

Gow-Gates Rugby Risk Management App

USER GUIDE



The primary philosophy of our Risk Management programme is to create tools for the rugby community which can be easily and seamlessly adopted into the smooth running of a club. With this in mind, we have developed the Gow-Gates Rugby iPhone app.

The app includes the Match Day Inspection checklist. It is designed for clubs to be quickly and easily able to complete the checklist and to upload the information for central storage. It will remove the burden on club administrators from printing physical checklists and from storing them once completed. The delivery of the checklist over the app means that greater functionality which is not available in hard copy can be included, such as photographs of identified risks, and that the centralised storage of data can be achieved and subsequently reported to ARU.

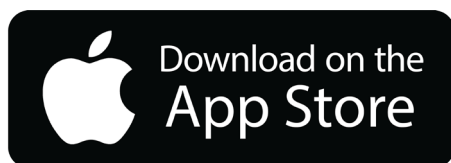
The app also includes a Safety Audit. This is a higher level checklist for clubs to undertake in the off season which examines the wider risks around the club, especially with regards to maintenance of club property.

The following user guide has been developed to assist clubs to use the app to its full potential.

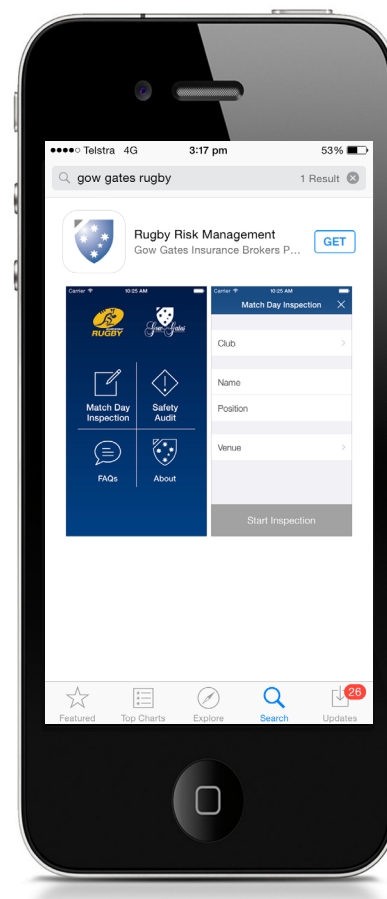
GETTING STARTED

Downloading the App

1. In the App Store, search for "Gow Gates Rugby" or click the button below.



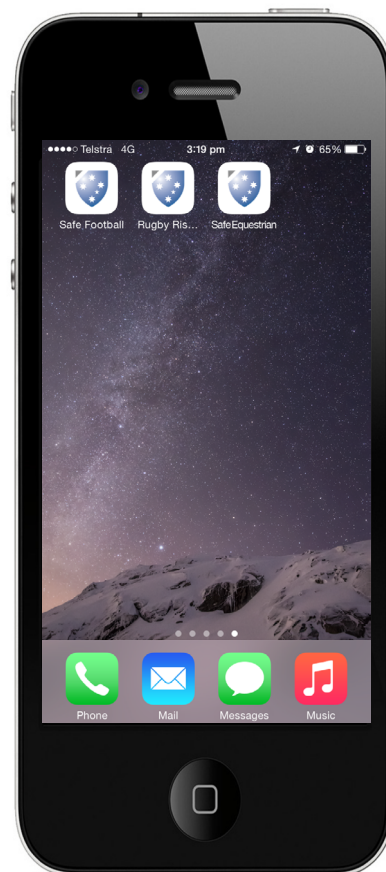
2. Tap "GET" to download the app



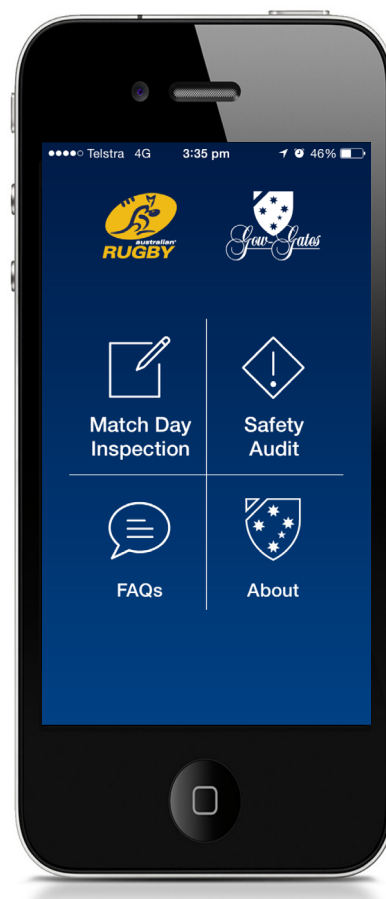
GETTING STARTED

Opening the App

1. Tap the icon on the Home screen to open the App



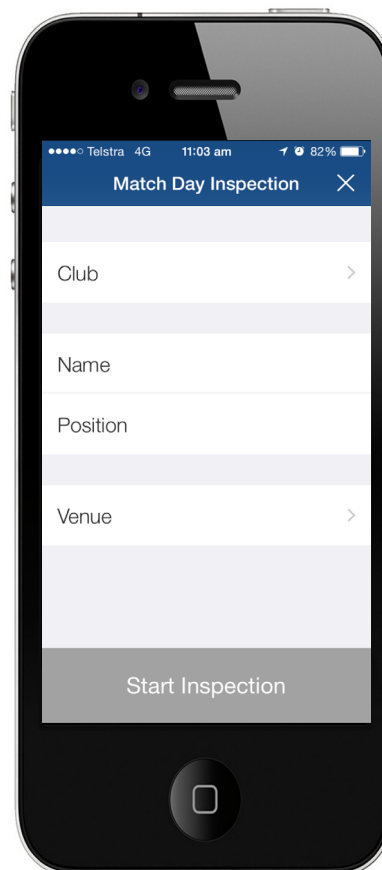
2. The following screen will appear



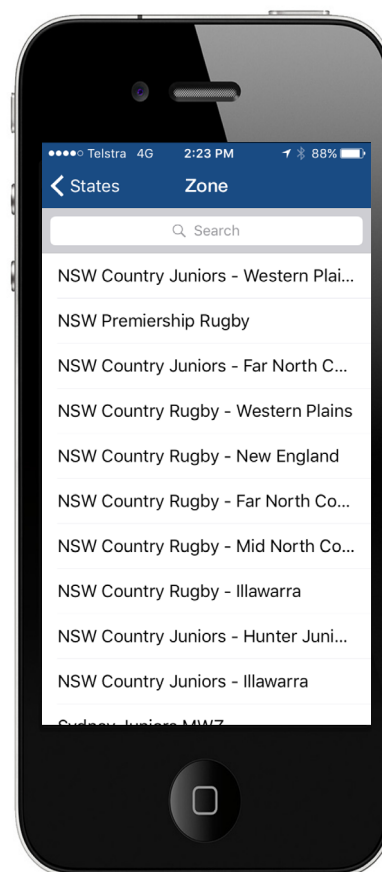
MATCH DAY INSPECTIONS

Selecting your Club and User

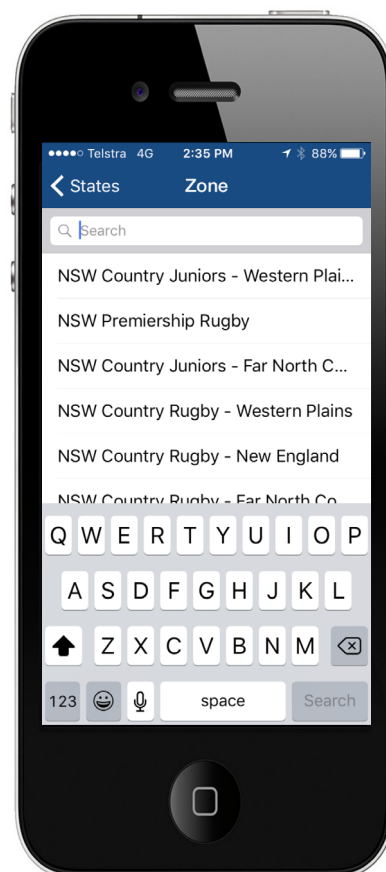
1. Select Match Day Inspection from the landing screen
2. Tap "Club"



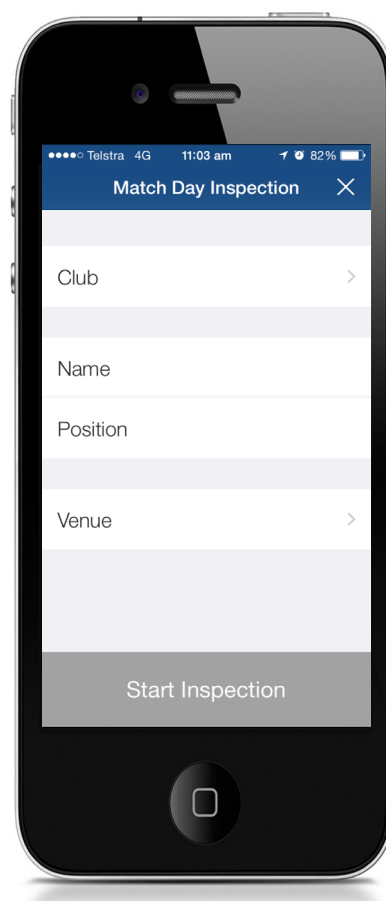
3. A list of all affiliated clubs who participate in the ARU Insurance Programme appears
4. You can scroll through the list to find your club



5. In the top bar you can search for your club by name.
6. Tap on the name of your club to select it.

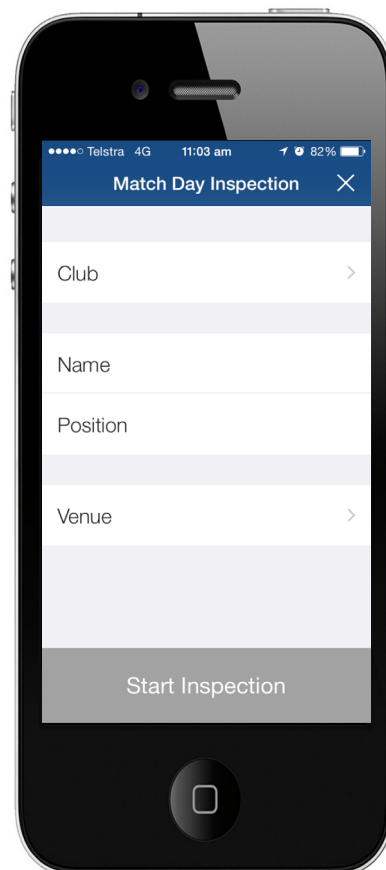


7. In the "Name" box, type the name of the person completing the checklist.
8. In the "Position" box, type the position that you hold (this may be ground manager, club secretary, president, etc).

