



American Youth Soccer Organization

Safety and Risk Management Checklist Form

Tournament Name:	Thanksgiving Tournament
Prepared By (Tournament Director)	Erika Loya
Dated Prepared:	10/1/23

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		1. Decide	2. Apply	3. Plan	4. Execute	5. Wrap-up
(*) Required for Tournament Approval						
Must Do's Safe Haven Items:						
*	1. Register all tournament staff members as AYSO volunteers with current registration on file.	X	X	X	X	X
*	2. Develop plans and ensure that all tournament volunteers are trained for their jobs.	X	X	X	X	X
*	3. Develop plans in an effort to confirm through Regional Commissioner Authorizations that all tournament coaches and referees are <i>Safe Haven certified</i> .	X	X	X	X	X
*	4. Develop and implement plans for Player Safe-Haven send-off; retention area and/or accompaniment.	X	X	X	X	X
*	5. Do everything reasonable to create a safe environment for players at the tournament sites.	X	X	X	X	X
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.	X	X	X	X	X
*	7. Team Check-in plans include verification of player registration forms for all players:	X	X	X	X	X
*	8. Make every effort to assure that the AYSO Player Registration Form and medical releases are accepted by nearby hospitals and/or medical centers.	X	X	X	X	X
*	9. Hospitals and medical center locations identified, with directions, maps to hospitals, and medical centers (available at check-in tent, on-line, EMTs).	X	X	X	X	X
10. Emergency access plans in place for EMT/ambulance access to all sites. Staff is trained in how to implement plans.		X	X	X	X	X

Safety – Safe Haven – Risk Management Checklist Item		1. Decide	2. Apply	3. Plan	4. Execute	5. Wrap-up
<i>Must Do's Safety, Risk Management Items (continued):</i>						
*	11. Evacuation plans in place in case of fires, lightning, tornados, or other emergencies. Staff is trained in how to implement plans.	X	X	X	X	X
*	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)	X	X	X	X	X
*	13. Have established procedures within the tournament staff on how and who will be making emergency services calls.	X	X	X	X	X
*	14. Liability Insurance Certificates; copies at tournament headquarters and/or each site.	X	X	X	X	X
*	15. Incident/accident forms/SAI reports (have copies at tournament headquarters and EMT or safety stations).	X	X	X	X	X
*	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.	X	X	X	X	X
*	17. All fields, goalposts, nets inspected prior to the tournament to ensure they are safe for use.	X	X	X	X	X
*	18. Field use permits are posted at headquarters tent at each site.	X	X	X	X	X
*	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.	X	X	X	X	X