



City of Manitowoc Parks and Recreation

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Date: March 29, 2022

To: Mayor and Common Council

From: Katelin Dorow, Recreation Team Leader- Parks and Recreation Division

Re: *Manitowoc Family Aquatic Center 2022 Pre-Season Update*

Greetings Council Members,

The following information and attachments are the 2022 updates for the Manitowoc Family Aquatic Center. For additional information please contact 920-686-3060 at the Recreation office.

1. Mini Golf:
 - a. Opens May 1st for Spring hours through June 10th
 - i. Saturdays and Sundays: 10:00 am – 7:00 pm
 - ii. Monday – Friday: 5:00 pm – 7:00 pm
 - b. Summer Hours: June 11th – August 26th
 - i. 10:00 am – 8:00 pm Daily
 - c. Fall Hours: August 27th – October 16th
 - i. 10:00 am – 7:00 pm Saturday and Sunday only
2. Aquatic Center Hours and Programs: June 11th – August 20th
 - a. Mondays:
 - i. 8:00 am – 12:00 pm Staff Meetings/In-services
 - ii. 12:00 pm – 4:00 pm Tot Time
 - iii. 12:00 pm – 7:00 pm Swimming Lessons
 - iv. 6:30 pm – 7:30 pm H2O Craze
 - b. Tuesdays:
 - i. 10:00 am – 11:45 am Tot Time/Lap Swim
 - ii. 12:00 pm – 6:00 pm Open Swim
 - c. Wednesdays:
 - i. 9:00 am – 11:50 am Swimming Lessons
 - ii. 12:00 pm – 6:00 pm Open Swim
 - iii. 6:30 pm – 8:30 pm Adult Swim (NEW)
 - d. Thursdays:
 - i. 10:00 am – 11:45 am Tot Time/ Lap Swim



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- ii. 12:00 pm – 6:00 pm Open Swim
 - iii. 6:00 pm – 8:00 pm Swimming Lessons
 - e. Fridays – Sundays
 - i. 12:00 pm – 7:00 pm Open Swim
 - f. There were no increases or decreases in fees for 2022.
3. Special Events
- a. July 4th: Shortened hours- 12:00 pm – 5:00 pm, Normal Admission Fees
 - b. Jazz at the Pool: July 22nd, 5:00 pm – 8:00 pm (21+), \$9.00 Admission
 - c. Special Needs Splash Time: July 23rd and August 13th 10:00 am – 12:00 pm, Free (made possible by sponsors)

 - d. Customer Appreciation Day: August 20th, 1:00 pm – 4:00 pm, \$1.00 Admission
 - e. Teen Night: August 20th, 5:00 pm – 7:30 pm, \$5.00 Admission
4. Donation Requests for the 2022 Season to date (3/29/2022)
- a. Immanuel Read – A – Thon, Approved 11/9/2021
 - i. Type of Event #3 of Ticket and Pass Donation Policy
 - ii. 10 Tickets Purchase, 10 Tickets Donated
 - b. Sheboygan Christian School Auction, Denied 11/15/2021
 - i. Type of Event #4 of Ticket and Pass Donation Policy
 - c. Lincoln Park Zoo- Zoo Boo, Approved 11/18/2021
 - i. Type of Event #1 of Ticket and Pass Donation Policy
 - ii. 1 Aquatic Center Punch Card Donated
 - d. Manitowoc Parks and Recreation, Winter Fest, Approved 1/4/2022
 - i. Type of Event #1 of Ticket and Pass Donation Policy
 - ii. 1 Aquatic Center Punch Card Donated
 - e. Roncalli Pierside Auction, Approved 3/25/2022
 - i. Type of Event #3 of Ticket and Pass Donation Policy
 - ii. 6 Tickets Purchased, 6 Tickets Donated
5. Aquatic Center Staff Updates
- a. Hiring is in full swing
 - b. Annual Training Dates:
 - i. May 18th Orientation
 - ii. May 25th On-Site Orientation
 - iii. May 31st Attendant Specific Training
 - iv. June 7th Lifeguard Specific Training



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- v. June 8th Full Staff EAP Training
- Staff Manual Updates
 - i. Cover Page- Updated for 2022
 - ii. Page 3- Verbiage change of Department to Division
 - iii. Page 4- Updated Contact Information
 - iv. Page 5- Verbiage change of Department to Division
 - 1. Grammar/Spelling updates
 - 2. Consequences for staff having/using their phone on deck
 - 3. Consequences for sleeping on deck
 - 4. Positive Write-Ups
 - 5. End of Season Evals
- v. Page 6- Staff Uniforms
 - 1. This page was created for the 2022 manual. Previously there was a blurb about uniforms being kept clean and not expanded upon.
 - 2. Uniform specifics and examples are now provided.
 - 3. Allows female guards to wear 2-piece lifeguard suits.
 - 4. Allows attendants to wear blue swim suits when on deck following same guidelines as lifeguard suits for styles.
- vi. Page 7- image examples of approved suit types and uniform shirts
- vii. Page 17-19- Updating titles, updating Dept. to Division
- viii. Page 22- updated to clear up formatting errors