as shaded areas and sunscreen are all part of a comprehensive sun-safety effort.

#### Key steps in sun protection are:

- ***Wear protective clothing***  
Sun protection at swimming pools can also be accomplished by encouraging swimmers and lifeguards to wear suitable protective clothing over bathing suits when swimming or relaxing/playing in the pool area. Hats, shirts, and shorts should be worn at all times when not in the water. Wearing sunglasses should also be encouraged to protect the eyes from the sun.
- ***Avoid peak hours (10:00 a.m. – 4:00 p.m.)***  
Encourage staying out of the sun in the middle of the day when it is strongest. Swim classes should be scheduled either before or after peak hours whenever possible. Swimmers, parents, and pool staff should be encouraged to seek shade (trees, umbrellas, etc.) when they need to be outdoors during peak hours.
- ***Educate lifeguards and aquatic instructors***  
Lifeguards should be educated about the dangers of sun exposure. They should understand the risk of being out in the sun for prolonged hours. By educating them, they will be more likely to convey to children the importance of sun-safety. Lifeguards and pool staff can serve as role models for children by what they wear and what they practice.
- ***Seek shade***  
Encourage pool users and lifeguards to use shaded areas as much as possible, especially during peak sun hours. If there isn't natural shade, try to provide shade for pool users (e.g. umbrellas, awnings, tents, etc.)

- **Post signs**

Post signs as a reminder to pool users and lifeguards of the need to wear sunscreen, to cover up, and to seek shade. Signs can be ongoing reminders that sun-safe habits are promoted at the pool.

## **Sunscreen**

Providing sunscreen to pool users and lifeguards can be very helpful. The sunscreen provided should have a SPF of at least 15 for good protection. The pool staff members should also serve as examples of good sun-safety habits. Effective sunscreen application is important in order to properly protect the skin from the sun. When sunscreen is not applied correctly, it washes off in the pool, sometimes making the water murky. Sunscreen that washes off does not protect the skin from burning.

### **Here are some sunscreen tips:**

- Sunscreen should be applied 30 minutes before swimming or going out in the sun.
- Re-apply every 2-3 hours after swimming or exercising.
- Use sunscreen on all parts of the skin exposed to the sun (include ears, back, shoulders, and the backs of the legs).
- Spread the sunscreen all over the skin.
- Apply sunscreen thickly and thoroughly.
- Use cautiously around the eyes.

### **Cautions About Providing Sunscreen and How to Address Them**

Some precautions should be taken before providing sunscreen to pool users:

- Some people are allergic to certain chemicals found in sunscreens. Before providing sunscreen to pool users, take the time to ask them if they are allergic to it.
- Some states have already passed laws classifying sunscreen as a medication. Find out what laws apply to your state and make a point to follow them.
- Don't allow lifeguards, pool managers, instructors, etc. to apply sunscreen directly on children due to liability issues.

### **What to Look For In a Sunscreen**

Sunscreens are chemicals that keep ultraviolet (UV) radiation from reaching the skin. They work either by absorbing UV rays or by reflecting them. Sunscreens need to be SPF (Sunscreen Protection Factor) 15 or higher. The SPF is measured by determining how long a given person takes to burn with and without the sunscreen product on. If it takes 10 times longer with the sunscreen product, then that product has a SPF of 10. If it only takes twice as long, then that product has a SPF of 2. Sunscreen should be water-resistant so it doesn't wash off easily. Choose broad-spectrum sunscreens that block both UVA (the aging rays) and UVB (the burning rays); and choose a sunscreen that is safe for children and one that doesn't irritate their skin.

## Part 3. A Decision-Maker's Guide to Choosing Sun Protection Supports and Policies

### Making the Right Decision for Your Pool

Sun protection at swimming pools is essential. The strongest weapon against skin cancer is prevention. Your pool personnel should play a vital role in informing pool users of the importance of sun protection. You and your pool staff make a difference in children's lives. You are in charge, and you decide what is the best sun protection policy for your pool. The choice is in your hands.