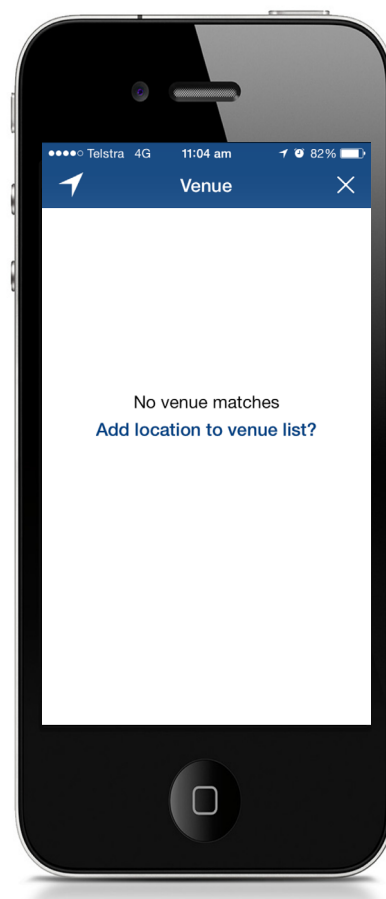


Selecting the Venue

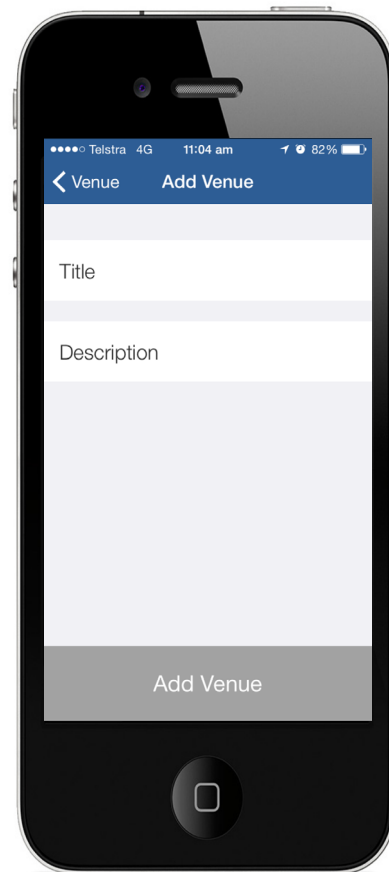
1. Tap "Venue"
2. If requested, tap "allow" to give permission to the app the use Location Services



3. Tap "Add location to venue list" to add your venue to the master list if using the app for the first time.

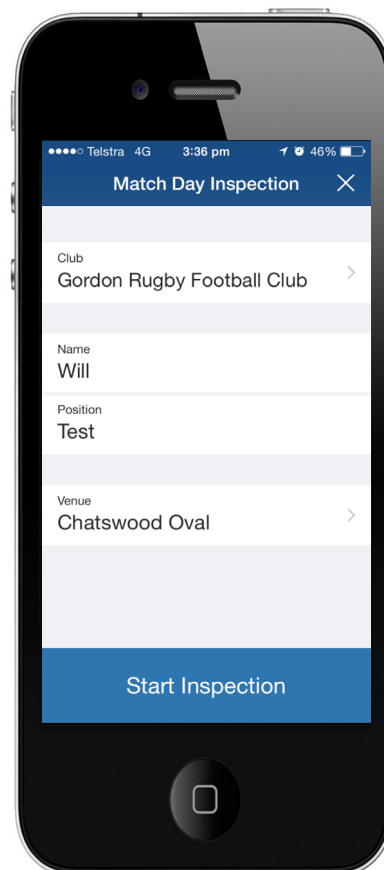


4. Tap “Title” and add the name of the facility being used.
5. Tap “Description” and add a description of the facility (for example the lower field, field 4, main oval etc.)
6. Tap “Add Venue” to be taken back to the main screen. This venue will be selected as the default next time you use the list and will be available for others to select if they are to use the venue in the future.

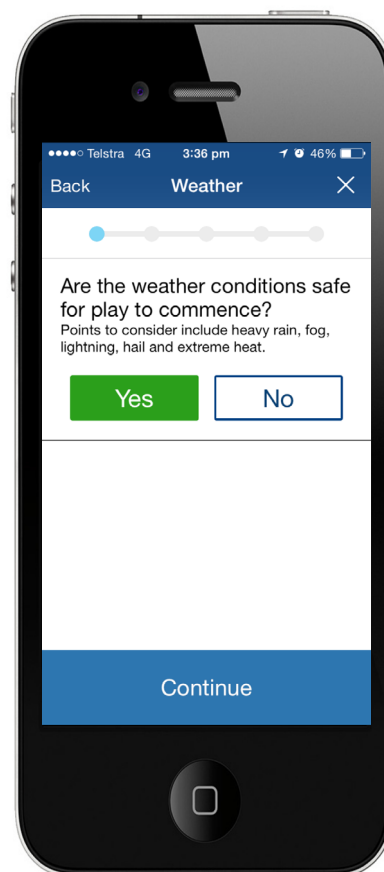


Completing the Inspection

1. Tap “Start Inspection” to be taken to the checklist.



2. Each question will ask for a “Yes” or “No” response. Simply tap the corresponding box to answer the question.
- a. If you select the answer which indicated no additional risks are present, you will automatically be taken to the next question.



b. If you select an answer which indicated an identified risk you will be asked for further information.

