

Insert club logo

## PRE-EVENT CHECKLIST

<b>EVENT / FIXTURE</b>	<b>(Guidance for clubs to adapt for their own use)</b>		
<b>CLUB / VENUE</b>		<b>EVENT DATE</b>	

<b>FACILITY</b>	<b>Answer</b>	<b>Action taken</b>
Is the facility suitable for the game?		
<ul style="list-style-type: none"> <li>• Ground surface playable (frozen, flooded etc.)?</li> </ul>		
<ul style="list-style-type: none"> <li>• Car parks, footpaths, steps &amp; ramps in good condition</li> </ul>		
<ul style="list-style-type: none"> <li>• Lighting levels adequate</li> </ul>		
<ul style="list-style-type: none"> <li>• Toilets, showers &amp; changing rooms adequate &amp; clean</li> </ul>		
<ul style="list-style-type: none"> <li>• Playing area free from dog faeces, debris, glass etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• Suitable means of communication available</li> </ul>		
Has a premises and/or event risk assessment been carried out?		
Is there an emergency action plan in place?		
<ul style="list-style-type: none"> <li>• Fire evacuation plan</li> </ul>		
<ul style="list-style-type: none"> <li>• Medical provision for players?</li> </ul>		
<ul style="list-style-type: none"> <li>• Do you have contact details of emergency services and a local hospital?</li> </ul>		
Are there any major hazards at the facility to be aware of?		

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<b>EQUIPMENT</b>	<b>Answer</b>	<b>Action taken</b>
Is there enough equipment?		
Is all of the equipment in safe working order (e.g. posts covered)?		
Is first aid equipment available?		
<b>TRAINERS / EDUCATORS</b>	<b>Answer</b>	<b>Action taken</b>
Are all coaching staff appropriately trained and licensed?		
Is the staff: participant ratio 1:8 or higher?		
Are all staff aware of emergency action plans?		
Have all staff been provided with details of participants?		
<b>PARTICIPANTS</b>	<b>Answer</b>	<b>Action taken</b>
Have all participants registered?		
Do you have any relevant information on illnesses or disabilities?		

<b>ORGANISER'S SIGNATURE</b>	<b>DATE</b>