

# Victorian Community Sport and Recreation Organisations Guidance and Return to Play Plan

## Return to Play Guidance for Community Sport and Recreation Organisations

This guidance and template have been developed to assist State Sporting Associations (SSAs), National Sporting Organisations (NSO's) and peak sport and recreation bodies prepare a Return to Play plan. Return to Play plans can be adopted and implemented by leagues, associations and clubs.

The Return to Play plan is intended to assist organisations return safely to sport and recreation activities under the latest Stay at Home and [Restricted Activity Directions issued by the](#) Victorian Chief Health Officer and allows each organisation to consider their activities and the environment in which activities take place.

State Sporting Associations will be supported in preparing Return to Play plans consistent with the Stay at Home and Chief Health Officer's directions and this Community Sport and Recreation Guidance.

Sporting organisations will be responsible for developing and enforcing these Return to Play plans. Sport and Recreation Victoria can provide advice and support to organisations in the development of these, noting that those organisations are ultimately responsible for them.

Responses must:

- Align with the current Stay at Home and Restricted Activity Directions issued by the [Victorian Chief Health Officer](#)
- Provide complete responses and required supporting documentation
- Account for the current permitted level of sport or recreation activity in your plan, and identify how your plan will respond to changes in permitted levels of activity, whether that is community, competitive, non-competitive or recreation activities
- Ensure that activity resumption does not compromise the health of individuals or the community

In instances where you are unable to find your sport or recreation activity listed in the Resumption of Community Sport and Recreation activities list [[hyperlink](#)], you should refer to the Stay at Home and Restricted Activity Directions issued by the Victorian Chief Health Officer. Note: recreation includes all outdoor recreation activities including outdoor education and adventure and the resumption of these activities will need to consider current Stay at Home and Restricted Activity Directions.

If you are an State Sporting Association, National Sporting Organisation or a peak sport and recreation body and have any additional questions about preparing your Return to Play plan you can email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au)

All community sporting clubs, associations and leagues are encouraged to contact their SSAs or DHHS Infoline direct on 1800 675 398 for advice on compliance with the Restricted Activity Directions.

**Important note: Return to Play plans should be updated in line with any updates to the Victorian Chief Health Officer Restricted Activity Directions.**

From 13 May 2020, the Victorian Chief Health Officer has approved community sport and recreation activities can resume according to the following rules:

- Groups of up to 10 people outdoors (or people from the same household), plus a coach or the minimum number of support staff reasonably required to manage the activity
- Parents and guardians taking children to and from training activities are required to follow the Chief Health Officers' Directions for public gatherings and maintain physical distancing of 1.5 metres.
- If they remain with their children during participation in sport, will be considered part of the group up to 10 people, unless they are formally coaching or instructing the activity.
- No indoor activity – indoor physical recreation facilities must remain closed

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- Maintain physical distancing of 1.5 metres wherever reasonably possible
- All activity and training must be non-contact, and no competitions are to take place. Contact sports must be modified so that you can maintain 1.5m distance.
- No outside communal gym, playgrounds or skateparks can be used
- No outdoor or indoor swimming pools can be used
- No use of communal facilities, except for toilets
- If the activity is run by an operator of an indoor physical recreation facility (such as a gym, health club or fitness centre), a personal training facility (indoors or outdoors) or an arena or stadium, then the operator must keep a record of attendees including first name, phone number, date and time of attendance
- Shared equipment that touches the head of face or cannot be effectively cleaned should not be used i.e. soft materials, helmets or clothing
- Hand hygiene, frequent environmental cleaning & disinfection, use of own equipment where possible and minimise sharing of equipment

## Return to Play Plan (Version 9 February 2021)

### Organisation details

Provide organisation name, contact person, phone number, type of organisation, ABN, address.

Caulfield Little Athletics Centre Inc, ABN 843 7997 6192

Duncan Mackinnon Reserve, North Road, Murrumbeena Vic 3163

Jason Whittle, President 0439 347 291

### Return to Play Plan Overview

Caulfield Little Athletics seeks approval to commence summer season training and competition for junior athletics.

