

Form Instructions – Tournament Safety Plan Form

Purpose:

The Tournament Safety Plan document is the form that the Tournament Safety Director will prepare to ensure that critical aspects of safety and risk management will be addressed during the planning stages of the tournament. In filling out the form, the Safety Director will indicate an awareness of the need to address these serious issues.

A form is provided on the website. The Safety Director should prepare the form as-is and sign the form at the bottom.

When completed, this document should be included with the Tournament Authorization Form as part of the Tournament Authorization Package.

Recommendations:

Tournament Information	Fill out the top of the form with a brief amount of information; the number of teams and sites you will use should have a direct bearing on the safety and risk management plans you will make.
Safe Haven	Identify Yes/No which of the 4 categories of Safe Haven actions will apply to your tournament (hint: be prepared to explain any “No” answers).
First Aid	A requirement for any tournament; indicate which of the two categories will apply to your tournament.
Player Registration Forms/Medical Releases	Affirm that your tournament will have plans in place to address this basic AYSO requirement.
Hospitals and Medical Centers	Indicate what steps you will take towards confirming working arrangements with local medical centers.
Emergency Procedures	Indicate which of the 2 emergency categories will be addressed by plans with your tournament.
Liability and Incident, Insurance Forms	Confirm that your tournament will be prepared with the appropriate forms/documentation.
State Requirements	Indicate a positive response that you have made every effort to know any applicable state or local requirements, and will have plans in place to address any governmental

	requirements.
Fields and Equipment	Indicate that you will have plans in place to address safety surrounding your fields and facilities that you will use for the tournament.

Form Instructions – Tournament Safety and Risk Management Checklist Form

Purpose:

During the 5 phases of the tournament lifecycle, the Tournament Safety Director will be responsible to ensure that all important aspects related to AYSO Safe Haven, Safety and Risk Management have been addressed. This includes not only making sure that the appropriate plans have been developed, but also that tournament staff have been trained and that the plans have been carried out.

The Safety and Risk Management Checklist Form is a useful tool to help guide the Safety Director through this process. It is intended as a helpful guide that the Safety Director will initiate in the Decision/Feasibility Phase of the project, and then build-upon as the rest of the tournament development process occurs.

A copy of the checklist form is provided on the website. Recommended categories of actions are provided with the initial checklist; the Safety Director is encouraged to review all of the checklist items to determine which will/will not apply to their tournament; and to add to the list if there are any unusual circumstances to be addressed by the tournament.

While this is primarily a tool to be used by the Safety Director, it is a good tool to also use during the Section Tournament Administrator's 45-day Status Checkpoint meeting.

Recommendations:

Must-Do's, Additional Items	The checklist form lists the major safe haven, safety and risk management items that must be addressed by your tournament. For a list of other suggested items please see Appendix 5 of the Tournament Handbook.
1. Decide	During this phase of the tournament, the Safety Director should determine which major items will need to be addressed by the tournament, and help the Feasibility Committee determine if any of them will have a financial or logistical impact on the tournament.
2. Apply	During the Application phase of the tournament, the Safety Director prepares the Safety Plan Form; and makes sure that the appropriate plans are included in other tournament authorization documents such as the Income & Expense Report form, tournament invitations, applications, rules, referee plans, etc.
3. Plan	During this phase of the project, the Safety Director reviews the Checklist and determines which plans need to be developed. Which

	permits must be applied to, engagement of medical services, training plans for staff members and volunteers, emergency plans, and purchase of any safety-related equipment and supplies.
4. Execute	Reviewing the plans indicated on the Checklist form, the Safety Director makes sure that the staff/volunteers are trained, equipment has been properly secured and made safe, and any incidents – medical or otherwise – are properly addressed and documented.
5. Wrap-Up	In this final phase of the tournament, the Safety Director follows the Checklist to make sure the proper reports have been filed, bills have been paid, and lessons-learned have been documented for the next tournament.