

	Yes	No
Administration		
Is your organisation properly constituted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the constitution appropriate and relevant to your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Are all members aware of your organisation's constitution?	<input type="checkbox"/>	<input type="checkbox"/>
Are all members provided with a copy of your constitution?	<input type="checkbox"/>	<input type="checkbox"/>
Does your constitution cover the following broad areas?	<input type="checkbox"/>	<input type="checkbox"/>
• Objectives of your organisation	<input type="checkbox"/>	<input type="checkbox"/>
• Powers of the organisation	<input type="checkbox"/>	<input type="checkbox"/>
• Membership	<input type="checkbox"/>	<input type="checkbox"/>
• Termination of membership	<input type="checkbox"/>	<input type="checkbox"/>
• Affiliation	<input type="checkbox"/>	<input type="checkbox"/>
• Management committee	<input type="checkbox"/>	<input type="checkbox"/>
• Auditors	<input type="checkbox"/>	<input type="checkbox"/>
• General meetings	<input type="checkbox"/>	<input type="checkbox"/>
• Voting	<input type="checkbox"/>	<input type="checkbox"/>
• Finance	<input type="checkbox"/>	<input type="checkbox"/>
• Common seal	<input type="checkbox"/>	<input type="checkbox"/>
• Alteration to the constitution	<input type="checkbox"/>	<input type="checkbox"/>
• Winding up of the organisation	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation follow the requirements of your constitution?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation incorporated?	<input type="checkbox"/>	<input type="checkbox"/>
Do you fulfill the requirements to maintain incorporation?	<input type="checkbox"/>	<input type="checkbox"/>
Are meeting procedures in accordance with the constitution?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable minutes recorded, distributed and approved'?	<input type="checkbox"/>	<input type="checkbox"/>
Is inward correspondence recorded?	<input type="checkbox"/>	<input type="checkbox"/>
Is correspondence dealt with within prescribed time frames?	<input type="checkbox"/>	<input type="checkbox"/>
Is outward correspondence monitored and approved as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Are Association records maintained to an appropriate standard?	<input type="checkbox"/>	<input type="checkbox"/>
Are records stored in a secure place?	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate membership information collected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to ensure security of membership information?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have affective channels of communication established?	<input type="checkbox"/>	<input type="checkbox"/>
Are liaison protocols established for important relationships?	<input type="checkbox"/>	<input type="checkbox"/>
Is the annual report circulated to all members?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Policy		
Does your Association have any policies to guide its decision-making	<input type="checkbox"/>	<input type="checkbox"/>
Are policy documents easily accessible to all members?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies clearly communicated to all members?	<input type="checkbox"/>	<input type="checkbox"/>
Are Policies properly implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies supported by appropriate operating instructions?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies monitored and periodically reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Are there clear policies in respect of:		
• Equal Employment opportunity	<input type="checkbox"/>	<input type="checkbox"/>
• People with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>
• Discrimination	<input type="checkbox"/>	<input type="checkbox"/>
• Harassment	<input type="checkbox"/>	<input type="checkbox"/>
• Drugs	<input type="checkbox"/>	<input type="checkbox"/>
• Child Protection	<input type="checkbox"/>	<input type="checkbox"/>
• Are policies documented in an appropriate manner?	<input type="checkbox"/>	<input type="checkbox"/>

