JLT Sport AFL Match Day Checklist

March 2014

The **JLT Sport AFL Match Day Checklist App** is a pre-game inspection tool for evaluating potential injury and accident causes on and around the player and public areas.

It allows club officials to identify safety concerns and record any actions required to address these concerns.

1 Can I test the App before our first game?

Yes, any club in Australia can test the App at any time. Simply download the App to your Apple or Android device and give it a go! The data will be stored in the JLT Sport database.

2 When I submit the completed checklist, where does the information go?

The answers within the form are submitted to JLT Sport electronically and stored within a secure database. This means that clubs no longer need to maintain the responsibility of storing a paper copy for the required 7 years.

3 The App crashes when I try to select my club – is there something wrong with my device?

For those who have an Apple device, the App will only work with the latest version of the iPhone/iPad operating system. If you have a reminder in the 'Settings/ General' section of your Apple device to update your software, you will need to do this prior to using the App.

4 Previously, two people signed the form – how are the online checklists signed off?

The online checklist contains various declarations at the end of the questionnaire to ensure that the person completing it is aware of their duty of disclosure.

Ultimately, the home club is responsible for ensuring the ground and surrounding areas are safe for members and guests. The visiting clubs players and entourage participate in the day's activities under the same conditions, therefore it is encouraged that the review of conditions and completion of the checklist be done in conjunction with an authorised member of the visiting club. This person's name can then be added to the online checklist. If the Away team representative is not comfortable with this, they too can complete the online checklist using their own personal device (smart phone or tablet).

Some people view the formal nature of signing a document relating to risk and insurance as formidable. This is simply not the case and if a reasonable attempt to identify risks has been made then no concern is warranted. If reasonable care has been taken to provide a safe environment then completing the online Checklist puts the club in a strong position to demonstrate it has taken a duty of care.

5 My club is playing a game in a remote area that doesn't have internet coverage. How will I submit a completed checklist?

Club officials can still complete a checklist even if they have no internet coverage at the time. The App has been designed to automatically submit the checklist as soon as an internet connection has been re-established.

6 My club isn't listed within the App. How do I get my club added?

If your club isn't listed on the drop-down menu, please ask your League to contact JLT Sport to have the club added.

The App is synchronised on your device every 24 hours to establish whether there are any updates. The first time you launch the App, any new data will be included, however if you use the App again within the same 24 hour period, it won't recognise any other updates until the device is synchronised again.

7 Will I receive confirmation that my checklist has been submitted successfully?

You will not receive a confirmation notification as the App has been designed to display the status of your completed checklists.

When viewing a list of completed checklists on your device, you will see one of the following images:

✔ a blue tick means that your completed checklist has successfully been transferred to JLT Sport.

● a yellow dot means your checklist has been completed but not yet submitted to JLT Sport.

When your internet connection has been re-established, the yellow dot will change to a blue tick.

Stay tuned...
Coming Soon

» **Emailing Checklists**
Functionality will be introduced to the App very soon so that the user can email a copy of the completed checklist to their club, league or anyone else who may require it.

» **Viewing Checklists**
Functionality will be introduced to the App very soon so that a user can view previously completed checklists.