



Safety Director



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everyone plays[®]





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AYSO Vision & Mission

The American Youth Soccer Organization was established in 1964 with the dream to bring soccer to American children. AYSO continues to be a leader in providing quality youth soccer programs.

AYSO Vision

To provide world-class quality youth soccer programs that enrich children's lives.

AYSO Mission

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO philosophies:

Everyone Plays: Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams: Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration: Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching: Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship: We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development: We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.



Regional Safety Director

The position of the Regional Safety Director, as stated in the National Bylaws, 1.04 (n), is one of the seven required Regional Board positions including the Regional Commissioner, Treasurer, Registrar, Child and Volunteer Protection Advocate, Coach Administrator and Referee Administrator.

The role of Regional Safety Director is to help the Region protect players and volunteers from known safety hazards and safeguard Region assets by limiting liabilities (risk management). The Regional Safety Director functions as the Region's focal point for all the AYSO Insurance plans including Soccer Accident Insurance (SAI).

Regional Safety Directors play a vital role in AYSO's mission to provide a fun, fair, positive and safe family environment for youth soccer. In return, AYSO wants to ensure all its volunteers receive the maximum protection under the Volunteer Protection Act of 1997 and therefore requires that all volunteers:

- Complete, sign, and submit a Volunteer Application each year,
- Be authorized to do their jobs by the Region, Area or other AYSO authority,
- Act within their Position Descriptions and the scope of AYSO Policies, Procedures and Guidelines,
- Complete Safe Haven Training, and be properly trained in their jobs.





Duties & Responsibilities

The Safety Director is responsible for the development and supervision of the Region's safety program and plays an essential role in advising and educating Region staff on aspects of safety and risk management. Some of the duties required of this position include:

AYSO Insurance

General Liability

- Informing and reminding the Regional Board of medical claim and liability exposures relating to the proper and timely registration of players and volunteers including timely payment of national player registration.
- Notifying the AYSO National Office and forwarding an AYSO Incident Report in the event of an incident involving any AYSO participant or occurring at any AYSO sanctioned event. Incidents include, but are not limited to:
 - Injuries,
 - threats of bodily harm,
 - fighting whether or not a serious injury occurs,
 - immediate hospitalization of a participant due to an accident, and
 - service or notification of a pending lawsuit.
- Requiring the submission of a completed Participation Release Form, after serious injury or illness, and prior to a participant's return to play.
- Ensuring Region compliance with AYSO's Concussion policy and state legislation including the collection of signed AYSO/CDC Parent/Player Information Sheets and Concussion Medical Release when required by state law.
- Attend annual coach/referee orientation meetings to discuss responsibilities and distribute information/forms including:
 - Individual Team First Aid Kits or First Aid Kit field locations
 - SAI Brochures, SAI Claim Form process
 - AYSO Incident Report Forms
 - AYSO/CDC Parent/Player Concussion Information Sheets
 - AYSO/CDC Coach Action Plans
 - Participation Release Forms
 - Player Release Forms
 - Local Emergency response contact phone numbers
 - Emergency Treatment Authorization Form
 - Player Registration Form requirements



Soccer Accident Insurance (SAI)

- Ensuring the distribution of the Soccer Accident Insurance (SAI) brochure to all AYSO participants during Registration.
- Providing claimants with SAI claim form information and procedures.
- Retaining Region copies of completed SAI Claim Forms, Incident Report Forms, Participation Release Forms and signed Player Registration forms for all injuries.
- Forwarding copies of the Incident Report, signed Player Registration Form, Participation Release Form, and Medical Release (if required by state law) to the National Office.

Other Insurance Programs

- Evaluating the need for and/or purchase of Regional Equipment Insurance.
- Identifying the need for Special Event insurance.
- Understanding AYSO's Crime Insurance Plan.
- Understanding and communicating the exclusion of Automotive Liability.

Regional Safety Program

First Aid

- Coordinating yearly first-aid classes for coaches and safety clinics for Region staff.
- Ensuring that first-aid kits are available at all playing fields either in a standard field location or provided to each team coach for the season.
- Ensuring that Region staff members know the location of the nearest medical facilities and emergency response telephone numbers and/or 911 (to summon assistance). This is especially important for non-local officials and participants.

Fields & Equipment

- Checking with Field Coordinators or other volunteers responsible for field set-up and maintenance to ensure that only safe, approved materials are used in lining and caring for fields. Local policies or ordinances may limit or prohibit the use of certain materials or substances.
- Establishing a **routine check** of the playing fields and areas used by participants in order to remedy any unsafe conditions such as protruding sprinkler heads, holes, hard surfaces, walls, gates, fences, seating areas, or walkways.
- Ensuring that all Region equipment, especially goalposts, are in good condition and are well maintained.
- Ensuring goalposts are dismantled, stored securely when not in use and/or locked to a fence or locked face-to-face so they cannot tip over.



Physical & Environmental Hazards

- Instructing Region staff to recognize hazardous conditions such as unleashed dogs dashing on and off the playing fields, toddlers playing along the touch lines, bicycles parked near the edge of the field, bystanders behind the goal nets, etc.
- Alerting coaches and referees to hazardous environmental conditions such as excessively wet or dry fields, hot or cold weather, electrical storms or other severe weather conditions.

Injury Prevention

- Model and promote safety consciousness and take proactive and corrective action to prevent injuries.
- Encourage and remind parents to help ensure the safety of their children at all times by being safety conscious.
- Promote player safety and encourage players to be on the look-out for unsafe conditions.



Regional Safety Director Position Description



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, AYSO/CDC Concussion tools and approved safety procedures are available for Regional volunteers and player families;
4. Ensure all AYSO procedures are followed regarding Incident 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. Forward a copy of all Incident Reports to the National Office. For concussions, also forward copies of the Participation Release and Player Registration Form.
7. Inspect all field equipment to ensure it is in safe condition and properly installed; and
8. 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. Be annually approved and duly appointed as Regional Safety Director by the Region;
4. Have experience implementing safety standards and conducting safety inspections; and



5. 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 – 1 ¼ hours;
4. eAYSO Training – 1 ¼ 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.



AYSO Insurance Programs

All AYSO insurance plans are contingent upon the Region registering all its players and volunteers. The AYSO National Office may suspend liability insurance coverage for fields and facilities if payment of the national player registration fee is not received in a timely manner.

The Region may be assessed up to 50 percent of the amount paid for medical claims made by a player or volunteer not registered with the AYSO National Office at the time the claim is first processed.

General Liability Insurance

Policy period: July 1 through June 30 each year.

Who is covered?

The Organization, its Directors, Officers, field owners, employees and volunteers.

Coverage is provided for injuries or damages the Organization becomes legally obligated to pay, including applicable legal costs for defense related to:

- Participant and Spectator Injury.
- Property Damage.
- Volunteer injury.
- Activities necessary and incidental to the conduct of games or practices.
- Sponsored functions: meetings, banquets and fundraisers.
- Golf Cart Accidents (not cart replacement) when driven by a licensed driver of at least 18 years of age who is trained to operate the vehicle. Carts must not carry multiple minors.

Notable Exclusions

- Fireworks (sale or detonation).
- Amusement Devices including carnival-type rides in general, but **specifically bounce houses and climbing walls**. See Special Event coverage.
- Player versus Player lawsuits.
- Intentional Acts.

Note: Regions operating Firework stands for fundraising must contact the AYSO National Office.



Coverage Limits

- Each occurrence / Aggregate Per Region
\$1,000,000 / \$3,000,000
- Excess Liability per occurrence / Aggregate
\$5,000,000 / \$5,000,000
- Sexual Abuse per occurrence / Aggregate
\$1,000,000 / \$2,000,000
- Excess Sexual Abuse per occurrence / Aggregate
\$5,000,000 / \$5,000,000
- For non-soccer related events, volunteer general liability is excess over any personal liability coverage (claims must be submitted to any personal liability coverage first, before any eligible benefit may be paid from the AYSO general liability insurance).

General Liability Claims

To file a claim or seek liability coverage, contact the Risk Management/Insurance Department at the AYSO National Office, 1-800-872-2976, or email: insuranceclaims@ayso.org. Be prepared to provide supporting documentation and the completed AYSO Incident Report Form (see Incident Reporting Chapter).

Certificates of Insurance

Agreements for permission to use fields or facilities, whether or not a fee is charged, often require proof of insurance coverage or a Certificate of Insurance.

The Regional Safety Director should work with other Regional staff members to determine which fields and facilities will be used by the Region and to use the **eCerts Online** website to obtain the required Certificate of Liability Insurance. Certificates are not issued to individual schools; only school districts, except when the school is a parochial or private school. Certificates are only valid for a fixed period of time and must be renewed annually.

To obtain a Certificate of Liability Insurance, visit the AYSO website:

<http://www.ayso.org>

Select: Resources > Insurance > Certificates of Insurance>

Check the [“eCerts Made Simple”](#) link for the username and password to login into the eCerts site.

Locate the [“Login to eCertsOnline”](#) link and login to eCerts using the Region username and password. For detailed instructions, please see the “eCerts Made Simple” guide in this manual.

eCerts Region support:

For further assistance, please call the AYSO National Office at 800-872-2976, or email: insuranceclaims@ayso.org.

www.ayso.org/resources/insurance/certificate_of_insurance.aspx



The screenshot shows the AYSO website's 'Certificates of Insurance' page. At the top, there is a banner for 'SCORE THE OFFICIAL UNIFORM OF AYSO' with a Twitter follow button. Below this is a navigation menu with links like 'About AYSO', 'Store', 'Sponsors', etc. The main header features the AYSO logo and the word 'PLAYSOCCER'. A secondary navigation bar includes 'Home', 'Why Join AYSO?', 'Parents', 'Coaches & Referees', 'Region Boards', 'Areas & Sections', 'Programs', 'Events', 'Resources', and 'Start a New Region'. The breadcrumb trail reads 'Home > Resources > Insurance > Certificates of Insurance'. On the right, there are links for 'Print this article' and 'Send to a friend'. The left sidebar contains a 'Resources' section with links for 'Compliance', 'eAYSO', 'Finance', 'Forms', 'Governing Docs', 'Insurance', and 'Legal'. The main content area is titled 'Certificates of Insurance' and contains the following text:

A Certificate of Insurance, or proof of liability coverage, is usually required by property owners such as school districts, city recreations departments, and private businesses before they issue a "Use Permit" to any organization requesting permission to use their fields or facilities.

In 2004 AYSO enlisted the help of eCertsOnline™ to assist our Regions, Areas and Sections with the ability to request and issue certificates of insurance. eCertsOnline™ is an Internet based tool that creates, stores, and issues certificates of insurance via e-mail.

In order to use eCertsOnline™ you must have a user name and password. Start with Step 1 below.

If you already have your user name and password, go directly to Step 2.

Step 1: Please Read: [eCerts Made Simple](#)

Step 2: Click here to access [eCertsOnline™](#).

Step 3: Have more questions? [Contact us here!](#)

At the bottom right of the main content area, there is a link that says 'Back to the top'.

Requiring Certificates of Liability

AYSO equipment, particularly goalposts, should only be used by AYSO programs because of the potential liability to AYSO. Other users of AYSO equipment must provide proof of insurance or a Certificate of Liability Insurance, equal in coverage to AYSO's, naming AYSO as an additional insured. Please contact the AYSO National Office for complete requirements.



Sample Certificate of Liability Insurance

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 11/30/2012		
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 INSURED American Youth Soccer Organization American Youth Soccer Organization 19750 S. Vermont Avenue, Suite 200 Torrance CA 90250			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: INSURER C: INSURER D: INSURER E: INSURER F:			
COVERAGES		CERTIFICATE NUMBER: 14828709		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	ADD'L(S) BR/INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PHPK838639	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
A	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					
	<input checked="" type="checkbox"/> Participant					
	<input checked="" type="checkbox"/> Legal Liab					
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/>					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO					
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	PHUB37036	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	EXCESS LIAB	CLAIMS-MADE				
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA)	<input type="checkbox"/> YES <input type="checkbox"/> NO				
	If yes, describe under DESCRIPTION OF OPERATIONS below					
A	Sexual Abuse & Molestation Sublimit		PHPK838639	7/1/2012	7/1/2013	1,000,000 Per Person 2,000,000 Policy Agg
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. 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 <i>Terry Michelitch</i> Terry Michelitch			
© 1988-2010 ACORD CORPORATION. All rights reserved.						
ACORD 25 (2010/05)		The ACORD name and logo are registered marks of ACORD				



Soccer Accident Insurance (SAI)

Policy Period: July 1 through June 30

Who is Covered?

All AYSO **currently** registered* members (players, coaches, referees and other volunteers) are "Covered Persons" for accidental bodily injury while participating in the following covered activities:

- Team practice sessions, scheduled games, tournaments, or other sponsored activities (meetings, banquets, fundraisers) provided they are under the direct supervision of an AYSO registered volunteer.
- Group travel, defined as (5) five or more people in one vehicle, directly to and from an AYSO sanctioned event such as practice sessions, games, tournaments, or sponsored activities, provided that players are traveling as a team and a licensed adult driver operates the vehicle. Group travel which is interrupted for more than two hours, is excluded. (Please see Automotive Liability Chapter for further details)

*Registration requirements will be verified for the appropriate Membership Year in eAYSO before any claims are paid.

What is Covered?

- Medical/surgical treatment by a doctor or dentist
- Services of a licensed or graduate nurse
- Stays in a hospital

What is Not Covered?

- Costs of medical services or treatment given by any persons employed or retained by the insured
- Any bacterial infection not caused by an accidental cut, wound or food poisoning
- Declared or undeclared acts of war
- Any loss caused by or resulting from illness or disease
- Eyeglasses, contact lenses or hearing aids
- Intentionally self-inflicted wounds, suicide (while sane or insane) or attempted suicide
- Injuries occurring while fighting, except in self-defense
- **Adults playing in any game of soccer are not covered by SAI**



Coverage includes:

- **Excess Accidental Medical Benefit:** The registered member must submit their medical bills to any other applicable health care plan in force for the registered member as well as to the SAI benefit. If the registered member's medical coverage is under an HMO or similar plan, you must follow their rules for obtaining benefits; otherwise no benefits will be paid under this policy. It is recommended that you let your providers know there is secondary insurance with the AYSO SAI Policy and they may be contacted by that secondary carrier.
- **No Primary Insurance:** If there is no other insurance available to the registered member, the medical benefit will be processed on a primary basis subject to Usual and Customary rates, and the policy terms, conditions and exclusions.
- **Expanded Medical Benefit:** The policy includes coverage for Eligible Expenses resulting from conditions (such as blisters, tennis elbow, heat exhaustion, hernia, shin splints, bursitis, stress fractures, chronic soreness or pain, tendonitis, etc.), which are a normal foreseeable result of a Covered Activity covered under the terms of the policy.
- **Sickness Benefit:** The policy will include coverage for Covered Expenses incurred by a Covered Person as a result of an Emergency Sickness while participating in a Policyholder's short-term Covered Activity. "Emergency Sickness" means an illness or disease diagnosed by a Physician which causes a severe or acute symptom that, if not provided with immediate treatment, would reasonably be expected to result in deterioration of a Covered Person's health or place his life in jeopardy; and which first manifests itself suddenly and unexpectedly while a Covered Person is participating in a Covered Activity.

