

Christiansburg Aquatic Center



Monthly Report: May 2012

Terry Caldwell, Director

- Advisory Board meeting held May 2nd: acknowledgement of new members Amelia Tuckwiller and Mark Layne. The two new members were appointed by Town Council May 1, 2012.
- Advisory Board requested the Aquatic Center host a free day in celebration of our upcoming 3rd year. This will occur exactly 2 years since grand opening, July 18.
- Preparation for the internal use of “Secret Shoppers”. These on-line evaluations will be used to evaluate efficiencies in operations at the Aquatic Center. This undisclosed group will perform 3-months of evaluations either in person or by phone. Final report information will be used generically in training new employees and in-services.
- Aquatic Facility Operators certification was obtained by the following employees; Terry Caldwell, Allison Zuchowski, Wayne Hunter, John Linkous, Joe Champion and Lauren Woodcock.
- Work continues on establishing an advertisement policy for the Town.
- Attended the monthly safety meeting, Back Injury Prevention.
- Held meeting at the skate park to discuss moving forward with basic landscaping issues and esthetic views.
- Meetings with National Counseling Group in regards to an apprenticeship program with underprivileged youth ages 16-18.
- Large plaque of the Town Seal has been ordered to display in the competitive pool.
- Blood borne pathogens FYI information distributed to staff.
- Review of Department of Labor special provision permitting youth employment.
- We moved forward with new operating hours June 1st and continue to document and review facility usage by area/pool hourly.
- Aquatic Center Facebook page launched.
- Pool maintenance shut-down week is scheduled for August 20-25.
- Supervisory staff meeting; changing direction, positive attitude, communication, schedules, organization, marketing, budget cuts.
- Weekly department head meetings. Attended conflict resolution seminar.

Allison Zuchowski, Aquatic Services Manager

- Facilitated in-service with True Colors workshop for lifeguard staff.
- Held Lifeguard teambuilding tie-dying event for Fun Fridays.
- Hired and performed entire new-employee human relations documentation for six new lifeguards for our Aquatics Team.
- Taught Lifeguard Training, Water Safety Instructor and Lifeguard Instructor courses.
- Weekly Aquatic Team meetings.
- Attended conflict resolution seminar.



Shawn Worthley, Facility Coordinator

Prior Membership Monthly Reports have been distributed by current, renewing memberships. This report and future reports will reflect the memberships sold in the month of May.

- Total Memberships Sold:
 - Resident: 30
 - Non-Resident: 31
- Attendance:
 - Daily Resident Passes: 3,793
 - Daily Non-Resident Passes: 776
 - Dry Passes: 423
 - Member Scans: 2,534
- We have been very busy the last week of May now that the kids have finished school.
- Handled all birthday orders for pizza, cakes, and Edible Arrangements and any adding of anything to parties and follow ups to make sure everything was correct.
- Started work on the new front desk manual.
- Have been lending a helping hand to any maintenance and custodial staff as needed.



Scott Bennett, Assistant Facility Coordinator

- Sent out Splash Flash with “World’s Largest Swim Lesson”, Monthly Coupon, “Fun Friday’s “and new facility hours
- May’s monthly coupon was “Graduation Month”. Any person graduating from middle school, high school or college got \$1 off daily admission.
- Next Month’s coupon is “Fathers Day” month. Any father gets in free on Father’s Day, Sunday, June 17th
- Our volunteer, Charles Lutz, worked 12 hours in May
- Had 40 birthday parties in May which brought in over 1,000 people to the facility.
- Had 6 room rentals in May which brought in over 150 people.
- Set-up the next customer service training for Party Host to be held on Monday, June 18th
- Added “Voted Best Place to Swim” and “Best Place to have a Birthday Party in the NRV” to the website and flyers.
- Birthday Parties, Room Rentals and Extras total Revenue = \$4,784.00
- New Hires: Lauren Z. and Alex H. coming on board.
- Revenue from Groupon: \$2,208.
- Was on paternity leave from May 3rd-May 29th
- Goal for June: I want to hand out some flyers around town and get the word out on having a party at the CAC since I have noticed that we have slowed down a bit due to the summer months.



Lauren Woodcock, Program Supervisor

Programs

- Youth Lessons Summer 1& 2 89 participants
- Adult Lessons 2 participants
- Ai Chi 8 participants
- Morning Fit 9 participants
- Warm Water Workout 12 participants
- Aqua Boot Camp 10 participants
- Aqua Zumba 5 participants
- Private Lessons 8 participants
- SEALs 18 participants
- Lifeguarding (full & recertification) 12 participants

Upcoming Events- June 2012

- Fun Fridays- Toy Day June 1st
- Rainbow Riders Private Group Lessons June 4th
- Lifeguard Training Class June 5th-9th
- Summer Camps June 11th
- Learn to Swim June 11th
- World's Largest Swimming Lesson June 14th
- Discover SCUBA June 27th
- Aqua Zumba will start again once an instructor is added to payroll.



Bill Beecher, Competitive Coordinator

- Set up pool for HOKI Tri Meet (170 swimmers)
- Had discussions with members of the Appalachian Swim Conference about hosting their championship in 2014
- Received the bid for sectionals March 2013
- Worked with HOKI aquatics about their June meet
- Adjusted pool and blocks to accommodate practice schedules
- Assisted HYCAT,CCA and Roanoke YMCA with long course practice time on weekends
- Conducted CPR and safety training for swim coaches class
- Worked on 2012-2013 Aquatic Center meet schedule
- Talked with director of Virginia Techniques about renting 2-3 lanes Tuesday and Thursday afternoons
- Submitted request to CHS/Montgomery County Schools for use of parking lot for overflow parking at meets
- Organized and began practice for CAC summer league team



Wayne Hunter, Maintenance Superintendent

- Tested & treated pool for phosphate levels
- Serviced ice machine
- Replaced air filters on PAC units
- Shipped pool vacuum off for repairs
- Replaced inserts in gutter in therapy pool
- Repaired refrigerant lines on PAC 3 and replaced run capacitor & contactor
- Replaced condenser fan motor PAC 2
- Replaced belts on PAC 4 and adjusted motor
- John & Joe attended the TRANE electrical training
- Replaced recirculation motor on boiler
- Schindler Elevator replaced bad board on call button in the lobby
- Order parts to rebuild recirculation pump on top boiler
- Order parts to rebuild U V on leisure pool & therapy pool
- Monthly maintenance & daily cleaning of the building

