



## Introduction

There may be points during the BUAFL season where a game has to be officiated by officials who are not part of the British American Football Referees' Association.

This document provides the necessary guidance for those persons who will stand in on the day of the game to officiate.

The Rules of the BUAFL state:

### **4.17 Volunteer Officials**

*a) If a BAFRA Officials Crew has been assigned to the game and do not turn-up the game will be postponed unless both Head Coaches agree to the game taking place. If no officials are available for the game and the team has been notified of this at least three days in advance then the teams must make provision for the game to be officiated by coaches.*

*The game must be refereed by a BAFCA Level 1 (or above) qualified coach who has coach insurance, has undertaken the field audit and has undertaken the reading of the rules of the game provided by the League.*

*It is the Home Team's duty to provide the referee and the third official unless otherwise agreed by the visiting team. The visiting team must also provide the second and fourth official unless agreed otherwise by the home team. A minimum of three officials must officiate the game with four if possible.*

*In situations where it is known there will be no officials for the game, the home team must notify the League at least two days before the game is to take place of the coach who is to be the referee.*

The first section of this document is a Game Day Audit which must be undertaken by the appointed officials. The League requires this to be signed and returned (via scanned copy) to [andy.fuller@buafl.net](mailto:andy.fuller@buafl.net) after the game.



## Game Day Audit

Please mark clearly the appropriate box

### Weather Conditions

Are extreme weather conditions present which may have an effect on player safety?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

### Pitch and Equipment

Following an inspection of the playing surfaces are there any areas that may have an effect on player safety, including cracks or uneven surfaces?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Is there any visible debris on the playing surface?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Have the markings been checked to ensure that they are in line with the rules of the game or following league issued guidelines?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Are all goalposts securely in place and padded?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Where applicable, are all lights operational and do they illuminate the playing area and run-offs.

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

### Run off and perimeter areas

Does the run off (clear space) outside each side line meet the required distance as defined in the BAFA Rule book (12 feet)?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Are there any visible obstructions or hazards within the run off or perimeter areas?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

### Facilities

Are there any visible hazards in the public areas, including the seating or spectator areas?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Are there any visible hazards in the player's / officials areas including the changing rooms?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

### First Aid

Are the first aid requirements for the players in accordance with those outlined in the BAFA Rule book i.e. paramedic / ambulance?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Is there access to a working telephone?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |



Other Factors

Are there other factors which require attention prior to the players accessing the field of play?

|     |    |
|-----|----|
| Yes | No |
|     |    |

Risk Management Actions

| Description of Hazard or Risk | Actions taken to address the hazard or risk |
|-------------------------------|---|
|                               |   |
|                               |   |
|                               |   |
|                               |   |
|                               |   |

Signature

*We the undersigned, as authorised game officials and management, have undertaken the above inspection prior to the commencement of play. We have managed the identified risks to an acceptable level and declare the playing environment fit for play.*

\_\_\_\_\_  
Nominated Lead Official (Name)

\_\_\_\_\_  
Nominated Lead Official (Signature)

\_\_\_\_\_  
Head Coach - Home (Name)

\_\_\_\_\_  
Head Coach - Home (Signature)

\_\_\_\_\_  
Head Coach - Away (Name)

\_\_\_\_\_  
Head Coach - Away (Signature)

|   |
|---|
| <p>All signatories declare that they will act in accordance with the Rules of the Game with which they are conversant and that they will act in the best interests of the participants on the field of play</p> |
|---|

Date of Game \_\_\_\_\_

Home Team \_\_\_\_\_

Away Team \_\_\_\_\_

Venue \_\_\_\_\_



## Game Day Checklist Guidelines

Game Day Checklists are mandatory for all games which are uncovered by BAFRA officials.

This Game Day checklist is an important Risk Management tool. It is a significant aspect of BAFRA's Public Liability Insurance that these checklists are completed by member teams and nominated officials for games where there are no BAFRA officials available.

Identifying risks and managing them prior to a game can reduce exposure to damage to property and injury and could be used as important evidence in defence of negligence claims.

### Who should complete the checklist?

The checklist should be completed prior to the game by the Nominated Lead Official and the two Head Coaches of the respective competing teams. All signatories should be over the age of 18.

### When should the checklist be completed?

The checklist should be completed prior to the commencement of the first game of the day. Playing conditions should be monitored continuously and the Lead Official, alongside both Head Coaches should make a judgement on whether any change means that the game is now unplayable.

### The Game Day checklist is:

The Game Day checklist is a visual inspection tool only. It can help identify some foreseeable risks. It is not an all-encompassing assessment of the risks. There are certain elements which will be subjective (such as the quality of the field). Where in doubt about an issue, advice should be sought from an appropriate person/s such as the facility ground staff. If the ground staff deem the facility unusable then it is recommended that their advice is adhered to

### Managing the risk

Where a risk is identified please place a tick in the appropriate box. Please then highlight in the final section the actions taken to minimise the risk. This may include actions which:

- Reduce the risk (i.e. roping off certain areas)
- Avoiding the risk (i.e. removing the offending item)
- Transferring the risk (i.e. placing warning signs for public)
- Accepting the risk (i.e. rationalising that the risk may be small)

### Responsibility

One of the questions which is frequently asked is 'Will I be held responsible if I sign the checklist?' The insurance exists to protect the game day officials. By signing the form you have stated you have done all you can to reduce risks and that you have declared the surface playable. The insurance protects members in the case of wrongful acts, omissions and errors and acknowledges that all parties (officials, coaches and team management) have a duty of care to the participants. The cover will not exist in cases where there is deliberate negligence or disregard for the Rules of the Game, the guidelines stated here or the welfare of the participants.



What if a person decides not to sign the form?

If a person decides not to sign the form as they remain concerned about a risk all parties should work to ensure that risk is reduced or avoided. The League rules highlight how long a game can be postponed for should it require some time to achieve this.