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.

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 Posts 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 sub mitted 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
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
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☐	☐	☐

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

MANY HANDS MAKE LIGHT WORK

AFL NSW/ACT