### THINGS TO THINK ABOUT

#### Carrying Items Into the Pool Area – Existing Rules

Some swimming pools have rules regarding what items are allowed near the pool deck. Items such as sunscreen, hats, t-shirts, and sunglasses are often not allowed near the water. Does your pool have rules regarding having sun protection items near the water? You may have these rules to keep the pool/deck area uncluttered, reduce the loss of clothing and towels by kids, etc. Consider how these goals can be reached but still promote sun protection.

Easy access to storage places prevents pool users from walking long distances to grab their belongings, therefore minimizing the amount of sun exposure to their skin. Does your pool have a place for storing personal belongings? Allowing these items close to the pool deck can help pool users remember to re-apply sunscreen after swimming and protect their skin and eyes when getting out of the water. Having their hat or shirt nearby will also remind them to cover up after getting out of the pool.

#### Pool Attire Regulations

Clothing that covers the skin protects against the sun's UV rays. Wearing shirts or shorts when swimming can prevent sunburn and provide extra protection against the sun. Some shirts get heavy when they are wet, or if they aren't clean, they make the water dirty. However, some lycra or "surf shirts" provide good specialized protection and "hug" the body. Does your pool allow users to wear outerwear in the water?

#### Multi-Use Spaces at the Pool

Swimming pools are set up in different ways. Some provide shaded and sitting areas while others don't. Having shaded spaces at pools encourages sun protection. Shaded sitting areas allow parents, children, and lifeguards to cool off and at the same time protect their bodies against the sun when not in the water. These areas also create a comfortable atmosphere encouraging pool users to take advantage of them as needed. Does your pool provide shaded areas? Do these areas have seats and tables?

### Model Sun Protection Environmental Supports and Policies

Policies are standards that guide or direct how things are done over time. Adapting a policy at your swimming pool establishes sun protection as a serious concern for everyone. This policy will inform pool users and lifeguards regarding the importance of sun protection, and it

can also be the key to preventing skin cancer. The sun protection policy you choose for your pool should include the following components:

- Sunscreen with a SPF of at least 15 should be required or recommended at all times, whether in or out of the pool.
- Sunscreen should be applied to all areas exposed to the sun.
- Sunscreen should be applied before arriving at the pool (30 minutes before) so it has time to set in.
- Parents should apply sunscreen on their children before they go to the pool as well as provide them with a shirt and a hat.
- Lifeguards should be required to wear hats and shirts whenever they are in the sun.
- Children should be allowed to wear protective clothing (e.g. shirts) when swimming.
- Seeking shade should be strongly encouraged.

Lifeguards can help implement a sun protection policy. People can also be reminded through signs posted in and around the pool area. Lifeguards are the key to making changes at your pool. Kids look up to them and see them as role models. Protecting children in the pool and educating them regarding sun protection should be a routine part of a lifeguard's job.

## **Environmental Supports**

Environmental supports refer to items physically provided at your pool to support sun-safety. These items include:

### **Sunscreen**

Having sunscreen available for everyone's use encourages sun protection. The sunscreen provided should have a SPF of at least 15 and should be kept accessible for use. Accessibility to sunscreen is extremely important since pool users will be re-applying a second coat every two hours and/or after swimming.

### **Awnings, Umbrellas, and/or Tents**

Having awnings, umbrellas, or tents around the pool area encourages pool users to seek shade when not in the water. These environmental supports could be either used on a one-time basis, such as putting up a tent for a special outdoor event, or they can be permanent structures. Umbrellas and tents that fold can be used daily and be put away at the end of the day. There are also permanent tents and umbrellas that could be set up around the pool areas. These environmental supports don't need to be moved and could provide more shade since they tend to be bigger than regular folding tents or umbrellas.

### **Signs & Posters**

Signs that remind pool users and lifeguards of the importance of sunscreen can be posted in and around the pool area. Signs need to be big and powerful in meaning in order to make an impact on the reader.



