

9. #SafeSPORTEvent checklists

Security Protocols for Sports Organizations Pre-event preparation

Protocol Type	x	Pre-event preparation – safety and security protocols
		Delivery of sporting events – safety and security protocols
		Post-event wrap-up – safety and security protocols

Aspects to Consider Before the Event	Aspects to Consider Before the Event	Check		
		Yes	No	N/A
Ensure a background check is completed for all persons in attendance (name, contact information, specifics).	Keep in mind that during the event, people with unclear intentions may provoke security needs.			
Create the invitation list for all stakeholders attending.	Create a Word or Excel sheet with information about stakeholders and all related information for sending the invites (address, e-mail, positions, etc.)			
Make arrangements for communications (phone, internet, etc.), water, and electricity systems.	Maintain a map detailing installed video surveillance and internet accessibility.			
Contact the police department to ensure officers are available for the event.	Share event information with the police (by phone, mail, fax, etc.).			
Ensure ambulance/medical care and support team are available during the whole event.	Share event information with the medical team (by phone, mail, fax, etc.).			
Contact the fire department to ensure availability during the event.	Share event information with the fire department (by phone, mail, fax, etc.).			
Venue control (stewards, security officers, etc.)	Maps and checkpoints for security and volunteers, clear information regarding what should be done			
Secure separate entrances and exits for participants, athletes, officials, staff, and fans.	Clear maps and signs are available			
Provide volunteer education for the event support team.	Issue concrete assignments during volunteer education.			
Infrastructure check (fire, health, police, etc.)	Check the premises and perimeter around the venue, coordinating a meeting with the infrastructure director.			
Electronic system checks for the event	Check all electric installations.			
Check current pandemic measures (if any) and ensure the event is organized accordingly (masks, distancing, etc.).	Send information to all stakeholders (by phone, e-mail, or fax) about current pandemic measures they must adhere to.			
Arrange for parking space (if possible).	Provide instructions for parking small vehicles, trucks, etc. Do not forget to ensure parking slots for persons with disabilities.			

Aspects to Consider Before the Event	Aspects to Consider Before the Event	Check		
		Yes	No	N/A
Check control measures at all entrances (fire-arms, pyrotechnics, etc.). Apply a data matrix (2d-code) if possible on security control spots.	Arrange volunteers or security staff at each entrance (male and female).			
Provide alternative plans for any incidents (on paper and in practice).	Create a Plan B or Plan C for incidents that could happen, various scenarios, etc.			
Check transportation and accommodation for VIPs, people with disabilities, officials, etc.	Inform your team of unexpected traffic conditions, road construction, etc.			
Secure cards with information about emergency calls and directions for athletes and staff.	Print cards with information and make them accessible to all athletes and staff.			
Establish adequate gender representations for security checks.	Maintain awareness of various gender-based challenges.			
Implement lockdown procedures prior to the event for the bomb squad and systems (HVACR: heat, ventilation, air conditioning, and refrigeration) inspections.	Check national priorities.			
Depending on the number/volume of spectators, consider entrance times accordingly.	Be sure all possible entrances are open on time.			
Check and ensure an appropriate entrance is available for people with disabilities.	Ensure accessibility for people with disabilities (gathering space, etc.).			
Provide official colour jerseys to stewards, security officers, etc.	Be sure the jerseys include the logo for the event.			
Coordinate with team leaders regarding the arrival of teams/individual athletes.	Do so using official communication channels.			
Encourage event participants/spectators to report suspicious behaviour to venue staff.	Remember to make a proper announcement to avoid panic and create a code word to report suspicious behaviours.			
Inform all media (local, regional, national, etc.) using press releases, info packs, etc.	Prepare a catchy info pack and information for the press, including a media gift bag if possible.			
Prepare and check evacuation plans.	Be sure evacuation plans are visible where necessary (entry/exit points, stairs, etc.).			
Prepare and check the event plan (fan zone, mix zone, media zone, warm-up zone, etc.).	Use different colours to represent each unique zone.			
Ensure and check all catering services (food, water, beverages, and equipment/chairs/tables).	Be aware that some people prefer non-spicy and non-salty food and, if possible, provide vegan/vegetarian/intolerant food options/allergies.			
Prepare and ensure there are enough trash bins	Check them four/five times daily.			
Communicate with local security officers about potential risks in terms of athletes' security.	This is especially important if athletes and teams from high-risk zones/countries will be present.			

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Prepare and outline forbidden fly zones (to prevent drone attacks).	Prepare a letter for air traffic control.			
Ensure enough skilled people will be present to help with language translations (English, Greek, Bulgarian, Turkish, Bosnian, etc.).	Double-check to make sure skilled volunteers/staff are available for all spoken languages (English, Greek, Bulgarian, Turkish, Bosnian, etc.). If possible, ensure deaf language translation as well.			
Check to make sure there are enough working restrooms for men and women, ensuring they have universal signs on their doors.	Check to make sure there are enough working restrooms for men and women Ensure the restrooms have universal signs on their doors.			
Instructions for sports organizations that will refer to these protocols:	<ul style="list-style-type: none"> • Protocols to be used for international and national events • Protocols to be used in the absence of official protocols from the umbrella sports federation/association 			
Comments and any other relevant information:	<ul style="list-style-type: none"> • Protocols can be shared with all stakeholders • Protocols can be used for all age groups (kids, youth, adults, adults 55+), summoning extra attention if working/holding/ hosting a sporting event for vulnerable groups (people with disabilities, minorities, refugees, etc.) 			



