



FACILITY AND EVENT SAFETY CHECKLIST

Plan accordingly and address safety hazards before you start to play. If there are any safety hazards, transfer responsibility by written notice to venue owner prior to game day. Discuss with venue owner to ensure corrective measures are taken.

Site Director:	Date:
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Checklist:

- Site Director for each location (be sure your officials and volunteers know who is in charge)
- Post emergency contact name and emergency contact numbers in common locations (entrances, locker rooms, etc.)
- A plan to handle emergencies
- First aid equipment
- Ice for injuries
- Access to emergency service
- Telephones and the appropriate emergency numbers are accessible
- There is adequate passage for emergency vehicles
- Emergency evacuation and response procedures in place
- Incident and Claim Forms (know the procedure for filling an incident report and claim form)
- Water for athletes

Athlete Areas:

- Playing surface is in proper condition
- Playing field, court, rink, etc. is free of debris, rocks, holes, water, etc.
- Proper clearance around court, field, pitch, etc
- Out-of-bounds areas are free of obstructions and protruding objects
- Playing area is clearly marked
- Lighting appears adequate
- Are perimeter fences and/or signs free of hazards (protruding wire, bolts, etc.)
- Protection equipment provided (post & wall padding)
- Locker room floors are dry and lockers are secure and free of laceration exposures
- Bathrooms appear sanitary
- Benches and tables in good condition

**CLUB MEMBERSHIP
INFORMATION**



Spectator Areas:

- Adequate number of waste containers in place
- Areas are free of slip, trip and fall hazards
- Water fountain areas are free of puddles, algae build up and/or mud
- Barriers to protect spectators are adequate and in good condition
- Area clean and free of debris
- No wet slip/fall hazards
- Electrical wiring that runs across surface secured with tape
- Adequate separation between spectators and playing field
- Bleachers are secure and in good condition

Parking Lot & Entrances:

- Lighting appears adequate
- Area is free of slip, trip and fall hazards
- Security is present
- Walking areas are free of slip, trip and fall hazards
- Will spills and tracked in water be cleaned up immediately
- Transitional areas are clearly marked
- Handrails are securely fastened
- Areas are free of trash, debris and other obstructions
- Sufficient trash containers are provided
- Entrance/exit areas are accessible

Note: Historically, 20 percent of general liability claims and 20 percent of the incurred claims costs involved a slip/trip/fall injury to a spectator at a sports venue. Bleachers are involved 30 percent of the time with these accident types. Other contributing factors include broken chairs, ice, liquids, steps, extension cords and parking lots.