Risk Management Aspects of Running a Soccer Tournament

Don Bohnet
Region III RMC
Agenda

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

- Define tournament committee to set policy and oversee the operation of the tournament.
- Size tournament to assure managed risk equal to ability to staff and support based on:
  - Number of teams
  - Number of attendees
  - Number of volunteers
  - Physical resources
    - Complex layout
    - Restrooms
    - Food/beverage
Pre-Tournament Phase

Assign Roles & Responsibilities to ensure assignments and coordination of:

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

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

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

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

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

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

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

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

What happens when a child is reported missing?

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

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

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