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**CITY OF SAN CLEMENTE  
MARINE SAFETY DIVISION  
JUNIOR LIFEGUARD PARENT HANDBOOK**

## Mission Statement

The San Clemente City Junior Lifeguard Program is an ocean and beach oriented educational and recreational opportunity for young people ages 9 to 17. The program is designed to increase the participant's appreciation and understanding of the recreational opportunities and hazards of the ocean environment. Participants receive education and experience in ocean safety, first aid, rescue techniques, surfing, body boarding, physical fitness, and, lifeguard operations. Applicants should be in good health and physical condition.

**Please Note:** Throughout the program, Junior Lifeguards (JG) receive daily instruction about various topics pertaining to the ocean environment including on the job duties of an ocean lifeguard. Be aware that there may need to be adjustments made to the program's daily activities during periods of inclement weather, large beach crowds and/or unfavorable ocean conditions to maintain the safety of the Junior Lifeguards. Instructors are professional ocean lifeguards and hold advanced certifications in accordance with United States Lifesaving Association (USLA) standards.

## Program Location and Schedule

All Junior Lifeguards meet at Lifeguard Headquarters. Lifeguard Headquarters, also known as the "Clock Tower Building" is located approximately 100 yards north of the San Clemente Pier.

All sessions meet for three consecutive weeks – Monday through Friday. AM classes meet from 9:00 a.m. – 12:00 p.m. and PM classes meet from 1:00 p.m. – 4:00 p.m.

**Class will not be held or made-up if it falls on the July 4<sup>th</sup> holiday.**

## Rank & Class Assignments

There are four standard ranks within the Junior Lifeguard program. They are:

Rippers            JG I                    JG II                    JG III

Most JG's enter the program as Rippers and progress through the ranks as lesson plans and class activities build upon each other, however, rank is determined by the Junior Lifeguard Coordinator. Age, ability, instructor feedback, successful progress in prior rank(s), and, swim test time are all taken into consideration. **Requests for friend pairings will not be accepted.**

## Daily Requirements

All Junior Lifeguards will check-in ready for their day in full uniform at Lifeguard Headquarters at their scheduled session time. All Junior Lifeguards are expected to participate in all activities unless they have a note from their parent/guardian stating otherwise.

Junior Lifeguards should bring to class:

1. Uniform (see uniform section)

2. Towel
3. Sunscreen (first application of sunscreen should be applied prior to arriving on the beach)
4. Light Snack and water
5. Backpack for storing items

**Do NOT bring:** Surfboards, bodyboards, or ANY VALUABLE ITEMS.

## Uniforms

Junior Lifeguards must wear the required uniform in order to participate in the program each day. This allows the Instructors to safely monitor Junior Lifeguards and distinguish them from non-Junior Lifeguards on the beach. Please identify belongings with permanent marker.

Uniforms will be distributed in early June. For those who cannot make it to the uniform distribution date, the Junior Lifeguard may pick-up their uniform on the first day of class.

**Provided:** Junior Lifeguard t-shirt, hat, and a Junior Lifeguard patch.

**Not provided, but required:** Solid navy blue swim suit (with JG patch sewn on lower left leg/hip), sunscreen, and \*ocean swim fins. (See attachment for examples of approved swim suits and patch placement)

*\*Ocean swim fins (i.e. Duck Feet or Viper fins) are required. Fins must be universal (no right/left foot).*

**Optional:** JG sweatshirts can be purchased for \$25. Sweatshirts always sell out and sizes are limited. Purchase early if desired. Please see the department assistant inside lifeguard headquarters for extra and optional purchases (patches/JG sweatshirts) Monday – Thursday from 8:00 a.m. – 2:00 p.m. during the Junior Lifeguard session. Non-JG sweatshirts are permitted to be worn if preferred.

Rash guards are also optional.

**Optional for girls:** Two-piece swim suits are permitted, but must be competition style with a racer-back top and drawstring bottoms. Girls may also wear navy blue shorts with a separate patch over their swimsuit for beach activities. Extra patches are \$2 each. Junior Lifeguard patches come in two sizes – large for one-piece and small for two-piece suits.

## Refund Policy

To withdraw from the Junior Lifeguard program, please call the Recreation Division at (949) 361-8264, or, in person at either the San Clemente Aquatics Center or San Clemente Community Center. If a withdrawal request is received by Recreation prior to the start of the first day, a refund will be issued less an \$8 withdrawal fee and, if applicable, up to a \$10 non-refundable equipment fee. **No refunds will be issued after the start of the second class.**

## Drop Off & Pick Up

Parents are encouraged to walk their Junior Lifeguard to the first day of class. It is recommended to use either the yellow curb at the base of the pier or the Linda Lane parking for drop-off and pick-up. Junior Lifeguards are encouraged to use the Beach Trail to walk to and from class. Please do not block the gate arm at the base of pier beach entrance, double “park”, or park along the red curb. All traffic laws apply during drop-off and pick-up.

**Early pick-up:** Parents must come down to pick up their child from the class location. Students will not be allowed to leave without a parent or guardian present.

