

AFL NSW/ACT GAME DAY CHECKLIST

AFL NSW/ACT would like to assist clubs in creating “best practice” on game day. The below is a basic guide to assist you in creating a friendly, efficient, safe and compliant club on game day.

<p>EMERGENCY PROCEDURES</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Proper emergency details and procedures available and clearly displayed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Emergency entrance open and accessible</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> First Aid Kit available and accessible</p>	<p>UMPIRES</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Club umpires appointed and appropriately attired</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Boundary umpires appointed and appropriately attired</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Goal umpires appointed and appropriately attired</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Goal umpire flags available</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Umpire escort appointed and appropriately attired</p>
<p>SERVICE OF ALCOHOL</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Club has a current liquor license</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> License is clearly displayed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> RSA Posters are clearly displayed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> RSA Accreditation of staff is current and on-site</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Volunteer roster for the bar</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Designated alcohol area set up</p>	<p>MATCH DAY OFFICIALS</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Time Keeper appointed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ground Manager appointed and appropriately attired</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ERC appointed and appropriately attired</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sports Trainers appointed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Security present (finals)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other:</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other:</p>
<p>FOOD AND BEVERAGE</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Canteen clean and open</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Food handling compliant</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Variety of choices available</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Canteen roster completed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Coffee options available (Van?)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ice purchased and available</p>	<p>FOOTYWEB</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Results entered online/ phone</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Team sheets correctly filled in</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Team sheets sub mitted to umpires rooms</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Team sheet submitted to opposition club</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Team sheets to timekeepers box</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Umpire Evaluations complete</p>
<p>GROUND SET-UP</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lines clearly marked</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Goal Posts pads placed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Field properly roped off and marked</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Siren workable</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stop watch working</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Scoreboard set-up</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stretcher set-up and next to oval</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cones available (junior)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Zones clearly marked (junior)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Footballs available and pumped up</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gate roster completed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Defibrillator / Oxygen available</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Benches / Shelter available</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PA System set-up and tested (music available)</p>	<p>OFF FIELD ADMINISTRATION</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Code of Conduct clearly displayed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Smoking Signs clearly displayed</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Game Day Run Sheet available and accessible</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contact list of key personnel on the day</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Football records / club newsletters available</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ground clean up roster accessible</p>
<p>AMENITIES</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Toilets open and clean with toilet paper available</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Umpires change room open and clean</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Change rooms open and clean</p>	<p>MISCELLANEOUS</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>INSURANCE</p> <p>Yes N/A No</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inspect surface and remove any hazards</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> JLT Checklist completed online prior to the relevant games</p>	

The key to a good match day is to have the appropriate number of helpers...

MANY HANDS MAKE LIGHT WORK



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