Event Management

Does your Association have any policies to guide its decision-making?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies documented in an appropriate manner?	<input type="checkbox"/>	<input type="checkbox"/>
Are policy documents easily accessible to all members?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies clearly communicated to all members?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies properly implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies supported by appropriate operating instructions?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies monitored and periodically reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Are there clear policies in respect of:		
• Equal Employment opportunity	<input type="checkbox"/>	<input type="checkbox"/>
• People with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>
• Discrimination	<input type="checkbox"/>	<input type="checkbox"/>
• Harassment	<input type="checkbox"/>	<input type="checkbox"/>
• Drugs	<input type="checkbox"/>	<input type="checkbox"/>
• Child Protection	<input type="checkbox"/>	<input type="checkbox"/>
Is risk management considered when planning an event?	<input type="checkbox"/>	<input type="checkbox"/>
Are all significant risks/hazards identified?	<input type="checkbox"/>	<input type="checkbox"/>
Are reasonable steps taken to reduce risks to acceptable levels?	<input type="checkbox"/>	<input type="checkbox"/>
Are risk management strategies documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is an appropriate standard of care applied to participants?	<input type="checkbox"/>	<input type="checkbox"/>
Are participants notified of the risks, and the level of preparation/skill required?	<input type="checkbox"/>	<input type="checkbox"/>
Is a suitable screening process in place to ensure all participants have the fitness and skill necessary to safely participate?	<input type="checkbox"/>	<input type="checkbox"/>
Are the procedures developed to respond to foreseeable emergencies?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are appropriate permits sought to hold the event?	<input type="checkbox"/>	<input type="checkbox"/>
Is permission obtained from affected land managers?	<input type="checkbox"/>	<input type="checkbox"/>
Are participants required to complete and sign a suitable disclaimer?	<input type="checkbox"/>	<input type="checkbox"/>
Is the feasibility of the event seriously considered?	<input type="checkbox"/>	<input type="checkbox"/>
Is a detailed budget prepared?	<input type="checkbox"/>	<input type="checkbox"/>
Are organisational responsibilities clearly defined and allocated?	<input type="checkbox"/>	<input type="checkbox"/>
Are clear time lines determined for each aspect of organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is a plan prepared for media relations?	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate insurance cover purchased for major risks?	<input type="checkbox"/>	<input type="checkbox"/>
Are insurance covers reviewed to ensure they are adequate?	<input type="checkbox"/>	<input type="checkbox"/>

Health Guidelines and Policies

Children in sport

Does your Association follow the Children in Sport Guidelines produced by Sports Medicine Australia (SMA) and the Australian Sports Commission (ASC)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association have consent forms for child participation?	<input type="checkbox"/>	<input type="checkbox"/>

Pregnancy in Sport

Does your Association follow the Pregnant Athlete and the Law Guidelines produced by the Women and Sport Unit at the ASC and SMA?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association advise women to seek medical opinion in regards to participating while pregnant?	<input type="checkbox"/>	<input type="checkbox"/>

Alcohol usage

Does your Association discourage alcohol consumption before participation?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association provide alcohol free and low alcohol drinks post competition and at functions?	<input type="checkbox"/>	<input type="checkbox"/>

Hydration

Does your Association follow guidelines in fluid replacement?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association follow guidelines for safe conduct if play in regards to heat, cold, humidity etc (SMA)?	<input type="checkbox"/>	<input type="checkbox"/>

Policy and Regulations

Infectious Diseases Policy

Do you have an Infectious Diseases Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you follow the infectious diseases policy produced by SMA?	<input type="checkbox"/>	<input type="checkbox"/>
Do your participants use only their personal water bottle?	<input type="checkbox"/>	<input type="checkbox"/>
Do your sports first aid and medical staff follow recommendations for handling bleeding i.e.: wearing gloves, removal if injured from competition?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Emergency Plan		
Is there an emergency plan for serious injury?	<input type="checkbox"/>	<input type="checkbox"/>
Is the plan communicated regularly to coaches and officials?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a telephone accessible for emergency calls?	<input type="checkbox"/>	<input type="checkbox"/>
Is there easy access for a stretcher between the field of play and the first aid room? .	<input type="checkbox"/>	<input type="checkbox"/>
Is the local emergency/ambulance service aware of your competition schedule'?	<input type="checkbox"/>	<input type="checkbox"/>
Do emergency personnel have clear access to the competition venue? .	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency drills regularly conducted? .	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management Plans.		
Does your Association/facility have a comprehensive sport safety plan?	<input type="checkbox"/>	<input type="checkbox"/>
Are all safety policies, procedures, rules and responsibilities outlined in a manual?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an established risk management committee to meet regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there regular review and modification of the sport safety plan?	<input type="checkbox"/>	<input type="checkbox"/>
Are competitors or parents informed of prevention and injuries management procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Does an individual or a group have responsibility for enforcing the safety regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Have appropriate checklists been established and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Are accurate records maintained of safety procedures undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
Are regular safety updates conducted for all those involved in the competition facility?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for reporting and correcting unsafe conditions or practices?	<input type="checkbox"/>	<input type="checkbox"/>
Does the facility insurance policy include sufficient negligence liability coverage for all activities, supervisors and athletes?	<input type="checkbox"/>	<input type="checkbox"/>
Are legally counseled waiver/consent forms required?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety/risk management policies pasted for participants to see'	<input type="checkbox"/>	<input type="checkbox"/>
Finance		
Are all-financial transactions accurately recorded?	<input type="checkbox"/>	<input type="checkbox"/>
Is an annual audit conducted if your organisation's financial records?	<input type="checkbox"/>	<input type="checkbox"/>
Does an appropriate person conduct the audit?	<input type="checkbox"/>	<input type="checkbox"/>
Is a financial report provided to each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Is all expenditure authorised through an identified process?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable banking arrangements in place for the organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is all income banked within a prescribed time frame?	<input type="checkbox"/>	<input type="checkbox"/>
Are multiple signatures required for withdrawal?	<input type="checkbox"/>	<input type="checkbox"/>
Are loan conditions met and repayments made in time?	<input type="checkbox"/>	<input type="checkbox"/>
Are the requirements stipulated for any grants being met?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have a financial plan?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation prepare budgets where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Is professional advice sought in financial matters?	<input type="checkbox"/>	<input type="checkbox"/>