**Bikes:** Please use good etiquette when using the trail and walk bikes when appropriate. Bikes should be stored and locked at the bike rack behind lifeguard headquarters.

## Attendance

Attendance is taken twice daily – once at the beginning of class and once at the end. Regular attendance is encouraged and will allow participants to fully benefit from the program.

If a JG is unable to attend class due to illness, injury or vacation, please call (949) 361-8261 or email [MarineSafety@San-Clemente.org](mailto:MarineSafety@San-Clemente.org) as soon as possible to report absence. Parents will be notified after a Junior Lifeguard misses two days of class without notification.

## Surf Warning Flag System and Activities

San Clemente Marine Safety uses a surf warning flag system to warn the public of the ocean conditions for the day. The conditions greatly influence the amount of water activity that can be conducted during class. The following is a brief overview of the flags, their meaning and approved activities.

**Green flag – generally safe conditions.** Represents relatively safe conditions. No restrictions on JG water activity. **Pier jumps will only be permitted on green flag days or yellow flag depending on conditions with approval by the Operations Supervisor and program Coordinator.**

**Yellow flag – All swimmers should use caution.** Yellow flag stands for more hazardous conditions that require “caution.” Restrictions on water activity are at the discretion of the program Coordinator and Operations Supervisor.

**Red flag – Hazardous Conditions – expert swimmers with fins only.** Very heavy surf and extremely strong rip currents. Water activities are limited to the inside surf zone only and may be prohibited all together depending on the severity of conditions.

## Pier Jumps

JG 1's and above will have the opportunity to jump off the pier approximately three times per session. The first scheduled pier jump is on the first Friday of each session. Each week thereafter, jump dates and times will be

announced via the weekly newsletter which will be emailed, posted on the city website and Facebook every Friday. Pier jumps are optional, but encouraged. No Junior Lifeguard is ever forced to jump. There will be no make-up jumps if a student misses the day on which his or her class jumps. **Pier jumps are only performed on green flag days.**

## Lieutenant, Captain, and Cadet Program

The Lieutenant, Captain, and Cadet Program is an opportunity for Junior Lifeguards to not only further their lifeguard and ocean skills, but to prepare them for a potential job in lifesaving. The program is offered to current enrolled Junior Lifeguards ages 12 and up who have successfully completed at least one session as a San Clemente City Junior Lifeguard. Tryouts will be held the first day of each session (morning tryout and afternoon tryout).

### Lieutenant:

- \* Must be 11 by the first day of class
- \* Completed one session of JG's
- \* Pier Swim in 19 minutes or less
- \* Complete one mile run
- \* Complete a pier jump

### Captain:

- \* Must be 12 by the first day of class
- \* Completed one session as Lieutenant
- \* Pier Swim in 17 minutes or less
- \* Complete one mile run
- \* Complete a pier jump

### Cadet:

- \* Must be 14 by the first day of class
- \* Completed one session as a Lieutenant or Captain
- \* Must complete the pier swim in 15 minutes or less
- \* Complete one mile run
- \* Complete a pier jump

**Class Schedule:** All Lieutenants, Captains, and Cadets meet on Thursday mornings from 9:00 a.m. – 12:00 p.m. Cadet's train from 1:00 p.m. – 4:00 p.m. in the field with senior lifeguards to further their skills and learn more in-depth knowledge of lifeguarding's day-to-day operations and procedures. There is never class on July 4<sup>th</sup>. Should July 4<sup>th</sup> fall on a Thursday, class will be scheduled for the Tuesday of that week. **Only one Thursday can be missed per session or rank is removed. No exceptions.**

**Uniforms:** Each JG who successfully meets the rank requirement will receive a rocker with appropriate rank, along with a JG patch. Cadets will be required to purchase a red swim suit in accordance with uniform guidelines.

**Cadets:** The program is designed for any JG who one day may wish to become an ocean lifeguard. The Cadet program is a great opportunity to get the hands on experience necessary to propel them into a career of lifesaving. During the program each Cadet gets an opportunity to shadow lifeguards as they watch the water, make rescues, and provide medical treatment to the public. Additionally, each Cadet meets with the Marine Safety Lieutenant to get tips and advice on the hiring process, including the physical events, interview, and training.

## Explorer Program

The goal of being an Explorer is to bring “real-world” career experiences to young men and women through its programs by providing an ideal, interactive link between the academic environment and the real world. The program helps to build self-confidence and character; provide leadership and social skills development; unique career experiences and internships; and volunteer service opportunities.

### **Explorer Requirements:**

- \* Must be 14 by the first day of class
- \* Must have completed 8th grade
- \* Must be a Lt., Capt., or Cadet

**Volunteer Credits:** Cadets and Explorers are given a variety of opportunities to earn volunteer credits. Some of these opportunities include helping at the Annual Lifeguard Pancake Breakfast, Beach Concert Series, Project Wipeout, and Special Events. Contact the JG Coordinator for availability.

