# Appendix J: ATHLETIC SUPERVISING ASSIGNMENT FORM

***Please Understand All Responsibility Before Taking On This Supervising Assignment****.*

***You must arrive at the site of the contest 30 minutes prior to game time and introduce yourself to the home school administrator.***

Fill in the information below:

Time of Contest Time Arrived Place of contest

Sport or Event Date

1. Identify yourself to the opposing school staff and officials. Wear a school identifying garment.
2. Make sure all persons involved in the contest, both participants and fans have left the parking lot before leaving the site.
3. If any player received an unsportsmanlike foul, technical foul or was removed from the game, notify the proper director by using the ejection form. You may use the ejection form for coaches or parents that are ejected as well.
4. If anyone is injured, notify the principal and the moderator immediately. If it is a serious injury, call 911 and document actions taken by rescue.
5. Please return this form as soon as possible to the school office, but it must also be completed and sent within 24 hours to the proper director.

**Please Check the Following:**

Everything was fine. No problems.

There was a problem and I will see you ASAP.

I have concerns about something that happened or that could cause a problem in the future.

**Please remember that you are totally in charge of the supervision of the contest. Conduct yourself accordingly. Do not wait for the coach to do it.**

Home team name & final score: Visiting team name & final score

Print Your Name:

Sign Your Name: Date: