



Match Day Preparation Report

This form should be filled in with the Club's weekly match reports as a legal document. This form should be completed prior to the play of lacrosse for the day.

Item	High Standard or Yes	OK/Tidy or No	Requiring Action or 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	N/A
Existing weather conditions warrant cancellation or postponement of event			

Lacrosse Club:		
Venue of Games:		Date of Play:
Reported by: President or Rep	Name:	Signature:
Second Club Official Ex: Ground Marker	Name:	Signature:

Additional Notes