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

SUPERVISOR CHECK-LIST
Volunteers (July 1, 2019 - June 30, 2020)

1) FILL IN THE FOLLOWING INFORMATION:

Supervisor Name: _________________________________________________________

Available ATH-REC volunteer opportunities. Please check one:

- Administration
- Athletics
- Facilities
- Intramurals
- Misc. Fee Classes
- Physical Education Courses
- Recreation
- Sports Clubs

Volunteer Name ___________________________________________________________

Job Title for Volunteer ____________________________________________________

(Please be specific: Men's Rugby Asst. Coach, Kayaking Instructor, or Guest Lecturer)

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

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

☐ Review these onboarding topics with your volunteer.
  1) Introduction to the Department of Athletics and Recreation
  2) UC Santa Cruz Principles of Community
  3) Worker's Compensation procedures in case of injury while volunteering
  4) Facilities Emergency Procedures/Evacuation and Active Shooter Plan
  5) Facilities Access information and requirements
  6) University of California Policy on Sexual Harassment
  7) Diversity/Inclusion Statement
  8) UC Santa Cruz Hate/Bias Policy
  9) Other, specific to job title

☐ Staff Volunteer Agreement Letter - have volunteer read, complete and sign.
☐ Worker Compensation Coverage Form - make sure YOU and volunteer complete and sign it
☐ CANRA Mandatory Reporting Form - signed by volunteer
☐ For Sport Clubs Only - Review Sport 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 UC Santa Cruz and the Department of Athletics and Recreation.

Supervisor Signature: ____________________________________________ Date: ____________________

Submit the following to Department HR Volunteer Coordinator:
Supervisor Check List, Staff Volunteer Agreement Letter, Workers Compensation Coverage Form,
and CANRA Mandatory Reporter Form.

Updated 9/23/19