



FIELD SUPERVISOR

DUTIES & RESPONSIBILITIES

FLAG FOOTBALL, SOCCER & BASEBALL

RESPONSIBILITIES

1. Make sure you read and know all the rules of the sport you are supervising. All Supervisors need to be following the rules and be on the same page and support one another.
2. Be at your fields (1 hour) prior to the start of games and set up fields for play, open parking lot gates, etc. Many games are scheduled to start at 9:00 a.m. on Saturdays and 5:15pm on weeknights.
3. Supervisors are to remain at their sites at all times. If there is an emergency, please contact the Director.
4. Make sure you bring all the supplies needed for each program. The following is a list of supplies:
 - a. Balls
 - b. Pinnies
 - c. Score cards
 - d. Rule books
 - e. First Aid kits/ice packs
 - Stopwatches
 - Penalty Flags (Football)
 - Master schedules
 - Injury/Accident forms
 - Cones
 - Officials Schedules
 - Officials Contact List
 - Whistles
 - Umpire gear
 - Ball/strike counter

**Be prepared. Keep inventory of your supplies and equipment. If you need more supplies contact the equipment manager/Director at least 1 day prior to your scheduled games to set up a time to pick up your supplies.

5. Optional (non-paid time)- Text all officials the day before their assigned games to remind them that they are assigned and let them know what time and location to be at. If Officials cannot make it, supervisors must utilize the list of officials and contact another official to replace them.
6. Ensure that the officials that are assigned to games are on the proper field and prepared to officiate and are equipped with the proper supplies and equipment.
7. Make adjustments to official assignments to ensure quality officiating for all games. Inform the Recreation Director of any changes made and why those changes were made.
8. Evaluate official's performance and make recommendations on official assignments. (You are there to support our officials and help them if needed.)
9. Make sure officials are dressed in the appropriate attire (Official shirt, tennis shoes, no saggy pants or shorts). Make sure you wear your supervisor attire/shirt and make it visible for coaches and parents to see.
10. Help officials make a smooth transition from game to game. Games should start as close as possible to the assigned start time.
11. Monitor your fields –
 - a. **Move and be visible.**
 - b. Be close to your fields to be able to hear the interactions of the fans, coaches and officials.
 - c. Introduce yourself to the coaches and ask how the games are going.

- d. Watch the officials and if needed give them helpful advice, tips or go over the rules. Take them aside and do this at half time, time outs or between innings for baseball. Please **DO NOT** verbally criticize them in front of players, coaches, parents or other officials.
 - e. Please do NOT run out on fields to change calls. If a coach questions you about an official making a bad call let them know you will address it with the official to ensure that the rules are followed and that it won't happen again.
 - f. Move from field to field and give as many positive comments as possible.
12. Check to see that fans are sitting out of the playing area, behind the 8 foot line and not behind the end lines (soccer & flag football).
 13. Lend assistance in a friendly way especially with rowdy fans or coaches. Be sure to introduce yourself as the field supervisor.
 14. Keep Bethel Recreation informed of unsolved/solved situations. Please email the BR Director about an incident including as much information as possible such as who, what where when.
 15. Serious incidents-Such as a serious injury (broken leg, child knocked unconscious etc.), fight. Call or text director as well as email about incident.
 16. Situations such as a disagreement or question about a rule, supervisors must handle on their own. Please do not call or text the Director during your games about this. The next day email or call to clarify and get answers.
 17. Treat injuries- Supervisors will have first aid kits with ice packs, band aids etc. Make sure there is an Injury/Accident form filled out on every injury incident. Those that require medical attention should be noted by you and reported to the director. Keep all forms in a notebook. All supervisors are to be certified in CPR/First Aid and must have a current card available in case of an emergency.
 18. Remember you are representing Bethel Recreation and are there to serve our public. It is very important that you be as calm, positive and objective as possible. ***Don't become part of an argument. Be there to prevent them. If the situation escalates, don't hesitate to call 911 or other Bethel Recreation personnel. Remain at the scene and provide as much security to all parties involved until help arrives or the situation is defused. Submit written description of incidents to the Bethel Recreation Director as soon as possible.
 19. Keep an accurate timesheet to turn in at the end of the month. Supervision rate of pay is \$19.00 per hour. Make sure you sign all official timesheets at the end of the day. Timesheets are to be turned in to the Bethel Recreation office no later than the 2nd of each month to be paid on time.
 20. At the end of the day all balls and equipment should come back to you. Make sure the game results sheet is filled in and returned to the Bethel Recreation Director by the end of the week.
 21. Have fields cleaned before you leave, including lost and found. Make sure all garbage is picked up and thrown away and garbage bags are tied closed and cans **tipped over** to ensure rain does not get into bags. All trashcans need to be put back along the fences off of the grass at the end of the day.
 22. Make sure all equipment is properly put away. Soccer goals need to be put away and stored or pushed against the fence. Please do not put wet stop watches in buckets. Lay them out to dry.
 23. Baseball fields need to have any deep holes at home plate, pitchers mound and bases raked out and leveled after the last game of the day. This is very important to ensure the fields are playable the next day!!
 24. Please make sure all parents, coaches, and spectators are following the rules and guidelines (no smoking, no drinking alcohol, and **NO animals, DOGS**). If you do witness it, you are to follow the appropriate steps:

- a. -Remind the person or people of the rule and that this is not allowed in or on District property. i.e.: "I am sorry sir but dogs aren't allowed on District property". If they tell you it is a service dog, tell them ok, thank you for letting me know. Can you next time please have the dog wear service identification. DON'T...ask them if it is a service dog, or ask them to show you papers.
- b. -Ask them to please stop. If they continue to proceed, inform them that you have to follow rules and can ask them to leave. If they continue ask them to leave the premises and if they say they won't, let them know that you will have to call the authorities if they do not leave.
- c. -If they still proceed and not leave, you call 911.

25. In case you cannot make it to work you are required to notify the Bethel Recreation Director ASAP to ensure that another supervisor can cover your shift.

26. At the end of the season the supervisor is responsible for collecting team equipment from each team at their last game and returning it to the equipment shed.

As a supervisor for the Bethel Recreation Association, I will provide a clean and safe environment for all employees, coaches, parents, players, spectators and staff. I will follow the duties and responsibilities of the supervisor. I understand that I will periodically be evaluated on my performance and by not meeting the required standards my employment could be terminated.

Employee Signature _____ Date _____

Bethel Recreation Director Signature _____ Date _____

Please Print

Employee Name _____ Email _____

Home Phone (_____) _____ Cell Phone(_____) _____

Alternative/Work Phone _____

Emergency Contact Person _____ Phone Number _____