Back Field of Play X

Is the ground and surrounds free from debris that may pose a risk of injury?

Yes No

What actions have been taken?
Please provide details below including steps taken to reduce risks

Continue

3. Where a risk has been identified, you will be asked to type the actions taken. Tap the “actions taken” box and type the relevant actions. Then tap “Done”.

Back Field of Play X

Is the ground and surrounds free from debris that may pose a risk of injury?

Yes No

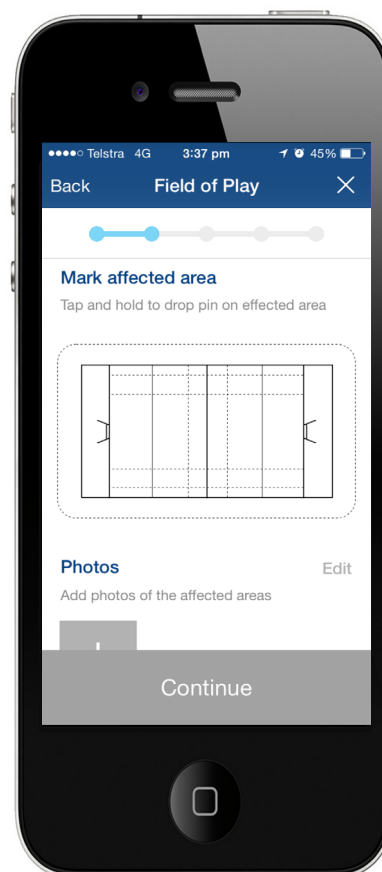
What actions have been taken?
Please provide details below including steps taken to reduce risks

Cleared ground of debris

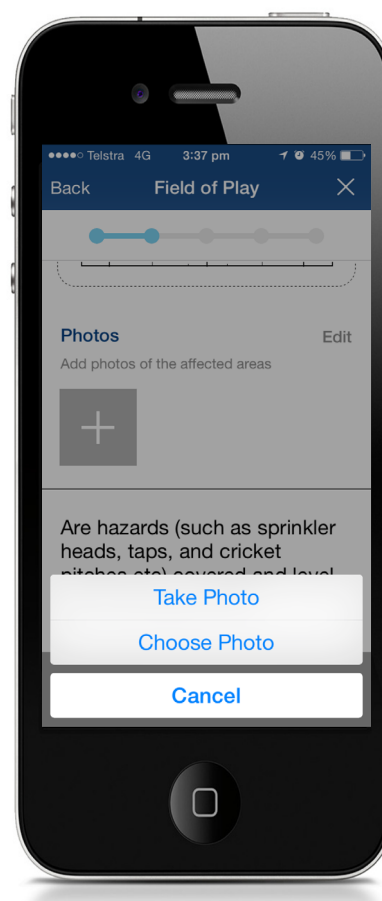
Mark affected area
Tap and hold to drop pin on effected area

Continue

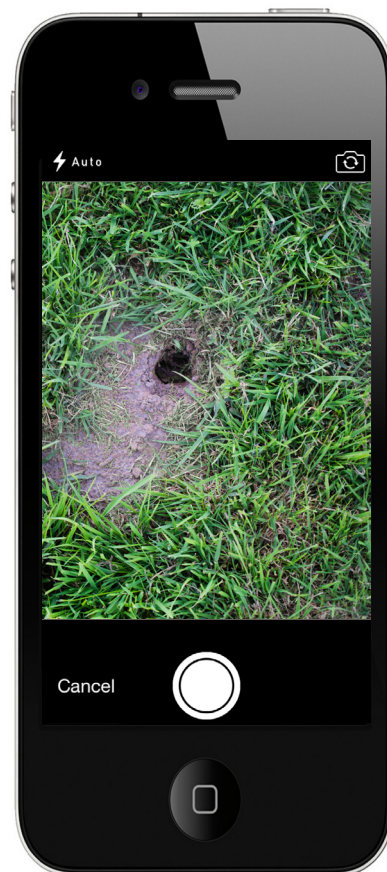
4. Where a risk has been identified, you will be asked to mark on or around the field where the risk was identified. To do this, tap and hold on the area of the field that the risk was identified.



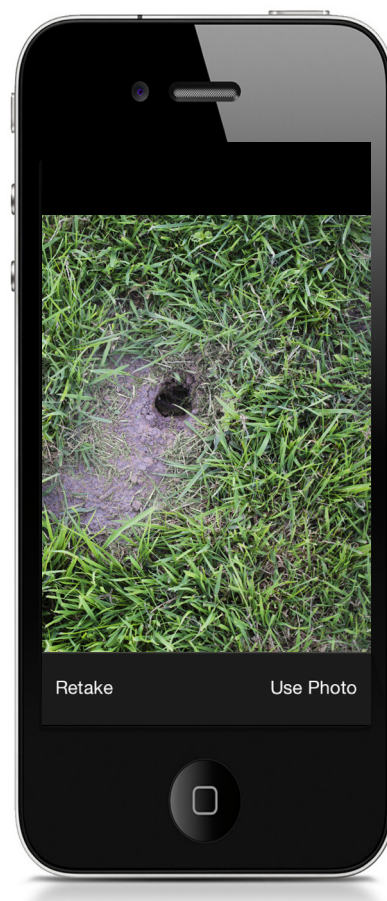
5. Where a risk has been identified, you will also be asked to add photos of the risk and the mitigation. To do this:
- Tap the grey “+” box.
 - Select “Take Photo”.
 - When requested to allow access to the iPhone camera, select “allow”.



