



Tournament Safety Checklist

Location: _____ Inspection Date: _____

Tournament Director: _____ Email: _____

Operations Manager: _____ Email: _____

Instructions: The initial review of the checklist should occur during the planning phase of the tournament (3-6 months in advance of tournament week). The final inspection should be performed prior to the opening of gates during tournament week. Any “NO” responses indicate that a deficiency exists and a correction needs to be made before the opening of gates.

A. <u>PATRON PARKING</u>	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. Vehicle, golf cart and pedestrian traffic flow patterns have been reviewed and clearly laid out.	—	—	—	—	—	—
2. Entrances, exits and parking areas clearly marked with visible signage.	—	—	—	—	—	—
3. Traffic control provided by local law enforcement personnel, parking attendants or security at all bus/shuttle/Uber/taxi pick-up/drop-off areas.	—	—	—	—	—	—
4. Crosswalks controlled by crossing guards and/or other control devices.	—	—	—	—	—	—
5. Map has been created that includes a signage plan, automobile, cart and pedestrian routing.	—	—	—	—	—	—
6. Walking surfaces checked / cleared of tripping hazards, holes, stumps, barricade feet etc.	—	—	—	—	—	—
7. Trash cans provided at each opening in barricade to transportation service.	—	—	—	—	—	—
8. “Prohibited Items” signage located in all parking lots and at all entrances and exits.	—	—	—	—	—	—
9. Dedicated ADA parking that fulfills ADA standards.	—	—	—	—	—	—

List deficiencies needing correction: _____

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B. <u>COURTESY CARS & EVACUATION VEHICLES</u>	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. Cars stored/parked in well-lighted area and adequately patrolled by security.	—	—	—	—	—	—
2. Vehicle doors locked and parking brakes set (if on slope).	—	—	—	—	—	—
3. Parking area is on “high ground” not subject to flooding.	—	—	—	—	—	—
4. Motor Vehicle Records check for all volunteer drivers.	—	—	—	—	—	—
5. Driver forms are signed by all drivers and driver’s licenses verified.	—	—	—	—	—	—
6. All cars inspected using inspection form, numbered and damages reported.	—	—	—	—	—	—
7. Keys are in secure area.	—	—	—	—	—	—

List deficiencies needing correction: _____

C. <u>CLUBHOUSE/TEMPORARY STRUCTURES</u> (CONCESSION STANDS, RESTROOMS, TENTS, BLEACHERS, ETC)	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. Steps, cables, carpet, curbs, holes, uneven surfaces marked or highlighted.	—	—	—	—	—	—
2. Stairs and ramps utilize handrails and non-slip surfaces.	—	—	—	—	—	—
3. Balconies, porches, mezzanines provided with guard rails (42”h) with a minimum of two bolts per base plate.	—	—	—	—	—	—
4. Exit doors open towards exit and are clearly labeled as exits.	—	—	—	—	—	—
5. Tent capacities posted and enforced by county officials.	—	—	—	—	—	—
6. Up-to-date fire extinguishers available for all structures charged, hanging properly at the approved local governing authorities recommended height and accessible.	—	—	—	—	—	—
7. Counters, umbrellas, tables, chairs, etc. inspected, secured and free from defects.	—	—	—	—	—	—
8. “NO SMOKING/VAPING” signs posted and visible.	—	—	—	—	—	—
9. “Drink Max” signs clearly posted at the exits in all venues.	—	—	—	—	—	—
10. All structures provide unassisted ADA access, seating and restrooms with signage.	—	—	—	—	—	—

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- 11. Volunteers and staff have received training and are able to use ADA lifts. _ _ _ _
- 12. All 21+ venues have third-party staff checking ID's and entry has "born before this date" signage. _ _ _ _

List deficiencies needing correction: _____

D. <u>ELECTRICAL</u>	Initial	Final
	<u>Y</u> <u>N</u> <u>N/A</u>	<u>Y</u> <u>N</u> <u>N/A</u>
1. All wiring and power cables where possible are bundled and wrapped with contrast marking and protected from damage by vehicles/carts.	_ _ _	_ _ _
2. Ground cables laid to minimize tripping hazards, cable ramps, trenching, and cable covers (Black Rubber) used at other high traffic areas.	_ _ _	_ _ _
3. Cable routing has been communicated to all applicable parties to help consolidate cable routing.	_ _ _	_ _ _
4. Generators and light towers properly are set up and secured.	_ _ _	_ _ _
5. Cable grates and conduits utilized when available.	_ _ _	_ _ _

List deficiencies needing correction: _____

E. <u>PLAYING COURSE</u>	Initial	Final
	<u>Y</u> <u>N</u> <u>N/A</u>	<u>Y</u> <u>N</u> <u>N/A</u>
1. All public accessible bridges, elevated walkways equipped with guard rails (.42"H)	_ _ _	_ _ _
2. Ground foliage and branches are trimmed to adequate clearances.	_ _ _	_ _ _
3. Dangerous foliage, sprinkler heads, control valves, equipment, electrical apparatus, holes, steep bank, water hazards, etc., roped off/posted or access restricted.	_ _ _	_ _ _
4. Golf cart shuttle areas, benches, etc. inspected for defects.	_ _ _	_ _ _
5. Golf cart paths are free from obstructions, uneven surfaces, over-hanging foliage and marked.	_ _ _	_ _ _

