

James Paul Friel

215 North Grandview Boulevard
Waukesha, Wisconsin 53188
262.705.6759

jamespfriel@gmail.com
www.jamespaulfriel.com

OBJECTIVE

To serve the needs of students in higher education through the recreation sports platform incorporating my education, professional experiences, work history and passion for student-development that takes intense dedication and motivation

EDUCATION

Master of Science, Sport Administration – December 2007
University of Wisconsin-La Crosse, La Crosse, WI

Bachelor of Business Administration, General Management – December 2005
University of Wisconsin-Whitewater, Whitewater, WI

PROFESSIONAL EXPERIENCE

Assistant Director: Intramural Sports, Club Sports, Equipment Room & Website Developer
University of Wisconsin-Whitewater, Office of Recreation Sports & Facilities, July 2008-present

General Responsibilities

- Organize, supervise, and execute the daily operations of a university intramural sports program which incorporates 26 team, dual, and individual activities incorporating over 2,500 unique participants and over 9,500 participations to a campus of over 11,000 students
- Direct and oversee the club sports program that has 31 club sports, over 80 student officers, and up to 800 student-members
- Recruit, hire, train, evaluate, and provide direct supervision to student staff including the Student Coordinator of Intramural Sports, the Sport Coordinators of Intramural Sports, the Student Coordinator for Club Sports, Student Coordinators for Marketing/Promotions, and Intramural Supervisors, including hiring and training in all areas
- Conduct weekly student staff meetings with prepared agendas and handouts
- Expose student-staff to professional development opportunities including attendance at state, regional, and national workshops and conferences as well as extramural opportunities within the region and country
- Plan, coordinate, and execute an alumni event to bring together all alumnus of Intramural and Club Sports while incorporating a new Facebook page as well as coordinating free apparel and tickets to an event
- Develop, assist, and discuss with the Director an Athletics and Recreation Facilities Master Plan to be executed as part of the university's 10-year Master Plan
- Co-lead an alumni assessment project surveying former student-employees dating back 30 years to gain valuable insight to the significant Learning Outcomes that derive from our programs and services
- Actively seek and represent the office on campus-wide committees and activities including the Marketing Council Committee
- Implement a MVS (Most Valuable Supervisor) program including peer nominations, a point system, and prizes at various levels
- Serve as on-duty staff member to assist student building supervisors with operational duties during week nights and weekends to an over 240,000-square-foot building
- Purchase all equipment and maintain inventory for all intramural and club sports apparatuses
- Maintain fiscal responsibility in the annual management of over \$51,000 for 31 club sports, over \$60,000 in general intramural and club sport budgets, in addition to over \$30,000 in Student/Faculty accounts
- Follow and execute university policies for all accounting reports including Travel Expense Reports, Credit Card Purchasing Logs, Purchase Orders, revenue generation, and expenses

Intramural Sports

- Develop, instruct and review Officials Trainings for officiated sports including Basketball, Flag Football, Floor Hockey, Handball, Soccer, Softball and Volleyball while incorporating Sport Coordinators
- Recruit, hire, train, and evaluate over 120 student-officials and scorekeepers with the help of Student Coordinators
- Implemented All-Campus Championships for Basketball, Flag Football, Soccer, and Volleyball games take place in varsity facilities
- Continue to increase knowledge on NFHS and WIAA rules to update current rules, officials mechanics, and captain's handbook
- Maintain the intramural sports website with league information including scheduling, standings, team information, and rosters while incorporating IM Leagues
- Implement, direct, schedule, and facilitate the first State of Wisconsin Extramural Tournament with 18 teams, 14 officials, and 25 committee members from nine different institutions, now in its 8th year
- Implement and administer new intramural leagues including pickleball, wallyball, NCAA Pick 'Em, inner tube water polo, outdoor 7v7 soccer, spikeball, bean bag toss, handball, eSports gaming tournaments, handball, and a wrestling tournament
- Compile league reports to include statistical data including league participations, forfeit rates, and games played to allow for effective league review
- Coordinate marketing efforts of intramural sports throughout the residence halls and on-campus with posters, flyers, videos, and calendar magnets
- Introduce and acquire sponsorship opportunities to local businesses, which adds funding to the department and an opportunity to advertise

