SUPERVISOR CHECK-LIST
(for all departments except Athletics)

1) FILL IN THE FOLLOWING INFORMATION:

Supervisor Name: ________________________________

OPERS volunteer services that are not in Athletics must fall under one of these categories. Please check one:

- Recreation: outings, classes, workshops, leadership, events
- Sports Clubs
- Physical Education Classes
- FitLife classes & activities
- Intramural Sports
- Administration
- Slug Aquatics/Masters Swimming
- Facilities

Volunteer Name ______________________________________

Job Title for Volunteer ______________________________________

(Please be specific, for instance: Men's Rugby Asst. Coach or Yoga Class Asst. Instructor)

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 YOU and volunteer complete and sign it
- CANRA Mandatory Reporting Form - signed by volunteer
- For Sports Clubs Only - Review Sports Club Handbook

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 enforced by UCSC.

Supervisor Signature ________________________________ Date ____________________

Submit the following to OPERS Volunteer Coordinator:

Supervisor Check List, Staff Volunteer Agreement Letter, Worker Compensation Coverage Form, and CANRA Mandatory Reporter Form.

Updated 7/26/2016