

COVID-19 SAFETY PLAN

Richmond Ex-Servicemen's Soccer Club



Club/Association	Richmond Ex-Servicemen's Soccer Club
Ground Location	Icely Park
Club Facility Location	Corners of Dight and Clarendon Street, Richmond NSW, 2753
Club President	Paul Boyd
Contact Email	secretary@richmondsoccer.com.au
Contact Mobile Number	0400024316
Version	V2020-01 26May 20
Tracey Boyd is responsible for this document	

Template Instructions

1. The Australian Institute of Sport (**AIS**) has published a “Framework for Rebooting Sport in a COVID-19 Environment” to inform the resumption of sporting activity in Australia, including community sport. Sport Australia has separately developed a “Return to Sport Checklist for Clubs and Associations” that provides operational guidance to local sporting clubs and associations on considerations that should be taken into account to appropriately resume sport and club operations.
2. To support the AIS and Sport Australia return to sport documents, Sport Australia has developed this COVID-19 Safety Plan template. This template can be used by associations and clubs to consolidate their planning for the resumption of activities at its club. Your association/club should review the Sport Australia Checklist and document its operational requirements for return to sport in the Appendix to this COVID-19 Safety Plan.
3. Yellow highlighting within brackets i.e. [] indicates further information is required from an association/club prior to finalising and adopting the COVID-19 Safety Plan. Before finalising, insert relevant information where highlighted in yellow and delete these template instructions.
4. Your association/club’s COVID-19 Safety Plan should be appropriately ratified within your club’s governance arrangements and regularly reviewed to ensure it remains fit for purpose and aligned with the AIS Framework, government restricted activity measures, public health advice and health and safety laws.
5. **DISCLAIMER:** This template does not constitute legal or health and safety advice. A club should take its own professional advice regarding the development and contents of its COVID-19 Safety Plan.

Table of Contents

1. Introduction	4
2. Key Principles	4
3. Responsibilities under this Plan	5
4. Return to Sport Arrangements	5
4.1 AIS Framework Arrangements	5
4.2 Roadmap to a COVIDSafe Australia	6
5. Recovery	6
Appendix: Outline of Return to Sport Arrangements	7
Part 1 – Sport Operations	7
Part 2 – Facility Operations	10

1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Richmond Ex-Servicemen's Soccer Club to support Nepean Football Association and its members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the Richmond Ex-Servicemen's Soccer Club, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at Richmond Ex-Servicemen's Soccer Club, Icely Park facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

2. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**).

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on Richmond Ex-Servicemen's Soccer Club's return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process Richmond Ex-Servicemen's Soccer Club must consider and apply all applicable State and Territory Government and local restrictions and regulations. Richmond Ex-Servicemen's Soccer Club needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Responsibilities under this Plan

Richmond Ex-Servicemen's Soccer Club retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The Committee of Richmond Ex-Servicemen's Soccer Club is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Committee has appointed the following person as the Richmond Ex-Servicemen's Soccer Club COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Tracey Boyd
Contact Email	secretary@richmondsoccer.com.au
Contact Number	0400024316

Richmond Ex-Servicemen's Soccer Club expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Richmond Ex-Servicemen's Soccer Club;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

4. Return to Sport Arrangements

As 01/06/20, participants are training at Level A of the AIS Framework. The Plan outlines specific sport requirements that Richmond Ex-Servicemen's Soccer Club will implement for Level B and Level C of the AIS Framework.

Richmond Ex-Servicemen's Soccer Club will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

4.1 AIS Framework Arrangements

The protocols for conducting sport operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

4.2 Roadmap to a COVIDSafe Australia

Richmond Ex-Servicemen's Soccer Club will also comply with the Australian government's [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

AIS Activities	Level A: Training in no more than pairs. Physical distancing required.	Level B: Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required.		Level C: Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed.	
Roadmap Activities	N/A	Step 1: No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	Step 2: Indoor/outdoor sport up to 20 people. Physical distancing (density 4m ²).	Step 3: Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	Further steps TBC

5. Recovery

When public health officials determine that the outbreak has ended in the local community, Richmond Ex-Servicemen's Soccer Club will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. Richmond Ex-Servicemen's Soccer Club will also consider which protocols can remain to optimise good public and participant health.

