

2009 Match Day Checklist



Game Details

Date

Ground

Clubs/Teams

Home Team

Away Team

Please place a tick (✓) in the applicable column. All actions taken to address identified risks must be documented.
Please refer to the Match Day Checklist Guidelines for further information, terms and conditions

	Yes	No
1. Weather Conditions:		
1.1 Are <u>extreme</u> weather conditions evident that may have an effect on player safety?	<input type="checkbox"/>	<input type="checkbox"/>
2. Field of Play:		
2.1 Following a visual inspection of the playing surfaces, are there any areas that may have an effect on player safety, including cracks, holes or bumps?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is there any visible debris on the playing field?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are the game formats and ground markings in-line with the rules of the game (as per League specifications)?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are all sprinkler covers intact and level with the playing field?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Are all goal posts and behind posts padded?	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Does the perimeter fencing bear any visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3. Facilities:		
3.1 Are there any visible hazards in the public areas including club rooms and seating areas?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Are there any visible hazards in the player's areas including the change rooms and race?	<input type="checkbox"/>	<input type="checkbox"/>
4. First Aid:		
4.1 Are there first aid facilities on site and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is there a stretcher available for use in the event of a serious injury?	<input type="checkbox"/>	<input type="checkbox"/>
5. Other Factors:		
5.1 Are there any other factors that require attention to ensure player and/or public safety?	<input type="checkbox"/>	<input type="checkbox"/>
Please specify: _____		

What actions have been or will be taken to address all of the identified risks (shaded boxes)?

Description of the hazard or risk	Action taken (or to be taken) to address the hazard/risk	Initial

If there is insufficient space, please attach additional documentation to demonstrate all actions taken to treat the identified risks.

DECLARATION:

WE THE UNDERSIGNED, AS AUTHORISED REPRESENTATIVES OF THE NOMINATED CLUBS/TEAMS, HAVE UNDERTAKEN THE ABOVE VISUAL INSPECTION PRIOR TO COMMENCEMENT OF PLAY. THE IDENTIFIED HAZARDS AND RISKS HAVE BEEN OR WILL BE ADDRESSED AS PER THE TABLE ABOVE (OR ATTACHED).

WE DECLARE THE PLAYING CONDITIONS ARE ACCEPTABLE FOR PLAY TO COMMENCE.

Home Club/League Representative Name

Away Club/League Representative

Signature

Signature

Completed Match Day Checklists should be retained on file for seven (7) years by the HOME Club/Team or League as per League procedures.
Match Day Checklists are audited annually and must be supplied to the AFL or JLT Sport upon request.



2009 Match Day Checklist Guidelines



Match Day Checklists are compulsory and must be completed prior to the commencement of play on each match day. Please review the following guidelines for assistance or visit JLT Sport's web site for further risk management information www.jltsport.com.au/afl

Match Day Checklists are important risk management tools. A significant aspect of Public Liability Insurance is that clubs and leagues use these checklists. The AFL and JLT Sport conduct annual Match Day Checklist Audits to monitor their usage by clubs/teams and leagues.

Identifying and addressing risks before they occur can reduce exposure to legal action, personal injury or even property damage. Documenting your club's actions to address risk is important and may assist in the defence of negligence claims.

1. Who should complete the checklist?

All clubs/teams competing at the ground on game day should take part in the completion of the checklist. The Match Day Checklist requires that an authorised representative from the Home Team and the Away Team sign the Declaration at the bottom of the form once they are satisfied conditions are acceptable for play to commence.

Authorised Representative means any individual, over 18 years of age, who is authorised to act on behalf of the nominated club.

2. When should the checklist be completed?

Checklists should be completed prior to the commencement of the first game of the day and again if conditions change (as per point 7 below). Playing conditions should be monitored throughout the day.

