

University Recreation and Sport Facilities

Sport Club Field Supervisor

Position Title:

Student Sport Club Representative

Position Description:

A Sport Club Field Supervisor has the responsibility of working all Sport Clubs sponsored events, which take place on University property including Bollinger Fields and Carson Park. They will be there to enforce all Sport Clubs Policies as well as to maintain safety for the participants and the spectators. If an incident would arise they will have immediate contact with University Policy to assist them. Documentation must be filled out after every event and turned in to the Sport Clubs Coordinator.

Primary Responsibilities:

1. Appropriate communication skills. Some training will need to be done. Covering all aspects of the job as well as appropriate communication, and how to handle confrontational situations.
2. Monitor sport club events and, and if an incident occurs, appropriately remedy the situation.
3. If unable to remedy the situation, a radio or phone will be used to contact University Police.

Procedures:

A binder will contain an Event Report, which will need to be filled out after the event is over. It will require the field supervisor's signature as well as a representative from the sport club. The binder will also contain Accident Reports, the Sport Club Handbook and general information if people have questions. This binder must be turned in the first working day following the event to the Sport Clubs Coordinator. If an incident does occur please make immediate contact with the Sport Clubs Coordinator. The number will be included in the binder.

Additional Information and Form Submission:

Andy Jepsen, Marketing/Informational Technology/Special Events Supervisor
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