

JLT Sport Match Day Checklist

Football NSW National Risk Protection Programme



JLT Sport Match Day Checklist Guidelines

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



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.

DUTY OF CARE

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

SIGNING THE CHECKLIST

Some people view the formal nature of signing a document relating to risk and insurance as formidable. This is simply not the case and if a reasonable attempt to identify risks has been made then no concern is warranted. If reasonable care has been taken to provide a safe environment then signing the Checklist puts the club in a strong position to demonstrate it has taken a duty of care.

If the conditions are not safe ... and can't be made safe for play, then it may be negligent to start playing. To play in these conditions is placing the club in a poor position to demonstrate any duty of care.

If something happens ... and the Checklist has been used properly and signed, the club remains in a strong position to demonstrate its duty of care as it has shown reasonable actions to provide a safe environment.

If the Checklist isn't signed ... and play commences in what appears to be normal conditions and an accident occurs resulting in serious injury, the club is in a poor position to demonstrate it has taken a duty of care.

The basic message is ... the club and its members, including the signatories, are in a better position if they complete and sign the checklist.

PROTECTING CLUB OFFICIALS

Legislation and insurance exists to protect club officials who complete the Checklist, thereby demonstrating their duty of care.

INSURANCE

An important part of your Public Liability Insurance is that your club supports the use of Match Day Checklists. By addressing risk before matches 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.

WHEN SHOULD THE CHECKLIST BE COMPLETED?

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

STORING COMPLETED CHECKLISTS

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

JLT Sport Match Day Checklist - Football NSW & Northern NSW Football

Name of Ground: Date of Inspection: Time:
DD/MM/YYYY HH:YY (24)

Day or Night Event:

Home Team: Away Team:

YES
(Acceptable)

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

No
(Action Required)

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

Please refer to the Match Day Checklist Guidelines (page 1) for further information, terms & 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, are the playing surfaces (including the field and pitch area) satisfactory for play to commence?

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

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

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

2.5 Portable goals are secured (with 10 stakes or 12 bags of sand)

2.6 Cricket pitch (if present) is covered?

2.7 The area 2m outside of each touch line is free of hazards e.g. chairs, bins etc.?

2.8 Goals are free of metal net hooks and nails?

3. Facilities:

3.1 In regard to safety, are the public areas (e.g. seating, walkways, BBQ area, etc.) 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?

3.5 There are no children under 16 years of age working in or playing in the canteen or BBQ areas.

3.6 Public and spectator area's including grand stands and carparks are free of hazards?

4. Ambulance Access & First Aid:

4.1 Ambulance access is open and free of obstacles?

4.2 First Aid kit and ice or cold packs are available?

4.3 A person with first aid qualifications is available at the venue?

4.4 Emergency plans are in place?

5. Other factors (please insert details of safety areas specific to your circumstances):

5.1 Sufficient ground officials are in place and are wearing visible vests?

5.2 Amenities and change rooms lighting is working?

5.3 Any other factors to consider?

5.4 Are the following area/s (below) are satisfactory for play to commence?

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

List below any hazards identified during inspection and action taken to remove or minimise the risks identified.

Hazard Identified	Risk Level	Action Taken

RISK CHART

Likelihood		Very Unlikely (rarely happen)	Unlikely (could happen)	Likely (will probably happen)	Very Likely (will certainly happen)
IMPACT	Insignificant (no injury)	Low	Low	Medium	Medium
	Minor (first aid injury)	Low	Medium	Medium	High
	Serious (Medical assistance)	Medium	Medium	High	High
	Major (Death or disability)	Medium	High	High	Extreme

7. Declarations

- I / We declare that I / We are authorised representatives of the nominated Teams.
- I / We 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

Who Signs the Checklist?

As the home club is responsible to ensure the greater environment of the venue is safe for members and guests, an authorised (18+ years of age) home club representative signs the form. As the away team players and entourage participate in the game under the same conditions, an authorised (18+ years of age) away team representative also signs the form.

Home Team Authorised Representative's Name (please print) <input type="text"/>	Away Team Authorised Representative's Name (please print) <input type="text"/>
Position at Club <input type="text"/>	Position at Club <input type="text"/>
Home Team Authorised Representative's Signature <input type="text"/>	Away Team Authorised Representative's Signature <input type="text"/>