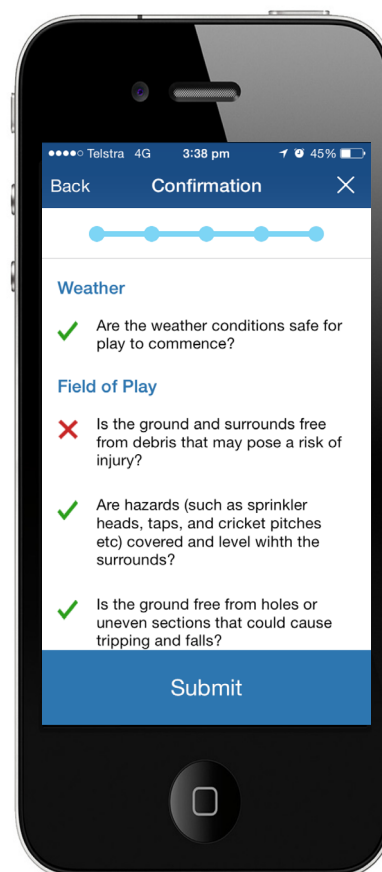
d. Tap the white shutter button to take a photo.



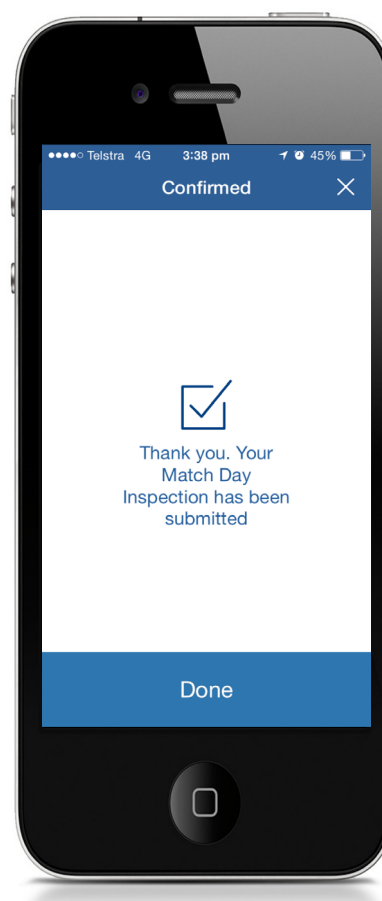
e. Select "Use Photo".



6. Answer all questions in the checklist. At the bottom of each page, once all answers have been provided, the “Continue” box will appear blue. Tap this box to go to the next page
7. Continue to the end of the checklist
8. After all questions have been answered, a list of all answers will appear. Review this list then select “Submit”.



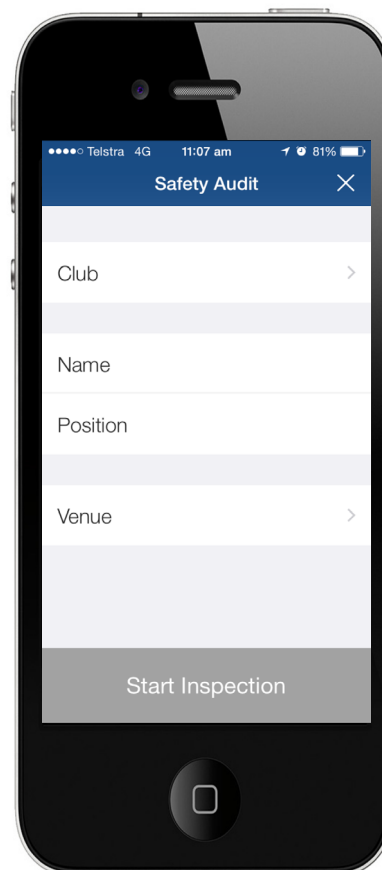
9. Select “Done” and you will be taken back to the landing screen.



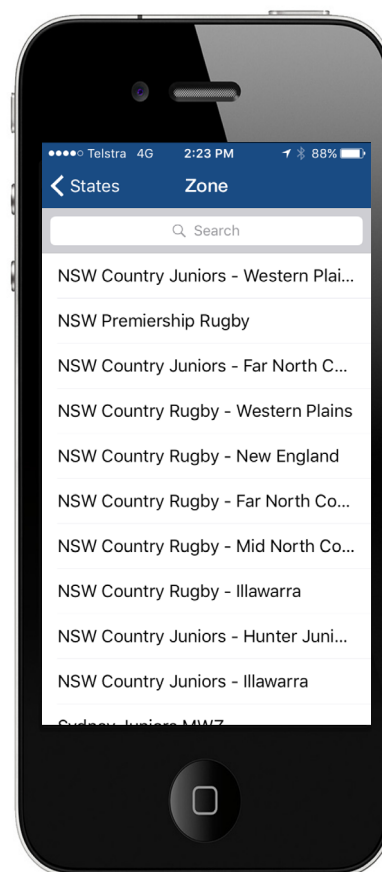
SAFETY AUDIT

Selecting your Club and User

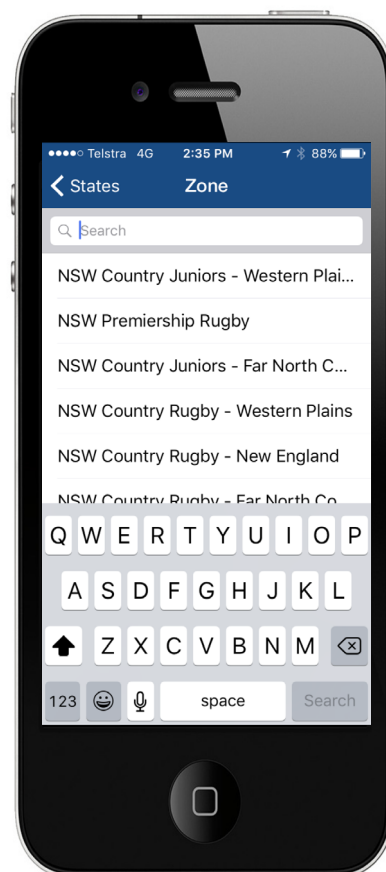
1. Select Safety Audit from the landing screen
2. Tap “Club”.



