

# 2008/09 Game Day Checklist



## Game Details

Date

Ground

## Nominated Clubs

Home Team

Away Team

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

Yes No

### 1. Weather Conditions:

1.1. Are extreme weather conditions evident that may effect player safety?

### 2. Field of Play:

2.1. Following an inspection of the playing field and pitch, are there any areas that may effect player safety, including cracks, holes or bumps?

2.2. Is there any visible debris on the playing field or pitch?

2.3. Are the game formats and ground markings in-line with Cricket Australia's "Well Played" resource (Australian Cricket's Playing Policy and Guidelines)?

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

2.5. Does the perimeter fencing or signage bear any visible hazards?

### 3. Facilities:

3.1. Are there any visible hazards in the public areas including seating areas?

3.2. Are there any visible hazards in the player's areas including change rooms?

### 4. First Aid:

4.1. Are there first aid facilities on site and accessible?

### 5. Other Factors:

5.1. Are there shaded areas, sunscreen and clean drinking water available for all players, officials and volunteers?

5.2. Are there any other factors that require attention to ensure player and/or public safety?

Please specify: \_\_\_\_\_

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

Description of Risk	Actions to address the risk	Initial

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

**WE THE UNDERSIGNED, AS AUTHORISED REPRESENTATIVES OF THE NOMINATED CLUBS, HAVE UNDERTAKEN THE ABOVE VISUAL INSPECTION PRIOR TO COMMENCEMENT OF PLAY. WE DECLARE THAT ANY IDENTIFIED RISKS HAVE BEEN OR WILL BE ADDRESSED AND THE PLAYING CONDITIONS ARE ACCEPTABLE TO PROCEED.**

Authorised Representative Name (Home Team)

Authorised Representative (Away Team)

Signature

Signature

A copy of this Game Day Checklist should be retained on file for seven (7) years by the HOME Club/Team/Association. This Game Day Checklist must be provided upon request to Cricket Australia, your State Body or JLT Sport.



Last updated: August 2008  
© 2008 Jardine Lloyd Thompson  
Developed by: Brad Edwards, Risk Manager - JLT Sport

# 2008/09 Game Day Checklist: Information and Guidelines



Game Day Checklists are an important risk management tool. A significant aspect of the Public Liability Insurance is that clubs and associations use these checklists. By identifying and addressing risks before they occur, your club can reduce exposure to liability associated with personal injuries and/or property damage. Documenting your club's actions to address risk is important and may assist in the defence of a negligence claims against your club.

## 1. Who should complete the checklist?

All teams competing at the ground on game day should take part in the completion of the checklist. The Checklist requires that an authorised representative from the Home Team and the Away Team sign the form once they are satisfied with the playing conditions.

*Authorised representative* means an individual over 18 years of age, authorised to act on behalf of the nominated club.

## 2. When should the checklist be completed?

The checklist should be completed prior to the commencement of the first game of the day and again if conditions change (as per point 5 below). Playing conditions should be monitored throughout the day.

## 3. What DOES the Game Day Checklist help us to identify?

The Game Day Checklist is visual inspection ONLY. It will help you identify some foreseeable risks in the following areas:

- **Weather conditions:** lightning, heat, rain, visibility (fog), etc.
- **Field of Play:** holes, cracks, debris (bottles, syringes), uneven surfaces (bumps), sprinkler covers, game formats and ground markings etc. (Please note: The "Well Played" resource may be downloaded from Cricket Australia's web site [www.cricket.com.au](http://www.cricket.com.au)).
- **Facilities:** emergency exits, pathways, rubbish, syringes, protrusions, maintenance, etc.
- **First Aid:** qualified first aid personnel, first aid kits, ice, etc
- **Other Factors:** sun protection, catering, spectator behaviour, access to ground, signage, etc.

## 4. What DOESN'T the Game Day Checklist help us to identify?

The Game Day Checklist does not take into account subjective concepts such as ground hardness (drought conditions), player fitness or player fatigue. It is recommended you seek further advice in regard to these matters.

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

If you find a risk or a hazard during your visual inspection of the playing condition, you should place a tick (☑) in the corresponding box and address the risk to an acceptable level. You should document your actions in the space provided on the form.

## 6. How do we address or treat identified risks?

It is recommended that all risks and hazards are addressed to an acceptable level prior to commencement of play. Examples of how to address risks include:

- **Control the risk:** caution signs, witches hats, roping off hazard zones, modify the rules/game, etc.
- **Avoid the risk:** removing the risk/hazard/object from the identified area, delay/postpone the game, etc.
- **Transfer the risk:** provide written notice/contract transferring the risk to a third party (eg. council, insurer or players/spectators).
- **Accept the risk:** the likelihood of an injury or incident is rare, AND, the impact of such 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 Game Day Checklist should be reviewed. Even if the Checklist has been signed-off earlier, ongoing assessment should continue to ensure playing conditions remain safe.

If conditions change significantly (eg. 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 form?

Legislation and insurance exists to protect authorised representatives and club officials who complete and sign the Game Day Checklist. By signing the checklist, you are stating that you have inspected the playing conditions and declare them to be acceptable.

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

## 9. What if one club declines to sign the form?

If one club declines to sign the checklist due to dissatisfaction of playing conditions, then further discussion should take place. All risk(s) identified should be addressed to an agreed standard to ensure safe conditions are provided. Once both teams are satisfied, the form should be signed and play should commence.

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

In some municipalities, a council's ground assessment may deem the playing surface to be a high or extreme risk and therefore they may decide to close or restrict access to these grounds. It is strongly recommended that such advice is adhered to by the clubs and officials. Insurance cover may not exist for your club if it fails to comply with council's advice.

## 11. What do we do with completed checklists?

Once it has been completed, the original checklist should be retained by the home club (or association where required). The completed checklists should be retained on file for a minimum of seven (7) years for future reference.

For additional information regarding Game Day Checklists and Risk Management please visit [www.iltssport.com.au/cricketaustralia](http://www.iltssport.com.au/cricketaustralia) or phone JLT Sport on 1300 655 684.



**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.**

*Last updated: August 2008*

*Developed by: Brad Edwards, Risk Manager - JLT Sport*