AUSTRALIAN POLO FEDERATION
EVENT CHECKLIST

EVENT TITLE/NAME: _____

LOCATION: _____ Event Date_____

Are there designated areas for?	Yes	No	Notes
Playing Fields (including stick & ball/warm up areas)	☐	☐	....
Spectators (separated from horses & vehicles)	☐	☐	....
Competitor parking (floats, trucks etc.)	☐	☐	....
Public parking (guest & spectator vehicles etc.)	☐	☐	....
Horses (yards, stables, laneways etc.)	☐	☐	....
First Aid (competitors/general public/access by emergency vehicles & services)	☐	☐	....

Inspection of Playing Fields (including stick & ball/warm up areas)	Yes	No	Notes
Are each of these areas free of hazards and obstacles? (Rocks, sticks, overhanging branches, rubbish)	☐	☐	....
Are the surfaces safe and appropriately prepared for their intended use? (Slippery, too wet, too dry, dust, level)	☐	☐	....
Are the boards & cleats properly erected and in suitable condition? (Even, properly pegged)	☐	☐	....
Have the Goal Posts been checked & deemed safe for play? (Check run off areas etc)	☐	☐	....
Has the playing field been approved by an APF Official?	☐	☐	....

Inspection of Spectator Areas (separated from horses & vehicles)	Yes	No	Notes
Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces)	☐	☐	....
Seating & grand-stands are properly erected and separate from horse access? (Check access to seating areas, that access to under grandstands is restricted)	☐	☐	....
Food, eating & drinking areas are separated from horses? (Horses should not have access to these areas)	☐	☐	....
Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards)	☐	☐	....
Is the Safety Zone clearly defined? (suitable distance, lines, markers)	☐	☐	....
Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles)	☐	☐	....

Inspection of Parking Areas

	Yes	No	Notes
Are competitor and spectator parking areas separated?	☐	☐	....
Are loading and unloading areas for horses separated from the general public?	☐	☐	....
Is supervision of parking areas required?	☐	☐	....
Has traffic flow and pedestrian flow been addressed?	☐	☐	....
Is there signage identifying each of these areas and their intended use? (Competitors Only, (Public Parking, Floats and Trucks)	☐	☐	....

Inspection of Yards, Tie-up & Stable Areas

	Yes	No	Notes
Are fences and rails secured properly? Do the gates & latches work properly? (Safe, appropriate height, no hazards)	☐	☐	....
Is adequate water available?	☐	☐	....
Can escaping horses be contained effectively? (Perimeter fencing, gates closed, emergency procedures)	☐	☐	....
Is there signage identifying these areas and restricting access? (No Entry Competitors Only)	☐	☐	....

General

	Yes	No	Notes
Can officials be identified clearly? (Tournament Committee, Club Chief Umpire, Horse Welfare Officer) Have Goal Umpires been briefed on safety?	☐	☐	....
Is there a designated and signed "Assembly Area" in the event of an emergency?	☐	☐	....
Is there a plan for the treatment or removal of injured horses? (Horse ambulance/float on site, Vet/Welfare officer nominated)	☐	☐	....
Has a heat/wet weather policy been considered for the tournament?	☐	☐	....
Is there a map of the facility identifying each of the designated areas?	☐	☐	....
Have you checked that all participants are registered APF members?	☐	☐	....
Have the DPI biosecurity requirements been met or planned for? (E.g. Tick spraying check for horses coming from infested areas, horse movement reporting requirements, event horse attendance record)	☐	☐	....
Are incident report forms available on site?	☐	☐	....
Are concussion recognition tools available on site?	☐	☐	....

This form has been completed by _____ Date Completed _____

On behalf of the committee of the _____ , an affiliate of the APF