



Department of Athletics and Recreation, University of California, Santa Cruz

Athletic Department Volunteers 2020-21

SUPERVISOR CHECK-LIST

1) FILL IN THE FOLLOWING INFORMATION:

Supervisor Name: _____

What is your job title? (If you have more than one, check the job title that relates to supervising this volunteer)

- Head Coach
- Head Athletic Trainer
- Associate Athletic Director
- Sports Information Director

For Head Coaches, please indicate your sport.

- Soccer
- Volleyball
- Swimming and Diving
- Basketball
- Tennis
- Cross Country
- Golf
- Track and Field

Volunteer Name _____

Job Title for Volunteer _____

(For Volunteer Asst. Coaches, please put the team in their job title. For instance - Asst. Coach Women's Volleyball or Asst. Coach Men's Soccer

2) COMPLETE and CHECK OFF THE ITEMS ON THIS LIST:

Information for onboarding topics and all Volunteer Forms can be found in the Athletics and Recreation Staff Toolbox at opers.ucsc.edu

- Review these onboarding topics with your volunteer.**
 - 1) Introduction to Athletics and Recreation
 - 2) UCSC Principles of Community
 - 3) Worker's Compensation procedures in case of injury
 - 4) Athletics and Recreation Facilities Emergency Procedures/Evacuation Plan
 - 5) Athletics and Recreation Facilities Access information
 - 6) University of California Policy on Sexual Harassment
 - 7) Diversity/Inclusion Statement
 - 8) UCSC Hate/Bias Policy
- Athletics Staff Volunteer Agreement Letter** - make sure volunteer completes and signs it
- Worker Compensation Coverage Form** - make sure both YOU and volunteer complete and sign it
- CANRA Mandatory Reporting Form** - signed by volunteer
- For Asst. Coaches Only - Review Coaches Manual**

3) SIGN YOUR NAME

I understand this volunteer is under my supervision and is expected to comply with all policies, procedures, and health & safety regulations that the campus enforces.

Supervisor Signature _____ **Date** _____

Submit the following to the Athletics and Recreation Volunteer Coordinator:
Supervisor Check List, Staff Volunteer Agreement Letter, Workers Compensation Coverage Form,
CANRA Mandatory Reporter Form, and Job Description