Event and Tournament Safety Checklist

Medical coverage, supervision, check-in, and emergency plans for events you host.

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Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Event name: _____

Date: _____

Location: _____

Event lead: _____

Planning

- ☐ Emergency Action Plan updated for the venue
- ☐ Medical staff or certified first aid provider on site
- ☐ AED on site and location announced
- ☐ Waivers collected for every participant
- ☐ Screened staff assigned to supervise youth areas
- ☐ Separate warm-up and changing areas

Day of Event

- ☐ Check-in table with participant list
- ☐ Bracket matching by age, weight, and skill
- ☐ Mat and equipment safety check
- ☐ Clear exit paths
- ☐ Water available

After the Event

- ☐ All minors released to approved adults
- ☐ Incident reports completed
- ☐ Lost and found handled
- ☐ Review notes for next event

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