



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



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