|  |  |  |  |
| --- | --- | --- | --- |
| **EMERGENCY PROCEDURES / RISK MANAGEMENT** | | | |
| Yes | N/A | No |  |
|  |  |  | Emergency details and procedures available and clearly displayed |
|  |  |  | Ground Manager has gate keys for ambulance access to the oval (if locked) |
|  |  |  | Stretcher set-up and next to oval |
|  |  |  | Ice purchased and available for use |
|  |  |  | First Aid Kit available and accessible |
|  |  |  | Defibrillator checked and available |
|  |  |  | Marsh risk management checklist completed online & any action taken |
|  |  |  | Emergency Response Coordinator / Sports trainers appropriately trained & attired |
|  |  |  | Security present (e.g. finals / major events) |
| **SERVICE OF ALCOHOL** | | | |
| Yes | N/A | No |  |
|  |  |  | Display current liquor license / RSA posters |
|  |  |  | RSA accredited staff / volunteers serving |
|  |  |  | Volunteer roster for the bar well known |
|  |  |  | Designated alcohol areas marked |
| **FOOD AND BEVERAGE** | | | |
| Yes | N/A | No |  |
|  |  |  | Canteen clean and open |
|  |  |  | Credit facility working & cash till has change |
|  |  |  | Food handling compliant personnel in place |
|  |  |  | No ‘out of date’ stock |
|  |  |  | Variety of options available, hot food, cold drinks, healthy choices, coffee etc. |
|  |  |  | End of day stock storage & disposal |
| **MATCH DAY SET-UP** | | | |
| Yes | N/A | No |  |
|  |  |  | Venue set-up rep known (with back-up) |
|  |  |  | Lines clearly marked |
|  |  |  | Goal Post pads in place |
|  |  |  | Field properly roped off and marked |
|  |  |  | Timekeeper equipment working (PA system, siren, stop-watch) |
|  |  |  | Scoreboard set-up & working |
|  |  |  | Cones available / zones marked (junior) |
|  |  |  | Footballs available and pumped up |
|  |  |  | All volunteer personnel appointed and have appropriate Safeguarding checks in place |
| **AMENITIES** | | | |
| Yes | N/A | No |  |
|  |  |  | All toilets open and clean with toilet paper available / sanitary bins available |
|  |  |  | All rooms open and clean |
|  |  |  | Waste & recycling bins readily available |
|  |  |  | Emergency entrance open and accessible |
|  |  |  | Volunteers in place for end of day cleaning |
| **UMPIRES** | | | |
| Yes | N/A | No |  |
|  |  |  | All club appointed umpires appointed and appropriately attired (as required) |
|  |  |  | Ground Manager to introduce themselves to umpires upon arrival of officials |
|  |  |  | Goal umpire flags in place at goals |
|  |  |  | Umpire escort appointed and appropriately attired |
| **PLAYHQ / FOOTYWEB** | | | |
| Yes | N/A | No |  |
|  |  |  | Team sheets correctly filled in & submitted to umpires, opposition & timekeepers |
|  |  |  | Results entered online/ phone |
|  |  |  | Umpire Evaluations complete |
| **OFF FIELD ADMINISTRATION** | | | |
| Yes | N/A | No |  |
|  |  |  | Key signage clearly displayed - Code of Conduct, No smoking, Safeguarding etc |
|  |  |  | Contact list of key personnel on the day with Ground Manager & at canteen |
|  |  |  | Merchandise available for purchase |
|  |  |  | Venue clean-up roster accessible |
| **MISCELLANEOUS (***add further items as required to suit the club***)** | | | |
| Yes | N/A | No |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **COMPLETED BY** | | | |
| Club name: | | | |
| Person completing: | | | |
| Date: | | | |
| Venue: | | | |
| Comments: | | | |