PORCUPINE UNITED FOOTBALL CLUB

# FACILITY AND EQUIPMENT SAFETY POLICY & PROCEDURE

**Porcupine United Football Club (PUFC)**

| | | | |
|---|---|---|---|
| **Policy Owner** | Board of Directors | **Approval Date** | To be completed |
| **Effective Date** | Upon Board approval | **Review Cycle** | Annually |
| **Applies To** | All club activities and venues | **Version** | 1.0 – Draft |

## 1. Purpose

Porcupine United Football Club (PUFC) is committed to providing a safe environment for players, coaches, match officials, volunteers, spectators and visitors. This policy establishes minimum expectations for selecting, inspecting, using, maintaining and storing facilities and equipment used during PUFC activities.

## 2. Scope

This policy applies to all PUFC-sanctioned practices, games, festivals, tournaments, camps, meetings and other club activities, whether held at municipal fields, school gyms, indoor facilities, rented spaces or other venues. It applies to club-owned, club-supplied, rented and shared facilities and equipment. Where a facility is controlled by a municipality, school or other provider, PUFC will report hazards to the facility operator and take reasonable steps to protect participants while the concern is addressed.

## 3. Policy Statement

- Facilities and equipment must be suitable for the activity, age group and level of play, and maintained in safe working condition.
- A safety inspection must be completed before each practice, game or organized activity. Additional checks must be completed when conditions change.
- Any item or area considered unsafe must be taken out of service, isolated or avoided until it has been made safe.
- No participant may use damaged, unstable, defective or inappropriate equipment.
- Safety concerns, incidents, repairs and follow-up actions must be reported and documented.

## 4. Roles and Responsibilities

| Role | Responsibilities |
|---|---|
| **Board of Directors** | Approve and review this policy; assign a Facilities/Equipment Coordinator or designate; ensure concerns are escalated; maintain oversight of club-owned equipment and records. |
| **Facilities & Equipment Coordinator / Designate** | Maintain an inventory where practical; coordinate inspections, repairs and replacement; communicate hazards to facility owners; keep inspection and maintenance records; ensure unsafe club equipment is tagged and removed from use. |
| **Coaches and Team Officials** | Complete and record a pre-activity visual inspection; confirm equipment is appropriate and safely installed; stop use when a hazard is identified; communicate concerns promptly; supervise safe equipment use. |
| **Players and Families** | Follow safety instructions; use equipment only as directed; do not climb, hang, swing from or move goalposts; report hazards, damage or injuries immediately. |
| **All Volunteers and Participants** | Take reasonable care, follow venue rules and promptly report unsafe conditions. |

# 5. Facility Safety Requirements

### 5.1 Playing surfaces and surrounding areas

- Inspect the full area to be used for holes, depressions, uneven ground, exposed roots, rocks, glass, debris, animal waste, standing water, ice, frost, damaged turf, exposed sprinkler heads or other hazards.
- Check that field boundaries, touchlines, goal areas and out-of-play areas are clearly identified and that there is adequate clearance from fences, walls, posts, benches, trees and other fixed objects.
- Check for hazards left by other users, including equipment, stakes, cables, maintenance tools or sports fixtures.
- Do not use an area where a hazard cannot be removed, isolated or safely avoided. Notify the facility operator and PUFC designate.

### 5.2 Buildings and indoor facilities

- Check entrances, exits, corridors, stairs, floors, washrooms, change areas and spectator areas for obstructions, spills, damaged surfaces, inadequate lighting or other hazards.
- Emergency exits and access routes must remain clear. Do not block fire equipment, electrical panels or emergency access.
- Report damaged doors, glass, fixtures, flooring, electrical outlets, heating/ventilation concerns or water leaks to the facility operator.
- Follow the facility operator's occupancy, supervision, emergency and access rules.

### 5.3 Spectator and team areas

- Check benches, bleachers, chairs and team areas for stability, damage, sharp edges and trip hazards.
- Keep bags, water bottles, portable equipment and personal belongings clear of walkways and playing areas.
- Position spectators and team personnel in designated areas, away from the field of play and any identified hazards.

### 5.4 Weather and environmental conditions

- Monitor weather and field conditions before and during activities. Suspend, modify, relocate or cancel activities when conditions make participation unsafe.
- Follow PUFC's current weather/lightning procedures, facility rules and applicable governing-body guidance.
- Consider heat, cold, wind, heavy rain, snow, ice, poor visibility and air quality. Ensure participants have access to water, appropriate rest and shelter as conditions require.

# 6. Equipment Safety Requirements

### 6.1 Soccer goals and goalposts

- All goals must be stable, in good repair and secured/anchored in accordance with the manufacturer's instructions and applicable safety requirements before use.
- Inspect frames, joints, fasteners, anchors, wheels, counterweights and nets for damage, looseness, sharp edges, protrusions or entanglement hazards.
- Portable goals may only be moved, assembled or dismantled by adults or authorized personnel who understand the equipment and its safe handling.
- Never allow players or spectators to climb, hang, swing, sit or play on goal frames or nets. Do not move a goal while anyone is on or near it.
- When not in use, portable goals must be dismantled or secured against tipping and unauthorized movement in accordance with manufacturer instructions and facility rules.
- If a goal cannot be secured properly, it must not be used.

### 6.2 Balls and training equipment

- Check balls for appropriate size, inflation and damage. Check cones, hurdles, poles, agility equipment, mannequins, pinnies and other training aids for cracks, sharp edges, instability or deterioration.

- Use equipment appropriate to the age, size and ability of participants and the activity being conducted.
- Do not use damaged or improvised equipment that may create a foreseeable risk of injury.

