

# Game Day & Training Checklist Guidelines

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

**What Are You Looking For?**  
The Checklist is a visual inspection tool only. It will help you to identify safety concerns, such as:

<b>EXTREME WEATHER</b> such as lightning, heat, rain, visibility (fog), etc.	<b>OTHER FACTORS</b> such as sun protection, spectator behaviour, signs, etc.
<b>PLAYING SURFACES</b> such as holes, cracks, debris (glass, syringes), etc.	<b>FIRST AID</b> including qualified personnel, first aid kits, ice, etc.
<b>GAME FORMATS</b> as per Cricket Australia's Policies and Guidelines <a href="http://www.cricketaustralia.com.au">www.cricketaustralia.com.au</a>	<b>HAZARDS</b> on or near pathways, exits or change rooms such as debris, protrusions, etc.

**SAFETY CONCERNS SHOULD BE ADDRESSED TO AN ACCEPTABLE LEVEL & RECORDED BEFORE YOU START PLAY. HERE'S SOME EXAMPLES OF ACTIONS YOU MIGHT TAKE...**

- Control/reduce the outcome** with caution signs, traffic cones, roping off hazards, modifying the rules/game, etc.
- Avoid harm** by removing the risk/hazard/object from the area, delay/postpone the game, etc.
- Transfer responsibility** by written notice to players, spectators, the Council or the Insurer. Ultimately, this should be done prior to game day.
- Accept and Monitor** if there is a 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.

## WHEN SHOULD THE CHECKLIST BE COMPLETED?

You should complete the Checklist before the commencement of each day's play for a game. The Checklist can also be used prior to training sessions. If conditions change, the Checklist should be reviewed again and further action taken if necessary (even if the Checklist has been completed earlier). A great time for the Checklist to be completed is before warm-ups. On subsequent days, it is suggested that a convenient time is agreed to complete the Checklist between the Umpires and Authorised Club Representatives – again preferably before warm-ups and well before the start of play.

## DUTY OF CARE

Clubs owe a duty of care to players, spectators and volunteers. Insurance cover may not exist for clubs and/or officials who show deliberate negligence or disregard for these responsibilities.

## SIGNING THE CHECKLIST

Some people view the formal nature of signing a document relating to risk and insurance as formidable. This is simply not the case and if a reasonable attempt to identify risks has been made then no concern is warranted. If reasonable care has been taken to provide a safe environment then signing the Checklist puts the club in a strong position to demonstrate it has taken a duty of care.

- **If the conditions are not safe ...** and can't be made safe for play, then it may be negligent to start playing/training. To play in these conditions is placing the club in a poor position to demonstrate any duty of care.

- **If something happens ...** and the Checklist has been used properly and signed, the club is in a strong position to demonstrate its duty of care as it has shown reasonable actions to provide a safe environment.
- **If the Checklist isn't signed...** and play commences in what appears to be normal conditions and an accident occurs resulting in serious injury, the club is in a poor position to demonstrate it has upheld its duty of care.
- **The basic message is ...** the club and its members, including the signatories, are in a better position to demonstrate a duty of care if they complete and sign the Checklist.

## PROTECTING CLUB OFFICIALS

Legislation and insurance exists to protect club officials who complete the Checklist, thereby demonstrating the club upheld its duty of care.

## INSURANCE

An important part of your Public Liability Insurance is that your club supports the use of Match Day Checklists. By addressing risk before match/training commences, 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.

## STORING COMPLETED CHECKLISTS

Marsh 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.