Insurance

Does the organisation have suitable insurance cover?	<input type="checkbox"/>	<input type="checkbox"/>
Was advice sought from an insurance broker?	<input type="checkbox"/>	<input type="checkbox"/>
Are all members aware if the organisation's insurance with respect to, Cover? Limitations and exclusions?	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
Claim procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Is insurance reviewed in an annual basis?	<input type="checkbox"/>	<input type="checkbox"/>

Contracts

Are all-financial transactions accurately recorded?	<input type="checkbox"/>	<input type="checkbox"/>
Is an annual audit conducted if your organisation's financial records?	<input type="checkbox"/>	<input type="checkbox"/>
Does an appropriate person conduct the audit?	<input type="checkbox"/>	<input type="checkbox"/>
Is a financial report provided to each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Is all expenditure authorised through an identified process?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable banking arrangements in place for the organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is all income banked within a prescribed time frame?	<input type="checkbox"/>	<input type="checkbox"/>
Are multiple signatures required for withdrawal?	<input type="checkbox"/>	<input type="checkbox"/>
Are loan conditions met and repayments made in time?	<input type="checkbox"/>	<input type="checkbox"/>
Are the requirements stipulated for any grants being met?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have,		
Leases	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor	<input type="checkbox"/>	<input type="checkbox"/>
Athlete agreements	<input type="checkbox"/>	<input type="checkbox"/>
Employment contracts	<input type="checkbox"/>	<input type="checkbox"/>
Tickets	<input type="checkbox"/>	<input type="checkbox"/>
Anyone paid a fee for service	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation fulfill the terms if the above contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Are members aware if the nature of the contracts to which the organisation is party?	<input type="checkbox"/>	<input type="checkbox"/>
Are all contracts subject to an appropriate review before renewal?	<input type="checkbox"/>	<input type="checkbox"/>

Insurance (sports injuries)

Does your Association/facility have adequate insurance to cover catastrophic injury and negligence liability?	<input type="checkbox"/>	<input type="checkbox"/>
Is your insurance linked to a sport safety plan?	<input type="checkbox"/>	<input type="checkbox"/>
Are claim forms easily understand and readily available?	<input type="checkbox"/>	<input type="checkbox"/>

Planning

Does your organisation have a clear, documented strategic directions?	<input type="checkbox"/>	<input type="checkbox"/>
Are all members aware of and in agreement with the direction?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have a risk management plan?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are responsibilities clearly defined in all plans?	<input type="checkbox"/>	<input type="checkbox"/>
Are time frames set and met in all plans?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate resources allocated to implement all plans?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have appropriate emergency response procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have appropriate critical incident management plans?	<input type="checkbox"/>	<input type="checkbox"/>
Do you periodically review your plans?	<input type="checkbox"/>	<input type="checkbox"/>

Personnel Management

Are position descriptions available for all office bearers?	<input type="checkbox"/>	<input type="checkbox"/>
Do position descriptions clearly detail responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable induction processes in place to ensure a smooth transition when office bearers change?	<input type="checkbox"/>	<input type="checkbox"/>
Has the organisation adopted appropriate Codes of Behavior?	<input type="checkbox"/>	<input type="checkbox"/>
Are responsibilities shared amongst members of the organisations?	<input type="checkbox"/>	<input type="checkbox"/>
Are the following legislative requirements met for paid employees:		
Workers Compensation Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Taxation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Superannuation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Award requirements	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Rehabilitation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Are reporting mechanisms and levels of authority clearly defined for employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are representative selection procedures clearly documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a clear procedure to handle disputes/complaints within the organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for handling complaints from outside the organisation?	<input type="checkbox"/>	<input type="checkbox"/>