Policy Limits

Soccer Accident Insurance (SAI) pays excess medical costs up to \$50,000 maximum per accident to an insured person for accidental bodily injuries incurred as a direct result of participation in a covered activity subject to the policy terms, conditions and exclusions. Eligibility for benefits is 52 weeks from the policy effective date or the date of a covered accident. Accident Medical Expense Benefits are only payable:

- for usual and customary charges incurred after the deductible has been met;
- for those medically necessary covered expenses that the covered person receives;
- if the first incurred expenses are within the policy period (60 days of injury);
- all claims must be filed within 90 days;
- each claim is subject to a \$200 Deductible; and
- **Social Security Numbers, visa or green card are REQUIRED on SAI claim.**



Other benefits under the policy are:

- \$15,000 for Accidental Death & Dismemberment
- \$10,000 for dental expenses resulting from accidental injury or loss to sound, natural teeth
- \$10,000 Orthopedic Appliance Benefit
- \$1,000 for Physical Therapy/Chiropractic visits

Filing a SAI Claim

The Regional Safety Director is responsible for ensuring that any injured participant or their parent/guardian, receives the SAI information and claim form from the AYSO website, <http://www.ayso.org/resources/insurance.aspx>.

To file a claim, the claimant must:

1. Obtain an AYSO Soccer Accident Insurance (SAI) claim form from the AYSO Web site or from the Regional Safety Director or Regional Commissioner if internet access is not available.
2. The injured person (or their parent/guardian) must complete, sign and date Part A of the claim form and return the form to the Safety Director for signatures.
3. The Regional Safety Director and Regional Commissioner must complete, sign and date Part B of the claim form. This section also requires proof of eligibility in the form of the claimant's AYSO identification number which can be found on eAYSO or on the pre-printed player registration or volunteer application forms.

It is the responsibility of the claimant to collect the fully completed form from the Regional Safety Director, make a copy for his/her own records and should submit the claim form to the address provided on the form within 90 days of the date of injury.

Claimant should consider sending the form Certified/Return Receipt through the US Postal Service.

If the player or player's parents are covered by any other health care plan, bills must be submitted to the other plan first. After the primary plan has paid its share of the claim, any remaining balances will be eligible for consideration under the AYSO SAI Plan.

SAI claims may be submitted before receipt of the Explanation of Benefits (EOB) Form in order to comply with the 90 day filing period, but copies of the EOB and all itemized bills should be submitted as soon as the claimant receives them.



SAI Questions?

Call the AYSO National Office at 800-872-2976 or email: insuranceclaims@ayso.org

SAI Brochures

The Regional Safety Director should work with the Regional Registrar to ensure that SAI brochures (in English and Spanish) are ordered and distributed to all families during Registration.

The SAI Brochure is available in Registration Kits and separately through the Supply Center or it may be downloaded from the AYSO website, <http://www.ayso.org/resources/insurance.aspx>.

Extra copies should be available to all Region staff and to AYSO participants in the event of injury or need to file a claim.

Coaches should receive a supply of brochures at the start of each season.

Regions may choose to print specific contact information, including the Regional Safety Director on the actual brochure.

Every family must receive a copy of the Soccer Accident Brochure once every Membership Year.

AMERICAN YOUTH SOCCER ORGANIZATION

Soccer Accident Insurance

EXCESS POLICY
Injuries after July 1, 2012
For members registered with the AYSO National Office

KEEP THIS POLICY OVERVIEW
Excess Coverage Requires the following and is subject to all policy terms, conditions and exclusions:

- All claims **must** be filed within 90 days;
- Each claim is subject to a \$200 deductible;
- First **medical** expense must be incurred within 90 days of covered accident;
- Social Security Number, visa or green card **required** on SAI claim form; and
- 52 week benefit period from date of the covered accident;
- Accident Medical Expense Benefits are only payable for usual and customary charges incurred after the deductible has been met.

FORMS
www.ayso.org - Parents to band click on insurance.

QUESTIONS:
InsuranceClaims@ayso.org

everyone plays[®]



Soccer Accident Insurance (SAI) Form



CLAIM INSTRUCTIONS AYSO Soccer Accident Insurance (SAI)



These Instructions are to be used for completing the **SAI CLAIM FORM** for injuries STARTING July 1, 2012!

****Note: The claim form AS FOLLOWS should be submitted to Administrative Concepts, Inc. ("ACI") – address below – as soon as possible after medical treatment has been administered for an injury and not later than 90 days after injury date. Submit the claim form to ACI to ensure notification is received timely. Once the primary carrier has paid send a copy of the itemized bill and primary carrier EOB to ACI for additional benefit consideration. Keep copies of everything sent to ACI.**

Policies with Excess Coverage

Eligible covered expenses will be paid only if they are in excess of other valid and collectible insurance or medical payment plan. If the claimant is covered by any other health insurance or medical payment plan they must first submit claim to the primary insurance. After the primary insurance has paid benefits, then submit this claim form along with all **EOB's (explanation of benefits)** from the primary insurance.

Claim Form

The claim form must be submitted for each individual claim. **Section A** must be completed in full by the injured person or the parent or guardian if that injured person is a minor and also must be signed. **Section B** must be completed in full and signed by the AYSO Officials – **Regional Commissioner and Safety Director!** **A fully completed claim form is not necessary when submitting additional medical bills; only one claim form is needed per accident/injury.**

Deductible (\$200)

Each claim is subject to the \$200 deductible. Please be aware, although every effort will be made to match your requests, charges that have been reduced due to discounts, reasonable and customary guidelines, or plan maximums may not be credited towards the deductible.

Medical Bills

Notify all medical providers – hospitals and doctors – if you will be using this insurance. Provide them with the name and mailing address to ACI (provided below) when requesting they submit the required insurance billing forms. A physician's office should submit a CIVS 1500. A hospital and/or emergency room should submit a UB04. **A balance due statement is not acceptable and will only delay processing.**

Information Requests

In the event that a claim is not submitted in full or if additional information is needed, the claim will be suspended, and the additional information will be requested via US Mail. Please forward the requested information immediately to ACI, so that they may finish adjudicating your claim in a swift manner.

Claim Submission Checklist – FOR INJURIES THAT OCCURRED BETWEEN JULY 1, 2012 and JUNE 30, 2013.

Use the below checklist to assure a properly submitted medical claim is to be sent.

If the injured person has primary health insurance has the claim been submitted first to the primary?	
If claim was first submitted to the primary, are copies of the EOB's (explanation of benefits) <i>if available</i> , attached?	
Have you requested itemized medical bills - CIVS1500 or UB04 - to be sent directly to ACI? • Address: ACI, 994 Old Eagle School Road, Suite 1005, Wayne, PA 19087-1802	
Has Part B been completed and signed by the AYSO Regional Commissioner and Safety Director?	
I have reviewed the SAI benefits as described at http://www.ayso.org/resources/insurance.aspx .	
Claim forms are NOT being submitted prior to MEDICAL SERVICES being incurred.	

Mailing the Claim

When completed, **claimant (or parent/guardian)** should make copies of all documents and mail the claim form including itemized medical bills (*if not mailed directly to ACI by the medical providers*) and copies of EOB's (*explanation of benefits from primary insurance*) to:

- **Administrative Concepts, Inc., 994 Old Eagle School Road Suite 1005, Wayne, PA 19087-1802**
- (*Tip: We recommend mailing everything Certified/Return Receipt and to keep copies of all documents*)

If you should have any questions, or if a physician's office or hospital needs to confirm benefits before a medical procedure, please contact the claims office at **888-293-9229**.

Basic Plan Details: \$200 deductible applies to each claim; social security number is required; must be filed within 90 days; \$1000 limit on physical therapy.



Soccer Accident Insurance (SAI) Form - Page 2



AYSO ACCIDENT CLAIM FORM - YOUTH PROGRAM

MAIL TO: Administrative Concepts, Inc. 994 Old Eagle School Road Suite 1005 Wayne, PA 19087-1802 Phone: 888-293-9229 www.visit-aci.com

Any person who knowingly presents a false or fraudulent claim for payment of loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

PART A - This PART MUST be completed, dated and signed by the Injured Person - or if the Injured Person is under age 18 or otherwise dependent - by his/her Parent or Guardian.

Form fields for Part A: 1. Name of Organization (Policyholder), 2. Policy No., 3. Address of Organization, 4. Name of Injured Person (Insured), 5. Date of Birth, 6. Male/Female, 7. Social Security No., 8. Area Code/Telephone No., 9. Address, 10. Employer, 11. Is the Injured Person covered under any other health and/or accident insurance plans?, 12. If the Injured Person is under 18 or otherwise dependent, give the following information: Name of Father or Male Guardian, Place of Employment, Area Code/Employer Phone No., 13. If the Injured Person is married, give the following information: Name of Spouse, Place of Employment, Area Code/Employer Phone No., 14. Explain HOW the accident and injury occurred and describe the nature of the injury. NOTE: If your organization uses an Incident Report Form, attach a copy of the Report.

PART B - This PART MUST be completed by an AYSO Official

Form fields for Part B: 1. Date of Accident/Injury, 2. Injury Occurred: Practice, Travel, Game, Other, 3. AYSO Region No., 4. AYSO Player/Volunteer ID No., 5. At the time of the accident, was the Injured Person involved in an activity under the jurisdiction of the Organization (Policyholder)?, 6. Name of Supervisor of Activity, 7. Was he/she a witness to the accident?, 8. Signature of Regional Commissioner, 9. Date Signed, 10. Signature of Safety Director, 11. Date Signed

PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

To any medical care provider, medical care facility, insurer, government-sponsored health plan, or employer: I authorize the release of any medical information about me to Administrative Concepts, Inc. or the underwriting company. This applies to all information about the diagnosis, treatment, or prognosis of any illness or injury I now have or have had in the past. The Company will use this information to determine if my claim is eligible. Any information obtained will not be released by the Company in connection with my claim. Copy of this authorization shall be considered as effective and valid as the original and shall remain in effect for one year from the date of authorization. I certify that the information given by me in support of my claim is true and correct. I understand that the intentional furnishing of incorrect information via the US Mail may be fraudulent and violate federal laws as well as state laws. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse Administrative Concepts, Inc. to the extent for which Administrative Concepts, Inc. would not have been liable.

Patient's or Authorized Representative's Signature _____ Date _____ If Authorized Representative, Relationship to Patient _____ or Legal Designation _____



Crime Insurance Plan

AYSO's crime insurance plan provides protection for AYSO Regions against the financial loss caused by the dishonest disappearance of money, securities or negotiable instruments resulting from theft or forgery by an officer or volunteer.

Policy Limit: \$50,000 per loss

Deductible: \$5,000 per claim

Examples of covered losses under this plan are the loss or dishonest disappearance of: moneys or securities in the Region treasury; moneys collected from fund-raising activities; or moneys set aside for the purchase of uniforms and equipment.

The policy requires that the Region be in full compliance with AYSO National Accounting Program (NAP) policies and procedures (see the Treasurer Manual for more details).

AYSO will vigorously pursue criminal or civil action to recover losses resulting from embezzlement of funds.

Contact the office of the Chief Financial Officer at the National Office immediately to file a claim under this policy, should your region suffer a loss.

Please note that this policy does not cover the loss of equipment or other region property. See Insurance for Regional Equipment.

Directors and Officers Coverage

AYSO provides additional coverage for currently registered Regional Board members from claims arising out of wrongful acts or errors and omissions while acting in an official capacity for their Region.

Insurance for Regional Equipment

AYSO does not provide insurance to cover the loss or damage of uniforms or equipment stored by the Region. Regions may purchase an equipment insurance plan through **Willis Insurance Services of Atlanta, Inc.**

Items covered include sports equipment, field maintenance equipment, concession stand equipment, concession stock, or small storage shed that are owned or leased/rented.

The coverage is for loss or damages due to fire, theft, vandalism or other specified causes subject to the actual policy terms and conditions. The application, provided on the following pages, can be downloaded from www.ayso.org.

Equipment Plan Description

**2012-2013 Amateur Sports – Equipment Plan Description
Philadelphia Indemnity Insurance Company
Team / League Sports Insurance Program**

EQUIPMENT

DESCRIPTION: Items that can be covered include sports equipment, field maintenance equipment, concession stand equipment, concession stock, or small storage sheds that you own or lease/rent. This coverage is for loss or damage to your equipment due to fire, theft, vandalism, or other specified causes (subject to actual policy terms and conditions.) Payment will be made on a Replacement Cost Basis.

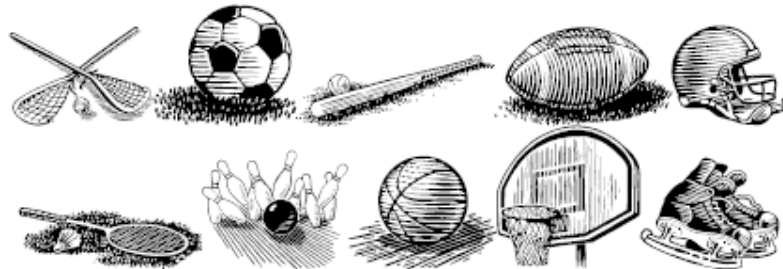
PREMIUM: \$2.50 per \$100 of coverage (subject to a \$250 minimum premium)

Example: \$20,000 limit divided by 100 = 200 x \$ 2.50 = \$500.00 total

CONDITIONS:

- ◆ Policy is subject to a minimum premium of \$250
- ◆ \$250 Deductible (per claim)
- ◆ You must cover the replacement cost value of 100% of all your equipment to comply with the policy's 100% coinsurance requirement. **You must specifically schedule any equipment with a replacement cost value greater than \$1,000 or above** (Itemized Inventory will be required at the time of loss)

NOTE: COVERAGE IS BOUND UPON WRITTEN CONFIRMATION FROM WILLIS



This brochure is not a solicitation but only a description of this insurance program. The precise coverage afforded is subject to the terms, conditions and exclusions of the policy issued. Refer all questions to:

**Lori Brown
Willis Insurance Services
912-239-9028
lori.brown@willis.com**



Automotive Liability

AYSO does not provide automotive liability or property coverage for transporting children to official games and team practices.

