



Graves County Soccer Association

P.O. Box 5059, Mayfield, KY 42066

POLICY STATEMENT 03-13, Rev. 0

Approved: _____

Duties of the Supervisor

The duties and responsibilities of the supervisor at Hamilton Park are as follows:

1. Arrive 30 minutes before the first game. Open front gate, maintenance building, referee building, and bathrooms.
2. Pick up radio (if available) and a first aid kit which will be located inside referee (brown) building. Keep these in the golf cart for your use. Radios and first aid supplies will be located in the referee building as well as the concession stand.
3. Pick up master schedule book located in referee building. You will use this to determine which fields to set up and to check off referees as they arrive.
4. Load needed equipment into golf cart/trailer and distribute between benches on required fields. (See master schedule.) The referees for the first game on each field will be required to set up their corner flags.
 - a. Equipment for U6, U8 & U10 fields – balls (size 3 for U6 & U8, size 4 for U10), 2 linemen flags and a set of corner flags. Mini first aid kits may be left at these fields as well.
 - b. Equipment for U12 & up – balls (recreational games only - size 4 for U12, size 5 for all others) and corner flags. (Note: Referees will have their own linemen flags. Competitive teams provide their own game balls.)
5. Check fields to be sure referees have arrived for games. Continue to check as each game begins.
6. You may be contacted to help resolve a problem somewhere at the park. Some elderly/handicapped person may flag you down for a ride, etc.
7. Check the condition of the bathrooms from time to time for problems. Resolve any problems.
8. Check off the referees who worked that day in the master schedule book.
9. Upon completion of the last game on each field, the referees will gather up flags/balls and place them where you left them. Gather them up with cart/trailer and put back in building with radio/schedule book. Lock the building.
10. Lock the bathrooms, ensuring they are in reasonable condition.
11. Put golf cart/trailer away; lock building and if the concession stand is closed set the alarm. After back parking lot is empty, lock front gate.