

SAMPLE STATEMENT OF WORK (SOW)  
FOR LIFEGUARD SERVICES  
STATEMENT OF WORK

1. BACKGROUND

The mission of the Morale, Welfare and Recreation (MWR) Department of the \_\_\_\_\_ (name of your installation) is to provide a varied program of wholesome and constructive off-duty recreation activities for Navy personnel and their family members which will effectively contribute to the mental, physical, social and educational enrichment of participants.

2. SCOPE

The contractor shall provide all services required to perform the work described in this SOW i.e., perform lifeguarding services at designated swimming facilities in support of the recreational activities of the Aquatics Program of \_\_\_\_\_ (name of your installation). The contractor shall provide these services according to the specifications contained herein and in accordance with the publications listed below.

3. APPLICABLE DOCUMENTS

The following documents are instrumental to performing this contract. This list is not all inclusive. The most recent version of these documents in effect as of the time of contract award will apply.

3.1 BUPERSINST 1710.11C

3.2 OPNAVINST 5100.25A

3.3 NAVSO P-1000, para 075500

3.4 NAVMED P-5010-4, Chapter 4

3.5 BUPERSINST 5890.1

4. TERMS AND ACRONYMS

4.1 Lifeguard - Staff member holding current Red Cross Certification (or equivalent) as a lifeguard. A staff member who may be assigned the supervisory responsibility of a swimming pool area.

4.2 Water Safety Instructor - Staff members who possess current

Red Cross certification, or equivalent certification, to instruct swimming, aquatics fitness, rescue skills and techniques. A staff member that may be assigned the supervisory responsibility of all areas of the swimming pool area.

4.3 Designated Swimming Facilities - Aquatic facilities authorized by the Commanding Officer of the \_\_\_\_\_ (name of your installation). Those facilities are: (a) indoor pool at the \_\_\_\_\_, and (b) outdoor pool at the \_\_\_\_\_.

4.4 Recreational Programs - Off duty recreational activities for Navy personnel and their family members, and other patrons authorized by the Commanding Officer of \_\_\_\_\_ (name of your installation). Examples of these activities are open swimming, pool parties and day camps etc.

4.5 Seasonal Aquatic Activities - Programs appropriate to the season (summer, winter).

4.6 Parent - refers to parent, guardian, or other person having legal responsibility for a minor.

4.7 Staff - refers to contract lifeguards and water safety instructors.

4.8 COR - Contracting Officer's Technical Representative.

4.9 MWR - Morale, Welfare and Recreation Department at \_\_\_\_\_ (name of your installation).

## 5.0 REQUIREMENTS

5.1 The contractor shall perform lifeguard functions whereby safeguarding the lives of persons using the swimming facilities at \_\_\_\_\_ (name of your installation). The contractor shall provide swimming lessons/water safety instruction and ensure all seasonal aquatic activities operate efficiently and safely. The contractor shall support the regular pool operating hours, as well as private pool parties that take place outside of regular operating hours.

5.2 All lifeguard staff are to be uniformed alike. The lifeguard staff shall be required to wear the following:

5.2.1 Uniforms. Male lifeguards shall wear boxer style lifeguard trunks with lifeguard patch. Female lifeguards shall wear \_\_\_\_\_ with lifeguard patch. All lifeguards shall wear \_\_\_\_\_ shirts with "LIFEGUARD" printed on front and back, and wear a whistle with lanyard.

5.3 First Aid kits will be furnished by MWR to the staff.

5.4 Lifeguards shall utilize the equipment provided by MWR.

5.5 Lifeguards shall perform lifeguard functions in accordance with BUPERSINST 1710.11C.

5.6 The staff shall perform the following water safety and lifeguarding instruction functions:

5.6.1 Serve as pool lifeguards and/or swimming and assistant swimming instructors.

5.6.2 Perform work in the swimming program, including instructing swimmers with various skills and of various ages (see attached).

5.6.3 Ensure that all water safety rules are observed by swimmers, utilizing a good knowledge of all aspects of water safety procedures.

5.6.4 Perform rescue work and when necessary render first aid until such time as a qualified doctor or other emergency personnel is present, and complete appropriate accident reports (see attached).

5.6.5 Ensure that all swimmers in the water are accounted for at all times.

5.6.6 Perform necessary maintenance work required for sanitation, cleanliness and safety of the pool areas in accordance with BUPERSINST 1710.11C.

5.6.7 Lifeguards are responsible inspection of dressing rooms to ensure that they meet environmental health standards in accordance with BUPERSINST 1710.19, Aquatics Programs and Facilities.