## **Part 4. Step-by-Step Guide to Decisions and How to Make Them Work**

### **BE POSITIVE**

The thought of making changes at your pool can be daunting, but remember: creating and implementing a sun-safety policy is a positive decision so begin with enthusiasm! Motivation is an important component of any successful policy.

### **ASSESS the current situation**

The first step is to assess the current situation so you know where you are. Find out what environmental support items your pool can accommodate. Also, decide which items will provide the most help in your promotion of sun-safety.

### **DECIDE on a policy and DEVELOP PLANS to implement it**

Use the information gathered to create a policy that will work for your pool. Get ideas and feedback from pool personnel to finalize the policy. The more input you can get from different people, the more efficient the policy will be. Consider budget constraints when preparing the timeframe for implementing the policy. Funds may only become available gradually; therefore, it may not be possible to achieve everything at once.

After all the decisions have been made regarding what environmental supports are needed at your pool, the policy is ready to be implemented. Have a set date to implement the policy. Inform all pool personnel of when the policy will start (the first day of the summer swim season perhaps). The sun protection policy will aid in educating pool personnel, parents, and children regarding the importance of sun protection, and at the same time it will help them to be more aware of the sun's damaging effects to the skin.

This policy will also inform people on how to prevent skin cancer by providing them with brochures, handouts, and names of programs supporting sun protection. Remember that the lifeguards will ultimately be the ones helping to implement the policy and serving as role models. Therefore, it is important for them to understand the purpose of the policy and to be ready to answer questions regarding sun protection and the programs available.

### **Here are some items to include in your sun-safety policy:**

- Purpose of the policy (to encourage good sun-safety habits).
- Clear statement of what is required/allowed in the pool area.
- Clear statement of the outcomes of not following the policy (for children, parents, and pool personnel).
- Environmental support (sunscreen and shaded areas provided at your pool).
- Name and telephone number of a person who can answer questions about the policy or about skin cancer.

## **COMMUNICATE with employees and pool users**

Once the policy has been finalized, inform your pool personnel and the public about it. Strongly involve the lifeguards; they will be the ones carrying out the policy most of the time. Invite all employees to open meetings to explain what the policy is about and what will be expected of them as it is implemented. Your pool also needs to communicate with parents and their children about the new policy and the various changes made at your pool. Make sure pool users understand why the policy was created and why it is important to follow it.

## **ANNOUNCE and MANAGE the policy**

You are now ready to formally announce and implement the sun protection policy. Announce the policy with posters, signs, banners, and perhaps a loudspeaker announcement before each swimming class begins. Signs should be posted in and around the pool area, and they should be big enough for everybody to read. It is important to demonstrate that the lifeguards fully support the policy; however, the announcement should come from the pool manager. Not only do pool managers have more authority, but they also oversee all the activities at the pool and are in charge of creating and implementing rules.

## **OBTAIN FEEDBACK**

Continually monitor all aspects of the policy and provide feedback to the lifeguards responsible. Be flexible enough to make changes in the overall plan if they appear to be called for and are in keeping with the original goals. Also, consider maintaining an employee advisory committee to address changes in the policy once it is under way.

## **Decision Guide: Specific Issues to Address**

These are examples of the steps described above. Add whatever is most appropriate for your pool.

### **The importance of *SHADED AREAS***

#### **ASSESS**

- Are there shaded areas near and around the pool?
- If there isn't natural shade, are pool users provided with umbrellas, awnings, tents, etc.?
- What shaded areas can be accommodated at your pool?
- What would be the best ways to add shade at your pool?

#### **DECIDE AND DEVELOP PLANS**

- Consider the cost of providing shaded areas for pool users.
- Choose items that will promote sun-safety.
- Purchase the necessary items and set a date to implement their use.
- Explain the purpose of having shaded areas to all pool personnel and lifeguards.

#### **COMMUNICATE**

- Inform pool personnel and the public about providing shaded areas.
- Make sure pool users and pool personnel understand why a shaded area policy was created.

