



## NAIA SITE SUPERVISOR - ROLE AND RESPONSIBILITIES

The NAIA site supervisor is a representative who is responsible for the supervision of the participating teams, game officials, game and court preparation.

### SUPERVISION OF PARTICIPATING TEAMS

- A. Conduct administrative conference call with specified personnel from both participating teams.
- B. Double check itinerary for traveling team from time of arrival to time of departure from game site. The itinerary is given to the traveling team's head coach upon arrival at the game site, and adjustments in the schedule, if necessary, are made at that time.
- C. Confirm arrangements for housing for traveling teams.
- D. Confirm practice schedule and site for traveling teams.
- E. Confirm local transportation (if needed) for traveling teams.
- F. Confer with the host institution coordinator and host sports information director and prepare schedule for participating head coaches and their players, if necessary, with the news media.
- G. Attend practice session of the traveling team.
- H. The NAIA site supervisor will be stationed at the field for the entire opening round game.
- I. The NAIA site supervisor will provide assistance (as necessary) to the participating coaches to ensure the best possible conditions for both teams before, during and after the game.

### SUPERVISION OF GAME OFFICIALS

- A. Meet and brief officials upon their arrival at the venue.
- B. Confirm dressing and shower facilities for officiating team at the venue. Notify officials if these facilities are not available or inadequate so other arrangements can be made.
- C. Secure roster of officials from the host institution coordinator. Conduct pre-match meeting with officials to review expense reimbursement, match fees, standards and expectations as applicable. The host institution coordinator will issue checks to officiating team prior to the match.

### SUPERVISION OF THE VENUE AND FIELD PREPARATION

Complete facility walkthrough to ensure setup is complete and compliant with all championship specifications, including, but not limited to:

- A. Check scoreboard and official clock for proper operation the day before the match.
- B. Check the public address system for proper operation. Confirm PA announcer is prepared with copies of team rosters, opening ceremony/pre-game script, sponsorship announcements and *Champions of Character* PA scripts.
- C. Confirm National anthem(s), US/Canadian flags displayed and properly scripted in opening ceremony.
- D. Confirm proper set up of net and court markings.
- E. Check court area to eliminate safety hazards that might exist.
- F. Check locker room facilities at venue for use before and after game. Should include adequate lockers, showers, towels and taping facilities. If any of the facilities are inadequate, notify the coaches of both teams the day before the game, work with host to secure alternate facility to meet needs of both teams.
- G. Confirm appropriate signage is displayed in accordance with NAIA marketing and sponsorship agreements (checklist to be provided by NAIA national office)
- H. Confirm with host institution coordinator that trained statisticians, scorekeepers, ball control will staff the event.