### 6.3 First aid and emergency equipment

- Confirm that a stocked first aid kit is available and accessible at club activities, and that responsible team personnel know its location.
- Where an AED or other emergency equipment is provided at a venue, identify its location and ensure access is not obstructed.
- Report missing, expired, used or damaged first aid supplies to the designated club contact so they can be replenished.

### 6.4 Storage and transport

- Store equipment in designated areas so it cannot fall, tip, roll, obstruct exits or be accessed unsafely.
- Secure equipment during transport and do not overload vehicles or storage areas.
- Only authorized adults should handle heavy, awkward or potentially hazardous equipment. Use safe lifting practices and seek assistance where needed.

## 7. Inspection Procedure

1. **Before each activity:** The coach, team official or designated adult completes a visual inspection of the field/facility, goals, nets, training equipment, team/spectator areas and available emergency equipment. Use the checklist in Appendix A.
2. **When conditions change:** Re-check the affected area or equipment after severe weather, maintenance work, a change of venue or layout, equipment movement, a reported incident, or any other material change.
3. **If a hazard is found:** Stop use of the affected area or item. Keep participants away. Remove the hazard only if it is safe and within the person's authority. Otherwise mark, isolate or close off the area and notify the facility operator and PUFC designate.
4. **Before restarting:** The activity may resume only when the hazard has been corrected or the area/equipment has been safely isolated and an alternative arrangement is approved by the coach or responsible club designate.
5. **Documentation:** Record significant hazards, equipment defects, closures, repairs and follow-up actions in the inspection/maintenance record. A completed checklist should be retained for the activity or according to the club's recordkeeping practice.

## 8. Unsafe Equipment and Hazard Control

- Immediately stop using unsafe equipment. Attach a clear 'DO NOT USE' label or otherwise isolate it so it cannot be used accidentally.
- Do not attempt repairs unless authorized, competent to do so and permitted by the manufacturer/facility operator.
- Notify the Facilities & Equipment Coordinator or Board designate as soon as possible. For hazards at a rented or public venue, also notify the venue operator.
- Record the date, location, item/area, nature of the hazard, immediate action taken, person notified and repair/closure outcome.
- Only return equipment or an area to service after it has been repaired, replaced or confirmed safe by an appropriate responsible person.

## 9. Incident and Emergency Response

In an emergency, call 911 when required and follow the venue's emergency procedures. Provide first aid within the responder's training and activate the club's emergency action plan. Any injury, near miss, equipment failure or facility-related incident must be reported through PUFC's Incident Reporting and Response process. Preserve relevant

information and do not alter or discard failed equipment until the incident has been appropriately documented, unless it presents an immediate ongoing danger.

## 10. Records and Review

PUFC will maintain, as appropriate, equipment inventories, inspection checklists, maintenance/repair records, hazard reports, incident reports and venue communications. Records involving personal or medical information must be stored securely with access limited to those who need the information. The Board will review this policy at least annually and after a significant facility or equipment incident, a material change in requirements, or identification of a gap.

## 11. Related PUFC Documents

- Safe Sport and Child Protection Policy
- Incident Reporting and Response Policy
- Emergency Action Plan (EAP)
- Accessibility for Ontarians with Disabilities Policy
- Youth Team Travel Policy
- Weather / Lightning procedures, where adopted

## Appendix A – Pre-Activity Facility & Equipment Safety Checklist

Complete before each practice, game or organized activity. Mark each item: ✓ Safe / × Unsafe / N/A. Any unsafe item must be addressed before the activity proceeds.

| Inspection item | Status | Notes / action required |
|---|---|---|
| Playing surface checked for holes, uneven areas, debris, glass, rocks, animal waste, water, ice or other hazards. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Field boundaries and out-of-play areas are clear; adequate space from fences, walls, posts and other obstacles. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Goals are stable and properly anchored; frames, fasteners, wheels and anchors are in good condition. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Nets are secure and do not create entanglement or trip hazards. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Benches, bleachers, chairs and spectator areas are stable and clear of hazards. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Indoor floors, entrances, exits, stairs, washrooms and corridors are safe and unobstructed (if applicable). | ☐ Safe ☐ Unsafe ☐ N/A | |
| Training equipment and balls are appropriate, undamaged and in safe working condition. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Equipment and personal belongings are stored clear of playing areas and walkways. | ☐ Safe ☐ Unsafe ☐ N/A | |
| First aid kit is present and accessible; emergency equipment/AED location is known where available. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Weather, lighting, temperature and air quality conditions are suitable or activity adjustments have been made. | ☐ Safe ☐ Unsafe ☐ N/A | |
| Known hazards have been reported, isolated or corrected; venue emergency access remains clear. | ☐ Safe ☐ Unsafe ☐ N/A | |

**Date / time:** _____

**Venue / field:** _____

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**Team / activity:** _____

**Completed by (name):** _____

**Hazards reported to / time:** _____

**Activity decision (proceed / modify / relocate / cancel):**

_____

## Appendix B – Equipment Defect / Hazard Report

**Date and time identified:** _____

**Reported by:** _____

**Venue / location:** _____

**Equipment or area affected:** _____

**Description of hazard / defect:** _____

**Immediate action taken (stopped use, isolated, signage, etc.):**

_____

**Person / facility operator notified and time:**

_____

**Repair or corrective action required:** _____

**Date confirmed safe / returned to service:**

_____

**Closed by (name / role):** _____

## Board Approval

Approved by the Porcupine United Football Club Board of Directors on: _____

President / authorized signing officer: _____ Signature: _____

Next review date: _____

**Implementation note:** This is a PUFC draft for Board review and adoption. Before approval, the Board should confirm venue-specific requirements, insurance conditions, current Ontario Soccer and Canada Soccer governing documents, manufacturer instructions, and any applicable municipal or facility-owner procedures. This policy is an operational safety document and does not replace legal advice or the facility operator's responsibilities.