



Level 2, Sports House, 375 Albert Rd

Albert Park 3206

03 9926 1390 Fax 03 9926 1393

secretary@lacrossevictoria.com.au

MATCH DAY PREPARATION REPORT

(This form should be filed with the Club's weekly match reports as a legal document.
To be completed prior to a day's play)

Item	High Standard or Yes	OK / Tidy Or No	Requiring Action / Action Taken
1. Wall Notices			
Local emergency numbers displayed			
Club contact numbers displayed			
2. Grounds			
Clear of litter / sticks/debris			
Clear of holes			
Perimeter/boundary fencing and fittings are safe			
Warning notice of danger of 'flying balls, being close to the sidelines etc on display			
Goals are firmly pegged in ground			
Ambulance access is provided			
Sprinkler heads covered			
Lighting conditions are adequate			
Spectator seating is safe and in good condition			
Spectators are separated from the players with appropriate boundaries/barriers			
Other			
3. Match Preparation			
Lines are marked correctly (in accordance with rules) and are a sufficient distance from fencing and other structures			
Protection shelter for scorers provided			
Safe seating for teams provided			
Officials / team area roped off			
A qualified first aid officer is present			
4. Buildings			
Change areas clean			
Toilets clean			
Electrical switches not broken			
Lights functioning			
Fire extinguisher in place			
Steps safe			
Security lights not damaged			
Glass/needles cleared from surrounds			
Waste water pipes functioning			
First aid equipment maintained and available			
5. Kitchen Safety			
Benches and sinks are clean			
Refrigerator working at appropriate temperature			
Heating and re-heating appliances are clean			
Urn provided			
Gloves provided and used for food service			
6. Weather conditions	YES	NO	NA
Existing weather conditions warrant cancellation or postponement of event			
7. Other			
Lacrosse Club			
Venue of Games			Date of Play
Reported by: President (or rep)	Name:		Signature
Second Club Official: e.g. ground marker	Name:		Signature: