

SOFTBALL

GAME DAY CHECKLIST AND GUIDELINES



GAME DAY DETAILS

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

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. WEATHER CONDITIONS

1.1 Are the weather conditions at the venue acceptable for play to commence? Yes No

Note: Sometimes extreme weather conditions including heat, cold, rain and wind, make it best to postpone training/competition.

2. PLAYING AREA

2.1 Is the diamond and infield safe? (eg. Free from water pooling, bases installed correctly etc.) Yes No

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

2.3 If there are lights at the venue, do they provide sufficient lighting for the playing area, including run-off areas? Yes No

2.4 Is there sufficient netting/caging/fencing to stop the majority of fly balls from spectators/general public? Yes No

3. SURROUNDING PLAYING AREAS / AMENITIES

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

3.2 Are the player/official/volunteer areas free from any hazards? (eg. canteen and change rooms) Yes No

3.3 Are any temporary shade covers / tents securely fixed? Yes No

3.4 Is the area clear from any hazards or obstructions? (eg. chairs, light poles, fencing, rubbish bins etc.) Yes No

3.5 Is there no children under 16 years of age working or playing in the canteen BBQ area? Yes No

4. FIRST AID

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

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

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

4.4 Is there clean drinking water and sunscreen available? Yes No

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

4.6 Is the ambulance access free from obstacles? Yes No

5. VOLUNTEERS

5.1 Have all volunteers dealing with children been recorded appropriately and checked as per legal requirements? Yes No

6. 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

7. RISK MANAGEMENT ACTIONS

Description of the Hazard / Risk	Action Taken to address the Hazard / Risk
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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 Signature

Nominated Official #2 Signature

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

The Game Day Checklist is an important tool and should be completed prior to the start of a game/training. Associations 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 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. A club representative should complete the checklist for all centrally located venues and club representatives for games 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/night.

3. The Game Day Checklist is:

Provided to help officials identify foreseeable risks such as:

- Extreme weather conditions: lightning, heat, cold, rain and visibility (fog).
- Sufficient protection for spectators and the general public from fly balls.
- Diamond in good condition for play i.e. cut out/infield/basepath raked, sufficient dirt, no holes etc.
- Sprinklers and hoses cleared, pop-up sprinklers adequately covered.
- Sufficient room for teams to warm up without injuring themselves or others i.e. are batting cages available? If a game is in progress then perhaps teams can only play "pepper" for batting warm up.
- 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.

4. What should happen if a risk I 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 6.

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, pad light posts.
- Avoid the risk: remove hazardous objects from the area, delay/postpone/relocate games.
- Transfer the risk: warning signs eg slippery when, 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. 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, lightning), 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.