#### **ANNOUNCE AND MANAGE**

- Announce the new policy through posters, signs, and banners.
- The announcement should come from the pool manager.
- Post signs in areas where they are visible to the public.
- It is important that lifeguards fully support the new policy.

#### **OBTAIN FEEDBACK**

- Be flexible to make changes to the policy.
- Provide feedback to lifeguards and pool personnel responsible for implementing the policy.

# The importance of *SUNSCREEN*

## **ASSESS**

- Is sunscreen with a SPF of at least 15 provided for pool users and lifeguards?
- Is the sunscreen accessible for use?
- Is the pool water becoming murky because of improperly applied sunscreen?

## **DECIDE AND DEVELOP PLANS**

- Get ideas from pool personnel regarding the best way to provide sunscreen to pool users and lifeguards.
- Consider the cost of maintaining at least two bottles of sunscreen at your pool at all times.
- Decide on a date to implement the use of sunscreen at your pool.
- Explain the purpose of having sunscreen available at your pool to all pool personnel and lifeguards.

## **COMMUNICATE**

- Inform pool personnel and the public about providing sunscreen.
- Communicate with parents and children regarding the importance of wearing sunscreen, and the proper way of applying it.
- Make sure pool users and lifeguards understand why the sunscreen policy has been created.

## **ANNOUNCE AND MANAGE**

- Formally announce and implement the sunscreen policy through signs, posters, and banners.
- Post signs in and around the pool area.
- It is important to demonstrate that the lifeguards fully support the policy by wearing sunscreen themselves.

## **OBTAIN FEEDBACK**

- Provide feedback to the lifeguards responsible for implementing the policy.
- Allow flexibility to make changes to the policy as necessary.
- Obtain feedback from pool personnel and pool users regarding the policy.

## The importance of *PROTECTIVE CLOTHING*:

### ASSESS

- Does your pool allow users to wear outerwear in the water?
- Are swimmers and lifeguards encouraged to wear suitable protective clothing over bathing suits when not in the water?
- Are sunglasses and hats allowed near the pool area?

### DECIDE AND DEVELOP PLANS

- Obtain ideas from pool personnel on how to encourage pool users to wear protective clothing when swimming or relaxing.
- Encourage lifeguards to wear hats and shirts when not in the water to set examples for pool users.
- If your pool decides to provide hats for pool users, make sure they are washed daily to keep them clean.
- Explain the purpose of wearing protective clothing to all pool personnel.
- Set a date to implement the policy.

### COMMUNICATE

- Inform pool personnel and the public regarding the importance of wearing protective clothing when at the pool.
- Invite employees to meetings to explain what the policy is about and what will be expected of them as it is implemented.
- Make sure pool users and lifeguards understand why the policy was created and its importance.

### ANNOUNCE AND MANAGE

- Announce the policy with banners, posters, and signs posted in and around the pool area.
- Signs should be noticeable enough to grab children's and parent's attention.
- Demonstrate that the lifeguards fully support the policy by wearing protective clothing themselves around the pool.

### OBTAIN FEEDBACK

- Obtain feedback from pool personnel and pool users regarding the policy.
- Allow for flexibility to make changes to the policy as necessary.
- Consider maintaining an employee advisory committee to address changes in the policy once it is under way.

## **Part 5. Organizations and Programs That Model Sun Protection Policies and Supports**

### **Australia Sunsmart Campaign**

<http://www.sunsmart.com.au/>

The Sunsmart campaign aims to reduce the incidence of morbidity and mortality from skin cancer in Victoria, Australia. The campaign has the following medium-term objectives:

- To bring about change in knowledge, attitudes, and beliefs of children and adults in order to predispose them to healthy behavior choices relevant to skin cancer.
- To develop sustainable strategies to prompt appropriate action among well-informed groups.
- To achieve a reduction in sunlight exposure through changes in individuals' behavior and changes to their environment.
- To bring about an increase in the proportion of people with early skin cancers reporting for treatment and a proportional decrease in those presenting with late skin cancers.
- To improve the quality of treatment of early stage skin cancers.

