



**Australian Government**

**Australian Sports Commission**

# **SIMPLIFIED CHECKLIST FOR SMALL SPORTING ORGANISATIONS**

MAY 2020

# **SPORTAUS**



# Introduction

Sport Australia has developed a “Return to Sport” Toolkit (Toolkit) that all sports can leverage to ensure they are ready to recommence training, competitions and programs in a safe, responsible and low risk manner once the risks arising from COVID-19 are mitigated.

The Toolkit complements the AIS Framework for Rebooting Sport in a COVID-19 Environment (AIS Framework) by providing comprehensive guidance on a range of key considerations that should be assessed before sporting activities can resume and during the resumption phase.

Sport Australia has also developed this checklist (Checklist) to provide specific, more targeted guidance to sporting organisations on the considerations to be taken into account in resuming community sporting activity.

## How to use the Checklist

All sporting organisations should nominate their own **COVID-19 Safety Coordinator** to oversee the development and implementation of return to sport arrangements. This role will be fundamental for helping to ensure the successful and stable return of sport across the Australian community.

The COVID-19 Safety Coordinator should ensure that their organisation review the Checklist as it contains a range of critical considerations that all sporting organisations should take into account in determining their return to sport arrangements. Each sport will likely also have its own unique and specific requirements that should be factored into any plan for the resumption of sport. Associations and clubs should document their return to sport arrangements in a **COVID-19 Safety Plan**. A COVID-19 Safety Plan template that can be used as a starting point for sporting organisations is available on the Sport Australia website.

The State and Territory Governments are responsible for decisions on the resumption of sport and recreation, both at the professional and community level. They will determine progression through the phases, taking account of local epidemiology, risk mitigation strategies and public health capability. The Checklist must be used subject to measures imposed by individual State and Territory Governments and to the advice of relevant public health authorities. Organisations should consider seeking independent legal and financial advice when finalising plans to return to sport.



# Return to Sport Checklist

Your organisation should consider each of the actions set out in each checklist. These actions should act as a guide for sporting organisations and prompt further discussion on measures that are appropriate for an organisation.

Some organisations may determine that the organisational capability or risk profile of their sporting activities do not justify undertaking all of the listed actions. However, where an action in this checklist is not undertaken, the organisation should be able to justify that decision to relevant sport stakeholder groups, including government and public health authorities, on an “if not, why not?” basis. Space is provided at the bottom of each consideration for organisations to document the rationale behind such decisions.

It is important to properly consider the requirements of your sport’s return to sport plan to ensure your return to sport arrangements do not jeopardise the health of your sport’s participants.

## 1. Organisational

Consideration	Action	Y/N
Access to information	1. Do you and your organisation have all relevant facts about COVID-19 and return to sport requirements?	
	2. Is your organisation staying up-to-date? Check official information sources including: <ol style="list-style-type: none"> <li>Australian Government Department of Health: <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a>;</li> <li>World Health Organisation: <a href="https://www.who.int/">https://www.who.int/</a>;</li> <li>Australian Institute of Sport: <a href="https://ais.gov.au/health-wellbeing/covid-19">https://ais.gov.au/health-wellbeing/covid-19</a>;</li> <li>Sport Australia: <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a>;</li> <li>Relevant State/Territory/local government websites; and</li> <li>Relevant National Sporting Organisation (NSO)/State Sporting Organisation (SSO) websites.</li> </ol>	
Governance	3. Is everyone clear on who within your organisation/sport will make and implement decisions on return to sport?	
	4. Does everyone within your organisation understand their role?	
	5. Has your organisation nominated an <b>COVID-19 Safety Coordinator</b> to oversee delivery of your return to sport plan?	



<b>Strategy</b>	6. Has your organisation reviewed its strategic plan for COVID-19 considerations?	
	7. Has your organisation defined what success looks like?	
	8. Does your organisation need to amend fixtures, playing and training rules or sporting activities to ensure physical distancing?	
<b>Financial</b>	9. Does your organisation know what its new safety/return to sport measures will cost?	
	10. Has your organisation adjusted its budgets as necessary for COVID-19 considerations?	
	11. Has your organisation communicated any financial changes (registration/usage/membership fees etc.) to its participants?	
<b>Legal and compliance</b>	12. Is your organisation across all relevant rules applicable to return to sport?	
	13. Has your organisation obtained all necessary consents and approvals to resume sport?	
	14. Has your organisation completed a <b>COVID-19 Safety Plan</b> ? Does it outline a staged return to training and competition activities?	
	15. Has your organisation considered how it will respond to non-compliance with its return to sport protocols?	
	16. Have you communicated your specific return to sport plans with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies.	
<b>Communications</b>	17. Does your organisation have a strong communications plan with existing channels – such as email/text/WhatsApp/Facebook groups - to share timely and accurate information with internal and external stakeholder groups?	
<b>Comments</b>		



