

## Pre Event



### Task

Identify a **Safety Liaison**

Complete **Facility Guide\***

Notify Local Police/Fire/EMS of event. Invite them to stop by.

Share Facility Guide with local first responders for awareness.

(optional) consider hiring law enforcement and/or EMS for the event

Review notes from previous event and address any concerns

Review **MYAS Grade State Conduct and Safety Policy**

Determine facility/school's **Standard Response Protocol** for Active Threats\*\*

Determine facility/school's policy for; media, protests, other disruptions\*\*

Create procedures for receiving compliments and complaints, include how to address of escalate them.

Review procedures for; fights, ejections, and facility issues\*

Review procedures for; injuries and medical care.\*

\*Refer to Grade State Safety Liaison toolkit for information and guiding documents.

\*\*School District, Rec Department will have this information for you.



## Game Day



### Task

Distribute as needed Facility Guide, Medical 1-Page, De-escalation 1-Page,

Ensure tournament setup is clean and safe for play. (courts, halls, tables, etc.)

Verify scorer table folders have tournament rules

Verify Communication methods (radios, phones, PA, etc.)

## Pre Event Meeting Checklist

Who:

MYAS Tourn. Director, Host Lead, & Official in Charge. If applicable: Maintenance, Medical, Volunteer Coordinator, and/or Security.

Review **MYAS Grade State Conduct and Safety Policy**

Review Facility Guide, Medical Procedures, De-escalation Procedures

Review weather concerns, EVAC/Shelter Locations

Review facility's guidelines for media, protests, other disruptions, etc.

Review chain of communication and reporting to host and MYAS.

Official in Charge (OIC) introduction and briefing

Round Table - Concerns, questions, comments

Celebrate a successful day.



**MYAS Grade State Conduct and Safety Policy**  
(in rules and waiver sections)