5.6.8 Perform weekly pool maintenance in accordance with the attached maintenance schedule.

5.6.9 Prepare daily incident/accident reports (see attached).

5.6.10 Lifeguards shall ensure all rules and regulations pertaining to the pools are posted and observed. A copy of the swimming rules and regulations are attached.

5.6.11 Remove patrons that do not obey pool rules/regulations. Identify to COR patrons who are recommended to be banned from the pool.

5.6.12 All lifeguards shall be able to execute emergency action

plans.

5.6.13 Lifeguards shall handle inquiries or complaints from patrons in a diplomatic and professional manner. Refer complaints to the COR that cannot be resolved by lifeguard staff.

## 6. MINIMUM PERSONNEL QUALIFICATIONS

The individual labor categories and minimum qualifications for this contract are as follows:

The minimum age for personnel is sixteen (16 years).

A favorable National or Local Agency Check is required for each contract lifeguard. Personnel and employment references shall be checked.

The contractor shall receive all the forms required to be completed for each employee at time of award. The contractor shall be responsible for all related fees. The contractor shall forward all completed paperwork to the contracting officer within ten (10) calendar days of award. Employees that meet all the minimum personnel qualifications, as approved by the Government, will be permitted to start work once documents have been received by the Government. If a non-favorable check is received, the contractor shall be notified and the employee shall be terminated.

### 6.1 Water Safety Instructor (or equivalent).

a. Experience. Must have a minimum of three (3) months experience as a Water Safety Instructor.

b. Certification. Must hold a current Red Cross Water Safety Instructor Certificate (or equivalent) as well as a current Lifeguarding Certificate. Must have current Standard First Aid and CPR certificates.

### 6.2 Lifeguard.

a. Experience. A minimum of three (3) months experience as a lifeguard is required.

b. Certification. Must hold a current American Red Cross Lifeguard Certificate (or equivalent) or higher. Must have current Standard First Aid and CPR certifications.

NOTE: Personnel staffing requirements are attached, see Appendix B.

## 7. MWR RESPONSIBILITIES

7.1 MWR will provide all supplies and equipment necessary to operate

aquatics facilities.

7.2 MWR shall perform the following Aquatics management functions:

Insert a complete list of the duties the contractor will not be required to perform.

7.3 MWR COR shall ensure seasonal aquatic activities operate efficiently and safely, in accordance with BUPERSINST 1710.11C, and all pertinent instructions.

7.4 MWR COR shall ensure lifeguard staff has all resources necessary to perform all maintenance work for facility upkeep including water chemical testing, pool vacuuming, filtration, facilities equipment inspection (i.e., inspection of stands, boards, ropes and safety gear).

7.5 MWR may organize, schedule and conduct special events including competition swimming, Swim-a-Thons, Masters Swim Meets, Triathalons, Intramural Swim Meets, and United States Swimming (USS) Swim Meets. Lifeguards shall be notified by the COR of events and associated scheduling requirements.

7.6 MWR shall conduct unannounced periodic drills to ensure emergency procedures are adequate and properly followed.

#### 8. PERIOD AND PLACE OF PERFORMANCE

8.1 The period of performance shall be from date of contract award through \_\_\_\_\_. There are no option provisions in this contract.

8.2. The services to be performed herein shall be performed at \_\_\_\_\_ (location and installation).

APPENDIX A

PERFORMANCE SCHEDULE

1. From \_\_\_\_\_ to \_\_\_\_\_ (dates), the Aquatics Program facilities will be open from \_\_\_\_\_ to \_\_\_\_\_ each work day \_\_\_\_\_ through \_\_\_\_\_ (days of week).
2. On \_\_\_\_\_ (date) tentative staff schedules will be fully prepared and promulgated for the season. Scheduled changes can be arranged through the COR.

MAINTENANCE SCHEDULE

Lifeguard Staff shall:

1. Take water samples for chemical analysis (chlorine residual and pH), usually performed each day before opening and closing of the pool, and at least once every second hour during the day.
2. Take water samples (for bacterial analysis) conducted by medical bi-weekly.
3. Clean bathhouse or locker room before opening and as needed throughout the day.
4. Brush pool walls and vacuum the bottom each day.
5. Clean pool deck and surrounding area each day and as needed.
6. Inspect the pool water, safety equipment, and other pool facilities, such as diving stands and boards, daily before opening the pool facility.
7. Check the filtration system and backwash if pressure indicates the need.
8. Record water and air temperatures and weather conditions every two hours.

APPENDIX B

PERSONNEL STAFFING REQUIREMENTS

(type in your specific requirements)