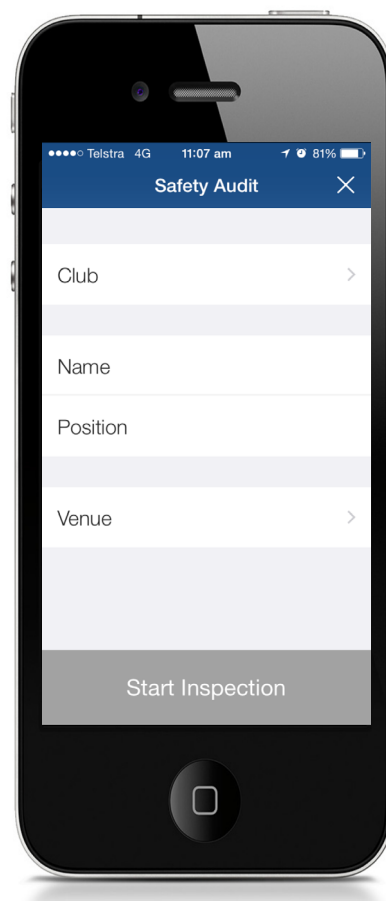
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4. You can scroll through the list to find your club.



5. In the top bar you can search for your club by name.
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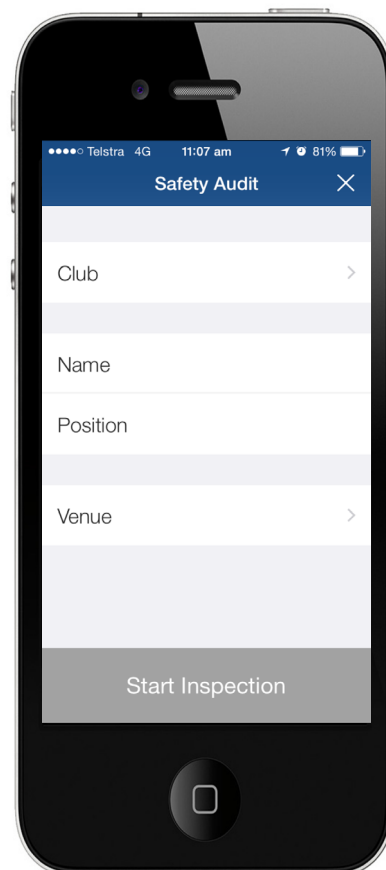


7. In the “Name” box, type the name of the person completing the checklist.
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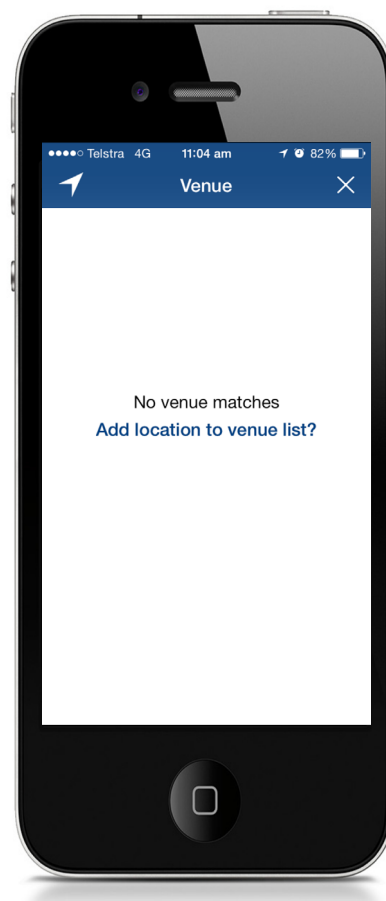


Selecting the Venue

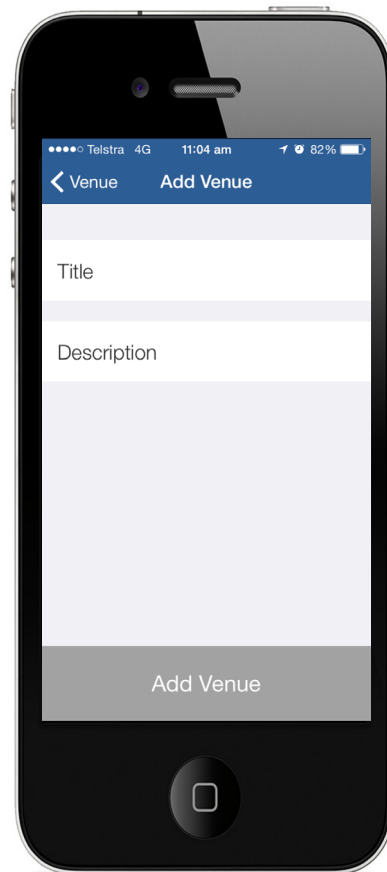
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3. Tap "Add location to venue list" to add your venue to the master list if using the app for the first time.

