

CYO ATHLETIC SITE SUPERVISOR JOB DESCRIPTION

General Functions:

1. Be knowledgeable of the Diocese of Cleveland Athletic Philosophy and carry out the goals of the CYO sport program.
2. Have an understanding and knowledge of the rules and regulations regarding the sport as presented in the CYO rulebook and the governing rules of the sport.
3. Be responsible for the supervision and overall operations of the athletic events at the site.
4. Report regularly to the CYO sport commissioner.

SPECIFIC JOB RESPONSIBILITIES

Pre-Season

1. Attend the Site Supervisor orientation each season.
2. Complete the application process (including fingerprinting) with the CYO office.
3. Attend Virtus training if not already completed.
4. Secure supplies for the game site (ie: score sheets, game equipment, money boxes, appropriate signage, etc.).
5. Secure and train score table and other site workers.
6. Complete facility information sheet. These sheets are to be posted on site and a copy submitted to the CYO office.

During Season

1. On site supervision is to begin 1 hour prior to the 1st scheduled game until the completion of the last game, and all spectators and participants have vacated the premises.
2. Inspect facility prior to each event as part of an ongoing risk management plan for the given site.
3. Manage paperwork related to score sheets, gate tracking form, incident reports, official's pay report form, etc.
4. Maintain and care for equipment and property used by the program.
5. Maintain crowd control as well as a positive relationship with coaches, parents, spectators, officials and participants.
6. Update the sport commissioner on a weekly basis regarding site issues, problems and successes.
7. Act as a liaison by informing coaches and/or officials of updated information provided by the sport commissioner or CYO office.
8. Ensure all published CYO rules and guidelines are being followed by coaches, officials and players (including the pre and post game prayers, uniform rules, etc.)
9. Ensure the officials accurately sign all score sheets and pay form.
10. Follow weather cancellation procedures as necessary per site and sport.

Pre-Game Management

- Greet both teams and coaches as they enter the facility
 - Instruct them on pregame process
 - Pre-game Prayer Process(Some may not know it)
 - Distribute prayer cards
 - Give the coach the score sheet to complete
 - Show the teams to meeting/locker-room areas(where available)
- Pinnies – if both have same color – visitors wear pinnies

- Greet the officials as they enter the facility
 - Instruct them of the need for a pre-game conference
 - Instruct on uniform rules
 - Instruct on rules – CYO and NFHS
 - Mandatory participation is required.
- Check on Gate & product sales, draw money for safety as needed.
- Coordinate and maybe execute the pregame prayer.

In-Game Management

- Circulate through the gym in order to monitor the gate area, score table & team area, crowd and court conditions.
- Make PA announcements as needed to maintain sportsmanship friendly environment
- Do not let any non-player or coach on the court during time outs, stoppage in play, half time or pre/post game.

Post-Game Management

- Coordinate and maybe execute the postgame prayer.
- Count total cash in the gate box and record on reconciliation sheet. Sign gate sheet and return to the CYO Office as directed.
- If any ejections or injuries or other incidents occurred, complete an incident report and call your CYO Commissioner with the details. Fax Incident Report to the CYO office as soon as possible. (216)334-1270 (fax number).
- Enter scores into computer or fax into office by 10:00 a.m. Mondays.

Post Season

1. Turn in all gate tracking forms with money or invoice to the CYO office by the scheduled due date.
2. Assist sport commissioner with distribution of awards as necessary.
3. Return unused equipment, score sheets, etc. to the CYO office.