## 2. Approvals

Consideration	Action	Y/N
Government	1. Has your state/territory government approved the return of community sport?	
	2. Have restrictions on public gatherings been relaxed to allow effective training to occur (e.g. AIS Framework Level B)?	
	3. Has your local government and/or facility provider approved the return of community sport and the use of your facilities (if applicable)?	
Sport	4. Has your NSO and/or state/territory sporting body approved return to sport?	
	5. Have return to sport protocols (e.g. training, hygiene protocols) been distributed to your organisation by the NSO/SSO?	
	6. Has your committee approved the return to sport for your organisation?	
Comments		

## 3. Return to Training

Consideration	Action	Y/N
Principles	1. Is your organisation clear on the training protocols allowed under <b>Level B of the AIS Framework</b> , including: <ol style="list-style-type: none"> <li>The principle of “Get in, Train, Get Out”;</li> <li>Maximum training group sizes, training areas and training times;</li> <li>Training must be strictly non-contact (including no high fives, handshakes etc.);</li> <li>Physical distancing (&gt;1.5 metres) and density (one participant per 4 square metres);</li> <li>Limit the number of people who attend training to essential participants; and</li> <li>No access to changerooms and other club facilities (toilets and medical facilities permitted).</li> </ol>	



	<p>2. Is your organisation clear on the training and competition protocols allowed under <b>Level C of the AIS Framework</b>, including:</p> <ul style="list-style-type: none"> <li>a. Full training - including contact - and competition allowed;</li> <li>b. Return to full use of club facilities; and</li> <li>c. physical distancing (&gt;1.5 metres) and density (one participant per 4 square metres).</li> </ul>	
	<p>3. Has your organisation documented in a COVID-19 Safety Plan, the measures in place to manage training and competition activities?</p>	
<b>Communication and Education</b>	<p>4. Has your organisation communicated its return to training protocols to members, participants, coaches, volunteers and families?</p>	
	<p>5. Does your organisation require participants and others to undertake further COVID-19 infection control training prior to commencing training?</p>	
	<p>6. Does your organisation encourage all participants to subscribe to and use the Government's COVIDSafe app?</p>	
<b>Attendance Records</b>	<p>7. Will your organisation require an attendance register to be maintained for all training and competition days, including venue entry and exit times and contact details?</p>	
	<p>8. Does your organisation have a system to record, store and if required, share data, subject to privacy law?</p>	
<b>Equipment</b>	<p>9. Are participants encouraged to bring their own water bottles, towels and other personal equipment to avoid sharing equipment where possible?</p>	
	<p>10. Has your organisation established protocols for rotating or sanitising shared equipment?</p>	
	<p>11. Has your organisation established protocols for laundering shared uniform items?</p>	
<b>Comments</b>		



## 4. Facilities

Consideration	Action	Y/N
<b>Managed Access</b>	1. Is your organisation clear on when it can return to full and unrestricted use of facilities?	
	2. Will your organisation ensure that only essential people attend activities (i.e. participants, coaches, match officials, staff and volunteers involved in operations and parents/guardians of participants) and limit numbers to comply with government staged return to sport requirements?	
	3. Has your organisation confirmed full availability of venues for your season and are appropriate COVID-19 Safety Plans in place for each venue?	
	4. Will your organisation take precautions to minimise transmission among spectators at sporting activities such as spreading spectators throughout viewing areas and designating the use of specific seats/areas that meet physical distancing requirements?	
	5. Can your organisation arrange separate entry and exit points at your facilities?	
	6. Will your organisation manage attendee flows to prevent congestion, including by use of staggered arrival/departure times, one-way movement and use of physical distancing indicators?	
<b>Physical Distancing</b>	7. Has your organisation identified physical distancing protocols to be used within shared facility spaces (e.g. dugouts, bar/canteen, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and clubrooms)?	
	8. Does your organisation have clear messaging for facility attendees on how to maintain physical distancing (>1.5 metres)?	
	9. Has your organisation documented in a COVID-19 Safety Plan the measures in place to enable physical distancing to occur?	
<b>Bar/Canteen Operations</b>	10. Will your organisation permit bar/canteen operations and, if so, are there clear protocols for physical distancing, food and cash handling and hygiene measures?	
<b>Attendance Record</b>	11. Your organisation will require an attendance register to be maintained for all facility users, including venue entry and exit times and contact details?	
	12. Does your organisation have a system to record, store and, if required, share data, subject to privacy law?	



