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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 16. 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's) receive daily instruction about various topics pertaining to the ocean environment including 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 the 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:

Ripper            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 a permanent marker.

Uniforms will be distributed on May 19th from 9:00 a.m. – 1:00 p.m. For those who cannot make it to the Uniform Distribution Day, Junior Lifeguards may pick-up their uniform on the first day of class.

**Provided:** Junior Lifeguard rash guard, hat, and patch.

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

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

**Optional:** JG sweatshirts (\$25) and extra JG patches (\$2/piece) can be pre-ordered at [www.san-clemente.org/jg](http://www.san-clemente.org/jg) and picked up on Uniform Distribution Day. You may choose to place an online order later in the summer and pick up your item(s) at Lifeguard Headquarters, Monday – Thursday, 8:30 a.m – 1:30 p.m. Non-JG sweatshirts are permitted to be worn if preferred.

**Optional for girls:** Two-piece swimsuits 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

Refund requests received (1) week or more prior to the start of a session, will receive a full refund credit to your San Clemente Recreation account, or a refund check minus an \$8 processing fee. Please visit [www.san-clemente.org](http://www.san-clemente.org) to access the Withdraw and Refund Request Form. There are no refunds given for refund requests received less than (1) week before the start of a session. Note: if you have picked up your uniform, a \$25 equipment fee will be withheld.

## Drop Off & Pick Up

Parents are encouraged to walk their Junior Lifeguard to the first day of class. After the first day, 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.

**e-Bike Policy:** E-bikes are NOT ALLOWED on the beach trail. If you choose to ride an e-bike to Junior Lifeguards, you must lock it up at the bike racks at the base of the pier.

## 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 an 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. No restrictions on JG water activity. **Pier jumps will only be permitted on green flag days or yellow flag days depending on conditions, with approval from 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 I's and above will have the opportunity to jump off the pier approximately once a week. Pier jumps dates and times will be announced through email and posted on the City of San Clemente Junior Lifeguard website ([www.san-clemente.org/jg](http://www.san-clemente.org/jg)). 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.

## 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 Junior Lifeguards ages 11 and up who have successfully completed at least one session as a City of San Clemente Junior Lifeguard. Tryouts will be held on 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. Cadets 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, the 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 swimsuit in accordance with uniform guidelines.

**Cadets:** The program is designed for any JG who may wish to become an ocean lifeguard. The Cadet program is a great opportunity to get the hands-on experience necessary to pursue a career in lifesaving. During the program, Cadets 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.

**Volunteer Credits:** Cadets 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, and Special Events. Contact the JG Coordinator for additional information.

## Competitions

Once a summer, JG's have the opportunity to compete against other JG agencies from California (competition location pending). 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 JG Coordinator. In order to participate, you must register online with United States Lifesaving Association (USLA) for an additional \$20. Transportation to and from the competition is provided. Parent volunteers are needed. Please contact the JG Coordinator if you are interested in volunteering.

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.

## Photo Day

Individual and class photos are taken once per each session, on the first Wednesday of each session. Photos are optional and payment is due on the day photos are taken.

## Junior Lifeguard Awards

Junior Lifeguard Awards and participation certificates will be distributed on the last day of each session, during the last 45 minutes of class. Parents are encouraged to attend.

## 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 JG 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

Program updates (including pier jump schedules and details about special events) are available at [www.san-clemente.org/jg](http://www.san-clemente.org/jg). Families will also receive a newsletter every Thursday which goes over weekly highlights and upcoming events.

### Contact us:

City of San Clemente Junior Lifeguards

910 Calle Negocio

San Clemente, CA 92673

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

[www.san-clemente.org/jg](http://www.san-clemente.org/jg)

(949) 361-8261

## Behavioral Expectations

In a program of this size, respect and good behavior are of major importance. Respect and good behavior not only maintain order but also facilitate safe instruction. In order to ensure that the program operates smoothly and efficiently, General Orders for Junior Lifeguards have been adopted. All Junior Lifeguards and parents are expected to familiarize themselves with the “Junior Lifeguard General Orders” by the first week of the program.

### JUNIOR LIFEGUARDS GENERAL ORDERS:

1. No JG is permitted in Lifeguard 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 are responsible for keeping their uniforms clean and neat at all times.
3. When in uniform, display the utmost courtesy to all persons with whom you come in contact.
4. Report to class promptly at the scheduled time.
5. Give your instructors your full attention at all times.
6. Exhibit the attitude of a good sportsman, especially during competitive events.
7. Act immediately upon being instructed to 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. Engage in all training and instructional activities with enthusiasm and alertness.
12. Do not make any profane gestures or statements.
13. Refrain from taking false reports to your instructor.
14. Do not indulge in horseplay or practical jokes while class is in session.
15. Do 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 General Orders” 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 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