Most states require that the owner/operator of an automotive vehicle carry automotive liability insurance. In most cases, the driver's automotive insurance is the primary insurance coverage. AYSO also does not provide liability coverage for volunteer owned trailers.

AYSO's Soccer Accident Insurance may provide secondary coverage for injuries resulting from certain types of group travel. (See "Who is Covered?" under the SAI Section)

AYSO cannot recommend renting and/or driving 15 Passenger vans for transporting AYSO players. The National Highway Traffic Safety Administration (NHTSA) reports that 15 passenger vans are a greater risk for rollovers than other vehicles and present a greater safety concern with adverse road conditions or with drivers inexperienced in driving this type of vehicle. For more details, please see the NHTSA website: <http://www.nhtsa.gov>.

AYSO recommends that any individual renting a vehicle for transportation to and from an AYSO activity, sign-up for the additional liability and vehicle damage insurance offered by the rental car agency. All drivers must carry personal automotive liability insurance and should consult their personal insurance agent for more details.

Special Event Policy

The Special Event Policy provides an additional layer of liability coverage for Regions hosting Special Events (July 4th Celebration, Opening/Closing Day Ceremony, Volunteer Appreciation Days, Tournaments, etc.) that include the use of inflatable or amusement type devices and/or food vendors.

The inflatable or amusement type devices and other non-soccer related activities are directly excluded from AYSO's General Liability policy. The new Special Event policy does not eliminate the need to request certificates of insurance from any vendors at the event but adds an additional layer of protection for a small premium that will be charged to the Region. For more information contact the AYSO National Office and ask for Risk Management.



Incident Reporting

The purpose of the AYSO Incident Report Form is to capture all pertinent facts and contact information, while the information is readily available, whenever there is a serious incident involving AYSO participants, activities, facilities or property.

The Regional Safety Director is responsible for educating Regional staff, board members, coaches, referees, and other volunteers, about the importance of completing the AYSO Incident Report Forms. The Regional Safety Director is also responsible for distributing, collecting and storing the forms, and for reporting incidents to the AYSO National Office.

The Regional Safety Director should supply coaches with several copies of the form at the beginning of the season,

Incident Report Forms should be completed by any coach, referee or Regional staff member witnessing any serious incident involving, but not limited to:

- Injuries
- Threats of bodily harm
- Fighting whether or not a serious injury occurs
- Property damage
- Hospitalization of a participant
- Law enforcement summoned
- Service or notification of a pending lawsuit

Regional staff, coaches, and referees should be instructed to submit Incident Report Forms to the Regional Safety Director.

IMPORTANT: The Regional Safety Director must send a copy of each Incident Report to the AYSO National Office:

Attn: Risk Management
19750 S. Vermont Ave. Suite 200
Torrance, CA 90502

or email scanned copies to: insuranceclaims@ayso.org

The AYSO Incident Report Form is available on the AYSO website:
<http://www.ayso.org/resources/insurance.aspx>.



AYSO Incident Report Form



AYSO INCIDENT REPORT FORM

Coaches: Complete and return the form to the Regional Commissioner, Area Director, Safety Director or Tournament Director.
Region, Area or Tournament Staff ONLY: Forward copy of completed form to AYSO, Attn: Risk Mgmt, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502

- Complete this form for:**
1. Injuries
 2. Incident – threats
 3. Incident – fighting – any type
 4. Property damage
 5. Law enforcement summoned

AFFECTED PARTY: <input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other Section _____ Area _____ Region _____						
Last Name		First Name		MI	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Address:					Birth date:	
City: _____ State: _____ Zip: _____ Telephone: () _____					AYSO ID #	
Contact email(s): _____						
Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide name of company and policy #:</i> _____						
Employer Name & Address: _____						
GUARDIAN/PARENT (if affected party is a minor):						
Last Name		First Name		MI	Telephone Number: () _____	
Address: _____ City: _____ State: _____ Zip: _____						
INCIDENT INFO:	Date of Incident:	Age Division:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls	Time of Incident:	<input type="checkbox"/> AM / <input type="checkbox"/> PM	
	Tournament Name & Location (if applicable)					
Team Involved #1:		Coach Name:		Region #		
Team Involved #2:		Coach Name:		Region #		
BODY PART INJURED			<i>If ankle injury, was ankle:</i>	PRIMARY INJURY		
<input type="checkbox"/> Ankle (L/R)	<input type="checkbox"/> Shoulder(L/R)	<input type="checkbox"/> Tooth	<input type="checkbox"/> Taped/Supported	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Pain
<input type="checkbox"/> Knee (L/R)	<input type="checkbox"/> Wrist (L/R)	<input type="checkbox"/> Back	<input type="checkbox"/> Unsupported	<input type="checkbox"/> Burn	<input type="checkbox"/> Foreign Body	<input type="checkbox"/> Seizures
<input type="checkbox"/> Leg	<input type="checkbox"/> Finger	<input type="checkbox"/> Neck	Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cardiac	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sting/Bite
<input type="checkbox"/> Foot	<input type="checkbox"/> Eye (L/R)	<input type="checkbox"/> Internal	<i>If knee injury, was knee:</i>	<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Heat Exhaustion	<input type="checkbox"/> Strain
<input type="checkbox"/> Toe	<input type="checkbox"/> Ear (L/R)	<input type="checkbox"/> No injury	<input type="checkbox"/> Braced/Supported	<input type="checkbox"/> Concussion	<input type="checkbox"/> Laceration	<input type="checkbox"/> Sprain
<input type="checkbox"/> Arm	<input type="checkbox"/> Nose	<input type="checkbox"/> Other	<input type="checkbox"/> Unsupported	<input type="checkbox"/> Contusion	<input type="checkbox"/> Nausea	
<input type="checkbox"/> Hand	<input type="checkbox"/> Head		Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No			
LOCATION		INCIDENT		DISPOSITION		
<input type="checkbox"/> Before Competition/Event	<input type="checkbox"/> Collision (participant/spectator)	<input type="checkbox"/> Animal/insect bite/sting	<i>No care given:</i> <input type="checkbox"/> Not Needed			
<input type="checkbox"/> During Competition/Event	<input type="checkbox"/> Collision (with object)	<input type="checkbox"/> Slip/Fall	<input type="checkbox"/> Patient Refused			
<input type="checkbox"/> After Competition/Event	<input type="checkbox"/> Collision (participant/participant)	<input type="checkbox"/> Overexertion	<i>Released:</i> <input type="checkbox"/> To Parent			
<input type="checkbox"/> Competition Area	<input type="checkbox"/> Collision (spectator/spectator)	<input type="checkbox"/> Assault/Sexual	<input type="checkbox"/> To Personal Vehicle			
<input type="checkbox"/> Concession Area	<input type="checkbox"/> Struck by falling /flying object	<input type="checkbox"/> Assault/Non-Sexual	<input type="checkbox"/> To Doctor			
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Caught in, on, between goal	<input type="checkbox"/> Property Damage	<input type="checkbox"/> To Hospital/Clinic			
<input type="checkbox"/> Restrooms			<i>EMS transport::</i> <input type="checkbox"/> Region Recommended			
<input type="checkbox"/> Off Property			<input type="checkbox"/> Patient/Parent Requested			
<input type="checkbox"/> Bleachers/Stands						
FIELD SURFACE <input type="checkbox"/> Dirt <input type="checkbox"/> Grass	CLASSIFICATION		<input type="checkbox"/> Non-Injury (threat, assault)	<input type="checkbox"/> Minor Injury or Illness	<input type="checkbox"/> Serious Injury or Illness	
<input type="checkbox"/> Turf <input type="checkbox"/> Indoor	POLICE REPORT FILED: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, report number:</i> _____		<i>Officer's Name & badge # :</i> _____			
Describe how the incident, injury or property damage occurred: (use the backside or attach a separate sheet if necessary – may attach a copy of the Referee Game Misconduct Report)						
WITNESS INFORMATION - Confidential						
Name		Address			Tele Number	
Person/volunteer completing/submitted this form:						
Name:		Signature:		Ph: () _____ Cell: () _____		
Position Title:		e-mail address:		Date:		
Regional Commissioner: <i>print name</i>		Signature:		Date:		

Rev 09-12-2011 I-hv



AYSO Incident Report Form - Instructions

NOTE: This form should NOT be completed by a parent unless the parent is the coach.

Purpose:

The AYSO Incident Report Form is used whenever there is a personal injury, damaged property, or threats of or actual physical violence surrounding an AYSO game, practice, event or property. The form should be prepared by the coach, AYSO Official, or AYSO Volunteer which may be a member of the regional staff such as the regional safety director, or by tournament or event staff members.

Entry Instructions:

Form Preparation	<p>The regional safety director should supply each coach with several copies of the form at the beginning of each season. Additional copies should be available at each field site. Coaches who take teams to tournaments should carry several copies of each form throughout the tournament season.</p> <p>If there is an incident involving injury to a player or volunteer which will result in the filing of a SAI claim, then an Incident Report Form should be completed as well.</p> <p>If there are multiple affected parties to the same incident, then all parties should fill out their own form.</p> <p>Note: The Region, Area or Tournament is responsible for mailing a copy of the Incident Report to AYSO, Attn: Risk Management, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502.</p>
Form Entries	Fill out all entries on the form that pertain to the incident.
Witness Information	<p>When an incident occurs, it is important to gather as much witness information as possible, especially if the witness is independent or neutral. Use a separate page to collect each witness's statement. In addition to gathering the name, address and phone number of all witnesses, gather and attach as many written statements as possible from the key witness. If the incident happened during a game, attach the referee's Game Misconduct Report as well.</p>
Description of Incident	Provide as full a description as you can of the events surrounding the incident, attaching additional pages if necessary (be sure that all additional pages are numbered and securely attached to the report.)
Routing	<p>During an event or activity related to a region's primary season, the completed form should be submitted to the respective Regional Commissioner or Safety Director.</p> <p>During a secondary activity (e.g. a tournament), the form should be submitted to the Regional Commissioner, secondary activity's director, or Regional Safety Director.</p> <p>At a tournament, the tournament staff may prepare a report as well. In this case, a copy of the report should immediately be sent to the respective Regional Commissioner(s).</p> <p>In all cases, copies of the Incident Report should always be sent to the Regional Commissioner, Area Director, Safety Director, and in the case of a secondary event the Secondary Event Director.</p> <p>Note: A copy of the Incident Report must be sent to the AYSO, Attn: Risk Management, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502.</p>
Retention	<p>Incident forms should be maintained in a regional file and stored for a minimum of <u>15 years</u>. In the case of a secondary event which is sponsored at the area or section level, the secondary event host should retain the original copy for a minimum of <u>15 years</u>.</p> <p>Secondary events must also send copies of the Incident Reports to AYSO, Attn: Risk Management for storage.</p>

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Emergency Authorization

Emergency Treatment Authorization

An Emergency Treatment Authorization section is included on AYSO's player registration form. However, the authorization on the standard registration form may not be acceptable to certain hospitals. The Regional Safety Director should check with all local hospitals and clinics within the Region to determine whether the AYSO Player Registration emergency authorization is acceptable.

If it is not acceptable, obtain the necessary form and ensure that one is completed and signed by the parents of each player. The forms can be distributed at the annual Coach or Team Parent Meeting or attached to the Player Registration process.

IMPORTANT:

- Coaches must have Player Registration Forms and the hospital-accepted authorization forms if necessary, with them at each game or practice.
- Youth Volunteers must carry a copy of their Volunteer Application form with them when performing duties for AYSO.
- Arrangements should be made to keep original signed copies of Youth Volunteer Applications at the field for youth volunteers.

In certain areas or circumstances, it may be necessary to use direct local numbers to call for emergency assistance. In this case, the emergency numbers should be provided to all Regional staff including coaches, referees, and team parents and should include:

- Police
- Fire
- Hospitals
- Ambulance Service

It is also a good practice to advise visiting team officials of this information along with the location of first aid kits.



Sample Emergency Authorization Form

Emergency Authorization Form

In case of an emergency, treatment and/or care of: _____
is hereby authorized.

Authorizer Name: _____ Relationship: _____

Phone: _____ Alternate Phone: _____

Address: _____

If I cannot be reached during an emergency, I authorize you to contact the following to act on my behalf:

Name: _____ Relationship: _____

Phone: _____ Alternate Phone: _____

Address: _____

Signed: _____ Date: _____

Specify: Parent or Guardian

Medical History:

1. Does the child have any known allergies? Yes ___ No ___ , if yes please list below:

2. Is the child taking any prescription medication? Yes ___ No ___ , if yes please list below:

3. Does the child have any history of respiratory illness? Yes ___ No ___ , if yes please list below:

4. Please list any existing medical conditions:

5. Date of last tetanus shot:

If you wish to have a family doctor contacted in case of emergency, please indicate the name and telephone number: Name: _____

Phone: _____

First Aid

First-Aid Training

First-Aid is the immediate treatment given before professional medical care is available. Safety Directors are strongly encouraged to make first-aid training opportunities available to Region volunteers and especially coaches even though it is not a requirement. Training should be conducted by certified professionals from local organizations such as the chapter of the American Red Cross, the Fire Department or hospital, who are often willing to volunteer their time.

Basic First-Aid Kit

A basic first-aid kit should be available to each team during all practices and games. These first-aid kits can be provided to each coach for the season or can be available at a standardized location at each soccer field used for practices or games. First-aid kits vary in content, but a basic first-aid kit should contain at least the following items:

- Adhesive bandage strips (10 each)
- Adhesive bandage (3 large and 3 medium)
- Antiseptic wipes (5 each)
- 2x2 gauze (10 each)
- Elastic wrap (2 each)
- Individual First-aid cream packets
- Non-latex gloves (2 pair)
- Mouth rescue breather (1 each)
- Instant Cold pack



Caution: Application of elastic wrap or athlete tape should be limited to use by individuals trained in their application to avoid impairing circulation or causing further injury.

If local emergency response phone numbers are available, these numbers should be included in the first aid kit.

