The Game for All Kids!
Risk Management Aspects of Running a Soccer Tournament

February 2008
Agenda

• Planning Phase
• Pre-Tournament Phase
• Communication
• Risk Management
• Post Tournament Review
Planning Phase

• Define tournament committee to set policy and oversee the operation of the tournament.

• Size tournament to assure managed risk equal to ability to staff and support based on:
  – Number of teams
  – Number of attendees
  – Number of volunteers
  – Physical resources
    • Complex layout
    • Restrooms
    • Food/beverage
Pre-Tournament Phase

- Assign Roles & Responsibilities to ensure assignments and coordination of:
  - Administration Center
    - Coordinate all aspects of tournament.
  - Finance Lead
    - Responsible for constructing budget.
    - Pay tournament associated expenses.
    - Prepare and distribute final profit/loss statement.
  - Communication Lead/Committee
  - Scheduler Lead
Pre-Tournament Phase (cont’d)

• Assign Roles & Responsibilities to ensure assignments and coordination of:
  – Team check-in Lead/Committee
  – Security Lead
  – Operations Lead
    • Facilities – field preparations, restrooms, coordinating vendors (merchandise and food), water coolers and first aid
    • Transportation - golf carts
    • Field marshals
  – Referee assignor/coordinator
Communication

• Define communication strategy for teams.
• Define communication strategy for tournament staff.
• Acquire Mobile radios
  – Sufficient availability to account for the tournament officials, field marshals, and ancillary services will be required.
  – Ensure adequate equipment to recharge the batteries each day or a sufficient number of batteries must be available onsite to ensure uninterrupted service throughout the tournament.
Communication (cont’d)

• Define who is responsible for key decisions
  – Weather issues
  – Parking/ Security
  – Games/scheduling/awards
  – Disciplinary issues

• Communication Functions
  – Construct and manage the website (if applicable)
  – Coordinate with local/state media (as appropriate)
  – Develop and distribute tournament documentation for
    • Teams and Tournament staff that address:
      – Rules
      – Procedures
      – Documented processes
Risk Management

• Conduct check-in with Kidsafe credentials (if appropriate).

• Define communication practices
  – Process for:
    • Responding to weather issues, including how to alert for clearing of fields for lightning and how long until players/spectators are allowed to return following alert.
    • Finding missing child/children.
    • Addressing legal issues involving criminal actions.
    • How best to get Fire/EMS/Police into site and to the right field.
Risk Management (cont’d)

• Define communication practices
  – Assign radio channels identified for:
    • Administration officials
    • Security officials
    • Field marshals
    • Referees

• Review complex/fields assuring safety and compliance
  – Installation and anchoring of goals.
  – Condition of rounds/benches/stands/sprinklers/parking.
  – First aid – clearly identifiable (if appropriate given tournament size).
Risk Management (cont’d)

• What happens when a child is reported missing?
  – Upon notice – a communication via radio needs to go out – putting all field marshals, security, and tournament administration officials on notice to secure the complex and immediately conduct a search:
    • Disseminate:
      – Description (age, gender, physical make-up including description of clothing)
      – Last known location
      – Any key information to help searchers
    • Mobilize available resources to aid in search
Risk Management (cont’d)

• What happens when a child is reported missing?
  – Security role and responsibilities:
    • Should immediately secure and lock-down all entry and exits
    • Should conduct searches for any vehicles planning to exit
    • Should assist in search throughout complex (as able)
    • Should manage inbound driver expectations
    • Coordinate with law enforcement upon guidance by tournament chairman instruction
    • Return to normal operations after confirmation of lost child/children being found and returned to parent(s)/guardian(s)
Post-tournament Review

• Document:
  – All known medical injuries
  – All legal issues
  – Post tournament report (if appropriate to State Association, Region or USYS)
  – Any Risk Management issues
  – Tournament lessons learned
US Youth Soccer

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