Education, Training and Accreditation

Are all office bearers suitably skilled or qualified?	<input type="checkbox"/>	<input type="checkbox"/>
Do all coaches have appropriate accreditation?	<input type="checkbox"/>	<input type="checkbox"/>
Do all coaches maintain their accreditation?	<input type="checkbox"/>	<input type="checkbox"/>
Are opportunities for training and education sought?	<input type="checkbox"/>	<input type="checkbox"/>
Are opportunities for training and education promoted?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable records kept indicating the training and qualifications of members?	<input type="checkbox"/>	<input type="checkbox"/>
Do activity leaders have appropriate experience, training, or accreditation?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have an induction process for new members?	<input type="checkbox"/>	<input type="checkbox"/>

Legislation & Industry Standards

Is your organisation involved in:		
Fundraising through raffles, gaming machines etc	<input type="checkbox"/>	<input type="checkbox"/>
The operation of a canteen or food stalls	<input type="checkbox"/>	<input type="checkbox"/>
The operation of a bar on a permanent or casual basis	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
The employment of anyone including coaches, referees, scorers, administrators etc	<input type="checkbox"/>	<input type="checkbox"/>
The operation and maintenance of a clubhouse or facilities	<input type="checkbox"/>	<input type="checkbox"/>
The selling of products, services or merchandise	<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship arrangements between businesses and your organisation	<input type="checkbox"/>	<input type="checkbox"/>
The organising of events in public places	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware if the legislation or local Government By Laws that could apply to each if the above?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation comply with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of the industry standards that apply to your operations?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation comply with their requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure the recommended rules of competition and protocols are followed for your activity?	<input type="checkbox"/>	<input type="checkbox"/>
Is professional legal advice sought when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Do members understand the extent if their "Duty of Care"?	<input type="checkbox"/>	<input type="checkbox"/>

Hazard Identification and Control

Are appropriate risk/safety inspections made of:	<input type="checkbox"/>	<input type="checkbox"/>
• Buildings	<input type="checkbox"/>	<input type="checkbox"/>
• Grounds	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Are the inspections made on a regular or predetermined basis?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure documented for such inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a checklist to assist with inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Are results of inspections recorded and filed?	<input type="checkbox"/>	<input type="checkbox"/>
Are inspections made by suitably qualified or experienced personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable procedures in place to manage known hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate risk assessments made of all programs?	<input type="checkbox"/>	<input type="checkbox"/>
Is risk assessment an integral part of program management?	<input type="checkbox"/>	<input type="checkbox"/>
Are risk assessments documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a clear procedure for reporting accidents/injuries?	<input type="checkbox"/>	<input type="checkbox"/>

Pre-participation Screening

Are participants screened by a health professional if there are concerns about health or injuries?	<input type="checkbox"/>	<input type="checkbox"/>
Are the athletes followed up after screening to ensure that they are 'fit to compete'?	<input type="checkbox"/>	<input type="checkbox"/>
Are coaches aware of pre existing medical conditions of the participants, such as asthma, diabetes?	<input type="checkbox"/>	<input type="checkbox"/>
Are coaches aware of medications that athletes require, such as ventolin?	<input type="checkbox"/>	<input type="checkbox"/>

Injury Surveillance

Physical Preparation

Does your Association maintain injury records?	<input type="checkbox"/>	<input type="checkbox"/>
Are these records adequately stored in an easily accessible form?	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are these injuries records used in directing prevention activities?	<input type="checkbox"/>	<input type="checkbox"/>
Are these injuries records used to produce reports?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association use the injuries figures to improve safety practices?	<input type="checkbox"/>	<input type="checkbox"/>
Are injury records reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association contribute to other data collections?	<input type="checkbox"/>	<input type="checkbox"/>
Is injury data collected with reference to the number of participants and level of competition?	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility

Are the participants instructed in how to stretch properly/appropriately for their sport?	<input type="checkbox"/>	<input type="checkbox"/>
Is stretching performed in the warm up and cool down?	<input type="checkbox"/>	<input type="checkbox"/>

Skills

Is training provided in the skills of the events for participants to participate safely?	<input type="checkbox"/>	<input type="checkbox"/>
Is training provided that is targeted at preventing injury, such as safe landing techniques?	<input type="checkbox"/>	<input type="checkbox"/>

