



*Tournament Management
Checklist Guide*

<u>Task</u>	✓	<u>Comments</u>	<u>Name of Club Member Responsible</u>
Playing Fields <i>Safety Lines Enforced, Fields Clear</i>			
Practice Fields <i>Fields Identified and Clear</i>			
Camping Area <i>Orderly & Definable Thoroughfares</i>			
Toilets, Showers & Amenities <i>Local Regulations & Cleaning Schedule</i>			
Spectator/Visitor Parking <i>Attendants Present & Definable Thoroughfares</i>			
Hazards - requiring restricted public access <i>Identified and Screened Off</i>			
Electricity <i>Comply with State Regulations</i>			
Grandstands & Seating <i>Designed & Erected to Australian Standards</i>			
Waste Management <i>Ample Waste Disposal & Removal Schedule</i>			
Ambulance Parking & Clear Access Areas <i>Designated Parking Area and Clearways</i>			
Emergency Contact List - <i>List Visible and Emergency Services Notified of Tournament</i> Ambulance Doctor Electricity Authority Fire Department Hospital SES Shire Council			<i>List The Services Contact Numbers below</i> Ambulance Doctor Electricity Authority Fire Department Hospital SES Shire Council

Task	✓	Comments	Name of Club Member Responsible
Dogs <i>Comply with PAA Rules</i>			
Wash Bays <i>Designated Area & Well Drained</i>			
Yards <i>Safe & Three Hard Sides</i>			
Horse Emergency Parking <i>Designated Parking Area and Clearways</i>			
Emergency Horse Transport <i>Float on Standby</i>			
Veterinarian Surgery advised of Tournament			
Horse Welfare Officer <i>Contactable on Grounds at all times</i>			
Liquor License <i>Local Regulations & Copy of Licence Available</i>			
Food Handling <i>Local Regulations</i>			
Contractors – List <i>Including Food Vendors, Trade Stalls etc. Written evidence of appropriate Licences and Insurance</i>			
Post Event - Incident/Accident Reports and Review.			

