

7's Match Day Checklist

Venue:		Completed by:	
Date:		Signed:	
Functional Area	Requirement	Check (Y/N)	Comments
Field of Play (FOP)			
Dimensions / Line Markings	IRB Law 1 / JPP laws		
Technical Zone Markings	IRB Tech Zone Protocols		
Goal Post Pads	ARU Safety Directives		
Quality of Surface			
Safety Surface			
Pre-game FOP Inspection			
Playing Enclosure			
Enclosure Barrier – 5m clear space	IRB Law 1		
Teams, match officials and ground mgt personnel only	Signage - authorised entry		
Power supply	Extension cord/s Xm long		
Inside Playing Enclosure			
	5m Clear of FOP;		
Ground Mgt Personnel - Clearly Identifiable	2 Chairs, 1 Table, 1 Tent; Seating (halfway)		
Team A Mng'ment/Repl'ments	15 Chairs, 1 Tent Seating (left of halfway)		
Team B Mng'ment/Repl'ments	15 Chairs, 1 Tent Seating (right of halfway)		
No. 4 / No. 5 Match Official	2 Chairs (1 next to each team 2 GM table)		
Match Day documents/resources	Clipboard, program, scoresheets, pens, stapler, watch/phone, walkie talkie		
Water Drums	2 per team (4 per oval) - filled		
Esky - food, drink, ice	3 - 1 per team and 1 for GM -Staff drinks, food supplies, Ice bags (2) and freezer bags		
Match footballs	3 per Match		
Ball Persons	6 Uniformed (4 per match)		
Bibs	3 per team (1 for Medic/Physio)		
Outside Playing Enclosure			
Medical			
	ARU Safety Directives		
Match Doctor / Medically Trained Person	3 Chairs, 1 Tent, 2 physio tables, 1 sharps, bibs (2)		
Scoop Stretcher	1 scoop/field (if available)		
Cervical Collars	Hard /Soft		
Emergency Contacts.	@ First aid tent		
Esky - food, drink, ice	1 x Staff drinks, food supplies, Ice bags (2) and freezer bags		
Emergency Vehicle Access	Unlock gate/s		
Medical Room	Tent with sides		
First Aid Equipment	@ first aid tent		
Changing rooms			
Team signs	Team signs on doors (check open)		
Warm Up Area			
Venue	Warm up ovals or first games on FOP ¼ field.		
Availability	10 minutes prior to KO		
Air horn (1)	X mins prior to KO		
Support Services			
Ground Managers	2		
Walkie talkies	8-GM's (2), FOP Manager, Floater, TD, Admin, Doc, s'board		
Score Board (fixed)	Attended & maintained		
Public Address System	Available & attended		
Ancillary Services			
	As required		
Run Sheet			
Official team briefing	Confirm time and venue		
Final Run Sheet	1 day prior		
Time Synchronisation	Referees, GM's & admin, S'board		
KO on Time	5 minutes of clear time		
Media/communication/parking			
Scorers	Immediately – walkie talkie		
Half & Full Time Score	Immediately – walkie talkie		
Match Results & Scorers	Collated & sent to admin - ongoing		
Staff and spectator parking	Areas marked off and signage up		