

# JLT Sport Match Day Checklist

## AFL National Risk Protection Programme



Game Venue:  Date of Inspection:  Time:   
DD/MM/YYYY HH:YY (24)

Home Team:  Away Team:

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

(Acceptable) (Action Required)  
 YES NO

### 1. Weather Conditions:

1.1 In regard to player safety, are the weather conditions satisfactory for play to commence?

### 2. Field of Play:

2.1 In regard to player safety, is the playing surfaces satisfactory for play to commence?

2.2 Has all visible debris, that may affect player safety, been removed?

2.3 Are the game formats and ground markings in-line with the rules of the Game (as per League specifications)?

2.4 Are all sprinkler covers intact and level with the playing field?

2.5 In regard to player safety, are the perimeter fences and/or signs free from visible hazards?

2.6 In regard to player safety, are all goal posts and behind posts adequately padded?

### 3. Facilities:

3.1 In regard to safety, are the public areas (e.g. seating and walkways) free of visible hazards?

3.2 In regard to safety, are the player's areas (e.g. change rooms) free from visible hazards?

3.3 Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?

3.4 Are there shaded areas, sunscreen and clean drinking water available?

### 4. Other Factors (please insert details of safety areas specific to your circumstances):

4.1 Are the following area/s (below) satisfactory for play to commence? N/A

### 5. Please provide details of actions taken to address your safety concerns.

### 6. Declarations

6.1 Home Team Declaration:  
 Home Team Authorised Representative's Name (please print)

- I declare that I am an authorised representative of the nominated Home Team.
- I declare that after reasonable inquiry, the following statements are true and accurate:
  - A. the above inspection (Match Day Checklist) was completed as per the above date and time.
  - B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5);
  - C. both teams are satisfied that the playing conditions are acceptable prior to the commencement of play.

Home Team Authorised Representative's Signature

6.2 Away Team Declaration:  
 Away Team Authorised Representative's Name (please print)

- I declare that I am an authorised representative of the nominated Away Team.
- I declare that after reasonable inquiry, the following statements are true and accurate:
  - A. the above inspection (Match Day Checklist) was completed as per the above date and time.
  - B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5);
  - C. both teams are satisfied that the playing conditions are acceptable prior to the commencement of play.

Away Team Authorised Representative's Signature

JLT Sport recommends a copy of this Match Day Checklist is retained on file for seven (7) years by the home team. Match Day Checklists are audited annually and must be supplied to the AFL or JLT Sport upon request.

# JLT Sport Match Day Checklist Guidelines

YES   
(Acceptable)

If you are satisfied the conditions are safe to start play please tick (  ) the "YES" column .

No   
(Action Required)

If you find a safety concern please tick (  ) the "NO" column and record your actions in the space provided.

## What Are You Looking For?

The Checklist is a visual inspection tool only. It will help you to identify safety concerns, such as:

### Extreme Weather

such as lightning, heat, rain, visibility (fog), etc.

### Hazards

On or near pathways, exits or change rooms such as debris, protrusions, etc.

### Playing Surfaces

such as holes, cracks, debris (glass, syringes), etc.

### First Aid

including qualified personnel, first aid kits, ice, etc.

### Game Formats

as per individual League specifications - 'Rules of the Game'

### Other Factors

such as sun protection, spectator behaviour, signs, etc.

## Action Stations!

Safety concerns should be addressed to an acceptable level and recorded before you start play. Here's some examples of actions you might take...

- Control/reduce the outcome with caution signs, witches hats, roping off hazards, modifying the rules/game, etc.
- Avoid harm by removing the risk/hazard/object from the area, delay/postpone the game, etc.
- Transfer responsibility by written notice to players, spectators, the Council or the Insurer. Ultimately, this should be done prior to game day.
- Accept and Monitor when there is little chance an incident will occur. All safety concerns should be monitored throughout the day.

**IMPORTANT NOTE: IF SAFETY CONCERNS CAN NOT BE ADDRESSED TO AN ACCEPTABLE LEVEL, THE CHECKLIST SHOULD NOT BE SIGNED. PLAY SHOULD NOT COMMENCE UNTIL CONDITIONS ARE ACCEPTABLE TO BOTH TEAMS.**

## A Simple Tool:

This Checklist is a basic pre-game inspection tool that helps to identify safety concerns and record your actions on game day.

## No Formal Training:

The checklist has been designed specifically for club volunteers. No formal training or expertise is required prior to using it.

## Insurance:

An important part of your Public Liability Insurance is that your club supports the use of Match Day Checklists. By addressing risk before games commence, you can reduce your club's exposure to injuries and/or legal action. Recording your actions on the Checklist may also assist in the defence of legal action against your club.

## Who's Responsible?

All teams competing at the ground on game day should take part in the completion of the checklist. If the conditions are acceptable, an authorised representative from each team should sign the Declaration.

## Authorised Representative:

This term refers to any individual over 18 years of age, authorised to act on behalf of the nominated clubs/teams.

## When Should The Checklist Be Completed?

You should complete the checklist before the first game of the day. If conditions change, the Checklist should be reviewed again (even if the Checklist has been completed earlier).

## Working Together:

If conditions change significantly (e.g. extreme heat or lightning), the teams should meet to decide if it is too dangerous to continue. Ultimately, these decisions will rest with both teams collaboratively.

## The Checklist Does Not Identify Everything:

This Checklist does not take into account subjective concepts such as ground hardness, drought conditions, player fitness or player fatigue. You should seek further consultation in regard to these areas.

## Protection For Club Officials:

Legislation and insurance exists to protect club officials who complete the checklist. By signing the declaration, you are stating that you have inspected the conditions and declare them to be acceptable.

## Duty Of Care:

Clubs owe a duty of care to players, spectators and volunteers on game day. Insurance cover may not exist for clubs and/or officials who show deliberate negligence or disregard for these responsibilities.

## Signing The Declaration:

The declaration should be signed by both teams when they agree the conditions are safe and acceptable. If one team does not sign the declaration, further discussion should take place. All concerns should be addressed to an agreed standard.

## Council Restrictions:

In extreme circumstances, your Council may restrict access to your grounds. JLT Sport recommends that you adhere to such advice. Insurance cover may not exist if your club fails to comply with Council restrictions.

## Storage Of Completed Checklists:

JLT Sport recommend original checklists are retained on file by the home club (or League/Association where required) for a minimum of seven (7) years for future reference.

This information is of a general nature and does not constitute legal advice. JLT Sport recommends that you seek further consultation prior to acting upon this material.