All first-aid kits should be checked and re-stocked throughout the season.



First-Aid Treatment for Common Injuries

The priority of any First-Aid training, if provided to Regional staff, should be to ensure that volunteers are able to recognize the signs, symptoms and severity of common conditions including the following injuries and immediate responses:

Bleeding

- Bleeding, if serious, can be life-threatening and professional medical help should be sought immediately. Call 911. Bleeding can be controlled with a few basic techniques.
- Apply pressure directly to wound, place a bandage over the wound and hold it in place with your gloved hand. If the bandage becomes blood soaked, do not remove the bandage but add a clean bandage on top. If help is available, ask them to cover the victim to aid in preventing shock.
- If bleeding continues, continue applying pressure and elevate the injured area above the level of the heart. Do not elevate if serious internal injury or fracture is possible. CALL 911 or other emergency medical response number.
- Pressure points can help stop bleeding in arms or legs. For bleeding in the arm, apply pressure to the brachial artery located inside the upper arm between the armpit and elbow. For bleeding in the leg, apply pressure to the femoral artery located at the top of the leg on the crease between the leg and the torso. Cover victim to prevent shock.

Difficulty Breathing

- Try to calm the individual and ask if they are all right. If they are choking and cannot respond verbally, perform the Heimlich maneuver if trained to do so. Consult a medical professional for instructions.
- If breathing difficulty results from an allergic reaction, or continues, get professional help immediately. Call 911.

Loss of Consciousness

- Get professional medical help immediately. Call 911.
- NEVER MOVE THE HEAD OR NECK.
- Stay CALM and wait for emergency help to arrive
- Do not leave the victim alone
- Do not move victim, let professional help move the victim

Hypothermia

- Does not require sub-zero temperatures
- Can occur with high winds, rain, snowfall, or under-dressing for weather
- Early signs include shivering, bluish tingle to lips – treat immediately to prevent further progression.
- Uncontrollable shivering, weakness, loss of coordination, slowed breathing or heart rate, and pale, blue and cold skin – call for emergency services (911)



- In all cases, prevent further heat loss; seek shelter from wind and cold, move to warm, dry environment if possible.
- Gently change wet clothing and provide warmth (dry jackets, blankets, etc.)
- DO NOT rub extremities, avoid rough handling.

Fainting

- If you see an individual fainting, aid individual to a sitting then lying position - on left side with left arm under head and left leg bent to keep person in position.
- If unobserved, do NOT move person in any way - check to be sure they can breathe, contact 911 and protect from harm.
- If individual cannot breathe, use a jaw thrust maneuver to open the airway. Avoid moving neck or spine in case of injury.
- seek professional medical help

Insect Stings

- If the stinger remains, scrape it off with the side of a license or credit card.
- Do not try to squeeze the stinger out
- Wash the area with soap and water
- Apply an ice pack or cold cloth
- If breathing is difficult, or if you know the individual is allergic to insect stings, get professional medical help immediately. Call 911.

Fractured Limb

- If the injured limb is deformed or swollen, this usually means there is a fracture! Do not move the limb. Protect the patient from further injury, but do not move unless absolutely necessary.
- Get professional medical help immediately. Call 911.
- Do not give the injured person anything to eat or drink

Minor Cuts

- Wash out minor cuts with soap and water, then cover with a bandage. If cut is deep, cover it with a clean cloth. Press down on the cut and keep the pressure steady until the bleeding stops. If it doesn't stop, call 911.

Nosebleed

- Sit down and lean slightly forward to keep the blood from going down throat
- Take a clean cloth and place it over the bridge of the nose
- Squeeze firmly on both sides of the soft portion of the nose for 10 minutes
- Keep the pressure steady. If the bleeding doesn't stop, get professional medical help.

Minor Burns

- Apply cool water immediately to relieve pain
- If the burn covers a large area or blisters appear, get professional medical attention



Tooth Knocked Out

- If dirty, rinse tooth gently, but do not scrub and do not disturb any tissue that may be attached
- If possible, try to insert the tooth into the socket
- If not, immerse the tooth in cold, whole milk or use tooth saver
- Get professional dental help immediately

Blisters

- Do not pop or cut dead skin away
- Apply “moleskin” or “new skin” or Blister bandage to blister

Sprains

- Pressure wrap ankle, knee, wrist or elbow (if trained to do so)
- Apply ice or cold pack, elevate
- Recommend evaluation by medical professional

Wind Knocked Out

- Have person assume position of comfort, sitting or lying down
- Encourage slow, relaxed breathing
- Try to reduce anxiety

Heat Related Illnesses (HRI)

There are 3 main types of HRI: heat cramps, heat exhaustion and heatstroke.

- When the body cannot cool itself, the body temperature can rise rapidly risking damage to the brain and other vital organs.
- Anyone can experience HRI and untreated, HRI can cause death.
- Several factors can make someone susceptible to HRI in hot weather: previous HRI, high humidity, sunburn, dehydration, poor circulation, illness, drugs and medications.

Heat Cramps

- Heat cramps are muscle pain or spasms in the abdomen, arms or legs after strenuous activity.
- Sweating depletes the body of salt and moisture. Low salt levels in muscles can cause the cramps. Electrolyte replace drinks can help alleviate cramping.

Heat Exhaustion

- Symptoms may include headache, feeling faint or dizzy, nausea, fatigue, heat cramps. Individual feels cool, clammy and damp to touch.
- Move to cool area and shield from sun or heat. If alert, give small sips of cool liquids.
- Loosen restrictive clothing, apply cool cloth to skin or spray with cool water/mist. Immerse in cool/ice water or apply ice to neck, armpit & groin areas.

Heat Stroke

- Individual feels hot and dry to touch, may no longer perspire.
- If body temperature rises above 102 degrees, fainting, confusion or seizures can occur.
- Summon professional medical help immediately and follow procedures to cool the person rapidly including immersion in ice water or applying ice to neck, armpit and groin areas.

A medical clearance should be required before returning to any type of exercise after HRI.

Concussions

The following information comes from the *Concussion in Youth Sports Fact Sheet for Coaches* published by the Center for Disease Control (CDC) on their website:

What is a concussion?

A concussion often occurs when a blow to the head or body causes the brain to move rapidly inside the skull. Concussions can result from a fall or players colliding with each other or obstacles such as a goalpost. Even a mild bump or blow can be serious.

The facts:

- A concussion is a brain injury
- All concussions are serious
- Concussions can occur without loss of consciousness
- Concussions can occur in any sport
- Recognition and proper management of concussions when they FIRST occur can help prevent further injury or even death.



Recognizing a Possible Concussion

Coaches and parents should watch for two things among athletes:

- A forceful blow to the head or body that results in rapid movement of the head
- Any change in the athlete's behavior, thinking, or physical functioning.

AYSO strongly recommends that all parents and players review the AYSO/CDC Concussion Information Sheet available on www.ayso.org in the Region Toolkit.



Signs and Symptoms

Signs observed by coaches/parents:

- Appears dazed or stunned
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms reported by the athlete:

- Headache or pressure in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not feel right

Coaches should refer to the AYSO/CDC Action Plan:

What should be done when a concussion is suspected?

- 1. Remove the athlete from play.** Look for signs and symptoms. Athletes who show signs or symptoms of a concussion **SHOULD NOT** be allowed to return to play. When in doubt, keep the athlete out of play.
- 2. Ensure that the athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury. Record the following information to pass on to the parents/guardians or the health care provider:
 - a. Cause of the injury and force of the blow to the head
 - b. Any loss of consciousness (passed out/knocked out) and for how long
 - c. Any memory loss immediately following the injury
 - d. Any seizures immediately following the injury
 - e. Number of previous concussions (if any)
- 3. Inform the athlete's parents or guardians about the possible concussion.** Make sure they know what happened to cause the injury and the symptoms that were observed following it. Urge them to seek medical care, ideally from a health care professional experienced in evaluating for concussion.

Before a player can return to play, a Participation Release Form is required any time a player has to seek emergency room treatment or a physician office visit for an injury or illness affecting the player's readiness to participate. The CDC recommends that parents seek medical evaluation any time a concussion is suspected.

Many states have passed legislation requiring a medical release before a player who may have suffered a concussion is allowed to return to play. In states with this requirement, the medical release must accompany the signed Participation Release.



These signed forms, including the signed Player Registration Form, a signed Concussion Information Sheet and the Incident Report must be forwarded to the Region's Safety Director and then forwarded on to the National Office.

AYSO recommends that all coaches, referees, board and staff members take the CDC's Concussion Awareness Training available online at www.aysotraining.org. Many States have also legislated concussion awareness training. For specific state requirements, please consult the State Concussion Matrix on www.ayso.org.

Dealing with Blood-Borne Diseases

The possibility of contracting a blood-borne disease such as AIDS or Hepatitis-B through athletic activity is minimal at best, according to the American Red Cross, Centers for Disease Control, and the Occupational Safety and Health Administration. But minimal does not mean non-existent. And when dealing with young players, you also have to deal with parents who may not know the minimal risk. For safety and for peace of mind, know the risks and the precautions to minimize them further.

How minimal?

When people talk about blood-borne diseases, AIDS immediately comes to mind, especially when talking about athletic activities. But the disease experts listed above say the risk of contracting AIDS through casual contact or athletic activity is almost non-existent. These sources say the AIDS virus is very weak, and does not survive well outside the body. It is easily killed by many common disinfectants. They further say the virus cannot be spread through everyday activities such as eating in restaurants, swimming in public pools, shaking hands, hugging or other casual contact; it cannot be spread by sharing meals or bathrooms; and not one case of AIDS is known to have been transmitted in a school, day care or foster care setting. There also has not been a documented case of an athlete being infected with AIDS by another athlete as a result of athletic competition. However, in an editorial in the American Journal of Sports Medicine, Dr. Robert E. Leach, M.D. warns that as the number of infected athletes increases, so does the risk of infection through athletic activity.

Precautions

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood-borne infectious diseases can be transmitted, according to the American Medical Society for Sports Medicine and the American Orthopaedic Society for Sports Medicine. For example, Hepatitis B can be present in the blood as well as in other bodily fluids.

AYSO Guidelines for Dealing with Blood

- Any player or official who is bleeding must leave the field immediately to receive medical treatment, and may not return until the bleeding is stopped and the wound is covered.



- If there is blood on the uniform or clothing, the individual may not return until that portion of the uniform or clothing is replaced or the blood has been neutralized with a disinfectant solution. An effective solution is 1 part bleach to 100 parts water (1 teaspoon bleach to 2 cups of water). The solution is only effective for 24 hours
- If there is blood on the body, the individual may not return until all blood has been removed from skin surfaces and the contaminated skin has been disinfected. Use appropriate disinfectants or antiseptic products.
- Players, coaches or volunteers with a bleeding or oozing skin condition should cover the wound(s) with an appropriate bandage and refrain from all direct contact with others until the condition heals.

Cleaning Up a Blood Spill

In the event of a blood spill:

- Clean up the spill immediately or as soon as possible after the spill occurs
- Use disposable gloves and other personal protective equipment while cleaning spill
- Wipe up the spill with paper towels or other absorbent material
- After the area has been wiped up, flood the area with a solution of ¼ cup of liquid chlorine bleach to 1 gallon of fresh water, and allow it to stand for at least 20 minutes.

Dispose of the contaminated material used to clean up the spill in a labeled biohazard container. If a biohazard container is not readily available, best efforts should be used to eliminate the possibility that others might come in contact with such materials.

Materials should be placed in a marked red biohazard bag, or at least an intact plastic bag and tied and sealed. This bag should be placed in another bag along with gloves and also tied and sealed. The bag should be marked as containing a biohazard and deposited with appropriate local authority (hospital, doctor's office, emergency medical service, etc) for disposal.

Player Protection

Referees, coaches and Region staff should consult the Laws of the Game for exact rules on player equipment and attire. In general, "A player must not use equipment or wear anything which is dangerous to himself or another player." The referee is the sole judge of whether or not the individual item in question is permissible to wear in the game.

Soccer shoes and shinguards made by any established soccer equipment manufacturer are acceptable. Other shoes and shinguards are acceptable if, in the opinion of the referee, they are not dangerous to the player wearing them or to another player and the shinguards afford the player a reasonable degree of protection.



Participation Release Form

The AYSO Participation Release Form not only protects AYSO, but more importantly, the participants. Too often injured participants are out playing again before they are physically ready. The form requires a parent or guardian signature in order to help ensure a player is well enough to return to participation.

- A Participation Release Form must be signed by parents/guardians whenever there is an injury or illness requiring medical treatment including serious illnesses like hepatitis and pneumonia.
- A signed Participation Release Form is required whenever a player is removed from play for a suspected concussion.
- In states that have passed legislation mandating a medical clearance before a player can return to play after a concussion is suspected, the appropriately signed medical clearance must also be attached to the Participation Release Form.
- Several blank forms should be given to all team coaches as a part of any coach kit provided at the beginning of any season.
- Coaches must forward a copy of signed Participation Release Forms, Medical Releases and corresponding Incident Reports to the Safety Director.
- Safety Directors must forward copies of these forms to the AYSO National Office at insuranceclaims@ayso.org.
- Tournament Directors should also have a supply of Participation Release Forms.

The Regional Safety Director should enter the mailing information on a master copy of the form (located at the bottom) each year, and prepare copies for distribution or make the form downloadable from the Region's web site.



AYSO Participation Release Form



AMERICAN YOUTH SOCCER ORGANIZATION

National Office | 19750 S.Vermont Ave., Suite 200 | Torrance, CA 90502
(800) 872-2976 www.AYSO.org

AYSO Participation Release

This form is to be completed, signed and dated by the parent or guardian of a player who has suffered an illness or injury that required the care of a physician or a visit to a medical care facility. This form must also be completed for players who were removed from participation as described in the next paragraph. When a player is away at an event or competition, and a parent/guardian is not present, a facsimile copy containing the parent/guardian signature is acceptable. The coach should immediately forward any completed form to the Regional Safety Director.

When it is believed that a player has exhibited signs or symptoms of a concussion such that a coach, parent, guardian or other AYSO volunteer has removed the player from participation in the remainder of a practice or game because the person is concerned that the player may potentially have a concussion, AYSO strongly recommends that the player not return to play and participation in practices or games without evaluation and clearance by a medical professional. When required by State law¹, the player must be evaluated and cleared for return to play and full participation by an appropriately licensed medical professional who has received training in the evaluation and management of concussions. Some of those states also require documentation of that clearance be signed by that medical professional and that documentation must be provided to AYSO and attached to this form. (Such a Concussion Release form is the second page of this document.) Submission of this Participation Release form will constitute an acknowledgement by the player's parent or guardian: (1) that the player has been evaluated and cleared as required; and (2) that acceptance of this form does not constitute a waiver of these requirements.

