



## **Regional Risk Management/Safety Director**

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### **Purpose**

The AYSO volunteer position of regional risk management/safety director is intended to be responsible for all aspects of the region's safety.

### **Specific Duties and Responsibilities**

The regional risk management/safety director is expected to:

#### **GENERAL**

1. Use the AYSO Safety Director Manual to become the most knowledgeable person in the region regarding safety and insurance plans;
2. Be available and knowledgeable to answer questions from coaches, referees, and parents; and
3. Attend regional board meetings and available seminars.

#### **ADMINISTER THE AYSO ACCIDENT INSURANCE (SAI) PLAN**

1. Provide for the distribution of AYSO's information flier on the SAI plan to each player's family;
2. Maintain the regional supply of SAI claim forms;
3. Inform regional staff about the SAI plan and procedures;
4. Provide information to parents and coaches regarding the proper way to file an SAI claim form;
5. Handle all reports of accidents and/or SAI claims;
6. In case of an accident, properly notify the regional commissioner within 24 hours; and
7. Secure a Participation Release Form for seriously injured participants prior to their return to play.

## **OVERSEE LIABILITY AND PROPERTY INSURANCE PROGRAMS**

1. Obtain liability insurance certificates for all facilities used by the region; and
2. Evaluate need for regional equipment insurance.

## **RISK MANAGEMENT**

1. Coordinate with the CVPA to implement the AYSO Safe Haven Program;
2. Oversee compliance of recommended adult-to-child supervision;
3. Inspect all field equipment to ensure it is in safe condition;
4. Ensure that all goalposts are properly anchored and do not have net hooks;
5. Ensure that AYSO policies regarding medical release forms, shin guards, and blood-borne diseases are disseminated to region officials;
6. Ensure that a reasonable number of first-aid kits are available at all playing sites;
7. Be responsible for advising regional participants of dangerous weather and other potentially unsafe conditions;
8. Make available safety information for all region members and families from such sources as AYSO Web site, [www.soccer.org](http://www.soccer.org); and
9. Promote preventive programs.

## **Qualifications and Desired Skills**

To be considered for the position of regional risk management/safety director, the applicant should:

1. Have some past experience with equipment, nets or fields; and
2. Be organized.

## **Supervision Protocols**

While performing as the regional risk management/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**

The anticipated time commitment for a regional risk management/safety director is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

**Orientation, Training, Certification and Continued Education Provided**

To prepare a volunteer for the position of regional risk management/safety director, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Risk Management for the Safety Director I and II workshops at the annual Section Conferences.

**Activity Locations**

While performing the duties of regional risk management/safety director, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and

5. Independent work at home alone, in committees of adults or in a properly supervised situation with children.