Softball Job Descriptions

**Supervisors**
Grab Hagan closet keys from Alex or Angie earlier in the day and arrive 30 minutes prior to first game to make sure everything is in the carts for the games. Help set up fields and organize student worker schedules and teams. Make sure all student workers sign “clock in and out” sheet. Announce which field teams are playing on and what referees/scorekeepers are at which field. Help scorekeepers and referees before, during, and after games. Tend to any injuries, issues, and questions patrons may have. Document any issues or concerns on IM Supervisor Excel sheet. Sign off on clock in sheet and clean up field, make sure all scores are filled out, and bring cart back to Hagan.

**Head Referees**
Arrive 30 minutes prior to first game to help the supervisor with the cart and set up. Review rules with each team captain, answer any questions, and conduct coin flip. Make calls, keep time, and solve on and off field issues. Report to supervisor with any issues or injuries. Help tear down fields and take the cart back to Hagan.

**Referees**
Arrive 15 minutes before the first game to help set up fields. Assist head referee in decision making and make calls throughout the game. Tear down and clean up fields. Inform the supervisor of any issues or concerns.

**Scorekeepers**
Arrive 15 minutes before the first game to help set up fields. Make sure teams are on the right field, dressed appropriately, and check patron IDs. Keep score on scoreboard and fill out end result on paper/iPad and put in clipboard. Document injury reports and inform supervisor of any issues.

*All student workers will decide on a “team of the week” each night of competition. The supervisor will email or text Alex their choice at the end of the night or next day. Winning “team of the week” will be featured on our social media pages and website.*