

FERRIS STATE UNIVERSITY – INTRAMURAL SPORTS

The Supervisor's Job

Ferris State Intramural Sport Supervisors are selected and promoted from the ranks of officials for their dedication to the program and previous demonstrations of leadership and maturity. Intramural Supervisors are the executive officers of this Department at all sanctioned intramural events. Supervisors are ultimately responsible for the staff, the participants, the field and the equipment.

Job Description for Intramural Supervisor

The Intramural Sport Supervisor is a leader within the Intramural Sports Program who shows a high level of commitment to its success. A supervisor has the authority to make decisions regarding the safety and well-being of all employees, players, and spectators who may be participating within the program. Supervisors shall always be approachable and dedicated to providing participants with the most enjoyable experience possible. Among the general responsibilities are supervising student officials and participants at game sites, evaluating officials, settling on-field and/or on-court rule protests when necessary, and obtaining feedback from players & spectators regarding their participation in the program. Supervisors should expect to work 10-20 hours per week (26 max). Current American Red Cross, CPR, AED, and First Aid certification is required along with a Heads Up Concussion certification. Good attitude and customer service skills are also essential. Officiating background is a bonus. Candidates typically are identified among current Intramural Sports Officials.

The Intramural Supervisor answers directly to the Assistant Director of Intramurals and Club Sports and will assist the Director in his/her duties working with intramural sports. It will be a student position with the understanding that academic progress will take priority over the responsibilities of this position. This position requires working nights, some weekends and a few hours on specified days.

Duties include but are not limited to the following:

1. Always be on time and arrive at the designated shift time.
2. Assist in examining facilities for safety hazards.
3. Keeping accurate records for games, scores, ejections, and injuries with the Binder.
4. Ensure that equipment is in good condition and keep track of all equipment under his/her supervision.
5. Signing in intramural teams and verifying their eligibility.
6. Ensure all games are started on time.
7. Officiate games when needed.
8. Never leave an intramural game/event unsupervised.
9. Provide guidance and support to the intramural officials.
10. Diffuse any potential problems involving spectators, coaches, and players.
11. Knowledge of intramural sports policies and procedures
12. Aid participants with injuries by providing First Aid and CPR.
13. Enforce all Ferris State University policies and procedures.
14. Participate in all training meetings and on field clinics.
15. Various duties within the Intramural Office.
16. Any other duty as assigned by the Assistant Director of Intramurals and Club Sports.

The Intramural Supervisor should have some officiating experience in our Intramural Sports. The Intramural Supervisor will be certified in CPR, AED, Concussion, and Basic First Aid.



Participant Disciplinary Matters

The Intramural Supervisor must be able to handle highly emotional and aggravated individuals or groups. Ejections should be made in a calm and professional manner as opposed to causing a big scene or unnecessarily embarrassing someone. The Intramural Supervisor is to assist any official in the event of an ejection including completing any necessary reports. Anyone not cooperating will be subject to further disciplinary action. The Intramural Supervisor should never overrule a call or judgment made by an official without first discussing it or being asked by the official.

The Staff

- Supervisors must be model employees of this program and lead by example
- Defend your staff at all times, especially in the occasion of conflict
- Supervisors will help assign the officials for each game and officiate when needed
- Know and enforce all policies with the staff, discipline infractions as necessary
- Treat all staff with equal respect

Supervisors are expected to help raise the level of officiating in the program through:

- Helping to coordinate, design and deliver trainings for the Intramural program
- Explanation and demonstration of the major aspects of sports officiating
- Evaluating officials regarding their mechanics, rules knowledge and positioning
- Continually educating officials by providing constructive feedback



The Participants

- Treat every participant in a fair, respectful and consistent manner
- Never under any circumstances become aggressive, belligerent or rude
- Never give an unruly participant any cause to continue their behavior



