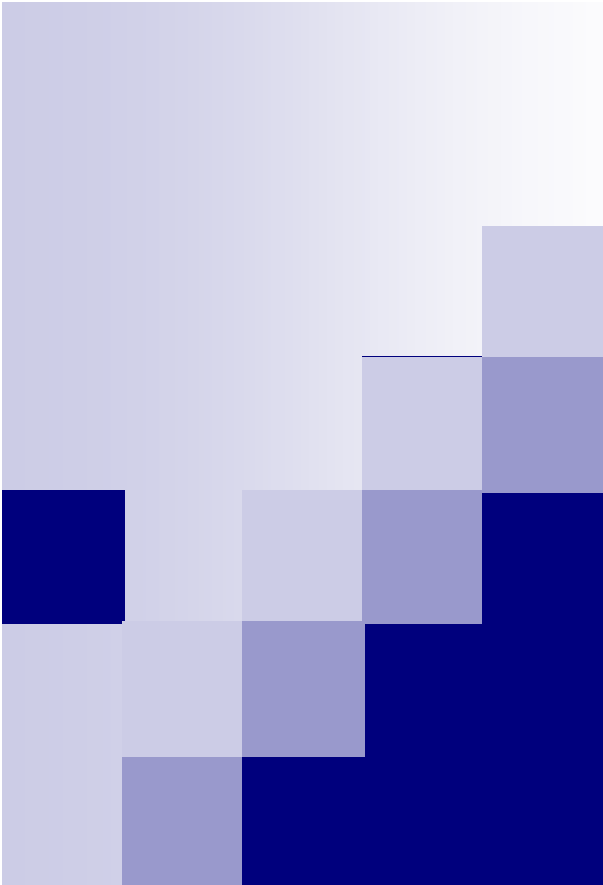
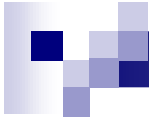




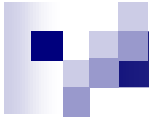
# Risk Management Aspects of Running a Soccer Tournament

Don Bohnet  
Region III RMC



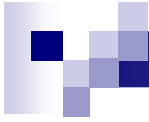
# Agenda

- 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



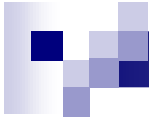
# Pre-Tournament Phase

- 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).



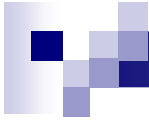
# Risk Management (cont'd)

- 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