



TOWN POLICY

ADMINISTRATION POLICY: Swimming Pool

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-113

EFFECTIVE DATE: July 20, 2018

SUPERSEDES: New

UPDATED: July 21, 2025

UP FOR REVIEW: August 27, 2030

Policy Statement:

The Town of Cardston is committed to providing a safe, clean, and welcoming environment at the Cardston Swimming Pool. This policy outlines the standards and expectations for staff, patrons, and programs to ensure the health, safety, and enjoyment of all pool users.

The purpose of this policy is to:

- Ensure the safety and well-being of all patrons and staff through proper staffing, supervision, and health standards;
- Establish clear guidelines for pool use, including admittance, behavior, attire, and conduct;
- Promote consistent enforcement of Alberta Health regulations and best practices;
- Provide direction for programming, third-party group use, and swim testing procedures;
- Acknowledge inherent risks associated with aquatic activities and clarify the responsibilities of both the Town and pool users.

1. Staffing:

- (a) The pool shall have sufficient qualified staff to ensure all patrons and groups are safe and use the pool facilities in an appropriate manner. Numbers of staff on shift will be determined by the anticipated numbers of patrons in the pool.
- (b) Facility Operators shall be certified in pool operations to oversee and operate the facility. The qualifications must include Recreation Facilities Personnel training or equivalent.

2. Admittance:

- (a) No person exhibiting the following conditions shall be admitted:
 - i. Open wounds
 - ii. Infectious diseases
 - iii. Intoxication





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- (b) All patrons shall pay the applicable pool fees.
- (c) All patrons are subject to Active Supervision Requirements in accordance with Section 3(e) of this Policy.

3. Pool Rules:

The following pool rules posted at the Cardston Swimming Pool must be adhered to at all times. Rules are for bather safety and information as per *Alberta Health, Public Health and Compliance Pool Standards*, or as amended.

(a) Safety & Capacity

- i. The maximum bather load for the Public Swimming Pool is 175 persons.
- ii. The public swimming pool depths and identification of those areas of the public swimming pool where diving is not allowed shall be marked appropriately.
- iii. Location of the fire alarm, or other emergency devices where applicable shall be marked appropriately.
- iv. All pool staff with the exception of cashier and concession staff will be trained and certified in First Aid.
- v. In case of an accident, lifeguards shall provide first aid on site and other medical personnel will be contacted as necessary.

(b) Swimming Attire

- i. All swimming patrons must wear a bathing suit when in the water or using pool amenities. Proper attire includes swimming suits which are designed for that express purpose, and which sufficiently cover the body to a level appropriate for a family facility and acceptable social convention for such a facility.
- ii. All patrons may wear an approved swim shirt/rash guard if desired.
- iii. No T-shirts, cut offs jeans, gym shorts or other attire not considered swim wear is allowed in the pool.
- iv. Attire or floatation devices with zippers or buckles that may scrape the waterslide surface are not allowed on the waterslide.

(c) Entry

- i. Bathers must take a shower using soap prior to entering the swimming pool.
- ii. Patrons must wash their hands using soap after using the washroom or changing diapers.
- iii. Glass is not allowed on the pool deck or in other barefoot areas.
- iv. Street footwear must not be worn in wet traffic areas.
- v. Patrons who are intoxicated will not be allowed to use the pool.
- vi. All children 35 months and under, and anyone who is, or may be incontinent must wear protective, water resistant swimwear in the swimming pool.
- vii. Those patrons with diarrhea or a history of diarrhea over the previous two weeks should not use the public swimming pool.
- viii. Smoking will not be permitted in the Swimming Pool building, pool area or within 5





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meters of any public doors, windows and intakes to the facility.

