



## 2011 Lifeguard Application

(Please type or print clearly)

**Name:**

**Address:**

  


**Email Address:**

**Phone # (no dashes or spaces):**

**Social Security #:**

**PLEASE ATTACH PHOTO COPIES OF ALL CERTIFICATIONS TO THIS APPLICATION**

### NCSL USE ONLY:

Certification:	Date Issued:	Date Expired:	NCSL Verification:
Lifeguard/First Aid			
CPR/AED			

**A MANDATORY meeting for all new lifeguards will be on Monday, August 29<sup>th</sup> 6:00pm at the Tonawanda Aquatic and Fitness Center**

### Payment Process for 2011:

Pay periods for 2011 are listed below. Lifeguards will not be required to submit time sheets. All hours for team practices will be submitted directly to the league by the team coordinator to expedite the payroll process. For meet hours, each lifeguard will be required to sign in and out at the scorer's table. The hours will then be submitted to the league with the meet paperwork.

For hours worked:

Pay Period #1: 9/06/2011 to 9/20/2011	Checks will be Mailed: 9/29/2011
Pay Period #2: 9/19/2011 to 10/02/2011	Checks will be Mailed: 10/11/2011
Pay Period #3: 10/03/2011 to 10/16/2011	Checks will be Mailed: 10/25/2011
Pay Period #4: 10/17/2011 to 10/30/2011	Checks will be Mailed: 11/08/2011
Pay Period #5: 10/31/2011 to 11/13/2011	Checks will be Mailed: 11/22/2011

Questions regarding payment procedures can be submitted to your team coordinator

**Please complete the following section specific to your individual availability for 2011:**

Name: \_\_\_\_\_

If you have already been contacted by an NCSL Team coordinator to cover any team practices, please complete the following: Team: \_\_\_\_\_ Pool: \_\_\_\_\_

Practices are generally scheduled Monday thru Friday after school and Saturdays all day. Meets are scheduled all day on Sunday. Please check any/all general availability, then note any specific comments about your availability or schedule conflicts:

M  T  W  TH  F  SAT am  SAT pm  SUN am  SUN pm

Comments: \_\_\_\_\_

Pool Sites for 2011, Please check any/all that you are can arrange transportation to work at.

- 1)  ALL Sites
- 2)  Buffalo State College (BF.ST)
- 3)  Canisius High School (CN.HS)
- 4)  Cheektowaga High School (CK.HS)
- 5)  City of Tonawanda High School (CT.HS)
- 6)  Clarence High School (CL.HS)
- 7)  Clarence Middle School (CL.MS)
- 8)  Cleveland Hill High School (CH.HS)
- 9)  Grand Island High School (GI.HS)
- 10)  Kenmore East High School (KE.HS)
- 11)  Kenmore Middle School (KN.MS)
- 12)  Kenmore West High School (KW.HS)
- 13)  Lewiston Porter High School (LP.HS)
- 14)  Lockport High School (LK.HS)
- 15)  Maryvale High School (MY.HS)
- 16)  North Tonawanda Middle School (NT.MS)
- 17)  Roy-Hart Central School Jr/Sr.High (RH.HS)
- 18)  State University of NY at Buffalo – Clark Gym (UB.CL)
- 19)  State University of NY at Buffalo – Alumni Arena (UB.AL)
- 20)  Stella Niagara (ST.NI)
- 21)  Sweet Home High School (SH.HS)
- 22)  Transit Middle School (TR.MS)
- 23)  William Street School (WL.ST)
- 24)  Williamsville South High School (WS.HS)

## Schedules for 2011:

The NCSL uses the following procedures for scheduling lifeguards for both team practices and league meets:

1. First, all new lifeguards are required to attend a brief orientation to review this application, present valid certifications to the league, and pick up a lifeguard shirt and whistle.
2. From the application process, the league will create a master list of all lifeguards eligible to work for the NCSL for 2011. This list will be used by league representatives to create meet lifeguard schedules, by team coordinators to schedule team practice lifeguards, and by all NCSL lifeguards to secure substitutes in the event a schedule conflict prohibits them from covering a previously scheduled shift.
3. All League meets are held on Sundays 9/18/11 to 10/30/11 at 6 different pool locations. For 2011 Meet Pool Locations are tentatively scheduled for: Sweet Home HS, City of Tonawanda HS, Grand Island HS, Cheektowaga HS, Transit Middle School and Kenmore West HS. League representatives will create a master schedule of meet lifeguards, which will be distributed via email to all teams and lifeguards for confirmation. Once the schedule has been confirmed, it will be finalized for the season and distributed along with the master lifeguard contact list.
4. **Once the final schedule is released, it is the responsibility of the lifeguard to secure a replacement from the master list as well as let the league administrator know. Failure to do so will result in removal from all future practice and meet schedules.**
5. Lifeguards are required to sign in and out at the scorer's table for each meet they work.
6. A second schedule will be distributed for confirmation and approval during October, specific to the league championship meet. This meet will be held at the State University of New York @ Buffalo – Alumni Arena tentatively on Sunday 11/13/11. We will require a total of 12 lifeguards. All shifts are 6 hours in length with rotational breaks. AM Shifts are from 7:00am to 1:00pm. PM Shifts are from 1:00pm to 7:00pm. Lifeguards are required to sign in and out at the scorer's table for their scheduled shift for the meet.
7. Each team coordinator is responsible for scheduling lifeguards for their team practices from the available list of eligible lifeguards. It is the responsibility of the team coordinator to verify all information has been properly submitted to the league prior to scheduling any lifeguard to work for the NCSL. Each team coordinator will also be responsible for submitting hours for all lifeguards used for team practices directly to the league to expedite the payroll process.