<b>Comments</b>		
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## 5. Hygiene

Consideration	Action	Y/N
<b>Personal infection control</b>	1. Has your organisation communicated to your staff, members and participants about personal infection control – including that they should stay home if they have: <ol style="list-style-type: none"> <li>a. Any cold or flu symptoms;</li> <li>b. Been in direct contact with a known case of COVID-19 in the previous 14 days;</li> <li>c. Travelled internationally in the previous 14 days; or</li> <li>d. A high risk from a health perspective, including the elderly and those with pre-existing medical health conditions?</li> </ol>	
	2. Will your organisation provide advice to participants, coaches, match officials, staff, volunteers and families on personal hygiene such as: <ol style="list-style-type: none"> <li>a. Regular and thorough hand washing;</li> <li>b. Encouraging the carrying and use of hand sanitiser;</li> <li>c. Covering a sneeze or cough with an elbow or a tissue rather than hands;</li> <li>d. Providing bins and encouraging used tissues to be disposed in the bin straight away;</li> <li>e. Avoiding close contact with people who are unwell;</li> <li>f. No touching of eyes, nose or mouth;</li> <li>g. No spitting or clearing nasal/respiratory secretions on field of play or in other sport settings; and</li> <li>h. Limiting contact with other participants – avoid handshakes, high fives, huddles and celebrations?</li> </ol>	
	3. Will your organisation require the use of: <ol style="list-style-type: none"> <li>a. Health/medical clearances for participants to resume training and playing; and/or</li> <li>b. Waivers/declarations for participants and volunteers to sign acknowledging that participation is at their own risk?</li> </ol>	
<b>Hygiene</b>	4. Has your organisation established compulsory hygiene protocols such as hand hygiene?	





	5. Does your organisation provide sanitisation stations during training sessions and hand sanitiser in prominent places at facilities, including entry and exit points?	
	6. Has your organisation provided education or clear guidance on your hygiene protocols to members, participants, coaches, staff, volunteers and families?	
	7. Can members, participants, coaches, staff, volunteers and families wash or sanitise their hands regularly?	
	8. Does your organisation have adequate supplies of cleaning and sanitation products?	
	9. Will your organisation display posters within your facilities to provide regular guidance on hygiene (e.g. <a href="https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources">https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</a> )?	
	10. Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure personal and facility hygiene can be maintained?	
<b>Cleaning</b>	11. Does your organisation have a regular and thorough cleaning schedule to disinfect all common areas?	
	12. Has your organisation established cleaning protocols to ensure high touch surfaces are frequently wiped down with appropriate disinfectant wipes or soap?	
	13. Does your organisation have adequate waste management protocols?	
	14. Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure effective cleaning of equipment and facilities occurs?	
<b>PPE</b>	15. Does your organisation have an adequate supply of personal protective equipment (e.g. disposable facemasks, gloves etc.)?	
<b>Comments</b>		



## 6. Management of Illness

Consideration	Action	Y/N
<b>Management</b>	1. Has your organisation established protocols for managing individuals who present with symptoms or become unwell at an activity?	
<b>Notification</b>	2. Does your organisation know how it will notify public health authorities of symptomatic participants?	
	3. Is your organisation able to contact other participants in relation to actual/suspected COVID-19 cases?	
<b>Comments</b>		

## 7. Employees and Volunteers

Consideration	Action	Y/N
<b>Safe working environment</b>	1. Is your organisation operating a COVID-19 safe work environment?	
	2. Will your organisation provide education to your employees and volunteers on COVID-19 transmission control and your operating protocols?	
	3. Can your organisation adjust work rosters to reduce in-person contact between staff and participants, where reasonable?	
	4. Can your organisation adopt flexible work practices to support more working from home or videoconferencing etc.?	
<b>Mental health</b>	5. Does your organisation facilitate and promote mental health and wellbeing support services for employees, volunteers and participants?	
<b>Comments</b>		



I have reviewed and completed the above Checklist for and on behalf of the sporting organisation listed below. The completed Checklist represents a true and correct reflection of the organisation's approach to each of the considerations set out in the Checklist.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_





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