At this time the Committee of Richmond Ex-Servicemen's Soccer Club will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>The club must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of community sport. • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training at venue, if required. • National/state sporting body/local association approval of return to training for community sport. • Club committee has approved return to training for club. • Insurance arrangements confirmed to cover training. 	<p>The club must obtain the following approvals to allow a return to training/competition at Level C:</p> <ul style="list-style-type: none"> • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training/competition at venue, if required. • National/state sporting body/local association approval to return to training/competition for community sport. • Club committee has approved return to competition for club. • Insurance arrangements confirmed to cover competition.
Training Processes	<p>Richmond Ex-Servicemen’s Soccer Club training processes as follows:</p> <ul style="list-style-type: none"> • Emphasise “Get in, train, get out” – arrive dressed ready to train. • No social activities to occur after training • Players must not arrive more than 15 minutes prior to training commencing and remain in the car until 5 minutes before training to avoid gatherings. • Scheduling of training sessions to reduce overlap, use of various gates (alphabetically ordered) specified for each field to use on arrival and departure to reduce contact. See training schedule map • Players are to leave the pitch at the conclusion of training minimising social contact through nominated gates corresponding to allocated training pitch • Nature of training permitted as follows: 	<p>Richmond Ex-Servicemen’s Soccer Club specifics of training/competition processes as follows:</p> <ul style="list-style-type: none"> • AIS Framework principles – full sporting activity that can be conducted in groups of any size (subject to COVIDSafe Roadmap) including full contact. • If level 1 scheduling works well considering leaving level 1 training schedule as is throughout level C. Revision if necessary • The limitation of unnecessary social gatherings. • Clearly outline nature of training permitted, subject to guidelines and framework from governing bodies • Access to treatment from support staff. • Sanitising requirements continue from Level B. • Treatment of shared equipment continues from Level B.

	<ul style="list-style-type: none"> • Small groups 10 and under to train in allocated area ¼ pitch • Social distancing to be implemented at all times – at least 1.5m between people • No person to person contact training drills eg: tackling or challenges to be conducted • Heading of a ball may occur during the natural process of a drill, eg when ball is crossed. However, practising of heading by picking up the ball and throwing should be discouraged eg Throw ins to be discouraged • Any handling of equipment to be kept to minimum • Treatment of all club shared equipment (eg cones, portable goal posts, balls) should be cleaned/sanitised prior and after use – club provided & assisted & sanitiser/disinfectant for this use and use of such equipment to be limited *NB most teams have already been issued with cones and bibs prior to Covid-19 shutdown. If bibs allocated at training the player is responsible for taking the bib home to wash & return. • All individual equipment is the responsibility of the player/parent/guardian. Sponsored training balls will be issued only after appropriate sanitation is applied, players will then be able to use for each session and is recommended they are cleaned after training to minimise use of club equipment • Regular breaks are to be provided for the purpose of rehydrating and hand sanitising • Defined training areas as ¼ pitch requirement NO more than 10 people allocated eg: 9 players & coach • Sanitiser station will be located outside the canteen and sanitiser will be available to each team for their kit • No sharing of personal equipment. • Training attendance register kept for each team for each training session – prepopulated with player names by club to promote less handling and ease of completion, to be collected by Covid-19 coordinator or committee member on duty. Records to be maintained by Covid19 coordinator 	<ul style="list-style-type: none"> • Personal hygiene encouraged – • wash/sanitise hands prior and after training, • no spitting • Cough or sneeze into your elbow • Clearing nose with tissue and dispose immediately • Training/playing attendance register kept and maintained by covid-19 coordinator
--	--	---

Personal health	<ul style="list-style-type: none"> • Only essential people are permitted to attend training sessions (ie players, coaches & volunteers involved in operations & one parent/carer of participants for supervision purposes. If feasible they are encouraged to wait in the car or outside the venue to avoid gatherings. • No person including volunteers, committee, coach, manager player or parents should attend training if they have been unwell or had any flu like symptoms • Washing of hands prior to, during and after training and use of hand sanitiser • Avoid physical greetings (i.e. hand shaking, high fives etc.). • Cough or sneeze into your elbow • Clearing nose with a tissue and dispose immediately afterwards into bins situated around Icely park • No spitting at any time • Launder own training uniform and wash personal equipment. 	<ul style="list-style-type: none"> • Requirements continue from Level B.
Hygiene	<ul style="list-style-type: none"> • Personal hygiene to be encouraged • Cover mouth and nose with a tissue or your elbow (not your hands) when you cough or sneeze • If using tissues, place them directly into the bin after use • Wash hands with soap and water often • Use hand sanitiser if soap and water are not available – sanitiser provided by club, stationed outside the canteen or provided to each team by club. • Do not touch your eyes, nose or mouth if your hands are not clean • Drink bottles to be provided by players and clearly labelled. NO sharing of drink bottles 	<ul style="list-style-type: none"> • Hygiene and cleaning measures to continue from Level B.
Communications	<ul style="list-style-type: none"> • Club will hold 2 information sessions via zoom meetings which are compulsory prior to training taking place, failing that a personal meeting with coach and or manager prior to teams allowed back to training. 	<ul style="list-style-type: none"> • The Club will brief players, coaches, members, volunteers and families on Level C protocols, to reinforce Level C hand washing and general hygiene etiquette protocols the Club will use zoom meeting if deemed

