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                      ☐ Athletic Director
☐ Head Athletic Trainer          ☐ Sports Information Director

For Head Coaches, please indicate your sport.
☐ Soccer                       ☐ Tennis
☐ Volleyball                    ☐ Cross Country
☐ Swimming and Diving           ☐ Golf
☐ Basketball                    ☐ Track and Field

Volunteer Name ______________________________________________________________________

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

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

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

☐ Review these onboarding topics with your volunteer.
   1) Introduction to OPERS
   2) UCSC Principles of Community
   3) Worker's Compensation procedures in case of injury
   4) OPERS Facilities Emergency Procedures/Evacuation Plan
   5) OPERS Facilities Access information
   6) University of California Policy on Sexual Harassment
   7) Diversity/Inclusion Statement
   8) UCSC Hate/Bias Policy

☐ OPERS 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 OPERS Volunteer Coordinator:
  Supervisor Check List, Staff Volunteer Agreement Letter, Worker Compensation Coverage Form, CANRA Mandatory Reporter Form, and Job Description

Updated 6/01/15