Print Player's Full Name

I hereby certify that the above named player has been cleared for full participation in AYSO programs without restriction. If required by applicable state law, I have also attached a writing signed by a medical provider authorized to confirm such clearance.

Parent or Guardian Full Name (Print or type)

Parent or Guardian Signature

Date

This Portion is for Regional Use Only

Region _____ Safety Director: _____

Received by AYSO Regional Safety Director:

Signature: _____ Date: _____

¹ A list of the states in which these requirements apply is available at <http://www.ayso.org/Libraries/Resources/AYSOConcussionStateLawMatrix.pdf> or by calling the Safe Haven department at the AYSO National Office (1-800-USA-AYSO).



AMERICAN YOUTH SOCCER ORGANIZATION

National Office | 19750 S.Vermont Ave., Suite 200 | Torrance, CA 90502
(800) 872-2976 www.AYSO.org

AYSO Concussion Release

This form is to be given to the medical provider of a player who exhibited signs or symptoms of a concussion and was evaluated by a medical professional. It is to be completed in full and signed and dated where indicated upon the player being cleared by a medical professional who has received training in the evaluation and management of concussions. When a player is away at an event or competition, a facsimile copy of the medical professional's signature is acceptable. The coach should immediately forward any completed form to the Regional Safety Director.

Print Player's Full Name

I hereby certify that the above named player has been released by me and cleared for full participation to play soccer in the AYSO program without restriction. I further certify that my training as a medical professional included the evaluation and management of concussions.

Print Medical Professional Full Name

Medical Professional Signature

Date

This Portion is for Regional Use Only

Region _____ Safety Director: _____

Received by AYSO Regional Safety Director:

Signature: _____ Date: _____

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Equipment and Fields

Every Region is responsible for ensuring the safety of the equipment and fields used by their soccer program. Goalposts, in particular, can pose significant safety and liability concerns and should only be used by AYSO programs. Regions may want to consider donating goalposts used by other organizations to the local town or school on whose property they reside thereby transferring the liability; all other users must provide proof of insurance as indicated in the Insurance chapter under General Liability. All AYSO equipment should be stored properly, and along with fields, inspected regularly in order to provide the safest possible environment.



Goalpost Safety

Movable soccer goals can tip over causing injury or death. This typical tip-over incident can happen when a child or young adult climbs on or hangs from the crossbar of a soccer goal which was left unattended or improperly anchored. The heavy goal tips over and injures the individual, sometimes causing death. Even a gust of wind can topple a goal.

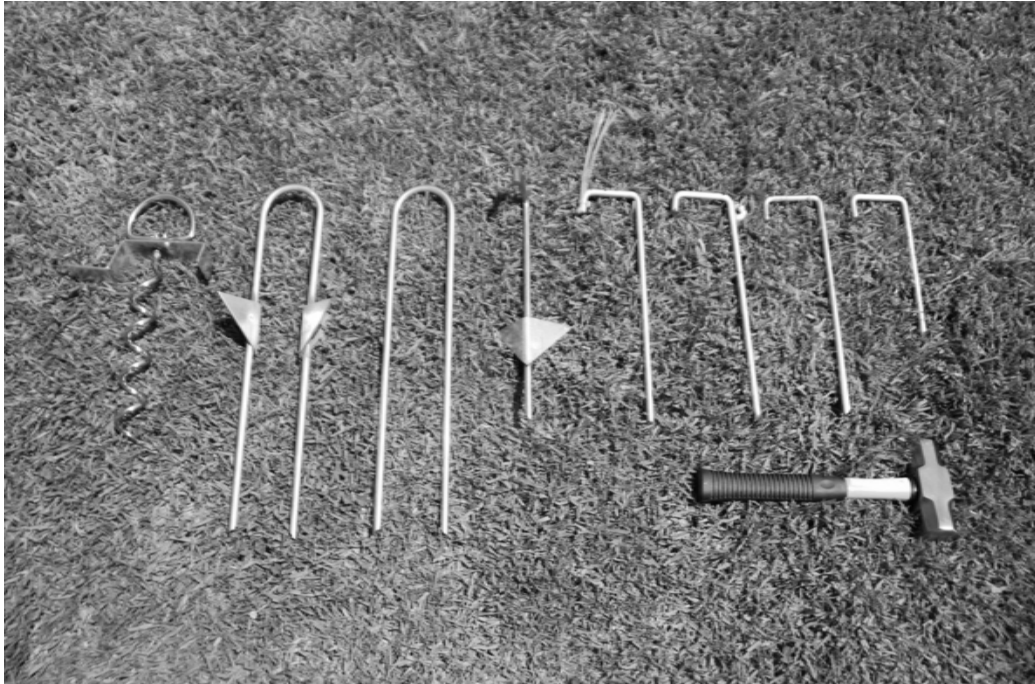
To help avoid these incidents, the U.S. Consumer Product Safety Commission (CPSC) urges consumers, school officials, soccer coaches, players, and organizers to follow these safety guidelines:

- Securely anchor and counterweight portable goals at all times.
- Check all connecting hardware before each use. Replace damaged or missing fasteners immediately.
- Ensure safety labels are clearly visible.
- Never allow anyone to climb on the net or goal framework.

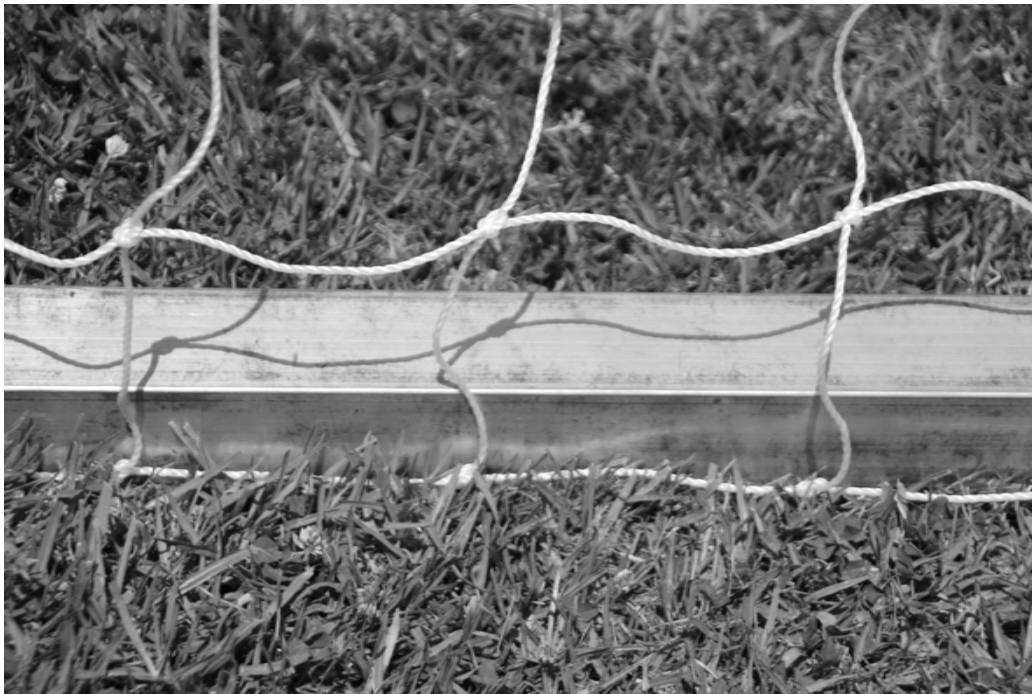
- Remove nets when goals are not in use.
- Tip unused goals onto their goal face, or chain goals to nearby fence posts, dugouts, or any other similar sturdy fixture.
- Fully disassemble goals for seasonal storage.

Sample Goalpost Anchoring techniques

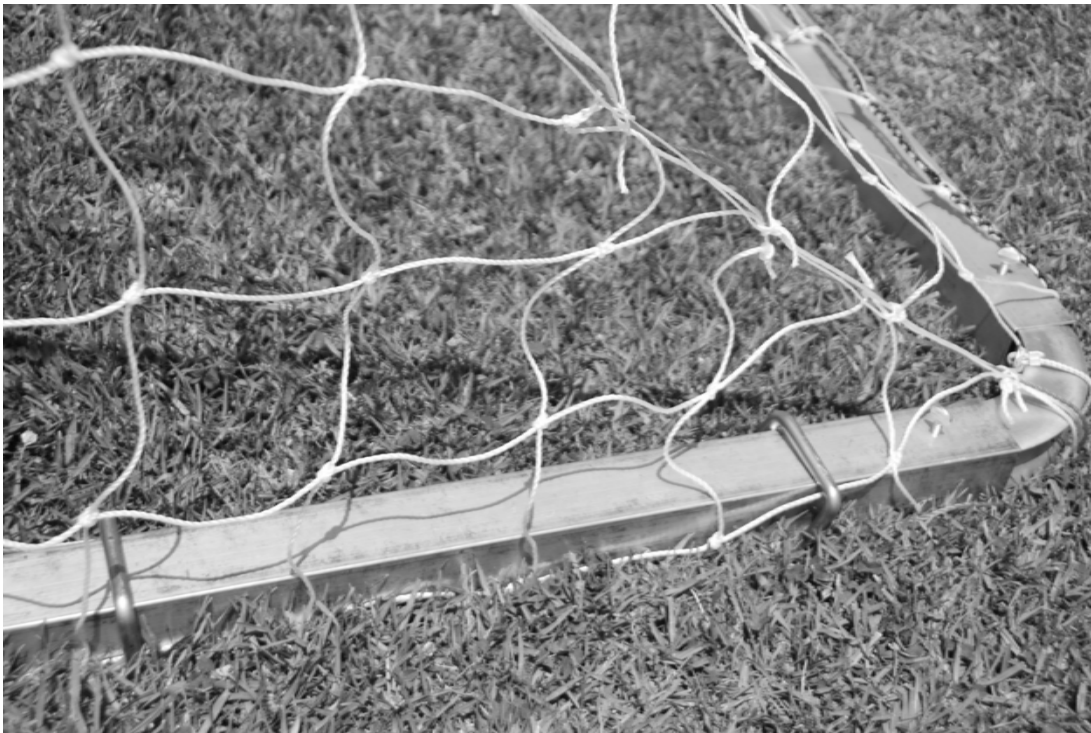
Anchors



Wrapping Nets



Anchor Goals with approved Stakes



Sand-bag counter weights should also be used for the heaviest goals.

Permanent Goals

If you are using permanent goals set in the ground, be sure the inset is at least one third the height of the goal, i.e., 8-foot goal should extend 2.5 – 3 feet into the ground, using sufficient cement as an anchor for stability.



If you are using sleeves in which to set the goals, anchor the sleeves well with cement. Use threaded pipe to enable you to keep caps on them when not in use. Open pipes are a hazard and they will eventually fill with dirt.

Hooks welded to any portion of the goals create an especially dangerous hazard and should be removed. Use Velcro strips or twine to attach nets.

Sample Goal Hazard



Rusted, Jagged parts, Torn Net



Warning Labels, Bulletins, Instructions

ALWAYS ANCHOR GOAL
Unsecured goal can fall over causing injury or death.



NEVER CLIMB ON GOAL
Goal can fall over causing serious injury or death.

Warning labels for placement on all mobile soccer goals, on safety bulletins to be placed in schools and municipal recreation facilities, and on instructions for proper anchoring and securing of goals are available from Fold-A-Goal, the preferred Goal supplier for AYSO.

These labels should be used and prominently displayed on all AYSO goalposts.



Tip: Contact Fold-A-Goal, 800-542-4625 or info@fold-a-goal.com for free Goalpost warning labels.



Goal Inspection Criteria

Goalposts should be inspected to ensure their safety and compliance with the following guidelines:

1. There are no open hooks used to attach nets.
2. There are no rusted or weak places in the posts.
3. There are no jagged or sharp points or edges.
4. For goalposts in the ground:
 - Posts are not weakened at the ground or just below ground level.
 - Posts cannot be moved by pressing against the posts and shaking them.
 - Posts appear to be vertical and are not leaning.
 - Posts extend far enough into the ground to be stable.
5. For goalposts not in the ground:
 - The goal is built so that it does not tip easily when weight is applied to the top or horizontal bar.
 - The goal is built such that it does not tip or topple easily when the rear supporting part of the goal is raised.
 - Stake the goal so it will not tip or topple easily. Please remember that a goal staked so it is stable is easily un-staked. Any such goal should be dismantled and removed when not in use. Sandbags can also be used to anchor a goalpost and should also be inspected often to ensure constant stability.
6. Connections or intersections of pipe - Inspect and ensure the following:
 - Each connection is not deteriorated or weakened by rust or fatigue.
 - Each connection will properly support the weight of the members it supports.
7. Supporting Braces - Inspect and ensure the following:
 - There are no rusted or weak places.
 - There are no jagged or sharp points or edges.
 - Supporting braces are not rusted or weakened at ground or just below ground level.

Any goal found to be a problem should be tagged and removed from use. Notify the Regional Commissioner and/or Field Director immediately, so that the problem can be remedied. Re-inspect the goal after the repair has been done to ensure that the repair has properly resolved the problem(s) observed.



Golf Cart Safety

Golf carts or Utility Task Vehicle (UTV's) are becoming a large part of Regional activities. The vehicles provide necessary assistance to volunteers while they perform a multitude of tasks. However, the safe use and storage of these vehicles should be a primary concern for any Region operating them.

- Use of the vehicles should be limited to an approved/limited list of registered volunteers and the list should be approved at a Regional meeting annually.
- All approved drivers must be at least 18 years of age with a valid driver's license.
- All approved drivers must be trained on how to operate the vehicle safely per the manufacturer's manual.
- All approved drivers should be trained on how to properly store/secure the vehicles when not in use or unattended.

Suggestion: Copy the Operating directions from the owner's manual and create a document all approved drivers can sign after training. The signed documents should be saved by the Safety Director.

- The vehicles must not be used to carry more people than allowed in the manual.
- All drivers must also understand the importance of maintaining a slow speed when operating the vehicles around soccer fields filled with players and parents.
- Regional Equipment Insurance is recommended for all Regions who own UTV's. More information can be found at:

<http://www.ayso.org/resources/insurance.aspx>.