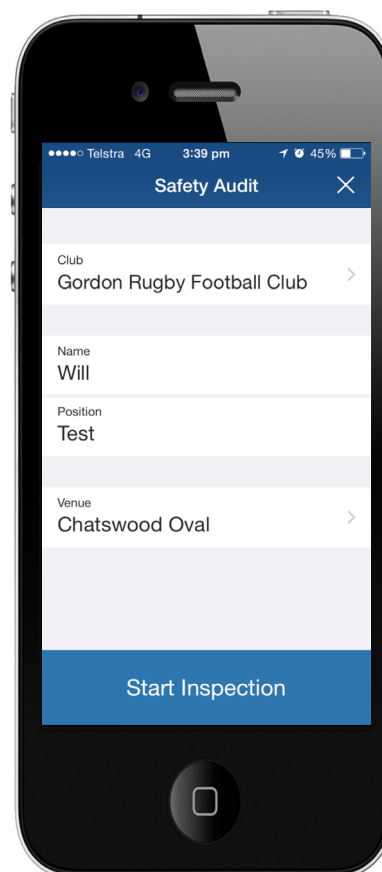


4. Tap "Title" and add the name of the facility being used.
5. Tap "Description" and add a description of the facility (for example the lower field, field 4, main oval etc.)
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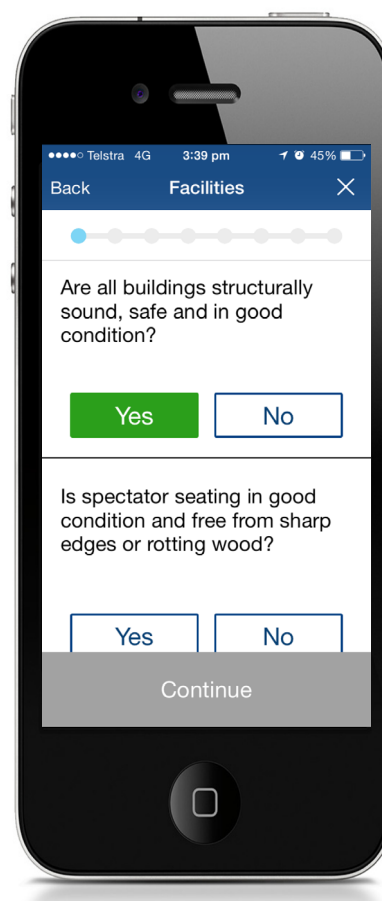


Completing the Inspection

1. Tap “Start Inspection” to be taken to the checklist.



2. Each question will ask for a “Yes” or “No” response. Simply tap the corresponding box to answer the question.
a. If you select the answer which indicated no additional risks are present, you will automatically be taken to the next question.



b. If you select an answer which indicated an identified risk you will be asked for further information.

Back Facilities

Is spectator seating in good condition and free from sharp edges or rotting wood?

Yes No

What actions have been taken?
Please provide details below including steps taken to reduce risks

Continue

3. Where a risk has been identified, you will be asked to type the actions taken. Tap the “actions taken” box and type the relevant actions. Then tap “Done”.

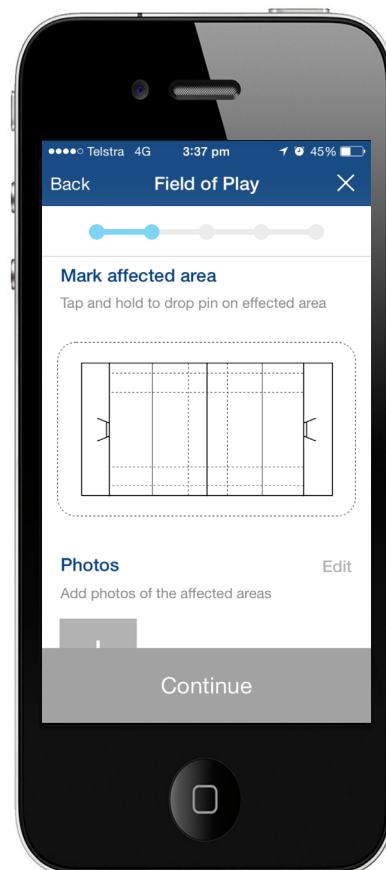
Back Facilities

What actions have been taken?
Please provide details below including steps taken to reduce risks

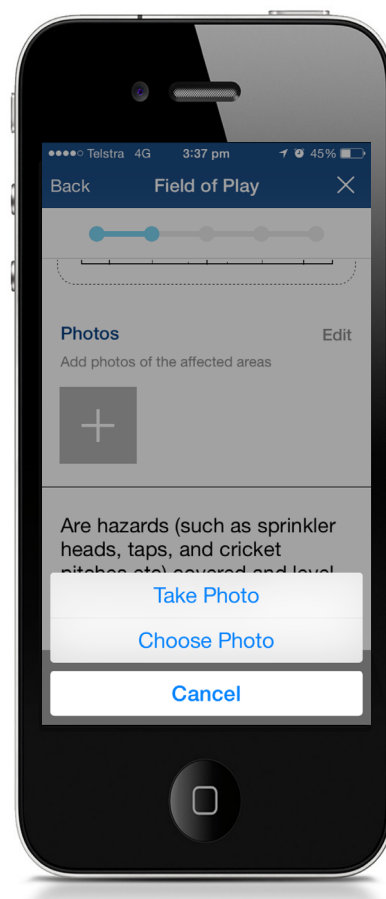
Photos Edit
Add photos of the affected areas

