



# JLT Sport Match Day Checklist Guidelines

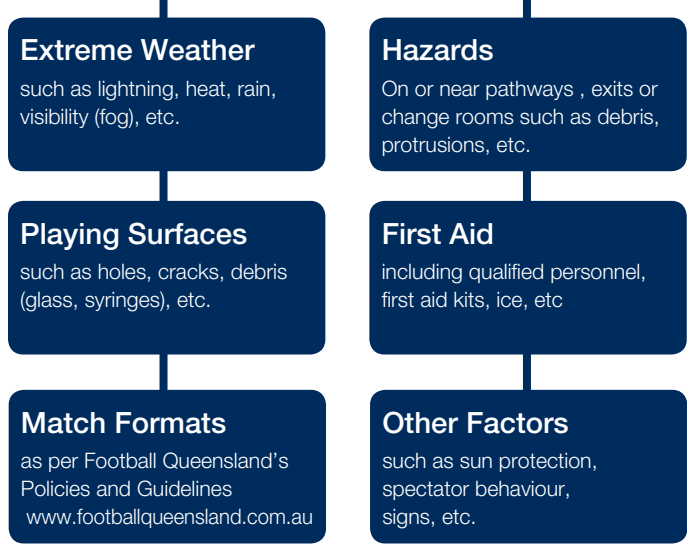
**YES**   
(Acceptable)

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:



**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/match, etc.
- **Avoid harm by** removing the risk/hazard/object from the area, delay/postpone the match, etc.
- **Transfer responsibility by** written notice to players, spectators, the Council or the Insurer. Ultimately, this should be done prior to match 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.**

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

---

**Who's Responsible?**  
All teams competing at the ground on match 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 match 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 match 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 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.