

# SPORTING EVENTS CHECKLIST TEMPLATE

Risk Control Tasks to be Completed: Sporting Events	Yes	No	N/A
<b>Prior to the Event:</b>			
Ensure that the event location meets local safety codes			
Consider conducting frequent upgrades to ensure that local codes are met			
Arrange for annual inspections by qualified individuals or companies to ensure the event location is in safe condition			
Carry out regular maintenance to all major and minor components			
Ensure that grounds, access, and vegetation are properly maintained, are clean and sanitary and that the entire event is safe			
Ensure that there are sufficient washroom facilities at the event location			
Ensure that sufficient safety and traffic controls are in place at the event location			
Participation waivers are encouraged and must be signed by persons of legal age (or parent or guardian where the participant is a minor)			
Obtain certificate of insurance from third party promoting or organizing the event or from sanctioning organization			
Ensure that an effective risk transfer agreement is in place, holding the club harmless from any potential liability emanating from the event. Consult qualified legal counsel to ensure that such an agreement is in place.			
<b>Finance Controls</b>			
Contact insurers at least four weeks prior to event to ensure that the event is registered with your insurer			
Additional liability insurance riders may be purchased if deemed necessary			
If you own or operate the event location, ensure that a facility management reserve fund is established to ensure that the cost of periodic maintenance and component replacement is dealt with over a manageable time frame			