3. The Match Day Checklist IS...

The Match Day Checklist is a visual inspection tool only. It can help you to identify some foreseeable risks. Here are some examples:

- **Weather conditions:** lightning; heat; rain; visibility (fog);
- **Field of Play:** holes; cracks; debris (glass, syringes); uneven surfaces; sprinkler covers; game formats; ground markings; goal post padding; *Note: the Rules of the Game, including game and ground specifications, may be obtained from your local league.*
- **Facilities:** emergency exits; pathways; rubbish; protrusions; maintenance;
- **First Aid:** qualified first aid personnel; first aid kits; ice;
- **Other Factors:** sun protection; catering; spectator behaviour; access to ground; signage;

4. The Match Day Checklist IS NOT...

The Match Day Checklist is not an all-encompassing assessment of your club's risk. This checklist does not take into account subjective concepts such as ground hardness (drought conditions), grass quality, player fitness or player fatigue. It is recommended you seek further advice in regard to these matters or contact JLT Sport if you believe there are additional areas that may impact player safety.

5. What should we do if we identify a risk (shaded box) using the Match Day Checklist?

If you identify one or more risks during your visual inspection of the playing conditions and surrounds, you should place a tick (☑) in the corresponding box and address the risk to an acceptable level. In addition, you should document the actions taken to address each risk.

6. How do we address the identified risks?

All identified risks should be addressed to an acceptable level prior to commencement of play. Here are some examples of addressing risk:

- **Reduce the risk:** witches hats; roping off hazardous areas; modifying the rules or game formats; goal post padding;
- **Avoid the risk:** remove the hazardous object from the area; delay/postpone/relocate the game until safe conditions are available;
- **Transfer the risk:** caution/warning signs; written notice transferring the risk to a third party (eg. Council or insurer);
- **Accept the risk:** when the likelihood of an injury or incident is rare, AND, the impact of injury or incident is minor.

7. What should we do if the conditions change during a game or throughout the day?

If conditions change, common sense should prevail and the Match Day Checklist should be reviewed. Even if the Checklist has been signed-off earlier, ongoing assessment should continue to ensure conditions remain satisfactory.

If conditions change significantly (e.g. Heat or Lightning), the competing teams should meet to decide if the changed conditions are too dangerous to continue. Ultimately, the responsibility for these decisions will rest with both teams collaboratively.

8. Will I be held responsible if I sign the Declaration?

Legislation and insurance exists to protect the authorised representatives and officials who complete and sign the Match Day Checklist Declaration. By signing the Declaration, you are stating that you have visually inspected the designated areas and declare them acceptable the day's activities.

The AFL National Risk Protection Programme provides insurance cover to club officials in regard to wrongful acts, errors or omissions. Clubs (and officials) owe a duty of care to players, volunteers and spectators on game day. Insurance cover will not exist for officials who show deliberate negligence or disregard for these responsibilities.

9. What if one club/team will not sign the form?

If one club/team declines to sign the Declaration due to dissatisfaction of the conditions, then further discussion should take place. Avoiding the risk by deciding not to play should only be considered in extreme circumstances where serious injury is almost certain. All identified risk(s) should be addressed to an agreed standard that provides reasonable conditions. Remember, all actions should be documented. Once both teams are satisfied that the conditions are acceptable, the Declaration should be signed and play should commence.

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

In some municipalities, a Council's ground assessment may deem the playing surface to be a high or an extreme risk. The Council may decide to close or restrict access to these grounds. It is strongly recommended that the council's advice in these circumstances is adhered to by all clubs and officials. Failure to comply with Council's advice may place your club's Insurance cover in question.

11. What should we do with completed Match Day Checklists?

Once it has been completed and signed, the original checklist should be sent to your League along with any additional match day documentation. The carbon copy document, should be retained on file by the home club/team. All completed checklists should be stored and filed for a minimum of seven (7) years for future reference.

The AFL and JLT Sport conduct annual Match Day Checklist Audits to monitor their usage by clubs/teams and leagues.

For additional information regarding Match Day Checklists and Risk Management check out phone JLT Sport on 1300 130 373

www.jltsport.com.au/afl

IMPORTANT NOTE: IF THE IDENTIFIED RISKS CAN NOT BE ADDRESSED TO AN ACCEPTABLE LEVEL, THE CHECKLIST SHOULD NOT BE SIGNED. PLAY SHOULD NEVER COMMENCE UNTIL SAFE CONDITIONS ARE AVAILABLE TO ALL PARTICIPANTS.