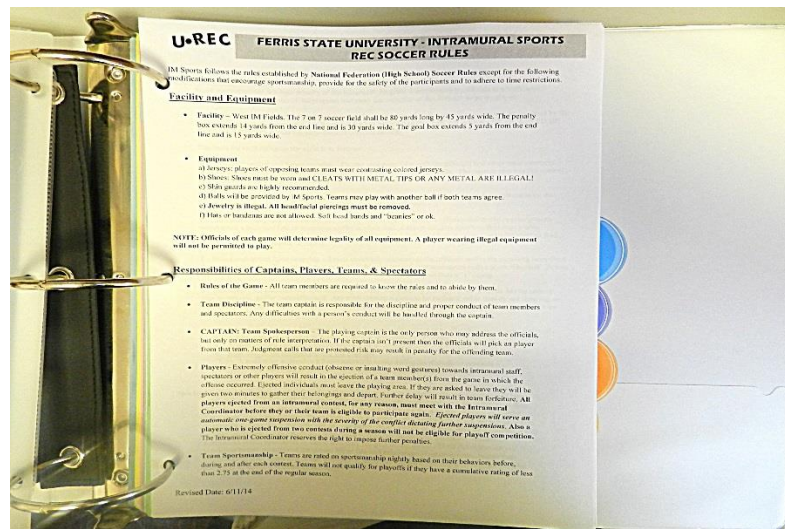
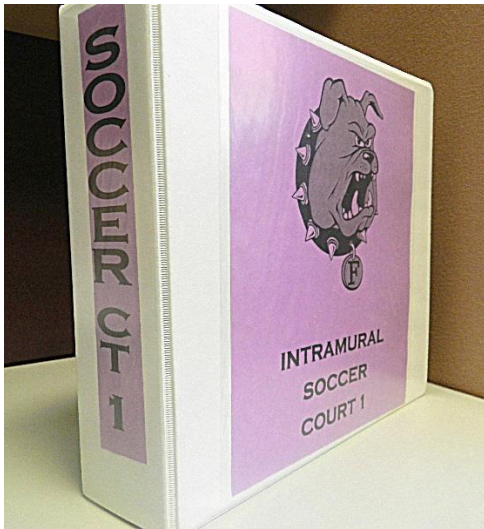
Supervisors are expected to be able to handle the following situations:

- Injured Players - attend to their injury and document everything
- Ejected players - must be removed from the facility and documented
- Team Captain's wishing to protest a game
- Declaring a Forfeit - game time is forfeit time / lack of legal players
- Ending a game for any reason - fights or 3 unsportsmanlike penalties
- Any and all situations outside the scope of an official's job description

Sport Specific Binders:

Each Intramural sport is provided with a specific binder, which contains valuable information and resources. The IM Assistant will regularly update and review the information contained in these binders. Please notify the Assistant Director of Intramurals and Club Sports if you find out of date, incorrect information, or that certain forms are running low on copies.

Included in the binder are all the necessary forms that a Supervisor may need in the course of their duties (injury, incident, ejection forms, and game sheets with rosters, pens/pencils, timers and individual registration forms). The Supervisor must be personally responsible for everything within this binder.



Paperwork - Score Sheets:

Supervisors must ensure that all score sheets are correctly completed and returned to the IM office along with the IM Binder and equipment. The name of the winning teams must be circled and the scores checked. In the case of an incident, ejection or accident, complete the appropriate report sheet located in the IM Binder in detail. Verify that all the officials that worked the game are correctly written in. Make sure the Official's Sign-In Sheet is completely filled out and with the correct times.

Performance of Duties:

A Supervisor has the ability to take appropriate personnel decisions to complete their assigned tasks. This includes suspending, dismissing or disciplining a member of the staff for reasonable cause. All such decisions are subject to review by the Assistant Director of Intramurals and Club Sports.



A Supervisor carries the same rank, and is expected to perform at the same level, regardless of which sport or event they are assigned. Supervisors must know the policies of the Intramural program as well as the facilities being used. This includes but is not limited to the Intramural Policies and Procedures Handbook and the Intramural Code of Conduct.

Intramural Supervisors are charged with:

- The competent and efficient management of all Intramural contests
- The completion of all required paperwork (score sheets, injury reports, etc)
- Encouraging and maintaining the morale of the staff
- Being the representative of this program during each and every shift
- Performing any other tasks assigned by the Assistant Director of Intramurals and Club Sports

The Field and Equipment:

- The safety of all players and staff is our highest priority
- Check the field and equipment for any issues that might impair the safety of the participants or the staff
- Oversee the setup and breakdown of all courts and fields
- Inventory all pennies, balls, etc. at the conclusion of games, notify the Assistant Director of Intramurals and Club Sports or Rec Sports Assistant if any equipment is missing, lost or faulty.
- Maintain the equipment and ensure that it is properly returned after every shift
- Ensure risk management procedures are adequately followed - C.P.R. and First Aid courses will be offered throughout the year so make sure your certification is up to date.

