American Youth Soccer Organization

Safety and Risk Management Checklist Form

Tournament Name	
Prepared By (Tournament Safety Director) Name:	
Date Prepared:	

Prepare checklist at each step in the tournament process. Use the checkboxes at the right-hand side to keep track of which items have been addressed at each step.

	Safety – Safe Haven – Risk Management Checklist Item (*) Required for Tournament Approval	1. Decide	2. Apply	3. Plan	4. Execute	5. Wrap-Up
	Must Do's Safe Haven Items:					
*	1. Register all tournament staff members as AYSO volunteers with current registration on file.					
*	2. Develop plans and ensure that all tournament volunteers are trained for their jobs.					
*	3. Develop plans in an effort to confirm through Regional Commissioner Authorizations that all tournament coaches and referees are Safe Haven certified.					
*	4. Develop and implement plans for Player Safe-Haven send-off; retention area and/or accompaniment.					
*	5. Do everything reasonable to create a safe environment for players at the tournament sites.					
	Must Do's Safety, Risk Management Items:					
*	6. Make every reasonable effort to assure that first aid kits with trained volunteers or EMT staffing are at each tournament site.					
*	7. Team Check-in plans includes verification of player registration forms for all players.					
*	8. Make every effort to assure that the AYSO Player Registration Form and medical releases are accepted by nearby hospitals and/or medical centers.					
*	9. Hospital and medical center locations identified, with directions, maps to hospitals and medical centers (available at check-in tent, on-line, EMTs).					
*	10. Emergency access plans in place for EMT/ambulance access to all sites. Staff is trained in how to implement plans.					
*	11. Evacuation plans in place in case of fires, lightning, tornados or other emergencies. Staff is trained in how to implement plans.					

Safety – Safe Haven – Risk Management Checklist Item (*) Required for Tournament Approval		1. Decide	2. Apply	3. Plan	4. Execute	5. Wrap-Up
Must Do's Safety, Risk Management Items (continued):						
*	12. In large tournaments, field communications (walkie-talkies) and cell phone for emergencies (communication between fields, headquarters for emergencies, referee tents for missing referees, safety and/or EMTs is CRITICAL).					
*	13. Have established procedures within the tournament staff on how and who will be making emergency services calls.					
*	14. Liability Insurance Certificates; copies at tournament headquarters and/or each site.					
*	15. Incident/accident forms/SAI reports (have copies at tournament headquarters and EMT or safety stations).					
*	16. Make every effort to be in compliance and aware of both state and local requirements on necessary safety equipment staffing needs for events similar to our tournaments.					
*	17. All fields, goalposts, nets inspected prior to the tournament to ensure they are safe for use.					
*	18. Field use permits are posted at headquarters tent at each site.					
*	19. Obtain necessary Health Permits and vendor permits as required by state law, local ordinance of facility use for the preparation of and/or sale of food and merchandise.					