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<th>Season Dates: ___________________________</th>
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### SAFETY DIRECTOR'S CERTIFICATION & TRAINING

**Safety Director’s Manual**
- Mailed from the NSTC upon notification of a new appointment
- If not received, call Volunteer Services at the NSTC (800) USA-AYSO

**Regional Safety Director Position Description**
- Download from the AYSO Web site: [www.ayso.org](http://www.ayso.org)
- Review with Regional Commissioner

**Safety Director Certification & Training**
- **BASIC** – Certification Component also available online at web site: [www.aysortraining.org](http://www.aysortraining.org)
- **Safety Director Workshop/Webinar** – Training Component (or Safety Director I and Safety Director II)
- **Safe Haven for Coaches** – Other Job Training (nice to know)

### PRE-SEASON PLANNING

- Participate in Regional Calendar development
  - Schedule Safety Clinics
  - Schedule First-Aid training (if applicable)
  - Work with Coach & Referee Administrator to coordinate Safety/Risk Management presentations at orientation meetings

- Participate in Regional Budget development
  - Additional SAI Brochures
  - First Aid Kits
  - New/Replacement Equipment
  - First Aid Training
  - Form copies for Coaches

- Contact local Emergency Treatment Agencies
  - Verify use of Player Registration/Emergency Authorization
  - Otherwise, obtain facility required Emergency Treatment form
  - Obtain local Fire, Police and emergency response contacts if not 911
  - Identify Emergency Room locations near fields
  - Post Emergency Contact information at all fields.

- Conduct Pre-Season Field, Equipment, Goalpost Safety Inspections

### REGISTRATION

- Work with Registrar to order SAI Brochures with Reg Kits ANNUALLY

- Ensure SAI brochures are distributed to all AYSO families

- Distribute Player safety flyer to families (jewelry, shinguards, etc.)
## Safety Director’s Checklist

- Reinforce timely registration of players/volunteers and payment of National Player fees

- Ensure Player Registration Forms are distributed to coaches

### CERTIFICATES OF LIABILITY

- Work with Board members to identify all fields and facilities and obtain permits

- Generate Certificates of Insurance using eCertsOnline for each property owner

### INCIDENT REPORTING

- Inform Regional Board, staff, coaches, referees about Incident Reporting requirements
- Make Incident Report Forms available
- Send copy of all Incident Reports to NSTC
- Keep Region copies

### SAI CLAIMS

- Ensure SAI claim forms are available to any injured participant
- Assist claimants with form downloads and Region signatures

### Annual Coach/Referee Meeting

- Work with Coach Administrator and Referee Administrator to ensure:
  - Coaches have Player Registration Forms at all times
  - Coaches/Referees receive Incident Report Forms
  - Coaches received Participation Release Forms
  - Coaches/Referees are informed about First Aid Kits & supplies
  - Review of Goalpost & Field Safety
  - Cover Concussion, Blood-borne disease awareness
  - Cover Severe Weather procedures

### FIELD AND GOALPOST SAFETY

- Train Field Coordinators/works on safety inspections

- Ensure inspections are conducted regularly

### RECORD KEEPING

- Setup a system for record keeping
- Retain all copies of Incident Report Forms, SAI Claim Forms, Participation Release Forms for at least 17 years.