Club Sports

- Plan short-term and long-term goals and objectives, including preparation and maintenance of all budgets
- Increased participation of the club sports program with the implementation of 12 new clubs
- Aid with the implementation of new club sports including Water Polo, Women's Ultimate Frisbee, Brazilian Jiu Jitsu, Women's Soccer, Outdoor Club, Dodgeball, Tricking, Softball, Golf, Women's Basketball, Officials Association, and Women's Lacrosse
- Maintain communication with the Risk Management office to make sure high-risk club sports have proper officials at practices and competitions
- Counsel student officers and develop student leadership opportunities within all Club Sports programs, including the addition of a Club Sports Executive Council
- Allow open communication with all club sport members to create a positive environment
- Provide direct supervision to the Club Sports Student Coordinator

Facilities

- Purchase new equipment and suggest work orders be created when inventory is low or a new sport is added
- Assist with event preparation and set-up for athletic and community events at Williams Center
- Create a master schedule for all intramural & club sport outdoor practices and competitions
- Assist with the maintenance and preparation of indoor and outdoor facilities
- Serve on committees for major facility projects including the competition gymnasium and fieldhouse floors

Equipment Room

- Directly supervise the full-time Equipment Room Manager/Women's Wheelchair Basketball Coach and provide assistance to all areas of the Equipment Room including student-staff scheduling, check-out procedures, and maintaining inventory records
- Implement a new student office space by transforming a storage room into a valuable work space
- Provide support in the effective check-out process of equipment for Intramural and Club Sports, Athletics, HPERC Classes, and outside user groups
- Coordinate all class schedules with the Equipment Room Manager to assure equipment needs

Website Developer

- Maintain and update the complete Office of Recreation Sports and Facilities website, which incorporates all areas of programming including Club Sports, Intramural Sports, Spirit Squad, Warhawk Fitness, and Aquatics
- Design, create, build, maintain, and update the WIRSA State Conference website, two WIRSA Basketball State Tournament websites, and the National Intercollegiate Wheelchair Basketball Tournament website

RELATIVE EXPERIENCE

Graduate Internship

University of Wisconsin-La Crosse, Recreational Sports, August 2007-May 2008

Club Sports, Intramural Sports and Event Director

- Increased the operating budget of Club Sports by 20% for the 2008-2009 school year
- Presented and defended 19 one-shot proposals to Apportionment Committee
- Lead, instructed, prepared, and directed Club Sport Council meetings in the presence of all 17 club sports
- Served on Student Advisory Council as president of Club Sport and Executive Councils
- Implemented and administered new intramural leagues including pickleball, dodgeball, and 7 v 7 soccer
- Managed the scheduling of athletic trainers for intramurals, club sports, and special events
- Organized, promoted, and executed a 5k Fun Run/Walk with over 1,500 participants
- Coordinated student-staff hiring process including revision of 110 applications, interviews, and selection

Graduate Assistantship

University of Wisconsin-La Crosse, Recreational Sports, August 2006-July 2007

Intramural Sports, Staff Scheduling and Event Support

- Coordinated the scheduling of 22 undergraduate staff members in two recreation facilities
- Developed, organized, promoted, scheduled, and facilitated a summer intramural program
- Constructed presentations for captains, officials, and staff to create awareness of policies and rules
- Supervised nine intramural supervisors while working with two other graduate assistants
- Organized, designed, and conducted clinics and meetings for intramural captains, officials, and scorekeepers
- Implemented a new staff communication link on the web via Desire2Learn, an online management system
- Worked with Associate Director to prepare payroll paperwork for all undergraduate staff
- Provided support during special events, alcohol-alternative activities and competitive races
- Directed scheduling, standings, facilities, results, and staffing at the regional basketball tournament

Building Manager

University of Wisconsin-La Crosse, Recreational Eagle Center, June 2006-August 2006

- Served student recreation needs at a facility that has over an 80% participation rate including checking equipment out, setting up and tearing down sport apparatus, and supervising participants and staff
- Coordinated daily facility operations including registration for fitness and cycling classes, intramural sports and special events
- Communicated and consistently enforced university, departmental, and facility policies and procedures

ATHLETICS INVOLVEMENT

Athletic Event Support Staff

University of Wisconsin-Whitewater, 2008-present

- Manage game clock and shot clock at several able-bodied and wheelchair basketball games and operate game clock at football, soccer, softball, and baseball games
- Provide support for national tournament games at athletic competitions and recruit student-workers for on-campus events
- Assign officials to varsity and sub-varsity events in basketball and soccer

