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