

University Recreation and Sport Facilities Intramural Sports Supervisor

Position Title: Student Intramural Sports Supervisor

Position Description: Intramural Sports Supervisors will work closely with Intramural Sports Officials, Scorekeepers, and Coordinator to effectively run UWEC's Intramural Sports program. Intramural sports include basketball, flag football, roller hockey, kickball, volleyball, soccer, softball, tennis, and ultimate Frisbee.

Primary Responsibilities:

1. Setup and take down of equipment for that shift's activities. Check playing area to ensure safety.
2. Check time of arrival at the site for each official. If late, please make a note of it on the daily report form.
3. Count all equipment at beginning and end of each shift. Do this for your own protection. As the supervisor, you are responsible for all lost equipment.
4. Traffic control – make sure each captain and their team know where they are playing. Direct officials and scorekeepers to their areas of work.
5. Check participants ID's.
6. Evaluate officials as much as possible. Give them as much positive encouragement and feedback as you can.
7. Settle conflicts and disputes between officials and/or participants.
8. Assist in training officials, timers, and scorers and provide backup in case of an absence or problem.
9. Service participants – try and be of service to all participants. Always treat them with respect, as you would like to be treated. Be approachable and answer questions. If you do not know the answer to a question, do not make up an answer. Tell them you are sorry but you will have to ask someone and get back to them later.
10. Administer first aid – whenever you issue first aid supplies, be sure you have the injured person fill out an injury report. Please write down the first aid supplies used on the daily report form so we can replace/refill them. If you have a serious injury don't hesitate to call campus police (9-911). Tell them your location, where to enter, and the nature of the emergency. You may also call the police if you have an incident of poor sports behavior that is beyond your control.
11. Fill out all forms accurately and completely. Make sure you have all the necessary information. It is vital that your story, and that of the official's involved, is reported. If you can get an additional story out of an eyewitness, make sure you do this right away as stories tend to lose credibility as time passes.
12. Assist with registration and promotional activities for the IM program.
13. Conduct/ Facilitate Captain's meetings.
14. Any other duties as assigned by the IM Coordinator.

Additional Information and Form Submission:

Jon Bollinger, Intramural Sports Coordinator
105C Hilltop Recreation Center
836-5732 or bollinjr@uwec.edu

