

MCCS AQUATICS UNIT TRAINING REQUEST FORM

Training is not confirmed until this form has been signed by the requestor and by facility staff

Step 1. Determine type of training (circle/check) and note safety requirements for training, all of these must be present for the duration of any training session; all safety personnel, trainers, etc. certifications must be presented on the day of training prior to starting. It is the unit's responsibility to provide their own safety equipment, however they may utilize facility equipment if available. Due to the emergency nature of the equipment, facilities cannot guarantee equipment will be available in advance:

☐ **Type A**

Activities that would be allowed when the pool is open to the public (with the exception of training brick use).

1. Certified Lifeguard (MCCS can staff)
2. Spine board, O2 kit, AED (may use facility's gear, if available)

Training Brick Usage:

1. Not available if facility is open to public
2. No brick throwing
3. 2 brick max per swimmer
4. No holding brick directly over head

☐ **Type B**

Activities that would not be allowed when the pool is open to the public (Standard military swimming qualification training, wearing clothing in the pool, prolonged breath holding, any high-risk activity, etc.)

1. Certified MCIWS or Equivalent (1:10 ratio or 1 instructor for each SWET in use)
2. Safety Officer (911/safety officer, SSgt or higher, must act as an uninvolved observer)
3. Corpsman
4. Emergency Vehicle (GOV, must fit a spineboard)
5. Spineboard, O2 kit, AED (unit may use facility's gear, if available)

☐ **USMC Swim Qual**

Step 2. Review facility rules

- USMC training sessions can only occur when a currently certified Marine Combat Instructor of Water Survival (MCIWS or equivalent) is present for the entire training.
- 1 MCIWS per every 10 students.
- Instructors are responsible for the safety of all personnel while in/around the facility.
- Units are required to clean the facility (e.g. clean locker rooms, pool deck, etc.) and replace lane lines 10mins before the pool opens to the public.
- Any MCCS equipment damaged during training will be charged to the tenant unit.
- MCCS staff has the authority to stop unit training when there is a safety violation.
- A violation in rules will result in loss of privilege to use the pool for unit training.

Step 3. Submit a reservation request to the facility Training requests outside of normal unit training hours or that requires pool closure must have written justification attached and signed by the unit S-3 training officer. This request must be turned into the pool a minimum of 10 (ten) business days prior to the date requested. Approval for pool closure will be routed through the MCCS Semper Fit Aquatics Program Manager by the facility manager)

FACILITY: _____ #of LANES: ____* or ☐ ALL POOL

DATE(S): _____ TIME(S): _____

***PLEASE NOTE THAT TYPE B TRAINING REQUIRES RESERVING THE ENTIRE POOL.**

Normal Training Hours - approval at facility; **Non-standard Hours** - approval at Program Office

**Training will be subject to MCCS facility rules (e.g. no profanity, no eating around pool, etc.)*

UNIT: _____ # OF PERSONNEL: _____

POC NAME/RANK: _____

POC PHONE: _____ POC E-MAIL: _____

RESERVATION MADE BY: PHONE E-MAIL IN-PERSON TAKEN BY: _____ (Pool Staff Name /Date)

Step 4. Unit and Facility Confirm Reservation:

UNIT REPRESENTATIVE: _____
(Print Name & Rank) (Signature) (Date)

POOL OFFICIAL: _____
(Print Name) (Signature) (Date)

Step 5. On day of training

INSTRUCTOR(S) NAME: _____ PHONE: _____

TYPE A: MCCS Lifeguard or Unit Lifeguard (CERTIFICATIONS: LG, CPR, AED, FIRST AID); Spine board; O2 kit; AED; Review Rules

TYPE B: Certified MCIWS or Equivalent (CERTIFICATIONS: MCIWS or equivalent, LG, FIRST AID, CPR, O2, AED); Safety Officer; Corpsman (CERTIFICATIONS: CPR); Emergency GOV; Spine board; O2 kit; AED; Review Rules

Staff Initials on Day of Training:____ **Instructor acknowledge all steps reviewed on Day of Training:**____

1 copy to unit official, 1 for pool files

REF: MARINE CORPS ORDER 1500.52D, 10 NOV 2010