	<p>Email will be used to promote Covid 19 rules and regulations to all players as will regular FaceBook updates. This document will be posted onto the website for constant referral together with hygiene protocol reminders.</p> <ul style="list-style-type: none"> • Endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app. • Good hygiene practices during training will be promoted through signage/posters in toilets and around canteen block, on club Facebook page and website • Individuals can access mental health and wellbeing information from a link on the club website www.richmondsoccer.com.au 	<p>necessary will also back up with e-mail, texts, facebook and website updates.</p> <ul style="list-style-type: none"> • Continued endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app. • Individuals can access mental health and wellbeing counselling Information from committee advise and or a link on the club website www.richmondsoccer.com.au
--	--	--

Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>The club must obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government/venue owner approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage. 	<p>The club must obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government has given approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage.
Facilities	<ul style="list-style-type: none"> • Toilets will be open for use • Restrictions of 2 people using the toilets at any one time • Provide soap and one-use hand towels to be available in the toilets 	<ul style="list-style-type: none"> • Return to full use of Club facilities. • Hygiene and cleaning protocols measures as per Level B.

	<ul style="list-style-type: none"> • Ensure soap and hand towel dispensers are regularly refilled • Ensure hand sanitising station regularly refilled and provide each team with hand sanitiser to be made available at every training session • Appropriate hand washing direction signage displayed in toilets • No entry into other park buildings – change rooms to remain locked, unless the need to retrieve necessary equipment, then only 1 committee person is allowed to access under the guidance of Covid-19 coordinator. Equipment to be sanitised as above guideline states. • If toilet use is necessary, ensure hands are washed thoroughly • The wipe-down of all surfaces & objects with appropriate anti-bacterial/disinfectant wipes or soap, especially those frequently touched, include door handles, light switches, and high touch Areas • Provision of gloves and appropriate single-use paper towels or single use cloths for cleaning and sanitising of club facilities 	<ul style="list-style-type: none"> • Provision of gloves and appropriate single-use paper towels or single use cloths for cleaning and sanitising on as per Level B].
Facility access	<ul style="list-style-type: none"> • Restrictions on facility access to limit anyone who has: <ul style="list-style-type: none"> – COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. – Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). – Travelled internationally in the previous 14 days. • only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people) • Any spectators should observe physical distancing requirements (>1.5 metres) and preferably spectate from behind the fence(approx. 10 m away) • Detailed attendance registers to be kept. 	<ul style="list-style-type: none"> • Continue Level B protocols as appropriate. • gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people). • Any spectators should observe physical distancing requirements (>1.5 metres) and density requirements (one person per 4 square metres). • Managed access including separate entry/exit points, managed traffic flows, stagger arrival/departure times. • Non-essential personnel to be discouraged from entering change rooms. • Physical distancing protocols in change rooms, canteen including by use of physical zone indicators. • canteen operations to include food and cash handling protocols, hygiene and cleaning measures and established zones. • General advice on physical distancing in club facilities including discouraging face to face meetings where possible, restricting site visitors if appropriate, deferring or splitting up large meetings. • Detailed attendance registers to be kept.

Hygiene	<ul style="list-style-type: none"> – Availability of hand sanitiser at canteen and teams to be distributed hand sanitiser for ease of use during training session to cut down need to use sanitising station – Hand sanitising stations should be used 1 person at a time with social distancing adhered to if waiting – Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces. – Displaying posters outlining relevant personal hygiene guidance. – Avoiding shared use of equipment. <p>Suitable garbage bins are situated around the ground</p>	<ul style="list-style-type: none"> • Continue hygiene and cleaning measures as per Level B.
Management of unwell participants	<ul style="list-style-type: none"> • Isolation of participant should take place immediately at the onset of any symptoms, any participant showing symptoms will be advised to leave the activity immediately, and parent/guardian should be advised of symptom/s and asked not to resume training activities prior to testing of Covid-19 and clearance reported. • Clear directions to be communicated via e-mail to every player, re: Covid-19 symptoms, prior to training as not to cause any embarrassment/ offence if member displays any symptoms of Covid-19 at training and are required to leave training • Club management/volunteers to be advised on treatment of symptomatic participants and the disinfecting of facilities used by such participants. • Notification to be made to appropriate public health authorities, governing bodies and other attendees of symptomatic participants by the covid-19 coordinator 	<ul style="list-style-type: none"> • Measures as per Level B.
Club responsibilities	<p>The club will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per the Plan. • The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. • Coordination of Level B field and training operations. 	<p>As per Level B.</p>

	<ul style="list-style-type: none">• Operation of the club's facilities in support of all Level B training activities in accordance with this Plan.	
--	--	--