



Regional Safety Director

Purpose

The AYSO volunteer position of Regional Safety Director is intended to be responsible for all aspects of the Region's safety.

Specific Duties and Responsibilities

Regional Safety Directors are expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of Regional safety in both specifics and spirit;
2. Be available and knowledgeable to answer questions from Regional volunteers regarding safety and AYSO insurance plans;
3. Ensure the AYSO Soccer Accident Insurance (SAI) plan information and approved safety procedures are available for Regional volunteers and player families;
4. Ensure all AYSO procedures are followed regarding accident reports and/or SAI claims and notify the Regional Commissioner within 24 hours of each occurrence;
5. Obtain liability insurance certificates for all facilities used by the Region and ensure first-aid supplies are available at all playing sites;
6. Inspect all field equipment to ensure it is in safe condition and properly installed; and
7. Promote safety training and preventive programs for all Regional participants.

Qualifications and Desired Skills

To be considered for the position of Regional Safety Director, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Have experience implementing safety standards and conducting safety inspections; and
4. Have good communication and organizational skills;

Supervision Protocols

While performing as the Regional Safety Director, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Safety Director will devote about 4 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Safety Director is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven training - 2 hours;
3. Safety Director training – 1¼ hours;
4. eAYSO Training – 1¼ hours;
5. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Safety Director, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Safety Director's Checklist

Season Dates:	Date
SAFETY DIRECTOR S CERTIFICATION TRAINING	
Safety Director s Manual <ul style="list-style-type: none"> • Mailed from the National Office 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. • In the Safety Director's Manual. • Review with Regional Commissioner. 	
Safety Director Certification and Training <ul style="list-style-type: none"> • AYSO s Safe Haven – Certification Component also available online at web site: www.aysotraining.org. • Safety Director Workshop/Webinar – Training Component. 	
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 ith Coach and 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. ○ Ne /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 Authori ation. ○ Other ise, 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 ith Registrar to order SAI Brochures ith 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 (je elry, shinguards, etc.). 	

Safety Director's Checklist

<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 and Referees about Incident Reporting requirements. • Make Incident Report Forms available. • Send copy of all Incident Reports to National Office. • 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 and supplies. ○ Review of Goalpost and 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/workers 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 1 years. 	

Basic instructions for accessing eCERTS online

1. Go to www.ayso.org
2. Click on RESOURCES.
3. Click on INSURANCE.
4. Scroll down to LIABILITY INSURANCE.
5. When the next drop down box appears, move the cursor to eCERTS login and click.
6. When the page refreshes, in the center you will see a login screen. Just below the password area you will find the AYSO eCERTS User Guide (PDF) download. Please download this document and keep for future use. Your username is (**region#**) **ayso.org**. The password is nagm2004. Use lower case. **Sample: 111.ayso.org.**
7. Once inside the eCERTS program, click on the word CERTIFICATES above the "Welcome Region ****."
8. When the page refreshes, click on the underlined **0 /08 MASTER CERTIFICATE.**
9. When the page refreshes you will be at a screen where you can search for previously issued certificates, add new certificates (ADD INTERESTS – right side screen) or change information pertaining to a certificate (by clicking on the actual name of the holder.) All these directions are included in the user guide.
10. If you need to put an additional insured on the certificate, when you find the name you are looking for, or create a new one, click on the underlined name again.
11. At the next screen you will see "ATTACH ENDORSEMENT(s)" on the right side of the screen. Click on that link.
12. Put a check in the box with "AI: Owners and/or Lessors of Premises, Leased Equipt., Sponsors." Click on ATTACH ENDORSEMENT.
13. You are back at step 11.
14. Now click on the underlined name of the holder again and you will move to the EDIT screen. This is where you will check the name, address of the holder where the certificate will be faxed or e-mailed.
15. **NEW FEATURE:** Below the SAVE button you will find NAMED INSURED and American Youth Soccer Organization (plus our address) in a drop down list. Click on the down arrow and choose your region, area or section. This will auto-fill information needed on the certificate. Click on SAVE.
16. You are now in the DELIVERY OPTIONS screen. In the upper right side of the gray box you will see "Issue Forms." Click on that button. Follow the rest of the instructions given on the next pages.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/27/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of Atlanta, Inc. One Glanlake, Suite 1100 Atlanta, GA 30328 www.ayso.org	CONTACT NAME:	
	PHONE (A/C, No, Ext): (800) 872-2976	FAX (A/C, No): (310) 643-5310
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Philadelphia Indemnity Insurance Co		18058
INSURER B: Starr Indemnity & Liability Company		38318
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		


COVERAGES **CERTIFICATE NUMBER:** 10764066 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PHPK706923	7/1/2011	7/1/2012	EACH OCCURRENCE	\$ 1,000,000
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participant <input checked="" type="checkbox"/> Legal Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
							MED EXP (Any one person)	\$Excluded
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$							\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OT-HER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Sexual Abuse & Molestation Sublimit			PHPK706923	7/1/2011	7/1/2012	1,000,000 Per Person	
B	Participant Sport Accident			BAP-129134-1	7/1/2011	7/1/2012	2,000,000 Policy Agg	
							\$50,000 Max Benefit per policy terms/excl	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

American Youth Soccer Organization
 Certificate Holder is an Additional Insured as respects AYSO sanctioned events only where required by contract. Waiver of Subrogation applies as respects General Liability. General Aggregate Limit Applies on a per Region basis.