Continue

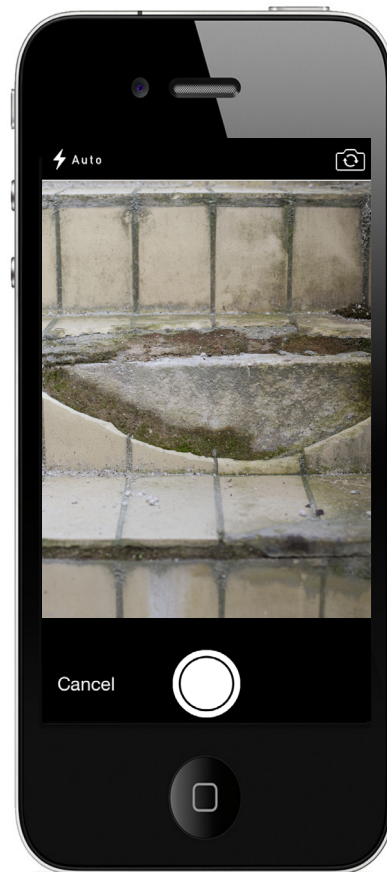
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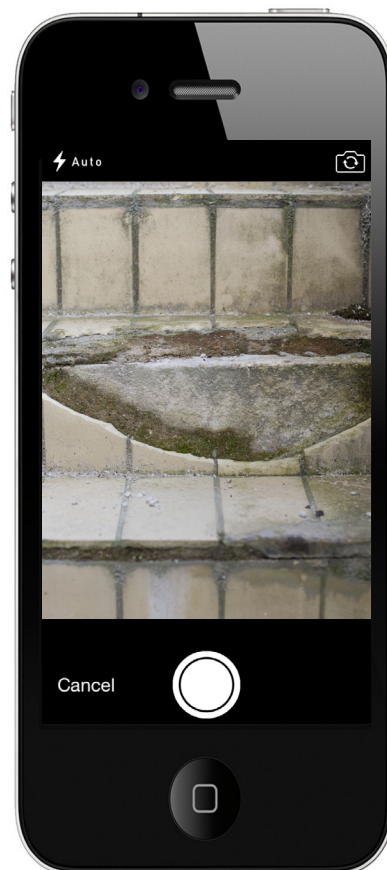
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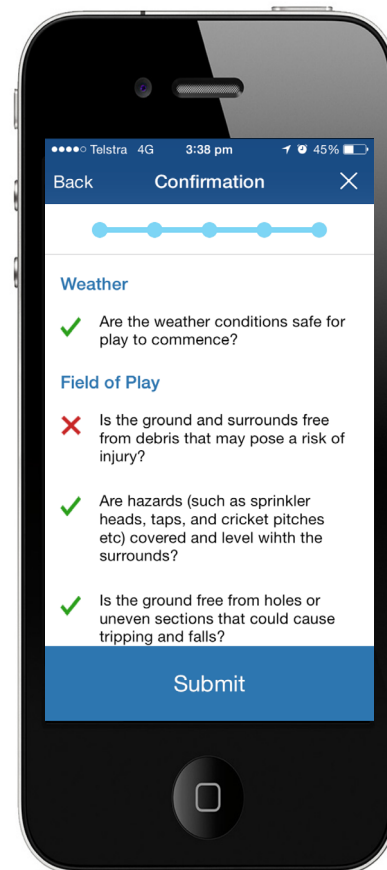
- b. Select "Take Photo".
- c. When requested to allow access to the iPhone camera, select "allow"



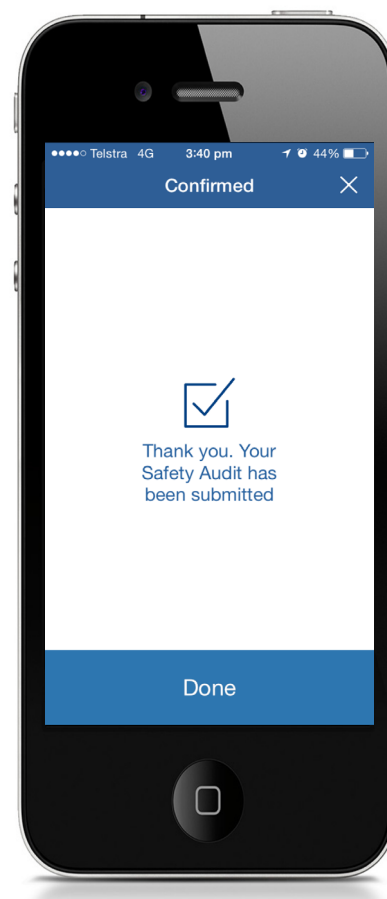
- d. Tap the white shutter button to take a photo.
- e. Select "Use Photo".



6. Answer all questions in the checklist. At the bottom of each page, once all answers have been provided, the “Continue” box will appear blue. Tap this box to go to the next page
7. Continue to the end of the checklist
8. After all questions have been answered, a list of all answers will appear. Review this list then select “Submit”.



9. Select “Done” and you will be taken back to the landing screen.



The information you have submitted will be saved on a master database by Gow-Gates. This takes the burden of maintaining records away from clubs.

If you have any questions on how to use the app, please contact Gow-Gates – rugbyins@gowgates.com.au