



Match Day Checklist

Game Details

_____ Date _____ Ground _____

Nominated Clubs

_____ Home Team _____ Away Team _____

Please refer to the Match Day Checklist Procedures for further information, terms and conditions.

Yes No

Weather Conditions:

Are extreme weather conditions evident that may effect player safety?

Field of Play:

Following a ground inspection, are there any areas of the playing surface, including cracks, holes or grass cover, that may effect player safety?

Is there any visible debris on the playing surface?

Are the ground surface and markings prepared correctly for an Australian Football match?

Are all sprinkler covers intact and level with playing surface?

Are all goal posts and behind posts padded?

Does the perimeter fencing bear any visible hazards?

Facilities:

Are there any visible hazards in the public areas including seating areas?

Are there any visible hazards in the player's areas including change rooms?

First Aid:

Are there first aid facilities on site and accessible?

Is there a stretcher available for use in the event of a serious injury?

Other Factors:

Are there any other factors that require attention to ensure player and/or public safety?

Please specify: _____

What actions will be taken to address the identified risks (shaded boxes)?

WE THE UNDERSIGNED, AS AUTHORISED REPRESENTATIVES OF THE NOMINATED CLUBS, HAVE UNDERTAKEN THE ABOVE INSPECTION PRIOR TO COMMENCEMENT OF PLAY AND DECLARE THE PLAYING ENVIRONMENT FIT FOR PLAY.

_____ Home Club/League Representative Name

_____ Away Club/League Representative

_____ Signature

_____ Signature

A copy of this form must be filed and kept for seven (7) years by the HOME Club/League for each match conducted and be kept. The form must be able to be provided to the AFL/JLT Sport on request if required.



Match Day Checklist Procedures

Match Day Checklists play an important role in club Risk Management and the AFL National Risk Protection Program. An important aspect of the Public Liability policy is that clubs, associations & leagues support this initiative. Checklists help identify risks for participants, spectators, organisers and the general public.

1. Who should complete the checklist?

All clubs competing at the ground on match day should take part in the completion of the checklist.

The form asks for a home team representative and an away team representative to sign the form once they are satisfied with the conditions.

If another group is responsible for proceedings on match day (i.e. shared common ground or finals match), then this group may take responsibility for the completion of the form. However, the participating clubs should still review the checklist and sign the form to ensure that they are satisfied with the conditions prior to the commencement of play.

2. When should the checklist be completed?

The checklist should be completed prior to the commencement of play of the first game on match day and again if conditions change (as per point 5 below).

3. What should we check?

The following examples demonstrate some areas you should consider throughout your pre-match inspection:

- **Weather conditions:** Lightning, Heat, Rain, Visibility (Fog), etc.
- **Field of Play:** Grass Cover, Holes, Cracks, Glass (Bottles), Syringes, Uneven Surfaces, Boundaries, Sprinkler Covers, Padding, Fencing, etc.
- **Facilities:** Emergency Exits, Rubbish, Syringes, Protrusions, Maintenance, etc.
- **First Aid:** Qualified First Aid Personnel, First Aid Kits, Ice, etc
- **Other Factors:** Catering, Spectator Behaviour, Access to Ground, etc.

4. What do we do if risks or hazards are identified (shaded boxes)?

By placing a tick (☑) in one or more of the shaded boxes, you are indicating that you have identified a risk or a hazard. The level of risk will vary in different circumstances including the likelihood of the risk occurring and the impact that risk may have on the club or individuals.

It is recommended that the identified risks and hazards are treated prior to commencement of play. Examples of how to address or treat risks may include:

- **Reduce the risk:** caution signs, witches hats, roping off hazard zones, modify the game, etc.
- **Avoid the risk:** removing the risk/hazard/object from the identified area, delay/postpone the game, etc.
- **Transfer the risk:** notify the council/spectators/insurer of identified risks and hazards, etc.
- **Accept the risk:** the likelihood of injury/incident is rare AND the impact of injury/incident is minor.

5. What do we do if the conditions change during a game or during the day?

If conditions change, common sense should prevail and the checklist process should be revisited. The full checklist process may not be required however, even if the checklist has been signed-off earlier, ongoing assessment should continue to ensure the playing conditions remain safe.

In the event that conditions change significantly, the situation should be treated accordingly and the competing clubs should meet to decide if the changed conditions are too dangerous to continue with play (eg. lightning). Ultimately, the responsibility for these decisions will rest with the clubs.

6. Will I be held responsible if I sign the form?

Legislation and insurance exists to assist clubs and support volunteers who complete and sign the checklist. By signing the checklist, you are stating that you have inspected the grounds and designated areas.

The checklist should be used as a tool to facilitate discussion between the two clubs in regard to the overall state of the grounds and playing conditions. By signing the form you are simply confirming that this has occurred.

The National Risk Protection Program provides cover to club officials in regard to wrongful acts, errors or omissions. Club officials still have a duty of care to provide safe conditions.

Cover will not exist for officials who show deliberate negligence or disregard for these responsibilities.

7. What do we do with completed checklists?

Once it has been completed, the original checklist should be retained by the home club (or association/league where applicable). Where required by your league, you should also send a copy of the completed checklist to the association/league, along any other necessary documentation (e.g. Results).

8. For how long should we keep the completed checklists?

The completed checklists should be retained on file for a minimum of seven (7) years for future reference.

9. What if one club declines to sign the form?

If one club declines to sign the form due to dissatisfaction of playing conditions, the risk(s) should be identified and addressed to an agreed standard that provides safe conditions. Once both clubs are satisfied, the form should be able to be signed and play commenced.

10. What if the council denies access to the ground or declares it unfit for play?

In some municipalities, a council's ground assessment may deem the playing surface to be a high or extreme risk and therefore may decide to close or restrict access to these grounds. It is strongly recommended that such advice is adhered to by the clubs and officials. Insurance cover may not exist for your club if it fails to comply with council's advice.

**IF CONDITIONS PROVE TOO UNSATISFACTORY AND ARE UNABLE TO BE RECTIFIED, COMMON SENSE SHOULD PREVAIL.
PLAY SHOULD NEVER COMMENCE UNTIL SAFE CONDITIONS ARE AVAILABLE TO ALL PARTICIPANTS.**