

## **BAFA Guide to Self-Officiating: Appendix 2 - Game Day Checklist Guidelines**

Game Day Checklists are mandatory for all games which are uncovered by BAFRA officials and its completion must be overseen by the stand in Head Referee who must be an experienced coach.

This Game Day checklist is an important Risk Management tool. It is a significant aspect of BAFA's Public Liability Insurance that these checklists are completed by member teams and nominated officials for games where there are no BAFRA officials available.

Identifying risks and managing them prior to a game can reduce exposure to damage to property and injury and could be used as important evidence in defence of negligence claims.

### Who should complete the checklist?

The checklist should be completed prior to the game by the Nominated Lead Official and the two Head Coaches of the respective competing teams. All signatories should be over the age of 18.

### When should the checklist be completed?

The checklist should be completed prior to the commencement of the first game of the day. Playing conditions should be monitored continuously and the Lead Official, alongside both Head Coaches should make a judgment on whether any change means that the game is now unplayable.

### The Game Day checklist is:

The Game Day checklist is a visual inspection tool only. It can help identify some foreseeable risks. It is not an all-encompassing assessment of the risks. There are certain elements which will be subjective (such as the quality of the field). Where in doubt about an issue, advice should be sought from an appropriate person/s such as the facility ground staff. If the ground staff deem the facility unusable then it is recommended that their advice is adhered to

### Managing the risk

Where a risk is identified please place a tick in the appropriate box. Please then highlight in the final section the actions taken to minimise the risk. This may include actions which:

- Reduce the risk (i.e. roping off certain areas)
- Avoiding the risk (i.e. removing the offending item)
- Transferring the risk (i.e. placing warning signs for public)
- Accepting the risk (i.e. rationalising that the risk may be small)

### Responsibility

One of the questions which is frequently asked is 'Will I be held responsible if I sign the checklist?' The insurance exists to protect the game day officials. By signing the form you have stated you have done all you can to reduce risks and that you have declared the surface playable. The insurance protects members in the case of wrongful acts, omissions and errors and acknowledges that all parties (officials,

coaches and team management) have a duty of care to the participants . The cover will not exist in cases where there is deliberate negligence or disregard for the Rules of the Game, the guidelines stated here or the welfare of the participants.

What if a person decides not to sign the form?

If a person decides not to sign the form as they remain concerned about a risk all parties should work to ensure that risk is reduced or avoided. The competition rules highlight how long a game can be postponed for should it require some time to achieve this.