Playing Field Inspections

The ideal playing field for most players is a level field of short-cut grass in a wide open area that is designed specifically for soccer. However, these conditions are rare and playing fields are usually set-up in areas shared by many different people and organizations.

Many things can make a field unsafe for play, represent a potential for injury to players, and put volunteers and spectators at risk. The Regional Safety Director should work with the Region's field director and /or field coordinators to ensure that the Region's staff is trained about potential hazards and that all fields are safe for participants.



Playing Field Conditions

Certain playing field conditions may contribute to increased risk for injury. Field coordinators, referees, and coaches should be instructed to inspect fields for safety hazards as appropriate:

- prior to the start of the season in order to correct permanent hazards;
- at the beginning of each game day to evaluate field conditions; and
- before each game to remove hazards created by debris or foreign objects left behind throughout the day.

Field inspections should look for and correct any of the following conditions:

- Very Dry/Hard surfaces which create a greater impact on falling and provide less secure footing for running, stopping, changing direction.
- Wet fields which also increase risk for slipping and falling.
- Foreign objects on the field of play like rocks, broken glass, trash, pencils and metal objects which can effect player and referee footing on the field as well as cause cuts, bruises and other injuries on impact.
- Sprinkler heads, faucets, drains or any other protruding hazards
- Gopher holes, divots or bumps which often cause ankle injuries and/or falls

Adjacent fields

If there is space for more than one field in an area, make them no closer than six feet when they are side by side nor twelve feet when they are end to end. Many regions use one large field to make three smaller fields across for practice or short-sided games.

Prominent use of Kids Zone signage at all playing fields can help promote a fun, fair, safe, family friendly environment. Kids Zone can help ensure that sideline behavior does not add to increased safety concerns.



Physical Surroundings

With field space often difficult to secure, it is sometimes tempting to “squeeze” in playing fields wherever grass is growing. Unfortunately, these surroundings can also create potential hazards:

- Walls, fences, poles/posts too close to playing fields
- Trees, plants, shrubs protruding into field of play or too close to touch lines
- Playing fields so close to each other that players, stray balls, and spectators enter games in play.
- Coach, player, spectator seating areas too close to fields.
- Playing fields not protected/shielded from cars e.g. cars parking on playground adjacent to playing fields without a protective barrier
- Temporary awnings or canopies which may fall on participants during wind or rain storms
- Field equipment from other sports like baseball infields, backstops, football sleds, etc.89
- Standing water, West Nile mosquito breeding ground (contact local officials for remedy)

Routine inspections of playing fields and common use areas should be conducted to identify potential safety hazards and document any solutions and remedies. Be sure to notify property owners of any issues.

Field Marking Materials

Weed killer, diesel fuel or other such harsh chemicals used to “burn in” lines can be dangerous and may even be prohibited by local laws or park policies. Many regions use chalk or specially-formulated spray paint to mark the lines. If using spray paint, it is best to use two coats, one laid down in each direction. This produces a more visible and longer-lasting line. Different colors can be used when smaller fields are laid out within or across full sized fields.

When using chalk, it is best to use two bags of chalk for the first marking. One bag should be sufficient for subsequent markings.



What is wrong with this picture?

Markers have an adjustable flow lever and with practice, it will be possible to get the most out of each bag of chalk and still create solid, clear field markings.

Never use lime to line fields. Lime is caustic and will harm the eyes and burn open cuts.



Cones can be used to create “safety zones” and “cautions” to prevent injury, but should not be used in place of permanent solutions to safety hazards.

Safety Reminders

Soccer games are usually held in very public places and on any given game day, just the number of AYSO players, parents, volunteers and spectators can overwhelm a space and create a safety concern.

Safety Directors may want to consider using Region newsletters or field posters to remind parents to keep everyone - and especially the kids - safe. Let everyone help monitor safety by asking volunteers, parents and even players to let you and your board know of any safety concern.



Service Animals

AYSO is obligated to observe and respect existing regulations and laws regarding the presence of service animals at our fields. Service animals are defined by the Americans with Disabilities Act (ADA) as only dogs or miniature horses that have been trained to do work or perform tasks for the benefit of an individual with a disability. Other animals, whether wild or domestic, do not qualify as service animals.

AYSO officials may not request or inspect paperwork certifying the status of a service animal, but may ask two questions of the handler: Is the dog or pony a service animal which is required because of a disability, and what work or task has the animal been trained to perform? No inquiry about the nature of the disability is allowed. The handler can be asked to remove the animal from the field if it is out of control and the handler does not take effective action to control it.

Whether or not dogs or other non-service animals are allowed near playing fields is typically defined by the property owner or as a condition of field usage/permit. Consult any field permits or contracts for specific requirements.

Environmental Hazards



Just as field conditions can pose safety risks, so can weather conditions. The Regional Safety Director should work with the Regional Board to develop standard guidelines for dealing with adverse weather conditions including communication procedures to ensure that everyone understands the appropriate actions to take in order to protect the safety of all participants. These guidelines should address:

- Hot weather and risks of dehydration and heat exhaustion or stroke
- Cold weather and hypothermia
- Tornado/Hurricane warnings/watches
- Wildfires and other air quality concerns
- Thunder and Lightning

Hot Weather

When temperatures and humidity rise significantly above normal levels for a community, the potential for risk increases. Be aware of these conditions and be prepared to stop or delay games for proper hydration. Consider allowing for more and frequent water stoppages in addition to substitution stoppages. Incidents of dehydration, heat exhaustion, heatstroke and sunburn are usually avoidable. The proper and continued hydration of players and volunteers prior to the scheduled event is important. Consider notifying players and volunteers 24 hours before an event and ask them to hydrate in advance.

Sunscreen of appropriate strength should be applied frequently. Consider adding shade to participants via tents in addition to shade provided by trees or buildings. Scheduling of games outside of the hottest part of the day, whenever possible, is preferred. When scheduling multiple games in a day or over several days when conducting tournaments, it is recommended that there be at least two hours between games and only two games per day for players, if possible – unless the playing time is reduced, as recommended in the AYSO Playtime Study guidelines.

Cold Weather

Risk of hypothermia, frostbite and injury from numbness are usually avoidable. Consider canceling games if the weather is cold enough that players might be adversely affected by it. Be aware of the dangers associated with cold weather and be prepared to delay or even terminate games to protect the players.

Freezing rain, hail, snow, sleet or heavy rain can cause field conditions to deteriorate rapidly. Loss of solid footing can cause injury. Check field conditions before and



during games. Be prepared to stop or delay games if severe weather conditions cause the field to become unsafe for participants.

Players should be permitted to wear appropriate and safe clothing (extra garments under the jersey and shorts, knit hats and gloves, etc.) to protect against cold and windy weather conditions.

Tornado/Hurricane Warnings and Watches

TORNADO WATCH: Tornadoes are possible in the area; remain alert for approaching storm.

TORNADO WARNING: A Tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to a pre-designated place of safety.

When events and activities are calendared during tornado or hurricane seasons, all participants should be informed of the plan of action for their occurrence.

Upon notification of a tornado warning, all activities and events should be cancelled until weather conditions and field conditions allow the activity to resume.

Recognizing the Danger – What to Look and Listen For

Look out for dark, often greenish skies, and a wall cloud, large hail and loud roar similar to a freight train. If a warning is issued and you are indoors, stay away from windows and move to an interior room or hallway or the lowest floor; get under a sturdy piece of furniture if possible. At the fields or en-route, get out of automobiles, trailers or camping type vehicles.

Hurricanes, for the most part, start out as thunderstorms. Thunderstorms intensify into tropical depressions, then into tropical storms and finally become hurricanes.

Most hurricanes are tracked at least 7-10 days in advance. When information indicates that this type of severe weather is probable, the event should be postponed or cancelled.

Thunder and Lightning

The AYSO National Referee Advisory Commission researched best practices for dealing with electrical storms, and found the following recommendations in place:

- The National Severe Storms Laboratory (NSSL) currently recommends that all individuals should leave the game site and reach a safe structure or location when lightning is within 6 miles.
- The National Collegiate Athletic Association (NCAA) Lightning Safety Guidelines indicate that since lightning can strike out of a clear blue sky as far away as ten miles from a rainstorm, when the “Flash-to-Bang” count is thirty seconds or less, everyone should leave the game site to a safe location.

- The United States Soccer Federation (USSF) position is that if you can hear thunder you are within reach of lightning and that referees must protect the safety of all participants by stopping game activities quickly, so that participants and spectators may retire to a safer place before the lightning threat becomes significant. Applying the 30-30 rule is recommended and to wait thirty minutes or more after hearing the last thunder before leaving shelter.

In view of the above, the following is the position of the AYSO National Referee Advisory Commission regarding severe weather:

“It is said that lightning can strike from a clear blue sky that is within a ten mile radius of a storm. It is therefore strongly recommended that practices and games be terminated immediately upon hearing thunder or seeing lightning. “If you can see it - flee it; if you can hear it – clear it.”

Seeking shelter during an electrical storm include:

Safer Areas

- Inside a fully enclosed metal vehicle with windows up
- Inside a substantial building (roof and four walls)

Unsafe Areas

- Open areas like playing fields or parking lots
- Smaller structures like picnic shelters
- Open area of Concession stand
- Anywhere near metal objects like flagpoles, soccer goals, metal bleachers, electrical equipment
- Under trees

Open Area without shelter

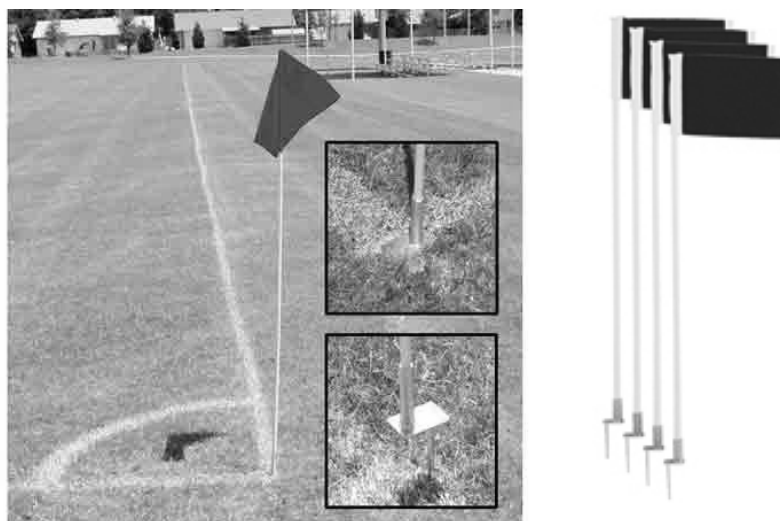
- Avoid standing in groups
- Spread out to reduce risk
- Crouch on feet, keep head low
- Avoid being the tallest object
- Avoid lying on the ground

In the event of lightning striking an individual, call 911 immediately. People struck by lightning do not carry an electrical charge. If qualified, administer First-Aid or CPR.

Injury Prevention

- Be safety conscious. Take the time to inspect game equipment, playing fields and common use areas. Remedy issues and/or report issues to property owners.
- Properly store field equipment such as corner flags and field marking equipment after each game.
- Safely disassemble and store goals during the off-season
- Take immediate proactive corrective measures to known safety hazards
- Inform others—players, coaches, referees, and board members of known hazards and potential risks.
- Move to a safer location if necessary and possible.
- Cancel an activity if unsafe conditions cannot be corrected. Err on the side of safety
- Consider working with the Regional Commissioner, Regional Coach Administrator, and Division/Age Coordinators to offer coaches the Injury Prevention, Injury Management workshop and/or handout.
- Consider creating a Safety Flyer to pass out to parents at Registration or Opening Day reminding parents what they can do to help promote a safe playing environment and prevent injury.

Children have been known to play with corner flags, throwing them like javelins which can cause serious injury.





Frequently Asked Questions

Why does our insurance company need a social security or visa number?

The AYSO SAI Claim form is an application for insurance benefits and our Third Party Administrator is allowed by the Department of Insurance to request this information in order to ensure accurate claims processing and for HIPAA verification. SAI Claims submitted without either of these numbers will not be processed.

What is HIPAA?

HIPAA, the *Health Insurance Portability and Accountability Act* was signed into law on August 21, 1996. HIPAA is a multi-step approach that is geared towards improving the health insurance system. HIPAA includes patient privacy regulations and Title IV defines rules for protection of patient information. All healthcare providers, health organizations, and government health plans that use, store, maintain, or transmit patient health care information are required to comply with the privacy regulations of HIPAA.

Are social security and visa numbers secure?

Yes. It is used only for claims processing and claimant identification. It is not published on any information that leaves their office and it is never given out in any phone conversation. Their computer systems email and fax lines are all secure and compliant with federal HIPAA regulations. Their security is updated regularly in accordance with the Department of Insurance and the Department of Health and Human Service Regulations.

Why is an AYSOID required to process an SAI Claim?

An AYSOID ensures that claims are only paid for a properly registered AYSO player or volunteer. This helps protect AYSO against fraudulent claims. An AYSOID is issued for every registered player and volunteer. AYSOIDs may be obtained from the Registrar or Regional Commissioner.

Will a volunteer, traveling to another Region to conduct training and renting a car, have coverage under AYSO's policy?

No. AYSO *does not* provide automotive liability or property damage insurance. Coverage defaults to the driver's personal automotive insurance and AYSO recommends that the renter take the additional coverage offered by the rental company.



Does a parent who drives several children to and from practices and games have automotive insurance coverage under AYSO's policy?

No. Coverage would fall under the Driver's personal automotive liability insurance. In the event of an accident, all registered players are covered for injuries under the Soccer Accident Insurance (SAI) policy in excess of any underlying medical or automotive insurance.

Does a Region have coverage to participate in a parade with registered players and volunteers riding on a trailer?

No. This is an off-field activity and not covered under AYSO's General Liability insurance. Automotive coverage would be the responsibility of the driver of the trailer. Consideration should be given to the overall safety of the riders on a trailer versus the potential liability.

Is there liability protection for a volunteer who attaches a personally owned or rented trailer to his/her vehicle to transport AYSO equipment?

No, since the trailer and vehicle are personal property coverage is the responsibility of the owner/driver. AYSO's liability policy does not provide protection for incidents while the equipment is being transported or while the trailer is on the premises of a sanctioned event.

Is there insurance coverage for AYSO teams celebrating the end of their season at a local restaurant or amusement park?