(d) Conduct

- i.** Alcoholic beverages are strictly prohibited in the pool facilities.
- ii.** No loitering allowed in the locker rooms or lobby.
- iii.** Vandalism will not be tolerated. Those guilty of damage will be held liable for damages to the facilities. The individual(s) may be suspended or banned from use of the facility.
- iv.** No profane or obscene language, literature, or action will be tolerated in the facility.
- v.** Verbal abuse towards pool staff will not be tolerated. Patrons will be asked to leave the premises should verbal abuse occur.
- vi.** Any physical altercation with staff or other patrons will result in an immediate removal and possible ban from the pool facilities. Authorities may be called in depending on the severity of the incident.
- vii.** No spit, urine, or fecal matter in or around the pool.
- viii.** No food or drinks are allowed on pool deck with the exception of plastic bottled water.
- ix.** Running on pool deck is not permitted.
- x.** No diving except in the deep end of the pool basin.

(e) Active Supervision Requirements

To ensure the safety of all patrons, especially children, the following supervision rules apply:

i. Supervision Age Requirement:

Caregivers must be at least 14 years old to supervise children aged 7 and under.

ii. Supervision Ratios:

Supervisors must adhere to the following ratios while in the pool:

- Ages 8 and older: 1 supervisor for every 10 children
- Ages 4 to 7 years: 1 supervisor for every 3 children
- Ages 0 to 3 years: 1 supervisor for every 2 children

iii. Within Arm's Reach Standard:

Individuals who require direct supervision must remain within arm's reach (approximately 1 metre) of their supervisor at all times. Supervisors must actively watch and remain attentive, avoiding distractions.

iv. Age-Specific Supervision Rules:

- Ages 8 and up: May swim without direct supervision. If they cannot pass the Swim Test in accordance section 3(f) below, they may be required to wear a lifejacket.
- Ages 5 to 7: If unable to pass a Swim Test, must have a parent or caregiver within arm's reach at all times per section 3(e)(iii).
- Ages 4 and under: Must be directly supervised in accordance with section 3(e)(iii)—no exceptions.

- v.** Notwithstanding those standards set out in section 3(iv), for the purposes of public safety





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patrons of any age may be required to be supervised and/or use flotation devices.

(f) Swim Test

i. Guidelines

- Swim Tests may be requested by a child or their caregiver.
- Swim Tests are performed only by trained pool staff, not by lifeguards actively supervising the pool.
- Swim Tests are offered based on staff availability and may not be available during busy times.
- Swim Test results are not recorded and are valid only for the day the test is completed.

ii. Shallow Water Test Criteria:

- Jump into the shallow end from the pool deck.
- Swim continuously (on front or back) across the width of the pool twice.
- No touching the bottom or resting on the sides. The swimmer must maintain a horizontal body position throughout.

iii. Deep Water Test Criteria *(To be taken only after passing the shallow water test):*

- Jump into deep water from the pool edge.
- Tread water for 60 seconds with face and ears above the water.
- Perform a back float and return to the pool edge, maintaining a horizontal position with ears in the water and chest near the surface.

(g) Other

- i. No pets are permitted on the pool deck or in the pool.
- ii. Lost and found items will be disposed of or donated at
 - the mid-point and
 - end of the operating season.

4. Programming:

(a) The Town may provide programming, such as swimming lessons.

(b) Third Party Groups

- i. Third party groups may provide programming with appropriate supervision.
- ii. The supervision of specific groups using the pool facilities is the responsibility of the group's coach, administrator, or instructor.
- iii. Groups not adhering to the proper supervision of their group will be warned and may be suspended if compliance is not met.





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5. Risks:

- (a) The Town of Cardston, in cooperation with patrons, will endeavor to provide a safe and enjoyable facility for the community.
- (b) All persons using the Swimming Pool do so at their own risk. The Town of Cardston and its employees are not responsible for any accidents or injuries that may occur to patrons.

REVISION HISTORY

Date	Description
July 20, 2018	New Policy
June 25, 2019	Remove fee for observers; accommodate proficient 7yr old swimmers RE: swim alone.
July 21, 2025	Incorporate active supervision requirements and swim test policy.

APPROVAL: Jeff Shaw **DATE: August 27, 2025**
Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