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|--|---|---|---|---|---|---|
| 6. Blind corners highlighted with mirrors. | — | — | — | — | — | — |
| 7. Marshals should be stationed at all crosswalk areas, tee boxes, greens, etc. and “drop rope” clearly marked with survey tape or different color rope. | — | — | — | — | — | — |
| 8. Spectator traffic areas are free of tripping hazards, wet walking surfaces, ant hills, etc. | — | — | — | — | — | — |
| 9. Practice driving range has been properly segregated/fenced off. | — | — | — | — | — | — |
| 10. High traffic areas (w/carts) have separation of pedestrian and cart traffic. | — | — | — | — | — | — |
| 11. Surveillance cameras in use and proper signage displayed. | — | — | — | — | — | — |

List deficiencies needing correction: _____

F. <u>EMERGENCY PROVISIONS</u>	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. Emergency action plans have been developed, written and communicated.	—	—	—	—	—	—
2. First Aid locations clearly labeled on course map.	—	—	—	—	—	—
3. Two-way communication devices/system utilized including a designated exclusive emergency channel.	—	—	—	—	—	—
4. Radio training has occurred for all those operating radios.	—	—	—	—	—	—
5. Inclement weather plan has been developed and warning signal system operational.	—	—	—	—	—	—
6. Evacuation vans staged with routing directions to the clubhouse and are labeled.	—	—	—	—	—	—
7. First Aid tents and trailers are ADA accessible.	—	—	—	—	—	—
8. First Aid scheduled during open gate hours (at a minimum).	—	—	—	—	—	—
9. Incident forms and reporting structure in place.	—	—	—	—	—	—
10. First Aid has curtains for patient privacy.	—	—	—	—	—	—
11. Private and clean areas provided for nursing parents.	—	—	—	—	—	—
12. Cellular On Wheels is present and operational.	—	—	—	—	—	—

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13. Fire truck or brush truck is present and operational. _ _ _ _

List deficiencies needing correction: _____

G. <u>GOLF CART SAFETY</u>	Initial			Final		
	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>
1. Golf cart defects reported immediately and cart tagged & removed from service until repaired.	_	_	_	_	_	_
2. Battery charging areas secured, elevated and inspected for fire/safety hazards.	_	_	_	_	_	_
3. Procedures in place prohibiting use of carts by unauthorized personnel including picking up spectators.	_	_	_	_	_	_
4. PGA TOUR Golf Cart Safety training procedures in place for all operators, including the host club, vendors, volunteers and staff.	_	_	_	_	_	_
5. "THINK CART SMART!" yellow safety stickers on all carts.	_	_	_	_	_	_
6. "THINK CART SMART!" wristbands worn by all operators.	_	_	_	_	_	_
7. Golf cart safety guidelines and video have been shared with host club.	_	_	_	_	_	_
8. Utility Vehicle training has occurred prior to operation.	_	_	_	_	_	_
9. Golf cart directional signage has been created and installed.	_	_	_	_	_	_
10. Golf Cart routing map has been created and shared with all parties.	_	_	_	_	_	_
• Create golf cart routing map						

List deficiencies needing correction: _____

H. <u>MOBILE OFFICES</u>	Initial			Final		
	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>
1. Mobile office trailers are on level and non-flood prone ground.	_	_	_	_	_	_
2. Mobile office trailers steps are securely bolted into trailer.	_	_	_	_	_	_
3. Mobile office trailers signage is clearly posted on the trailer.	_	_	_	_	_	_
4. Mobile office trailers exhibits good housekeeping.	_	_	_	_	_	_

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<u>I. FENCING AND BARRICADE</u>	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. Fence is secured with driven poles or sand bags.	—	—	—	—	—	—
2. Fence and barricade “feet” do not create trip hazard.	—	—	—	—	—	—
3. Barricade is secure and will not fall if pushed.	—	—	—	—	—	—

<u>J. STORAGE</u>	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. All storage is at ground level and if not, stairs have been built to enter storage container.	—	—	—	—	—	—
2. All forklift operators are currently forklift certified.	—	—	—	—	—	—
3. Locks are used at all containers.	—	—	—	—	—	—

<u>K. PERSONAL PROTECTIVE EQUIPMENT</u>	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. Gloves, glasses, back belts and headlamps are provided to working staff and volunteers upon request.	—	—	—	—	—	—

<u>L. VOLUNTEERS</u>	Initial			Final		
	Y	N	N/A	Y	N	N/A
1. Volunteer Safety Manual has been uploaded to volunteer website.	—	—	—	—	—	—
2. Safety training is included in all volunteer trainings.	—	—	—	—	—	—
3. Volunteers have watched the PGA TOUR Golf Cart Safety Video.	—	—	—	—	—	—
4. Volunteers have signed the PGA TOUR Golf Cart Safety Acknowledgement Form.	—	—	—	—	—	—
5. Proper radio procedure has been included in all trainings.	—	—	—	—	—	—
6. The Risk Advocate for tournament week will be: _____ Contact Info: _____						

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