

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 and ensure facility inspection 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, after 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.

Post Season

1. Turn in all gate tracking forms with money due within 2 weeks following the conclusion of the season.
2. Assist sport commissioner with distribution of awards as necessary.
3. Complete End of Season Site Evaluation Form (to be generated by CL and AH).
4. Return unused equipment, score sheets, etc. to the CYO office.