### **American Cancer Society (ACS)**

<http://www.cancer.org/cancerinfo/>

The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer, through research, education, advocacy and service.

A section of The American Cancer Society concentrates on skin cancer. The Skin Protection Federation is a coalition of non-profit organizations, government agencies, and corporations committed to preventing skin cancer. The ACS Skin Protection Federation works together to alert people of the need for sun protection and provides information on how to best protect themselves against the sun's harmful rays.

### **The Cancer Information Service (CIS)**

<http://www.nci.nih.gov> (Click on Cancer Information Service)

The Cancer Information Service (CIS) is a national resource for information and education about cancer. It is a program of the National Cancer Institute (NCI), the nation's primary agency for cancer research. The CIS provides the latest and most accurate cancer information to patients and their families, the public, and health professionals by:

- talking with people one-on-one through its Telephone Service
- working with organizations through its Partnership Program
- participating in research efforts to find the best ways to help people adopt healthier behaviors
- providing cancer information over the Internet

For more information call toll-free:

- 1-800-4-CANCER (1-800-422-6237)
- TTY (for deaf and hard-of-hearing callers):1-800-332-8615

## **National Cancer Institute (NCI)**

<http://dccps.nci.nih.gov/BRP/>

The National Cancer Institute's Behavioral Research Program was established in October 1997 and was expanded in 1998 with the creation of six new branches focusing on the following research areas: tobacco control, applied socio-cultural research, health communication and information, health promotion, cancer screening, and basic behavioral research.

## **National Recreation and Park Association (NRPA)**

<http://www.nrpa.org/>

The National Recreation and Park Association (NRPA) is a non-profit service organization dedicated to the promotion of leisure activities, of conservation of natural and human resources, and of the social, health, cultural, and economic benefits of parks and recreation sites across the country. NRPA works closely with national, state, and local recreation and park agencies, corporations, and citizen's groups "to advance parks, recreation, and environmental conservation efforts that enhance the quality of life for all people."

NRPA also strives to promote public awareness of the environmental and natural resource management aspects of recreation and leisure services. NRPA is currently a co-sponsor of the Pool Cool Program.

## **Choose Your Cover (a program of the CDC)**

<http://www.cdc.gov/ChooseYourCover/index.htm>

Launched in 1998, CDC's national skin cancer prevention campaign, "**Choose Your Cover**," is designed to change social norms by promoting the acceptability of behaviors to protect skin and the desirability of skin that is free of the damaging effects of sun exposure. The campaign features public service announcements aired by major TV networks, network affiliates, and cable stations nationwide.

## **Centers for Disease Control and Prevention (CDC)**

The Centers for Disease Control and Prevention (CDC), located in Atlanta, Georgia, is an agency of the Department of Health and Human Services. The CDC mission is to promote health and quality of life by preventing and controlling disease, injury, and disability.

## **Sunwise School Program (a program of the EPA)**

<http://www.epa.gov/sunwise/>

The Sunwise program is an environmental and public health education program for elementary and middle schools that teaches simple steps to avoid overexposure to the sun and that provides cross-curricular, interactive learning. This program was developed in partnership with educational, environmental, and health organizations, schools and communities, concerned parents, and other caregivers.

## **United States Environmental Protection Agency (EPA)**

The mission of the U.S. Environmental Protection Agency (EPA) is to protect human health and to safeguard the natural environment (air, water, and land).

EPA's purpose is to ensure that:

- All Americans are protected from significant risks to human health and the environment where they live.
- National efforts to reduce environmental risk are based on the best available scientific information.

Environmental protection contributes to making our communities and ecosystems diverse, sustainable, and economically productive.

