

Safety Director's Checklist

| Season Dates: _____ | Date |
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| SAFETY DIRECTOR'S CERTIFICATION & TRAINING | |
| Safety Director's Manual <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Download from the AYSO Web site: www.ayso.org • Review with Regional Commissioner | |
| Safety Director Certification & Training <ul style="list-style-type: none"> • BASIC – Certification Component also available online at web site: www.aysotraining.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 | |
| <ul style="list-style-type: none"> • Participate in Regional Calendar development <ul style="list-style-type: none"> ○ Schedule Safety Clinics ○ Schedule First-Aid training (if applicable) ○ Work with Coach & Referee Administrator to coordinate Safety/Risk Management presentations at orientation meetings | |
| <ul style="list-style-type: none"> • Participate in Regional Budget development <ul style="list-style-type: none"> ○ Additional SAI Brochures ○ First Aid Kits ○ New/Replacement Equipment ○ First Aid Training ○ Form copies for Coaches | |
| <ul style="list-style-type: none"> • Contact local Emergency Treatment Agencies <ul style="list-style-type: none"> ○ 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. | |
| <ul style="list-style-type: none"> • Conduct Pre-Season Field, Equipment, Goalpost Safety Inspections | |
| REGISTRATION | |
| <ul style="list-style-type: none"> • Work with Registrar to order SAI Brochures with Reg Kits ANNUALLY | |
| <ul style="list-style-type: none"> • Ensure SAI brochures are distributed to all AYSO families | |
| <ul style="list-style-type: none"> • Distribute Player safety flyer to families (jewelry, shinguards, etc.) | |

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| <ul style="list-style-type: none"> • Reinforce timely registration of players/volunteers and payment of National Player fees | |
| <ul style="list-style-type: none"> • Ensure Player Registration Forms are distributed to coaches | |
| CERTIFICATES OF LIABILITY | |
| <ul style="list-style-type: none"> • Work with Board members to identify all fields and facilities and obtain permits | |
| <ul style="list-style-type: none"> • Generate Certificates of Insurance using eCertsOnline for each property owner | |
| INCIDENT REPORTING | |
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • Ensure SAI claim forms are available to any injured participant • Assist claimants with form downloads and Region signatures | |
| Annual Coach/Referee Meeting | |
| <ul style="list-style-type: none"> • Work with Coach Administrator and Referee Administrator to ensure: <ul style="list-style-type: none"> ○ 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 | |
| <ul style="list-style-type: none"> • Train Field Coordinators/works on safety inspections | |
| <ul style="list-style-type: none"> • Ensure inspections are conducted regularly | |
| RECORD KEEPING | |
| <ul style="list-style-type: none"> • Setup a system for record keeping • Retain all copies of Incident Report Forms, SAI Claim Forms, Participation Release Forms for at least 17 years. | |