

BASKETBALL

MATCH DAY CHECKLIST AND GUIDELINES



GAME DAY DETAILS

Date	Time	Association / League / Club	Location / Venue
Nominated Official #1 / Role		Nominated Official #2 / Role	

Please place a tick (✓) in the appropriate box.
All actions taken to address identified risks must be documented under section 7. Risk Management Actions.

1. PLAYING AREA

- 1.1 Is the playing arena safe? (e.g no loose floorboards, water on courts etc) Yes No
- 1.2 Is the playing surface free from any litter, dust or dirt Yes No
- 1.3 Are multi purpose fittings stored away appropriately (eg netball posts, tennis nets etc) Yes No
- 1.4 If there are lights at the venue, do they provide sufficient lighting for the playing area, including run-off areas? Yes No

2. SIDE LINE AREAS

- 2.1 Are the areas surrounding the court free from hazards eg: bench, scorers table and chairs in a safe position Yes No
- 2.2 Is there any water on the area (check for split water bottles) Yes No

3. SURROUNDING PLAYING AREAS / AMENITIES

- 3.1 Are the public areas free from any hazards, including spectator areas? (eg. glass, rubbish) Yes No
- 3.2 Are the player/official/volunteer areas free from any hazards? (eg. Canteen, change rooms and toilets) Yes No

4. VOLUNTEERS

- 4.1 Have all volunteers dealing with children been recorded appropriately checked as per legal requirement Yes No

5. SECURITY & SAFETY

- 5.1 It is highly recommended that someone is responsible for regularly checking the stadiums / premises throughout the day / night at the facilities which are used for basketball. This includes checking change rooms and toilets for excess water on the floor and the safety of participants / spectators Yes No

6. FIRST AID

- 5.1 Is there a stocked first-aid kit available and accessible? Yes No
- 5.2 Is there ice or instant cold packs available for treating injuries to players? Yes No
- 5.3 Is there someone with first-aid qualifications at the courts / stadium? Yes No
- 5.4 Is there clean drinking water available? Yes No
- 5.5 Are there emergency, including evacuation procedures in place? Yes No



7. OTHER FACTORS

6.1 Are there any other factors that need to be addressed prior to the start of play?

Yes No

If 'Yes' please outline below

8. RISK MANAGEMENT ACTIONS

Description of the Hazard / Risk

Action Taken to address the Hazard / Risk

Description of the Hazard / Risk	Action Taken to address the Hazard / Risk
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ADDITIONAL NOTES

DECLARATION

This Match Day Checklist has been completed in line with the Match Day Guidelines at the date and time stated prior to the start of play. All hazards, risks and safety items listed have been addressed to minimise potential hazards and risks and are recorded on this form (Sec. 7). If hazards arise throughout the day, they will be actioned as necessary to minimise any risk.

Nominated Official #1 / Role

Nominated Official #2 / Role

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All completed checklists should be stored and filed for a minimum of seven (7) years for future reference.



5. FIRST AID GUIDELINES

The Match Day Checklist is an important tool and should be completed prior to the start of the day. Associations and clubs have a duty of care to ensure the court and surrounds are as safe as possible for participation. The Checklist provides a reliable method of identifying risks and is a significant part of Public Liability Insurance.

Identifying and addressing risks before they occur can decrease exposure to property damage, personal injury or in extreme cases legal action. Documenting your association or club's actions to manage risk is important and may assist in the defence of negligence claims.

1. Who should complete the checklist?

This will depend on the type of competition you run. An association representative should complete the checklist for all centrally located venues and club representatives for matches played on a home and away basis. The checklist requires two nominated officials (over 18 years of age) to sign the declaration at the bottom of the form once they are satisfied the conditions are satisfactory and safe for play to commence.

2. When should the checklist be completed?

Checklists should be completed prior to the commencement of play. If conditions change, playing conditions should be monitored and reassessed throughout the day.

3. The Match Day Checklist is:

Provided to help officials identify foreseeable risks such as:

- Is the playing arena safe? (eg no loose floorboards, water on courts etc).
- Is the playing surface free from any litter, dust or dirt?
- Are the areas surrounding the court free from hazards eg: bench, scorers table and chairs in a safe position)
- Have all volunteers dealing with children been recorded appropriately checked as per legal requirement.
- It is highly recommended that someone is responsible for regularly checking the stadiums / premises throughout the day / night at the facilities which are used for basketball. This includes checking change rooms and toilets for excess water on the floor and the safety of participants / spectators.
- First aid: qualified first aid personal, first aid kits, ice.

4. What should happen if a risk is identified using the Match Day Checklist?

If you have identified a risk(s) it is important that it is documented with the actions taken to manage the risk completed in the table in section 7.

5. How do we address or manage the identified risks?

All identified risks should be dealt with to a satisfactory level before the commencement of play. For example:

- Reduce the risk: sweep courts, rope off hazardous areas, modify the game format.
- Avoid the risk: remove hazardous objects from the area, delay/postpone/relocate games.
- Transfer the risk: warning signs eg slippery when wet, written notice to third party eg. council
- Accept the risk: acceptance may occur when the likelihood of an injury or incident is unlikely and the impact is minor.

6. What should we do if the conditions change during the day?

An ongoing assessment of playing conditions should be monitored throughout the day/night. If conditions change, officials should review Match Day Checklist to ensure conditions remain satisfactory and safe for all players and officials. If conditions change significantly (eg heat, water on court), the nominated officials should convene to decide how to proceed. This decision should be made in collaboration with one another.

7. Will I be held responsible if I complete the Match Day Checklist?

By signing the Declaration, you are stating that you have visually inspected the designated areas and declared them acceptable for use. Legislation and insurance exists to protect the nominated officials who sign the Match Day Checklist. Insurance cover may not exist for officials who show deliberate negligence or disregard for these responsibilities.

8. What if one team or official declines to sign the form?

Further discussions need to take place if one team or official declines to sign the form due to unsatisfactory conditions. All risks identified should be managed to an agreed standard that provides a safe playing/officiating environment. All actions should be documented.

9. What do we do with the completed Match Day Checklist?

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