## **Skin Cancer Foundation**

<http://www.skincancer.org>

The Skin Cancer Foundation is a national and international organization concerned exclusively with the cancer of the skin. The mission of the non-profit foundation is:

- to prevent skin cancer by public education campaigns about the need for sun protection all year round
- to change public attitudes towards tanning
- to encourage detection of skin cancer at the earliest stage
- to support research into new diagnostic techniques and therapies

## **American Academy of Dermatology (AAD)**

<http://www.derm-infonet.com/melanomanet/>

The American Academy of Dermatology is the largest and most representative of all dermatological associations. The Academy is committed to the highest quality standards in continuing medical education. It also plays a major role in formulating socio-economic policies that can influence the quality of dermatological care.



## Part 6. Sample Policy Worksheets

### Worksheet 1

**TYPE OF POLICY:** Sunscreen

**PURPOSE OF THE POLICY:**

To enforce good sunscreen application habits

**DESCRIPTION: (Check those that apply)**

- Children are instructed to bring sunscreen from home.
- Lifeguards ask if children put on sunscreen each day.
- Sunscreen is provided on-site for lifeguards.

**RESOURCES NEEDED (e.g., money, supplies, staff time, equipment, etc.):**

- Extra sunscreen available on-site
- Letter(s) to pool users
- Reminders to staff
- Signs posted around the pool area

**WHO WILL DEVELOP THE POLICY?**

Pool manager, pool personnel, and lifeguards

**WHO WILL APPROVE THE POLICY?**

Pool manager with the involvement of staff and lifeguards

**HOW WILL AFFECTED PEOPLE BE INFORMED OF THE NEW POLICY?**

- Through announcements
- Signs, posters, and banners posted around the pool area
- Letters to pool users

**WHO WILL MONITOR AND ENFORCE THE POLICY?**

Pool Manager

**TIMELINE:**

| <b>Action Plan</b>     | <b>Completion Date</b> |
|------------------------|------------------------|
| Development:           | 6/15/03                |
| Approval:              | 6/18/03                |
| Resources Obtained:    | 6/18/03                |
| Information/Publicity: | 6/18-6/25/03           |
| Monitoring Plan:       | Weekly                 |

# Worksheet 2

**TYPE OF POLICY:** Hats

**PURPOSE OF THE POLICY:**

To encourage pool users and lifeguards to protect their faces from the sun.

**DESCRIPTION: (Check those that apply)**

- Hats provided at your pool.
- Lifeguards wear hats when not swimming.
- Hats required at all times when not in the water.

**RESOURCES NEEDED (e.g., money, supplies, staff time, equipment, etc.):**

- Extra hats available at the pool
- Letter(s) to pool users
- Reminders to staff
- Signs posted around the pool area

**WHO WILL DEVELOP THE POLICY?**

Pool manager, pool personnel, and lifeguards

**WHO WILL APPROVE THE POLICY?**

Pool manager with the involvement of staff and lifeguards

**HOW WILL AFFECTED PEOPLE BE INFORMED OF THE NEW POLICY?**

- Through announcements
- Signs, posters, and banners posted around the pool area
- Letters to pool users

**WHO WILL MONITOR AND ENFORCE THE POLICY?**

Pool Manager

**TIMELINE:**

| <u>Action Plan</u>     | <u>Completion Date</u> |
|------------------------|------------------------|
| Development:           | 7/15/03                |
| Approval:              | 7/18/03                |
| Resources Obtained:    | 7/18/03                |
| Information/Publicity: | 7/18-7/25/03           |
| Monitoring Plan:       | Weekly                 |

# Blank Worksheet

TYPE OF POLICY:

PURPOSE OF THE POLICY:

DESCRIPTION:

RESOURCES NEEDED (e.g., money, supplies, staff time, equipment, etc.):

WHO WILL DEVELOP THE POLICY?

WHO WILL APPROVE THE POLICY?

HOW WILL AFFECTED PEOPLE BE INFORMED OF THE NEW POLICY?

WHO WILL MONITOR AND ENFORCE THE POLICY?

## TIMELINE:

| <u>Action Plan</u>     | <u>Completion Date</u> |
|------------------------|------------------------|
| Development:           |                        |
| Approval:              |                        |
| Resources Obtained:    |                        |
| Information/Publicity: |                        |
| Monitoring Plan:       |                        |