

**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):

**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)

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)

**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