SAFETY DIRECTOR'S CHECK LIST
and VERIFICATION FORM

Season Dates: _____

Safety Director	Regional Commissioner

☻ ***Safety Director's Manual***
- Mailed from the **NSTC** upon notification of new appointment
- If you haven't received this manual call ***Member Services*** at the **NSTC** **(800) USA-AYSO**

☻ ***SAI Brochures*** (Soccer Accident Insurance)
- Arrives in the **Registration Kit** from the **AYSO Supply Center**
- Contact your **Regional Registrar**

☻ ***SAI Claim Forms*** (Soccer Accident Insurance)
- Download off the website: ***www.soccer.org***
- Call ***Member Services*** at the NSTC at the number listed above
- Distributed by the Safety Director or Regional Commissioner **only**

☻ ***Accident Report Form***
- Mailed from the **NSTC** with forms packet at the time of new appointment
- Download off the website: ***www.soccer.org***

☻ ***Participation Release Form***
- When needed (see manual)
- Master copy sent out by the **NSTC** in forms packet to new Safety Director
- Download off the website: ***www.soccer.org***

☻ ***Liability Certificates Issued***
- Liability Insurance Certificate Form is mailed to the Safety Director from the **NSTC** or it can be downloaded from the website: ***www.soccer.org***
- Contact **Bollinger-Fowler Co**. at **(800) 526-1379**; attention **Pearl Boakye**

☻ ***Coach Training***
- Conducted at uniform distribution night, safe haven, or similar meeting
- Safety Kit: (Basic first-aid kit, SAI brochures, accident report form)
- Field/Goal Safety; (see "Goal Post Safety" in manual)
- Blood Borne Diseases: (see "Blood Borne Diseases" in manual)
- Emergency Treatment
  - a) what forms are accepted at each individual treatment facility
  - b) contact local Fire/Police for treatment sites based on field location(s)
  - c) contact local emergency room and clinic administration for information

TREATMENT FACILITIES	AYSO REG. FORM	FACILITY FORM
_____	❑	❑
_____	❑	❑
_____	❑	❑
_____	❑	❑
_____	❑	❑

☻ ***Emergency Contact Numbers*** (other than **911**)
- Local Fire/Police Department
- Information posted at ***ALL*** field locations
- Contact individual administration offices (i.e. Rec & Parks, School Dist. Etc.)

☻ ***Transporting Players to/from AYSO Functions***
- Determine state statute on "**Legal Adult Driving Age**" (see "Who is Covered Under Insurance" in manual) _____

☻ ***Record Keeping Procedures***
- System setup for record keeping
- Retain all copies of accident report forms, SAI forms, and other pertinent documents

Instructions: Safety Director to fill out and verify all information listed on this checklist. Submit a completed copy of the checklist to the Regional Commissioner.