

BOWLS

GAME DAY/TRAINING CHECKLIST & GUIDELINES

What is the Event? Date: .../.../..... Time:

Date of Club inspection? .../.../..... Time of Club inspection?

Which Club is this held at? What Region is the Club in?

Nominated Club Representative #1 (Name & E-mail or Phone)

Nominated Club Representative #2 (Name & Contact E-mail or Phone)

Please Note: Actions to identify any risks must be documented under Section 8 of this document.

1. WEATHER CONDITIONS

Are the weather conditions at the Club acceptable for play to commence based upon Conditions of Play (eg: Adhering to fire regulations, temperature regulations, inclement weather etc)? Yes No

2. PLAYING AREA

Is the Green safe to play or train on? (Eg: Free from Water Pooling etc) Yes No

Is the playing surface free of any litter, waste or debris?
(E.g. glass, stones, rubbish etc.) Yes No

If there are lights at the venue, do they provide sufficient lighting for the playing area and throughout the bowling club? Yes No

Has the green surface & markings been prepared correctly for a game of Bowls? Yes No

3. SURROUNDING PLAYING AREAS/AMENITIES

Are the public areas free from any hazards, including spectator areas?
(E.g. glass, needles & splinters) Yes No

Is the spectator, player, umpire & volunteer areas clear from any hazards or obstructions? (E.g. chairs, light poles, fencing, rubbish bins, signs etc.) Yes No

Are fire extinguishers in the correct places with instructions for use, clearly visible? Yes No

Are fire alarms in working order? Yes No

Is the perimeter fencing or signs located around the green, safe? Yes No

4. INDOOR FACILITIES AT THE CLUB

Are all toilets operational, clean, sanitized and stocked with the necessary supplies? Yes No

Is the shower area clean and supplied with adequate stock? Yes No

Is all furniture in good repair and safe to occupy? Yes No

Are all Lights/Exit Lights operational & visible? Yes No

Are walkways flat & without potential tripping hazards? Yes No

Are exits clear of obstacles, allowing access to people at anytime? Yes No

5. FIRST AID

Is there a stocked first-aid kit available and accessible? Yes No

Are there ice or instant cold packs available for treating injuries to players? Yes No

Is there someone with first-aid qualifications at the ground? Yes No

Is there clean drinking water and sunscreen available? Yes No

Are there emergency, including evacuation procedures in place? Yes No

Is the unlikely event of an ambulance being called, would the ambulance access be free from obstacles? Yes No

Are emergency contacts located throughout club premises and clearly visible? Yes No

6. VOLUNTEERS

If required, have all volunteers dealing with children undertaken a mandatory Working With Children Check as per legal requirements?

Yes No

7. OTHER INFORMATION OR FACTORS

Are there any other factors that need to be addressed prior to the start of play or are dangerous to bowlers?

Yes No

8. RISK MANAGEMENT ACTIONS

Description of Hazard/Risk

Action taken to address the Hazard/Risk

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ANY ADDITIONAL NOTES

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DECLARATION

This Game Day Checklist has been completed in line with the Game 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 (Section 8). If hazards arise throughout the day, they will be actioned as necessary to minimise any risk.

I agree with the above declaration.

I agree with the above declaration.

Nominated Club Representative #1 Signature

Nominated Club Representative #2 Signature

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All completed checklists should be stored and filed at the club.

GAME DAY CHECKLIST EXPLAINED

The Game Day Checklist is an important tool and should be completed prior to the start of a game/training. Regions and Clubs have a duty of care to ensure the ground and surrounds are as safe as possible for participation. The Checklist provides a reliable method of identifying risks.

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?

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/night.

3. The Game Day Checklist is:

Provided to help club representatives identify foreseeable risks such as:

- Extreme weather conditions: lightning, heat, fire, rain and visibility (fog)*
- Sufficient protection for spectators and the public from weather.
- Green in good condition for, no holes, water pooling etc.
- Facilities: emergency exits, pathways, maintenance, change rooms
- First aid: qualified first aid personal, first aid kits, ice.
- Other factors: sun protection, clean drinking water

The Checklist is not aimed to take into account subjective concepts such as field quality, player fitness or fatigue.

* Where applicable - please refer to inclement weather information in Conditions of Play.

4. What should happen if a risk is identified using the Game 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 8.

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 area, 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 e.g. slippery when wet, written notice to third party e.g. 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. If conditions change, club representatives should review Game Day Checklist to ensure conditions remain satisfactory and safe for all players and officials. If conditions change significantly (e.g. Heat, lightning), the nominated club representatives 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 Game 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 Game Day Checklist. Insurance cover may not exist for officials who show deliberate negligence or disregard for these responsibilities.

8. What if the club representative(s) 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 Game Day Checklist?

Completed and signed Checklists must be retained on file.