University of Wisconsin-La Crosse, 2007

- Worked at football games as an officials liaison and general event staff

University of Wisconsin-Whitewater, 2003-2006

- Worked at national tournaments and conference championships in a wide variety of intercollegiate sports
- Involved in game management during most home intercollegiate athletic events
- Organized ticket-taking process at home athletic events for men's and women's basketball, women's volleyball, indoor track and field, wrestling, gymnastics, and swim/dive meets
- Typed game scripts, filed statistical reports, and updated spreadsheets for various sports
- Scheduled transportation for away athletic competitions with Assistant Athletic Director

Intercollegiate Men's Soccer Team

University of Wisconsin-Whitewater, 2001-2002, 2004-2005

- Received a varsity letter in all four years of competition
- Advanced to the sweet 16 twice while making four national tournament appearances

CAMPUS AND PROFESSIONAL INVOLVEMENT

Campus Security Authority Certified	2018
WIRSA Service Award Recipient	2017
Collegiate Recreation Leadership Summit “ <i>Preparing to Succeed as a Director</i> ”, Attendee	2017
Women’s Wheelchair Basketball Coach & Equipment Manager Search Committee, Chair	2016
NIRSA Region III Award of Merit Selection Committee	2016
Introduction to Recreation and Leisure, Instructor	2016
WIRSA State Director	2015-2017
Non-Instructional Academic Rewards and Recognition Award Recipient	2014
Campus Communicators/Marketing Council Committee Member	2014-present
NIRSA Region III Leadership Team Summer Meeting, Attendee	2015 & 2016
NIRSA Region III Lead-On, Attendee	2015
Health, Physical Education, Recreation & Coaching Department, Lecturer	2014-present
WIRSA State Conference, Host Committee	2014
Equipment Room Manager/Assistant Coach Search & Screen Committee	2014
Wellness/AODA Coordinator Search & Screen Committee, Member	2012
LEAP Planning Committee for Recreation Sports & Facilities	2011-2013
New Student Seminar Course, Instructor	2011-present
New Professionals Association, Co-founder & Member	2009-2011
WIRSA Presenter	2007, 2010-2017
WIRSA State Conference, Attendee	2007, 2009-2017
NIRSA Annual Conference, Attendee	2007-08, 2010-18
UW-L Intramural and Club Sports Coordinator Search & Screen Committee, Member	2007

AFFILIATIONS & CERTIFICATIONS

Elite College Soccer Referee (ECSR), Soccer Official	2014-present
Major Arena Soccer League (MASL), 4th Official & Penalty Box Attendant	2014-present
United States Soccer Federation (USSF), Level 6, State Referee	2011-present
Wisconsin Interscholastic Athletic Association (WIAA), Master Soccer Official	2011-present
National Intercollegiate Soccer Officials Association (NISOA), Certified Soccer Official	2011-present
Southern Wisconsin Intercollegiate Soccer Officials Association (SWISOA), Certified Official	2011-present
Wisconsin Intramural-Recreation Sports Association (WIRSA), Member	2006-present
National Intramural-Recreational Sports Association (NIRSA), Member	2006-present
CPR, AED, First Aid and BBP certified	2006-present

EXTRAMURAL INVOLVEMENT

<i>Tournament Director</i>	
University of Wisconsin-Whitewater: State Extramural Basketball Tournament	2018
University of Wisconsin-Whitewater: State Extramural Basketball Tournament - <i>Tournament Founder and Creator</i>	2011
University of Wisconsin-La Crosse: ACIS Regional Basketball Tournament	2008
<i>Competition Committee</i>	
University of Wisconsin-Madison: State Extramural Basketball Tournament	2012
Western Michigan University: NCCS Regional Basketball Tournament	2009, 2010, 2011
<i>All-Tournament Committee</i>	
University of Wisconsin-Oshkosh: State Extramural Basketball Tournament, Director	2017
University of Wisconsin-Green Bay: State Extramural Basketball Tournament	2016
University of Wisconsin-Stout: State Extramural Basketball Tournament	2015
Purdue University: NCCS Regional Basketball Tournament	2014
Marquette University: State Extramural Basketball Tournament	2014
University of Wisconsin-La Crosse: State Extramural Basketball Tournament	2013
University of Nebraska: ACIS Regional Flag Football Tournament, Committee Chair	2011
University of Iowa: NCCS Regional Flag Football Tournament	2011
Dayton University: ACIS Regional Basketball Tournament	2009
North Carolina State University: ACIS 5 on 5 National Basketball Tournament	2008
<i>Host Committee</i>	
University of Wisconsin-La Crosse: ACIS Regional Basketball Tournament	2007