# 2011 NCSL Lifeguard Procedures & Rules

- ◇ All lifeguards are required to submit copies of certifications to the NCSL for verification prior to being allowed to work at any practices or meets. All certifications must be valid for the entire 2010 NCSL season: 9/01/2011 thru 11/15/2011. Any lifeguard found to have worked for the NCSL without valid certification, will immediately be terminated by the league.

Certifications required are as follows:

- LIFEGUARDING - Good for 3 years from date of issue
- FIRST AID - Good for 3 years from date of issue
- CPR - Good for 1 year from date of issue\*
- AED - Good for 1 year from date of issue\*

\*Please note – Per American Red Cross and NYS Health Department requirements – annual renewal is required for CPR/AED. Certifications for CPR/AED from accredited organizations (i.e. American Heart Association) are only valid for 1 year from the date of issue regardless of date of expiration.

- ◇ Safety is the primary concern of the NCSL. Per league rules, the lifeguard is the absolute authority in determining whether we have a safe environment for our swimmers. Lifeguards have the authority to suspend or cancel any meet or practice if, in their judgment, a safety issue jeopardizes the welfare of the swimmers. Lifeguard must be aware of the location of emergency exits, and first-aid equipment. In the event of an incident, insurance requires the completion of an incident report. Lifeguards are required to assist NCSL team representatives in completing this form.
- ◇ Lifeguards are required to report no less than 5 minutes prior to their scheduled shift time.
- ◇ If a lifeguard is unable to cover a shift they have been scheduled for, it is their responsibility to arrange for a substitute from the league master list of approved lifeguards. Failure to do so will result in removal from all future practice and meet schedules.
- ◇ Lifeguards are required to always wear appropriate swim attire and must wear a league issued lifeguard T-shirt. Lifeguards are also required to always have their league issued whistle in their possession while working for the NCSL.
- ◇ Lifeguards are required to always carry their certifications cards, and present them for verification to any authorized requestor: pool administrative staff, pool custodial staff, or NCSL representative.
- ◇ League rules require that a lifeguard be the first person to enter the pool deck area, and the last person to leave. Never leave the pool area until all swimmers, coaches, and spectators have cleared the pool area. Lifeguards must be verbally be dismissed from their scheduled meet or practice by an NCSL representative, either head coach or team coordinator.
- ◇ Lifeguards must remain alert at all times with attention focused on the pool. Walking the deck, or sitting in appropriate lifeguard chairs is allowed. Absolutely No sleeping, No cell phones, No reading or doing homework, No headsets/music devices, etc.
- ◇ Lifeguards will be paid for all time from arrival until departure, rounded to the next 15minute increment. You will be required to sign in and out at the scorer's table for all meet time reporting. Hours for team practices will be submitted to the league by individual team coordinators. Please verify your practice hours directly with the team coordinator.
- ◇ In the event of an emergency that causes a schedule conflict – lifeguards are required to contact the NCSL Administrator: Randall Snodgrass by phone (716) 418-2594. Non-emergency communications are to be submitted via email to [ncsl-admin@ncsl-buffalo.org](mailto:ncsl-admin@ncsl-buffalo.org). Please note if a lifeguard fails to show up for an assigned shift without securing a replacement, or contacting the league administrator in an emergency, they will be removed from all future lifeguard schedules.

I acknowledge all information to be accurate to the best of my knowledge and agree to abide by the NCSL Lifeguard procedures and rules:

Name

Date

I have read this information fully and understand everything presented to me.

Please check: Lifeguard Shirt Received   
Incident Report Reviewed

Whistle Received   
Lifeguard Warning Reviewed



INCIDENT REPORT  
Neumann Catholic Swim League  
For the Department of Insurance Services  
795 Main Street  
Buffalo, New York 14203  
(716) 847-8394

Date: \_\_\_\_\_

Parish/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Claimant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: Home: \_\_\_\_\_ Work: \_\_\_\_\_

If Minor, Parent/Guardian Name & Relationship: \_\_\_\_\_

Activity taking place/Reason to be on premises: \_\_\_\_\_

Date and Time of incident: \_\_\_\_\_

Where did the incident occur? \_\_\_\_\_

Type of Injury: \_\_\_\_\_

Treatment (if any) rendered at the scene: \_\_\_\_\_

Were EMS called to the scene? \_\_\_\_\_

Destination for follow up treatment: \_\_\_\_\_

Describe incident: \_\_\_\_\_

Name of Person Reporting Incident: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Name of Witness(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Return this form immediately to:  
NCSL ADMINISTRATION, P.O.Box 501, Buffalo NY 14223-0501**



Lifeguard Written Warning  
Neumann Catholic Swim League

Date of Warning: \_\_\_\_\_ Time of Warning: \_\_\_\_\_

NCSL Team Name: \_\_\_\_\_

Pool Location: \_\_\_\_\_

NCSL Coordinator / Coach Issuing Warning:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Activity taking place/Reason for Warning: \_\_\_\_\_

\_\_\_\_\_

Was the lifeguard verbally warned for this activity prior to issuance of this written warning?

\_\_\_\_\_

Was the lifeguard verbally warned for any other activity prior to issuance of this written warning this session?

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Name of Witness(if any): \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Coach or Coordinator, Please return this form immediately to:**

**NCSL ADMINISTRATION, P.O.Box 501, Buffalo NY 14223-0501**

**This form will be filed with the NCSL, reviewed by league officers, and may result in the suspension or termination of the Lifeguard. All written warnings will remain on file with the league for a period of one year.**

**Acknowledged by:**

**NCSL Coordinator / Coach Issuing Warning:** \_\_\_\_\_  
**(signature required)**

**NCSL Lifeguard Acknowledgment:** \_\_\_\_\_  
**(signature requested but not required)**