



# Waterski and Wakeboard Australia (WAWA) Match Day Checklist

This form is to be used as close as practical to the event. It does not replace the sanction request form, instead is to be used as a pre event checklist to ensure the organiser has taken every step to eliminate any risk at the time of the event. On completion, this form can be filed and kept with the club or sent to the WAWA office for filing.

Tournament or Event Details			
State/Division/Club			
Location			
Name Official 1		Name Official 2	
Position Held		Position Held	
Personal Injury			
<input type="checkbox"/> All competitors and officials are members of WAWA.			
<input type="checkbox"/> Event has been sanctioned by WAWA and event to be run under WAWA/IWWF rules.			
<input type="checkbox"/> Safety Officer and first aid kit on site.			
<input type="checkbox"/> Communications and location of closest medical facility is listed.			
<input type="checkbox"/> Safety boat, crew and stretcher available.			
<input type="checkbox"/> Checks in place to ensure skiers or riders wear appropriate PFDs.			
Spectator Safety			
<input type="checkbox"/> Safe swimming area provided if required. No swimming in key active areas.			
<input type="checkbox"/> Designated and safe parking area. Pot holes marked or filled in.			
<input type="checkbox"/> Seating/scaffolding secured and checked.			
<input type="checkbox"/> Marquees and umbrellas secured to prevent blowing away.			
<input type="checkbox"/> Power leads all checked and marked.			
<input type="checkbox"/> Steps and landings all checked, not slippery, etc.			
<input type="checkbox"/> Area clear of broken glass, needles and other debris.			
On Water			
<input type="checkbox"/> Waterway inspected and visible obstructions removed or marked.			
<input type="checkbox"/> Swimming area and water access checked for broken glass, bottles, debris, etc.			
<input type="checkbox"/> Known shallow areas clearly defined.			
<input type="checkbox"/> Known underwater obstructions clearly marked.			
<input type="checkbox"/> Checks in place to ensure other users (eg boats) are not placed at risk.			
<input type="checkbox"/> On water equipment (eg slalom course, docks and jump) are checked for protrusions, gaps, etc.			
<input type="checkbox"/> On water structures correctly secured (eg towers, jump, docks, etc.)			
Boats and Equipment			
<input type="checkbox"/> All boats to be registered and have skiers' liability insurance.			
<input type="checkbox"/> All drivers to be licensed in accordance with State rules.			
<input type="checkbox"/> Boats to be refuelled out of the water.			
<input type="checkbox"/> Nominated refuelling area with fire extinguisher on site.			
<input type="checkbox"/> Event ropes and equipment to be checked for wear and tear.			
<input type="checkbox"/> Boat ramp checked and marked for any hazards (eg slippery surface).			
On Site – Including Judges Tower and Canteen			
<input type="checkbox"/> Adequate refrigeration provided for perishables.			
<input type="checkbox"/> All white goods and equipment in safe working order.			
<input type="checkbox"/> All health and hygiene regulations met.			
<input type="checkbox"/> Judges tower checked for any hazards.			

Night Events	
<input type="checkbox"/> A separate Risk Management plan to be submitted for night events relative to the risk.	
Risk Management Actions	
Hazard Description	Action Taken
Guidelines	
<p>The match day check list is a further step in our commitment to Risk Management of our water ski and wakeboard events. It does not replace the event sanction request which is a mandatory requirement. See the WAWA web site for details under Insurance.</p> <p>The check list needs to be completed as close to the start of an event as possible. It provides a reliable method of identifying and managing risks and is a significant part of our Public Liability coverage and process.</p> <p><b>Who should complete and sign the check list?</b> Two nominated officials over 18 years of age, if possible one the safety officer.</p> <p><b>What is the process if a risk is identified?</b> If you have identified a risk, it is important to document what actions have been taken to remove or highlighted the risk to all parties involved to avoid any accidents such as</p> <ul style="list-style-type: none"> <li>• Eliminate the risk (eg repairs to faulty dock, removal of debris).</li> <li>• Avoid the risk (eg do not use that part of waterway or car park).</li> <li>• Identify the risk and ensure all parties are aware of the risk.</li> <li>• Accept the risk on the basis the likelihood of injury will be low.</li> </ul> <p><b>Changing conditions over the event.</b> Be aware of changing conditions (eg storms that may require a second check of the site).</p> <p><b>Will I be held responsible if I complete the "match day" check list?</b> <u>NO.</u> By signing the check list you are stating that you have visually inspected the designated areas and declare them suitable for use. Legislation and Insurance exists to protect the nominated Officials who sign the check list.</p> <p><b>What do I do with the completed match day check list?</b> All completed forms must be kept on file with the club or sent to the WAWA office for filing. It is recommended that these forms are kept for a minimum of seven years.</p>	
Declaration	
<input type="checkbox"/> This checklist has been completed and all identified hazards/risks have been addressed.	
<input type="checkbox"/> I am aware of the WAWA Incident Reporting Form for any incidents during the event.	
Official 1 Name	Official 2 Name
Official 1 Signature	Official 2 Signature
Date	