No. Again, this is an off-field activity, not covered under AYSO's General Liability insurance. For a more detailed list of excluded items or questions, contact the AYSO National Office at 800-872-2976.

Do Regions have coverage under AYSO's General Liability Insurance to sell fireworks as a fundraiser?

No. AYSO's General Liability specifically excludes the selling of fireworks. If a Region is determined to sell fireworks, the fireworks provider (owner) must issue a certificate of insurance to AYSO, listing AYSO as an additional insured, and this insurance certificate must meet minimum AYSO standards. Contact the AYSO National Office at 800-872-2976 for more information.

What if Regions offer a bounce house or an amusement ride at their Opening Day ceremonies, will they have coverage under AYSO's General Liability?

No. AYSO's General Liability policy specifically excludes bounce houses, amusement rides and various other non-soccer related activities.

AYSO Regions opting to host Special Events with amusements must require each individual vendor to provide proof of liability insurance and may secure additional liability coverage (for a fee) with AYSO's Special Event coverage. For a more information and to ensure liability coverage, contact the AYSO National Office at 800-872-2976.



A strong gust of wind uplifts an AYSO tent and throws it into the parking lot damaging vehicles. Will AYSO pay for the damages?

This type of damage should be covered by the vehicle owner's own insurance. Wind, rain, and other natural occurrences are considered by insurance companies to be "Acts of Nature" and as such, are not considered for "at fault" coverage by AYSO's liability insurance.

Are Regions covered for general liability when sponsoring a "Relay for Life" fundraiser or "United Way" event?

No. These are not considered sanctioned AYSO soccer events. Fundraising activities directly benefiting the AYSO Region may be covered. Contact the AYSO NATIONAL OFFICE at 800-872-2976 for clarification.

What if Regions sponsor a "Clean-Up Day" for a local school or park, are volunteers covered under AYSO's plans?

No. Neither the General Liability or SAI coverage applies. While these events are wonderful community service opportunities, volunteers should be aware that they are volunteering to help the organization benefiting from the activity.

What does "uninterrupted travel" mean?

"Uninterrupted travel" usually applies to group travel of 5 or more participants in a vehicle, **directly** to and from an AYSO sanctioned event such as practice sessions, games, tournaments, or sponsored activities, provided that players are traveling as a team, a licensed adult driver operates the vehicle and on longer trips, there are no stops or interruptions in travel of two hours or more. Normal, incidental stops for gas, restrooms, or food, as long as the stop does not last 2 hours or more, will not invalidate SAI coverage. However, in this case, SAI only covers injuries resulting from the actual travel or the approved activity, not from activities during these incidental stops.

Why are Certificates of Insurance required?

Certificates of Insurance provide proof to the requesting organization or business that AYSO and/or the Region has liability insurance. Just as it provides AYSO coverage for claims of injury or damages, it also protects the owners of fields and facilities against these claims.

Why are Regions required to obtain their own Certificates of Insurance from eCerts? Is there a fee?

eCerts provides the most cost effective means for producing certificates and the total cost of producing certificates is included the national player fee. Any Region experiencing difficulty retrieving a certificate or if an organization does not accept the certificate in its current form, contact the AYSO National Office at 800-872-2976.



Can players wear Medical Alert Bracelets?

Children may participate in games and practices while wearing medical alert bracelets. It is important that this information remains visible. However, to ensure the bracelet does not present a danger to the player or other players it should be secured to the player with tape, a cloth wristband or something equivalent taking care to leave the information visible.

We must all recognize that if the bracelet is removed and lost or hidden in any way, the child might be put in danger, particularly if the parents are not present to ensure that the medical condition is known. We must also recognize that it is unlikely that a medical alert bracelet, when properly covered, will pose a danger to the other children who are participating. Medical alert sports bands with a snug-fitting soft, polyester ribbon band are available and should be permitted without modification.

May a player wear a cast or splint?

The AYSO National Rules and Regulations paragraph VI.H. states:

“Players shall not be allowed to practice or participate in any game with any type of cast or splint.”

May a player remove a cast or splint in order to participate?

The AYSO National Rules and Regulations paragraph VI.H. states:

“Removal of any type of cast or splint at the field or surrounding area in order to participate shall disqualify the player from practice or in any game.”

Removable casts are designed to facilitate personal hygiene and dressing; they are not designed to be removed so that a player may engage in contact sports.

Are players permitted to wear knee braces?

AYSO policy statement 2.9 titled “Knee Braces” reads as follows:

AYSO will not prohibit the use of knee braces by players in AYSO events and programs, provided that the knee brace is adequately covered and padded in the judgment of the referee so as to eliminate the possibility of its use causing injury to other players on the field of play.

The difference between casts or splints and knee braces is that a cast or splint is used for the treatment of a temporary injury to provide for healing. The use of a knee brace is different in that it is used to provide support and/or flexibility. Knee braces are designed to allow for flexibility of movement, while conversely, a cast or splint is designed to restrict mobility.

Are players permitted to wear any other kind of medical devices?

If the device is needed to restrict mobility, protect an injury or support proper alignment to expedite the healing process of a temporary injury and is hard (cast, splint, etc.) then this is not allowed. If, on the other hand, the protective device is used to provide support, flexibility or enable an otherwise healthy player to function normally such as a knee brace, prosthesis, hearing aid, insulin pump, etc. then this

would be allowed provided the device was sufficiently padded to prevent injury to other players. The Laws of the Game specify that “A player must not use equipment or wear anything which is dangerous to himself or another player.” The referee is the sole judge of whether or not the individual item in question is permissible to wear in the game.

May players wear spectacles?

Players who require prescription glasses are to be allowed to wear them during practices and games. It is recommended that retaining straps be worn. Rubber bands may also be used for this purpose. Prescription goggles, such as the type used by racquetball players, are also permitted subject to the approval of the referee prior to the start of the match. Spectacle guards made of plastic or other hard material are not permitted.

May players wear hearing aids?

Players who normally must wear hearing aids are also allowed to wear them during practices or games.

Are players permitted to wear mouthguards?

AYSO does not prohibit the use of mouthguards. Parents are encouraged to consult their child’s dentist or orthodontist to determine what, if any, mouthguard is appropriate for their child. Players wearing mouthguards should not be prevented from participating in practice or games.

Are players permitted to wear jewelry, earrings or studs?

Jewelry, including earrings of any kind, any visible body piercing or any hard replacement stud used when the jewelry is not being worn, must be removed before the player is allowed to participate in a practice or game. Covering the jewelry or hard replacement stud with tape, padding or bandage is not sufficient. The jewelry or hard replacement stud must be removed before playing. Subject to approval of the referee, various soft, flexible materials that do not present a danger to the player or other players may be used to keep recent body piercings open for participation during games.

At Registration, remind parents that all jewelry, including ear and body piercings, must be removable for games and practices. They may want to plan new piercings eight weeks before practices start or after the season ends.





Conclusion

At the conclusion of this manual, we hope that you have a greater understanding of the vital role the position of Regional Safety Director plays in promoting a fun, fair, and safe family environment for children to enjoy and experience soccer. Please follow through with your commitment to this role by completing the required certification and job training:

- AYSO's Safe Haven
- Safety Director Training

Tip: Check www.ayso.org for online training courses or contact your Area Director for upcoming training events.

If there are any questions, concerns, or issues that you and your Regional Commissioner would like assistance with, please contact the AYSO National Office:

AYSO National Office
19750 S. Vermont Ave. Suite 200
Torrance, CA 90502

(800) USA–AYSO or (800) 872-2976
www.ayso.org

email: Insuranceclaims@ayso.org

Be sure to check the Safety Director web page on the AYSO website for FAQs, updates and other valuable resources.

AYSO would like to take this opportunity to thank you for volunteering your time and for helping to fulfill the vision of providing world class youth soccer programs that enrich children's lives. You are one of over 200,000 who volunteer annually to serve the children of AYSO and whose dedication and commitment make it all possible. Thank you!



Safety Director's Check List

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 the National Office (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.) 	



<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 AYSO 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 & 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 until the player reaches 24 years of age. 	

AYSO/CDC Concussion Fact Sheet

AYSO has partnered with the Center for Disease Control to bring the Parent/Athlete Concussion Information Sheet to all AYSO participants. The fact sheet is available in the Region Toolkit on www.ayso.org.

Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness <i>(even briefly)</i>	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events <i>prior</i> to hit or fall	Confusion
Can't recall events <i>after</i> hit or fall	Just not "feeling right" or "feeling down"

Did You Know?

- Most concussions occur *without* loss of consciousness
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

below after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness *(even a brief loss of consciousness should be taken seriously)*

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date



AYSO/CDC Coach Action Plan

SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SIGNS OBSERVED

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the CDC fact sheet for parents on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play.

ADDITIONAL AYSO PROCEDURES

- Complete AYSO Incident Report
- Refer parents to the AYSO/CDC Information sheet and SAI information available at AYSO.org
- Obtain signed AYSO Participation Release from Parent/Guardian prior to return to play
- Obtain a Medical Release if required by State Law
- Give all signed forms to your AYSO Safety Director

IMPORTANT PHONE NUMBERS

Emergency Medical Services	Coaching Staff Available During Practices
Name:	Name:
Phone:	Phone:
Health Care Professional	Coaching Staff Available During Games
Name:	Name:
Phone:	Phone:

For more information and to order additional materials free-of-charge, visit:
www.cdc.gov/Concussion



Goal Inspection Check List

Inspect and ensure the following:

- There are no open hooks used to attach nets.
- There are no large holes or tears in the nets
- There are no rusted or weak places in the post.
- There are no jagged or sharp points or edges.

For goalposts in the ground (permanent):

- Posts are not weakened at the ground or just below ground level.
- Posts cannot be moved by pressing against the posts and shaking them.
- Posts appear to be vertical and are not leaning.
- Posts extend far enough into the ground to be stable

For goalposts not in the ground (moveable):

- The goal is built so that it does not tip easily when weight is applied to the top or horizontal bar.
- The goal is built such that it does not tip or topple easily when the rear supporting part to the goal is raised.
- Stake/anchor the goal so it will not tip or topple easily. Please remember that a goal staked to be stable is easily unstaked. Any such goal should be dismantled and removed when not in use.
- Goal stakes are not loose due to over-watering or mud in the goalpost area.

Connections or intersections of pipe

Inspect and ensure the following:

- Each connection is not deteriorated or weakened by rust or fatigue.
- Each connection will properly support the weight of the members it supports.
- Supporting Braces – Inspect and ensure the following:
 - There are no rusted or weak places.
 - There are no jagged or sharp points or edges.
 - Supporting braces are not rusted or weakened at the ground or just below ground level.

For any goal found to be a problem, tag or place on it an easily seen warning that it is not to be used. Immediately notify, orally and in writing, the regional commissioner or field director so that the problem can be remedied. Re-inspect the goal after the repair has been done to ensure that the repair has properly resolved the problem(s) observed.



Field Inspection Hazard List

Many things can make a field unsafe for play, represent a potential injury to players or put volunteers and spectators at risk. The following are just some of the potential hazards to look for and remedy:

Playing Field Conditions

- Water saturated, wet, slippery playing field or goal area
- Dry, hard playing field
- Permanent hazards (move playing field):
 - Sprinklers
 - Utility Access covers
 - Pipes/faucets
 - Drains
- Debris (cleared before each game)
 - Broken glass
 - Rocks, gravel
 - Bottles or Cans
 - Pencils, Pens
 - Trash including paper
- Bikes/toys too close to touchlines
- Gopher holes, large divots or bumps

Surrounding Areas

- Walls, fences, concrete edging too close to playing fields
- Poles/posts
- Trees, shrubs protruding into field of play or too close to touchlines
- Playing fields so close to each other that players, stray balls and spectators enter games in play
- Coach, player, spectator seating areas too close to touchlines
- Field equipment from other sports like backstops, football sleds, infields
- Parked cars
- Standing water – West Nile, mosquito breeding ground
- Industrial chemical exposure



CPSC Guidelines for Movable Soccer Goal Safety

A large, faded, wireframe-style illustration of a soccer goal, positioned behind the main title text.

GUIDELINES FOR MOVABLE SOCCER GOAL SAFETY

January 1995
U.S. Consumer Product Safety Commission
Washington, D.C. 20207



1. Introduction

This handbook presents guidelines for the installation, use and storage of full-size or nearly full-size movable soccer goals. The U.S. Consumer Product Safety Commission (CPSC) believes these guidelines can help prevent deaths and serious injuries resulting from soccer goal tipover. Publication of the handbook is intended to promote greater safety awareness among those who purchase, install, use, and maintain movable soccer goals.

These guidelines are intended for use by parks and recreation personnel, school officials, sports equipment purchasers, parents, coaches, and any other members of the general public concerned with soccer goal safety.

These guidelines are intended to address the risk of movable soccer goal tipover. They are not a CPSC standard, nor are they mandatory requirements. Therefore, the Commission does not endorse them as the sole method to minimize injuries associated with soccer goals.

2. Soccer Goal Injuries and Deaths

According to the 1994 National Soccer Participation Survey (Soccer Industry Council of America), over 16 million persons in the United States play soccer at least once a year. Seventy-four percent (over 12 million) of these persons are under the age of 18. Soccer ranks fourth in participation for those under 18, following basketball, volleyball, and softball and well ahead of baseball, which has an annual participation of 9.7 million.

There are approximately 225,000 to 500,000 soccer goals in the United States. Many of these soccer goals are unsafe because they are unstable and are either unanchored or not properly anchored or counter-balanced. These movable soccer goals pose an unnecessary risk of tipover to children who climb on goals (or nets) or hang from the crossbar.

The CPSC knows of four deaths in 1990 alone and At least 21 deaths during the past 16 years (1979-1994) associated with movable soccer goals. In addition, an estimated 120 injuries involving falling goals were treated each year in U.S. hospital emergency rooms during the period 1989 through 1993. Many of the serious incidents occurred when the soccer goals tipped over onto the victim. Almost all of the goals involved in these tipovers appeared to be **"home-made"** by high school shop classes, custodial members, or local welders, not professionally manufactured. These **"home-made"** goals are often very heavy and unstable.

The majority of movable soccer goals are constructed of metal, typically weighing 150-500 pounds. The serious injuries and deaths are a result of blunt force trauma to the head, neck, chest, and limbs of the victims. In most cases this occurred when the goal tipped or was accidentally tipped onto the victim. In one case an 8-year-old child was fatally injured when the movable soccer goal he was climbing tipped over and struck him on the head. In another case, a 20-year-old male died from a massive head trauma when he pulled a goal down on himself while attempting to do



chin-ups. In a third case, while attempting to tighten a net to its goal post, the victim's father lifted the back base of the goal causing it to tip over striking his 3-year-old child on the head, causing a fatal injury.

