



NCSL Lifeguard Procedures & Rules

NCSL Website

All information about NCSL lifeguarding can be found on the leagues website: ncsl-buffalo.org

Lifeguard Application & Certifications

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 NCSL season. Any lifeguard found to have worked for the NCSL without valid certification, will immediately be terminated by the league.

Lifeguard Safety

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 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, cell phones, reading or doing homework, headsets/music devices, etc., allowed on deck

Schedule Changes

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. The NCSL lifeguard contact list can be found on the NCSL website under Lifeguards/Schedule Changes

Lifeguard Attire

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.

First In/Last Out

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.

Lifeguard Payroll

Lifeguards will be paid for all time from arrival until departure, rounded to the next 15-minute increment. You will be required to sign in and out at the scorer's table for all meet's worked. Hours for team practices will be submitted to the league by individual team coordinators. Please verify your practice hours directly with the team coordinator.



Emergency Contact Information

In the event of an emergency that causes a schedule conflict – lifeguards are required to contact the NCSL Administrator Heather Scibetta by phone at (716) 553-5039. Non-emergency communications are to be submitted via email to nctl-admin@nctl-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.

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

All lifeguards are required to attend a brief orientation to review the application, review job duties and league policies, and pick up a lifeguard shirt and whistle.

A master list of all lifeguards eligible to work for the NCSL will be created. This list will be used by the league to create meet lifeguard schedules, team coordinators to schedule team practice lifeguards, and by all NCSL lifeguards to find substitutes in the event a schedule conflict prohibits them from covering a previously scheduled shift. Use this list to help find a substitute for your shift. The NCSL lifeguard contact list can be found on the NCSL website under Lifeguards/Schedule Changes

All League meets are held on Sundays. A master schedule of meet lifeguards will be distributed via email to all teams and lifeguards.

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.

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.

Pay Periods and Timesheets:

All hours worked will be submitted directly to the league by a team coordinator. For meet hours, each lifeguard will be required to sign in and out at the scorer's table. Questions regarding payment procedures can be submitted to the league at nctl-admin@nctl-buffalo.org

Pay Periods are listed on the league website.

Checks should arrive within 10 days of the close of each pay period