## Competitions

Once a session JG’s will have the opportunity to compete against other JG agencies from California. Unfortunately, only a limited number of Junior Lifeguards can attend. For this reason, there will be one tryout held for all three sessions and those selected will be notified by the Junior Lifeguard Coordinator. In order to participate, you must register online with United States Lifesaving Association (USLA) for an additional \$10. Transportation to and from the competition is provided. Below is a list of the different age divisions and events:

### **Age Divisions:**

A – 15 - 17  
B – 12 - 14  
C – 8 - 11

### **Individual Events:**

Distance Run  
Distance Swim  
Rescue paddle Race  
Beach Flags

### **Team Events:**

Rescue Relay  
Swim Relay  
Run Relay  
Paddle Relay

Regular classes are held on competition days for those JG’s not selected to compete.

Parent volunteers are needed. Please contact the Junior Lifeguard Coordinator if you are interested in volunteering.

For more information regarding competitions, please visit the California Surf Lifesaving Association website at: <http://www.cslsa.org/juniorguards/jgregional.asp>

## Photo Day

Individual and class photos will be taken once per each session. Photos are optional and payment is due on the day photos are taken. Please check the calendar for your photo day.

## Junior Lifeguard Awards Night

After the summer has come to an end and all three of our sessions have completed, it's time to celebrate all of the Junior Lifeguard's accomplishments! Please join us on the last day of the third session to celebrate the achievements of every JG and to look back on a great summer including a video slide show starring JG participants.

The Junior Lifeguard Awards Night is held on the beach, between the pier and Lifeguard Headquarters (Time TBD). Please arrive early as parking is limited and beach crowds may be busy.

## Miscellaneous

- Dogs are not allowed on the beach. Please keep them on the beach trail and off the access road/asphalt area at all times behind lifeguard headquarters.
- Be sure to notify the program Coordinator of any known injury or medical conditions your child has.
- In the case of an emergency and the beach is evacuated, all Junior Lifeguards will be taken to the Community Center at 100 Avenida Seville, San Clemente, 92672.

## Program Information Updates and Contacts

There will be times during each session when communication between the program and parents is necessary. The program will do its very best to provide updates through the following:

City website – [www.san-clemente.org/JG](http://www.san-clemente.org/JG)

Email – [MarineSafety@San-Clemente.org](mailto:MarineSafety@San-Clemente.org)

### Contact us:

San Clemente Junior Lifeguards

100 Avenida Presidio

San Clemente, CA 92672

[MarineSafety@San-Clemente.org](mailto:MarineSafety@San-Clemente.org)

(949) 361-8261

## Behavioral Expectations

In a program of this size, respect and good behavior is of major importance. Respect and good behavior not only maintains order but also facilitates safe instruction. In order to insure that the program operates smoothly and efficiently, the following General Orders for Junior Lifeguards have been adopted. All Junior Lifeguards and parents will be expected to completely familiarize themselves with the "Junior Lifeguard General Orders" by the first week of the program.

### **JUNIOR LIFEGUARDS GENERAL ORDERS:**

1. No JG will be permitted in Marine Safety Headquarters and/or lifeguard towers unless authorized to enter by a lifeguard.
2. Report to class each day wearing full Junior Lifeguard uniform. Junior Lifeguards will be responsible to see that their uniforms are clean and neat at all times.
3. At all times, display the utmost courtesy to all persons with whom you come in contact when in uniform.
4. Report for class promptly at the scheduled time.
5. Give your instructors your full attention at all times.
6. Exhibit the attitude of a good sportsman at all times and especially during competitive events.
7. Act immediately upon being instructed to act by your instructor.
8. Assist in cleaning up instruction areas after use.
9. Use the utmost caution when handling any departmental equipment.
10. Maintain good physical fitness habits.
11. Enter into all training and instructional activities with enthusiasm and alertness.
12. Not make any profane gestures or statements.
13. Refrain from taking false reports to your instructor.
14. Not indulge in horseplay or practical jokes while class is in session.
15. Not take or use any gear or personal effects of another Junior Lifeguard without his/her expressed permission.
16. Keep hair neat and out of eyes.

Violations of any of the preceding "Junior Lifeguard Will" may result in progressive disciplinary action in the form of verbal reprimand up to dismissal depending on the severity.

### **Anti-Bullying Policy**

The San Clemente Junior Lifeguard Program is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work, live, and teach by. All participants of the Junior Lifeguard Program have a right to be in a secure work and caring environment at all times. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment for themselves and others.

It is our goal to stop incidents of bullying wherever and whenever we can. We rely on the vigilance of our staff, our parents, and our Junior Lifeguards to do their part to help us achieve this. If we are not aware of a bullying incident, we cannot do anything about it. We urge you to take some time to review this policy with your child and to keep the lines of communication open.

## Examples of Approved JG Uniforms



# San Clemente City Junior Lifeguards

### Uniform Requirements:

**Boys:** Navy Blue Trunks, Swim Fins

**Girls:** Navy Blue Swimsuit, Swim Fins

Two-piece suits will be permitted but must be competition style with a racerback top and drawstring bottoms.



Photos are examples only and not intended as a brand specific endorsement.



(Patch for boys is sewn on lower left leg)



(Patch for girls is sewn on left hip)

**Cadet swim suits must be similar in style, but red in color**