Maturity and Body Type

Is safety with regard to physical suitability, considered when participants are selected for specific positions?	<input type="checkbox"/>	<input type="checkbox"/>
Are athletes/coaches aware of certain problems/issues related to women and girls in sport such as amenorrhoea, eating disorders?	<input type="checkbox"/>	<input type="checkbox"/>
Are young athletes matched for biological age rather than chronological age?	<input type="checkbox"/>	<input type="checkbox"/>

Coaches and Officials

Accreditation

Does your association use accredited coaches?	<input type="checkbox"/>	<input type="checkbox"/>
Does your association use accredited officials?	<input type="checkbox"/>	<input type="checkbox"/>
Do your coaches and officials attend regular education updates?	<input type="checkbox"/>	<input type="checkbox"/>
Do your coaches undergo re accreditation?	<input type="checkbox"/>	<input type="checkbox"/>
Are there people on hand with current first aid certificates?	<input type="checkbox"/>	<input type="checkbox"/>
Are the participants instructed in how to stretch properly/appropriately for their event?	<input type="checkbox"/>	<input type="checkbox"/>
Is stretching performed in the warm up and cool down?	<input type="checkbox"/>	<input type="checkbox"/>

Supervision

Are all programs and activities planned and conducted according to recognised safety guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
Do officials inform athletes of safety issues?	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities properly supervised by qualified personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Are officials regularly updated regarding new activity hazards and safety measures?	<input type="checkbox"/>	<input type="checkbox"/>
Do officials have adequate sports first aid training?	<input type="checkbox"/>	<input type="checkbox"/>

Role Models

Do coaches and officials act as positive role models, e.g. non smoking, incorporate codes of behaviour and sports safety principles into personal behavior?

Modified Sport

Are modified games/activities provided for:

- Juniors?
- Seniors?
- Disabled?

Is equipment modified appropriately for these groups?

Are all programs and activities planned and conducted according to recognised safety guidelines?

Do supervisors inform participants of safety issues?

Are all activities properly supervised by qualified personnel?

Are supervisors regularly updated regarding new activity hazards and safety measures?

Equipment

Competition and Training Equipment

Is the equipment necessary for the competition regularly checked and maintained?

Are manufacturers guidelines/specifications/recommendations followed?

Is the equipment used for the purpose it was designed?

Is the playing equipment properly positioned?

Is the equipment in accordance with the regulations and recommendations of the sport?

Is the playing equipment properly stored, when not in use?

Are separate water bottles provided for the athletes?

Protective Equipment

Is protective equipment required for your event?

Does the equipment fit the participant?

Is the participant dressed appropriately for the activity?

- Shoes?
- Clothing?
- Hat
- Eye wear?

Are participants restricted in the type of protective equipment they may use?

Does an official check the equipment of all participants before training and competition?

- Are helmets recommended for participants in your event?
- Do helmets used by participants conform to safety guidelines?
- Is body padding or other protective equipment recommended for participants in your event?
- Does body padding or other protective equipment used by participants conform to safety guidelines?

	Yes	No
Does your Association provide protective equipment for its athletes?	<input type="checkbox"/>	<input type="checkbox"/>
Is the protective equipment cleaned hygienically between uses?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Association equipment checked and maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are manufacturers guidelines/specifications/recommendations followed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment used for the purpose it was designed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment in accordance with the regulations and recommendations of the sport?	<input type="checkbox"/>	<input type="checkbox"/>
Is the protective equipment properly stored when not in use?	<input type="checkbox"/>	<input type="checkbox"/>

Injury Management and Rehabilitation

Does your Association maintain injury records of participants?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association provide coverage by sports medicine professionals at competition or training?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association have injury management and referral guidelines for participants?	<input type="checkbox"/>	<input type="checkbox"/>

Sport First Aid and Trainers

Sports First Aiders and Trainers

Does your Association use qualified accredited sports first aid personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Do they update their education?	<input type="checkbox"/>	<input type="checkbox"/>
Is a qualified sports first aid person available at training?	<input type="checkbox"/>	<input type="checkbox"/>
Is a qualified sports first aid person available at competition?	<input type="checkbox"/>	<input type="checkbox"/>
Are injury records kept	<input type="checkbox"/>	<input type="checkbox"/>

