

The completion of the Match Day Checklist should be carried out before the commencement of a match day. In conjunction with the property owner, associations and clubs may bear the responsibility of ensuring that the court and its surroundings are safe for participant engagement. This checklist serves as a means of recognising and potentially mitigating some risks. **This checklist is a guide only. Please ensure you undertake your own risk management assessments.**

1. Responsibility for checklist completion:

- Depending on the competition type, an association representative should complete the checklist for centrally located venues, while club representatives are responsible for matches played on a home and away basis.
- An affiliated official (above 18 years old) should sign the declaration at the end of this checklist.

2. Timing of checklist completion:

- Checklists should be finalised before the commencement of play. Any changes in conditions should prompt ongoing monitoring and reassessment throughout the day.

3. Purpose of the match day checklist:

- Aims to assist officials in identifying some foreseeable risks, including evaluating the safety of the playing arena, cleanliness of the playing surface, absence of hazards around the court and regular monitoring of facilities used for netball. This checklist is a guide only. Please ensure you undertake your own risk management assessments.

4. Managing identified risks:

- Risks identified in the checklist should be documented along with the actions taken to mitigate them.
- Some strategies that may address certain risks include:
 - Mitigate the risk: perform court sweeping, cordon off hazardous zones, or adjust the game format, as well as what is required based on your own risk assessment.
 - Minimise the risk: eliminate hazardous objects from the area, consider delaying, postponing, or relocating games as well as what is required based on your own risk assessment.
 - Transfer the risk: implement warning signs (e.g. slippery when wet) or issue written notices to relevant third parties (e.g. council) as well as what is required based on your own risk assessment.

5. Conditions changing during the day:

- Continuous assessment of playing conditions is important.

6. Responsibility and accountability:

- Signing the declaration indicates that the designated areas have been inspected.

7. Handling completed checklists:

- All completed and signed checklists should be retained on file for a minimum of seven (7) years for future reference.

Match Day Checklist

Netball Australia

The completion of the Match Day Checklist should be carried out before the commencement of a match day. All conditions or risks marked as 'no', should be identified, and rectified. If it is not safe, no play should occur. **This checklist is a guide only. Please ensure you undertake your own risk management assessments.**

Date:

Venue:

Court surface and surroundings

Yes

No

Is the court surface free of debris?

Is the court surface in reasonable condition (free of holes, cracks, etc.)?

Is the perimeter surrounding the court safe to keep participants safe (free of obstructions, hanging signs, loose balls, etc.)?

Regarding safety, are the public areas (seating and walkways) free of visible hazards?

Are the goal posts in good condition (no obvious damage)?

Is there an adequate run-off area around each court?

Is the lighting sufficient to ensure safe play?

Weather

Have weather conditions or water made the surfaces unsafe for play?

Are the weather conditions safe for play to commence (extreme heat, lightning or the like)?

First aid

Is a trained first aider/first aid kit and ice available for treating injured players?

Is an adequate procedure in place for dealing with a serious injury (mobile phone, transport, etc.)?

Fire safety

If applicable, have the fire exits been checked (clearly defined, free of obstruction)?

Have all participants been made aware of the drills in the event of a fire or other emergency?

Other factors

Are there any other factors which may be dangerous to players?

Additional comments

(particularly where any checkboxes have been ticked as 'no')

Risk management actions

Description of the risk or hazard	Action taken

Prior to the commencement of the netball activity, I, the undersigned, have undertaken the above inspection and agree that the playing environment is fit for play.

Full name:

Registration number:

This is your PlayHQ/ Netball Connect Registration Number/ Netball Australia Registration number

Role:

Signature: