|  |  |  |  |
| --- | --- | --- | --- |
| **EMERGENCY PROCEDURES** | | | |
| Yes | N/A | No |  |
|  |  |  | Proper emergency details and procedures available and clearly displayed |
|  |  |  | Emergency entrance open and accessible |
|  |  |  | First Aid Kit available and accessible |
|  |  |  | Lifeguards or First Aid Personnel |
| **SERVICE OF ALCOHOL** | | | |
| Yes | N/A | No |  |
|  |  |  | Club has a current liquor license |
|  |  |  | License is clearly displayed |
|  |  |  | RSA Posters are clearly displayed |
|  |  |  | RSA Accreditation of staff is current and on-site |
|  |  |  | Volunteer roster for the bar |
|  |  |  | Designated alcohol area set up |
| **FOOD AND BEVERAGE** | | | |
| Yes | N/A | No |  |
|  |  |  | Canteen/BBQ clean and open |
|  |  |  | Food handling compliant |
|  |  |  | Variety of choices available |
|  |  |  | Canteen/BBQ roster completed |
|  |  |  | Coffee options available (Van?) |
|  |  |  | Ice purchased and available |
| **FIELD OF PLAY SET-UP** | | | |
| Yes | N/A | No |  |
|  |  |  | Goals are secure |
|  |  |  | Sideline lane ropes in place |
|  |  |  | Exclusion area marked |
|  |  |  | Markers in position (2m, 5m, 6m, halfway) |
|  |  |  | Match Balls |
|  |  |  | Chairs for Team Benches |
|  |  |  | Chairs for Officials Table |
|  |  |  | Marquees for Benches and Table |
|  |  |  | Timing + Scoring Equipment |
|  |  |  | PA System set-up and tested (music available) |
| **AMENITIES** | | |  |
| Yes | N/A | No |  |
|  |  |  | Toilets open and clean with toilet paper available |
|  |  |  | Change rooms open and clean |
| **INSURANCE** | | | |
| Yes | N/A | No |  |
|  |  |  | Certificate of Currency |
|  |  |  | Ensure all participants are registered |
|  |  |  |  |
|  | | | |
|  |  |  |  |
| **REFEREES & OFFICIALS** | | | |
| Yes | N/A | No |  |
|  |  |  | Referees appointed and appropriately attired |
|  |  |  | Pool Controllers appointed and appropriately attired |
| **MATCH DAY OFFICIALS** | | | |
| Yes | N/A | No |  |
|  |  |  | Timekeeper appointed |
|  |  |  | Secretary appointed |
|  |  |  | Other: |
|  |  |  | Other: |
| **MEMBERPOOL** | | |  |
| Yes | N/A | No |  |
|  |  |  | Results entered online |
|  |  |  | Team sheets correctly filled in |
|  |  |  |  |
| **COMPETITION ADMINISTRATION** | | | |
| Yes | N/A | No |  |
|  |  |  | Expression of Interest for Players/Teams |
|  |  |  | Determine Player/Team Fee + Payment Method |
|  |  |  | Determine format – weekly, tournament, come and try day |
|  |  |  | Create team lists with player cap numbers |
|  |  |  | Upload results and keep track of ladder |
|  |  |  | Determine finals format |
| **ADMINISTRATION** | | | |
| Yes | N/A | No |  |
|  |  |  | Game Day Run Sheet available and accessible |
|  |  |  | Contact list of key personnel on the day |
|  |  |  | Set up & Pack down roster |
|  |  |  | Other: |
|  |  |  | Other: |
|  |  |  |  |
| **MISCELLANEOUS** | | | |
| Yes | N/A | No |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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