CERTIFICATE HOLDER	CANCELLATION
SAMPLE - Proof of Insurance 19750 S Vermont Ave, Suite 200 Torrance CA 90502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  Terry Michelitch

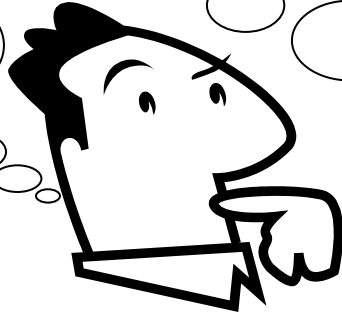
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ACORD 25 (2010/05)

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WHO SHOULD A
SAFETY DIRECTOR
COMMUNICATE WITH?



- What topics should be discussed?
- When? Pre-season, during the season, post season.
- Where? During a Coach, Referee or Board meeting, on the field, etc.
- What method of communication? Written, verbal, newsletter, email, telephone, mail, etc.
- How can you be proactive?
- Can you think of a way to make this communication innovative and interesting?

Regional Commissioner – The RC and all the Board Members should be given a list of things to be aware of on game days. Assuming that the Board Members' children are on a variety of different teams and play at different locations, they can be the eyes and ears for the Safety Director. This could be a very simple list. "RC and Board Members – if you see any of these things, please call or email me as soon as you arrive home from the game." This is proactive and should be discussed pre-season and checked on at every Board meeting.

- Unsafe field equipment
- Defective goal posts
- Unsafe field conditions
- Coaches who do not have player registration forms during games
- Improper half time refreshments



Child and Volunteer Protection Advocate – CVPAs are in place to assist the RC in implementing the Safe Haven® Program by screening volunteers who register to make sure that we have the best pool of volunteers available. The CVPA may need to be included if there is a serious incident report filed during the season.

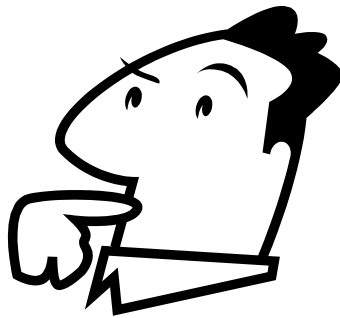
Registrar – Registration is a perfect opportunity to orient new Parents to the safety rules of the Region and to make sure that the SAI (Soccer Accident Insurance) brochures are distributed to all parents. A reminder flier during the season would be appropriate.

Treasurer – In keeping with the proactive theme, the safety director should make sure there is money set aside to repair fields, purchase additional equipment, buy first aid kits for all coaches and replace unsafe goal posts.



Equipment and Field Coordinator – Ask that a list be made of all equipment, and a budget prepared, so that damaged and/or old equipment can be replaced immediately. Field safety should be addressed in this same manner. A list can be given to all coaches and referees concerning goalpost safety. This is proactive and should be written communication. This communication could come from the Safety Director, with the knowledge of the equipment and field coordinator.

WHO ELSE SHOULD A
SAFETY DIRECTOR
COMMUNICATE WITH?



Tournament Director – All safety issues should be readdressed especially if there will be players, Coaches, Referees and parents participating from other Regions or Areas. Written communication will be important in tournament play. Proactive measures will be appreciated by all. On site medical personnel are required. Make sure that visitors have proper emergency treatment forms to use at your local hospitals for emergency treatment.



Concession Stand Coordinator

There will be many volunteers working at the concession stand who come only once or twice a season. It is extremely important in this case to have written instructions posted at the concession stand informing workers of safety procedures and what to do in case of unsafe equipment or an accident. Check local state/county/city regulations requiring training or certification of all food handlers.



Referees and Coaches – The Safety Director and the RC should be at preseason meetings. Written communication to everyone is important

- Explain the accident report form to the Coach and Referee and all other safety procedures. Ensure that the Coaches have the contact info for the Safety Director.
- Go over injury reporting procedure – most parents will call the Coach first, so the Coaches will need to have some basic information to pass along.
- Reemphasize the importance of each Coach having the original, signed player registration form with them at all practices and games.
- Shin guards are mandatory.
- Discuss blood borne diseases.
- SAI procedure for filing a claim with the insurance company.



Players – Each Coach should be given a list of safety items to discuss with players during the first practice.

- Shin guards are mandatory – at practices and games.
- Jewelry is not permitted – at practices and games.
- Bring extra water to practices and games.
- Do not hang on goalposts.
- Please remind your parents to be punctual in picking up their children after practices and games.



Parents – Coaches can explain the procedure for filing an insurance claim with parents during a parent orientation meeting sometime during the pre-season. The other safety issues for parents include that their children take their shin guards to practices and games, they are hydrated and the parents are punctual in picking up their kids after practices and games.

Now I see why the
Safety Director is a key
person in the Region's
Risk Management
Program!