First Aid

Is there a first aid plan or policy for your Association and facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association have a policy for management of concussion/head injuries?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association have a policy for management of open wounds/bleeding?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Association have a policy for return to sport after injury?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated first aid area or room?	<input type="checkbox"/>	<input type="checkbox"/>
Is it kept clean and hygienic?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a suitable treatment table and light for suturing?	<input type="checkbox"/>	<input type="checkbox"/>
Are surgical gloves provided for trainers and medical staff to manage bleeding wounds?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated disposal container for bloodied material and Waste products?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a first aid kit or supply cabinet?	<input type="checkbox"/>	<input type="checkbox"/>
Are the first aid supplies kept in a secure place?	<input type="checkbox"/>	<input type="checkbox"/>
Is the kit/cabinet checked regularly and restocked?	<input type="checkbox"/>	<input type="checkbox"/>
Is ice readily available for the first aid room and competition area?	<input type="checkbox"/>	<input type="checkbox"/>
Is a stretcher (Jordan Frame where necessary) available?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a bench in the first aid area or change room at hip height for trainers to tape or dress wounds?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a list of emergency telephone numbers?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency procedures pasted?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have a referral or in call system to appropriate sports medicine professionals?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
• Doctor?	<input type="checkbox"/>	<input type="checkbox"/>
• Physiotherapist?	<input type="checkbox"/>	<input type="checkbox"/>
• Dentist?	<input type="checkbox"/>	<input type="checkbox"/>
Is your local hospital aware of scheduled competitions or events?	<input type="checkbox"/>	<input type="checkbox"/>

Surfaces

Is the competition surface clear of all hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface safe for competition e.g. grass mown, lines marked or floorboards secured?	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads covered?	<input type="checkbox"/>	<input type="checkbox"/>
Are holes and uneven patches covered?	<input type="checkbox"/>	<input type="checkbox"/>
Are cricket pitches covered with sand/soil for winter sports?	<input type="checkbox"/>	<input type="checkbox"/>
Are wooden surfaces safe i.e. no water on floor and line markings secure?	<input type="checkbox"/>	<input type="checkbox"/>
Is synthetic turf safe i.e. not worn or lifting?	<input type="checkbox"/>	<input type="checkbox"/>
Is the floor surface smooth, non slippery and clean?	<input type="checkbox"/>	<input type="checkbox"/>

Facilities

Is there adequate lighting for safe conduct of the competition?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting in the change rooms?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting outside the building/complex and in the car park for safety of participants arriving and leaving?	<input type="checkbox"/>	<input type="checkbox"/>
Are goalposts and hard objects that players may collide with adequately padded?	<input type="checkbox"/>	<input type="checkbox"/>
Are spectators safely separated from the participants with an appropriate barrier?	<input type="checkbox"/>	<input type="checkbox"/>
Are the spectators safe from collision with players, objects etc?	<input type="checkbox"/>	<input type="checkbox"/>
Are the change rooms clean, tidy and hygienic?	<input type="checkbox"/>	<input type="checkbox"/>
Are hot showers provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are non slip mats provided in shower areas?	<input type="checkbox"/>	<input type="checkbox"/>
Does your association have a policy of not sharing showers and spas after training and matches?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights visible and functional?	<input type="checkbox"/>	<input type="checkbox"/>
Are there regularly maintained fire extinguishers within easy access?	<input type="checkbox"/>	<input type="checkbox"/>
Do facility structures and equipment comply with laws, regulations, rules and standards?	<input type="checkbox"/>	<input type="checkbox"/>
Does the facility have adequate ventilation and temperature control?	<input type="checkbox"/>	<input type="checkbox"/>
Is the facility pollution free?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate protection for spectators and adjacent activity areas?	<input type="checkbox"/>	<input type="checkbox"/>
Is there access to drinking water?	<input type="checkbox"/>	<input type="checkbox"/>
Are all entry /exits secure and well marked/lighted and hazard free?	<input type="checkbox"/>	<input type="checkbox"/>
Is there emergency vehicle access?	<input type="checkbox"/>	<input type="checkbox"/>
Are 'natural hazards' checked regularly and appropriately signed?	<input type="checkbox"/>	<input type="checkbox"/>

Yes No**Environment**

Does your Association have a cancellation or postponement policy for adverse inclement weather, such as storms and lightning or hot and humid weather?

Is shade or sun shelter provided for athletes while waiting to compete?