High winds can also cause movable soccer goals to fall over. For example, a 9-year-old was fatally injured when a goal was tipped over by a gust of wind. In another incident, a 19-year-old goalie suffered stress fractures to both legs when the soccer goal was blown on top of her.

3. Rules of Soccer

From the Federation of International De Football Associations' (FIFA) *Laws of the Game, Guide for Referees, July 1993.*

"Goal-posts and cross-bars must be made of wood, metal, or other approved material as decided from time to time by the International Football Association Board. They may be square, rectangular, round, half round, or elliptical in shape."

"Goal-posts and cross-bars made of other materials and in other shapes are not permitted. The goal-posts must be white in color."

"The width and depth of the cross-bar shall not exceed 5 inches (12 cm)."

From the National Federation of State High School Associations' (NFHS) 1994-95 *National Federation Edition-Soccer Rules Book.*

"They shall consist of 2 upright (posts) 4 inches but not more than 5 inches (0.10m by 0.12m)...the tops of the posts shall be joined by a 4 inches but not more than 5 inches (0.10m by 0.12m) horizontal crossbar..."

From the National Collegiate Athletic Associations' (NCAA) *Rules for Soccer.*

"...and shall consist of two wooden or metal posts, ... the width or diameter of the goal-posts and crossbar shall not be less than 4 inches (10.16 cm) nor more than 5 inches (12.7 cm)."

4. Design/Construction Guidelines

While a movable soccer goal appears to be a simple structure, a correctly designed goal is carefully constructed with counterbalancing measures incorporated into the product. The common dimensions of a full-size goal are approximately 7.3 m (24 ft.) in width by 2.4 m (8 ft.) in height and 1.8 m (6 ft.) in depth (see Figure 1). The stability of a soccer goal depends on several factors. One effective design alternative uses a counterbalancing strategy by lengthening the overall depth of the goal to effectively place more weight further from the goal's front posts (more weight at the back of the goal). A second design selects lightweight materials for the goal's front posts and crossbar and provides much heavier materials for the rear ground bar and frame members. This tends to counterbalance the forces working to tip the goal forward. Another design uses a heavy rear framework and folds flat when not in use, making the goal much less likely to tip over. Finally, after these various designs are considered, it is imperative that ALL movable soccer goals be anchored firmly in place at all times (see section 5).

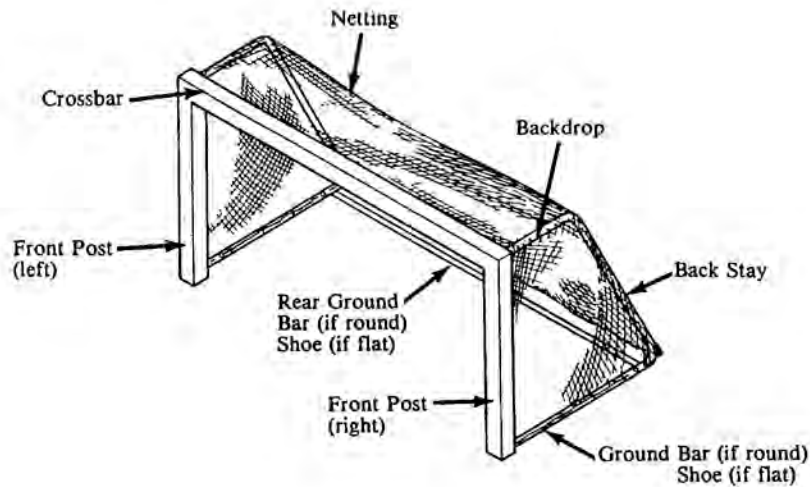
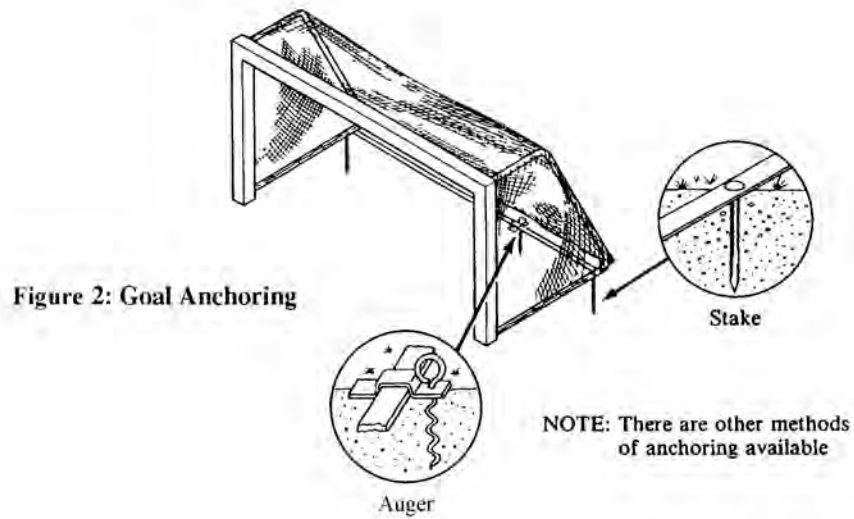


Figure 1: Components of a Movable Soccer Goal

5. Anchoring/Securing/Counterweighting Guidelines

A properly anchored/counterweighted movable soccer goal is much less likely to tip over. Remember to secure the goal to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible. It is IMPERATIVE that ALL movable soccer goals are always anchored properly (see Figure 2). There are several different ways to secure your soccer goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight.



Anchor Types

• **Auger style**

This style anchor is “helical” shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer’s specifications, the weight of the goal, and soil conditions.

Figure 3.1: Auger Style Anchor



● **Semipermanent**

This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (3.2a) of semipermanent anchor connects the underground base to the soccer goal by means of 2 tethers. Another design (3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

Figure 3.2a: Semipermanent Anchor

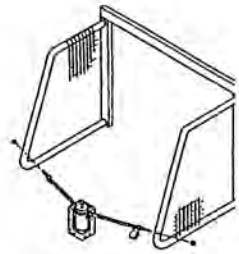
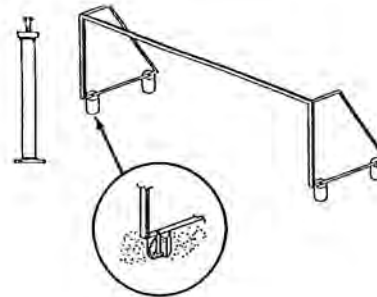


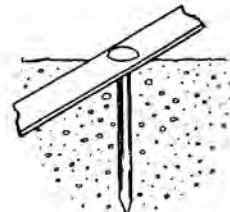
Figure 3.2b: Semipermanent Anchor



● **Peg or Stake style (varying lengths)**

Typically two to four pegs or stakes are used per goal (more for heavier goals) (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.

Figure 3.3: Peg or Stake Style Anchor



● **J-Hook Shaped Stake style**

This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

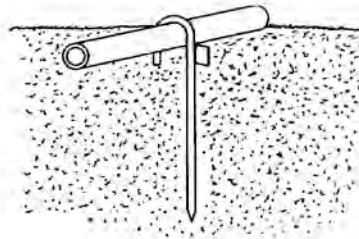


Figure 3.4: J-Hook Anchor

● **Sandbags/Counterweights**

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface can not be penetrated by a conventional anchor (i. e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.

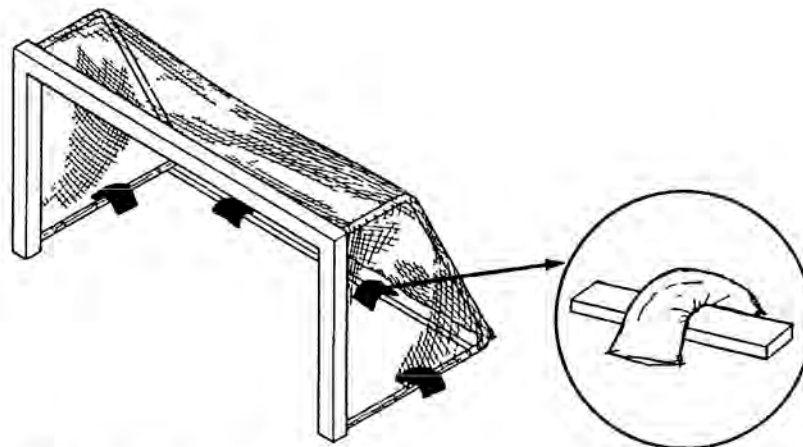


Figure 3.5: Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

● **Net Pegs**

These tapered, metal stakes should be used to secure only the NET to the ground (Figure 3.6). Net pegs should NOT be used to anchor the movable soccer goal.

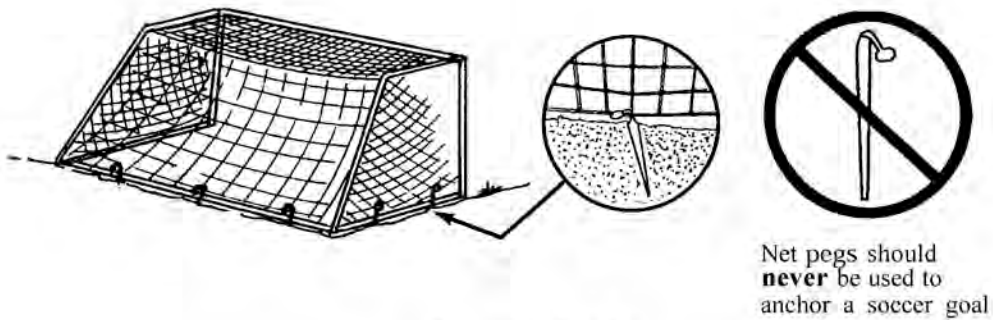


Figure 3.6: Net Pegs

6. Guidelines for Goal Storage or Securing When Goal is Not in Use

The majority of the incidents investigated by CPSC did not occur during a soccer match. Most of the incidents occurred when the goals were unattended. Therefore, it is imperative that all goals are stored properly when not being used. When goals are not being used always:

- a) Remove the net,
- b) Take appropriate steps to secure goals such as:
 - 1) Place the goal frames face to face and secure them at each goalpost with a lock and chain (see Figure 4.1),

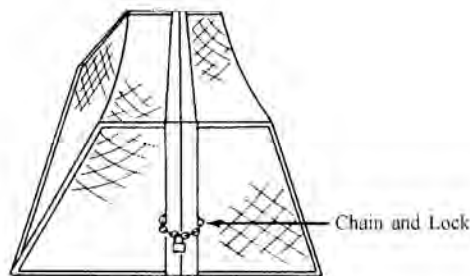


Figure 4.1: Join Goal Faces and Lock Together Using Chain and Lock

- 2) Lock and chain to a suitable fixed structure such as a permanent fence (see Figure 4.2),
- 3) Lock unused goals in a secure storage room after each use,
- 4) If applicable, fully disassemble the goals for seasonal storage, or
- 5) If applicable, fold the face of the goal down and lock it to its base.

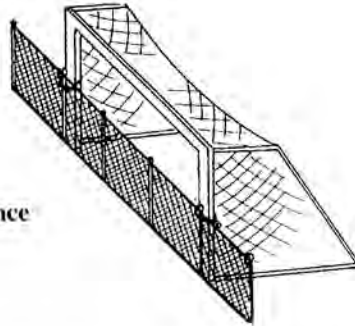


Figure 4.2: Attach Goal Face to Permanent Fence with a Chain Lock

7. Conclusions/Safety Tips

- Securely anchor or counterweight movable soccer goals at ALL times (see prior illustration).
- Anchor or chain one goal to another, to itself in a folded down position, or to nearby fence posts, dugouts, or any other similar sturdy fixture when not in use. If this is not practical, store movable soccer goals in a place where children cannot have access to them.
- Remove nets when goals are not in use.
- Check for structural integrity and proper connecting hardware before every use. Replace damaged or missing parts or fasteners immediately.
- NEVER allow anyone to climb on the net or goal framework.
- Ensure safety/warning labels (see Appendix C) are clearly visible (placed under the crossbar and on the sides of the down-posts at eye level).
- Fully disassemble goals for seasonal storage.
- Always exercise extreme caution when moving goals and allow adequate manpower to move goals of varied sizes and weights. Movable soccer goals should only be moved by authorized and trained personnel.
- Always instruct players on the safe handling of and potential dangers associated with movable soccer goals.
- Movable soccer goals should only be used on LEVEL (flat) fields.



eCertsOnline Made Simple – the quick version!

1. Go to <http://www.ayso.org>
2. Click on Resources and then click on the Insurance link.
3. Click on Certificate of Insurance (left side of screen).
4. Scroll down slightly and click on “login to eCertsOnline”.
5. When the page refreshes, in the center you will see a login screen.
 - a. Your username is **region #@ayso.org**. The password is nagm2004. Use lower case. **Sample: 111@ayso.org**
6. Once inside the eCERTS program, click on the words “Issue a Certificate of Insurance” just below "Welcome Region ****."
7. On the next screen click on the underlined **09/10 MASTER CERTIFICATE**.
8. The next screen is where you can search for previously issued certificates, add new certificates (ADD button-shaded gray) or change information pertaining to a certificate (click on the certificate holder or interest name.)
9. 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.
10. At the next screen you will see "ATTACH ENDORSEMENT(s)" on the lower right side of the screen. You may need to scroll down. Click on that link.
 - a. Put a check in the box with “Additional Insured: Designated Person or Organization.” Click on ATTACH ENDORSEMENT.
11. You are back at step 6.
12. 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 and where the certificate will be faxed or e-mailed.
13. **NEW FEATURE:** Under 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, find your region, area or section and click. The system automatically adds needed information to the certificate.
14. **NEW FEATURE:** Before exiting the Maintenance (Edit) screen you will need to scroll down and enter your 4 digit REGION NUMBER into the indicated box. You will not be allowed to SAVE and Exit without entering this information. (Example: 0001 or 1234) Click on SAVE.
15. At the next screen, in the upper right side, you will find a gray box which will include "Issue forms." Click on that! Follow the instructions given on the next page, clicking on ISSUE.
16. When the certificate is issued, you should click on Return.
17. You are back at step 6. If you need to issue another certificate, click on Return to Step 2.
18. If you have any questions, please call 800-872-2976 ext. 5461.