Security Protocols for Sports Organizations

Delivery of sporting events

Protocol Type		Pre-event preparation – safety and security protocols
	x	Delivery of sporting events – safety and security protocols
		Post-event wrap-up – safety and security protocols

Aspects to Consider Before the Event	Aspects to Consider Before the Event	Check		
		Yes	No	N/A
Ensure a background check is completed for all persons in attendance (name, contact information, specifics).	Keep in mind that during the event, people with unclear intentions may provoke security needs.			
Secure no-fly zones over the event.	Ensure the sports facility has security to mitigate potential drone invasions.			
Patrol airspace, parking lots, and nearby roads.	Provide maximum security coverage of airspace and road infrastructure close to the event venue.			
Utilize portable biological detection equipment.	Ensure the possession and use of such equipment or employ a specialized company to provide these services.			
Check ticket holders.	Identify who is accessing your event.			
Utilize crowd observers, deciding on a set ratio suitable for the number of people that will attend.	Prevent any possible arising threats.			
Possess scanners or inspect all handbags.	Task security experts with scanners or people inspecting visitor hand luggage as they enter sports facilities.			
Confiscate lighters, coins, beer cans, fire-works, etc.	Ensure potentially dangerous items are not taken into the venue.			
Implement pat-down procedures.	If any suspicions arise, ensure the security level is high enough to prevent possible threats.			
Serve all beverages in plastic caps.	Communicate in advance with suppliers and check accordingly during the event.			
Coordinate re-entrance only for perimeter control closer to the venue (or prohibit all re-entry).	This is possible to facilitate using different colours of accreditation.			
Remove disorderly crowds from the venue.	Keep distance between visitors and ensure crowds do not form.			
Coordinate communication between stakeholders (venue personnel, police, EMTs, private security, etc.).	Ensure a specific coordinator fosters cooperation between all security actors to result in cohesive action.			
Ensure real-time incident reporting and dissemination of information.	Put in place varied protocols, ensuring everyone is aware of how to report any challenges that may arise.			

Aspects to Consider Before the Event	Aspects to Consider Before the Event	Check		
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Verify all volunteers are in their designated locations, communicating with those in charge.	Achieve visual confirmation via CCTV or radio comms (VHF).			
Ensure locker rooms are stocked with refreshments for teams and individual athletes.	Water and drinks should always be available.			
Ensure compliance with pandemic measures (if any), using the intercom speaker to broadcast warnings if rules are not followed.	A speaker is available to broadcast information to visitors.			
Verify that security personnel, police, and EMTs are located in designated positions.	Achieve visual confirmation via CCTV or radio comms (VHF).			
Outline contingency plans for all possible scenarios (power outage, inclement weather conditions, etc.).	Create a Plan B or Plan C for incidents that may occur, various scenarios, etc.			
Constantly analyze and monitor the environment.	Execute real-time evaluations of on and off-the-field situations.			
Ensure there are enough hygiene materials (hygiene supplies, soap, etc.).	Check these four/five times daily with a supervisor.			
Monitor all necessary systems (water, electricity, communication system, ticket machine, CCTV etc.).	Check all systems with the persons in charge.			
Monitor and maintain staff members, volunteers, officials, etc.	Employ strict monitoring to ensure everyone is located where they belong and are aware of their tasks.			
Check and maintain catering and water machines (if on-site).	Check these four/five times daily.			
Monitor garbage disposal and recycling management.	Appoint specific persons responsible for this task.			
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Security Protocols for Sports Organizations

Post-event wrap-up

Protocol Type		Pre-event preparation – safety and security protocols
		Delivery of sporting events – safety and security protocols
	x	Post-event wrap-up – safety and security protocols

Aspects to Consider Before the Event	Aspects to Consider Before the Event	Check		
		Yes	No	N/A
Check all equipment used for the event and the surroundings.	Perform a complete sweep of the grounds and equipment.			
Gather evaluation papers after the event (event feedback shared by staff members and athletes).	Print and make these accessible for athletes and staff members, perhaps via a dedicated app/website.			
Secure a safe exit for everyone.	Highlight and use signage, ensuring volunteers and security personnel are properly positioned.			
Secure protection for referees, athletes, assistant referees, etc.	Ensure police and security personnel are available to protect relevant stakeholders.			
Secure refreshments for athletes and staff members.	Have water and drinks available to take with them.			
Fill out incident reports.	Hold an all-teams briefing.			
Ensure an evaluation meeting/mechanism.	Gather as much feedback as possible.			
Take note of lessons learned.	Record your experience and create a “lessons learned” document listing improvements you can make for future events. Be eco-friendly, and use e-versions of the report.			
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Comments on any other relevant information:	<ul style="list-style-type: none"> • Protocols can be shared with all stakeholders 			