BASKETBALL
GAME DAY CHECKLIST AND GUIDELINES

Basketball Australia

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 and 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

ADDITIONAL NOTES

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 (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

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

5. FIRST AID GUIDELINES

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