Training is;

- non competitive and non contact
- conducted outdoors located at the Duncan Mackinnon Reserve
- to be managed by a Covid Safety Official
- to be conducted in groups no larger than 100 as stipulated by the Victorian Chief Health Officer and will do so while maintaining social distancing at 1.5 meters minimum.
- Minimising any equipment to be handled by athletes and having hygiene controls in place in line with the Victorian Chief Health Officer requirements
- Coaches and officials are not included in maximum number of 100 athletes
- training will be held Monday, Wednesday and Thursday nights from 5:00 to 6:30 pm for children aged from 6 to 15 years.
- A parent/guardian is required to be in attendance and is subject to social distancing requirements

Competition is:

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- non contact
- conducted outdoors at Duncan Mackinnon Reserve
- to be managed by a Covid Safety Official
- junior athletes in groups of no larger than 100,
- officials and volunteers supporting the competition and following health and hygiene requirements
- a parent/guardian is required to be present
- spectators are allowed
- is generally held on a Saturday morning between 8:30am and 11:30am.

This Return to Play plan is based on Restricted Activities Directions of the Victorian State Government as at February 3, 2021 and will be updated as regulations are amended.

## Outline your Return to Play plan under the following headings:

### 1. Hygiene

A pre-emptive low-cost intervention like enhanced hygiene measures of participants is key to reducing the transmission of coronavirus (COVID-19). Examples of personal hygiene measures that should be promoted include handwashing and covering mouth and nose with a tissue or sleeve during coughing/sneezing. Advice on cleaning is available from the [Department of Health and Human Services](#) and the [Commonwealth Department of Health](#).

What infection control measures will you introduce to ensure all participants and spectators are maintaining **personal** hygiene?

1. Upon arrival all staff to use hand sanitiser provided by the club;
2. Upon arrival all athletes to report to COVID Safety Official who will instruct all athletes to:
  - a. use hand sanitiser prior to commencement of training or competition;
  - b. limit contact with equipment;
  - c. not enter the club room;
  - d. bring their own and not share drink bottles;
  - e. cover their mouth and nose with a tissue or sleeve when coughing/sneezing;
  - f. limit touching other athletes and no high-fives or hand shaking;
  - g. stay 1.5m away from other athletes and at designated cones, where relevant;
  - h. wash hand thoroughly after use of toilet facilities;
  - i. stay in their designated groups,
  - j. advise a coach or age group manager if they are feeling unwell; and
  - k. comply with these requirements or they will be asked to return home;
3. Upon completion of training all athletes to report to the COVID Safety Official who will instruct them to use hand sanitiser prior to leaving the club;
4. The above requirements will be communicated to club members by email in advance of training;

The COVID Safety Official is to oversee the implementation of the above requirements for the duration of the training session.

How will personal hygiene and cleaning of **facilities and equipment be maintained** to minimise transmission of coronavirus (COVID-19)?

1. Hand sanitiser will be provided by the club for use by all staff and athletes.
2. Disinfectant wipes will be present at competition point.
3. Equipment will be cleaned at the start of competition and at the end of competition
4. Athletes are limited in touching equipment and any equipment they do touch will be cleaned before and after use. Equipment to be handled primarily by coaches and staff where possible.

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5. The facilities are Council owned and managed. Council pavilion is available and subject to maximum people as per placards as are Council change rooms and toilets. Change rooms are being used for officials only and minimum numbers of people will be allowed entry inside the changerooms. Cleaning of the toilets will occur before and after each event.
6. Canteen facilities can be used with external facing service window in line with state government guidelines. Limit of three people working in the canteen and high contact area of the front counter will be regularly cleaned.

## 1.2 Have you increased regular cleaning schedules for common use areas? **Yes/No**

### 2. Physical contact activities

Physical distancing decreases the risk of transmission by reducing incidence of contact with other persons through shaking hands, hugging or tackling. The Stay at Home Directions require that participants take reasonable steps to maintain 1.5m distance from all other people.

For activities that contain physical contact, or close interaction with other people, what protocols or modifications to activities can be implemented to ensure physical distancing is maintained?

1. Athletics is a non contact sport
2. Athletes to be in dedicated groups no larger than 100 athletes, but typically less than 20.
3. Athlete warm up will be in smaller groups and not center wide
4. Coaches and staff required to keep 1.5m apart from each other and athletes.
5. Training groups will consist of no more than 100 athletes per group with one coach per group, but will typically be under 20.
6. Training and competition groups will be physically separated to different ends of the sports ground
7. Competition program has been amended to support social distancing and group separations

### 3. Arrival and departure of participants, officials, parents or carers

Physical distancing decreases the risk of transmission by reducing incidence of contact between people. The Stay at Home Directions currently limit gatherings of groups of people to reduce the risk of people spreading coronavirus (COVID-19). The control of facilities and management of areas where people might gather will reduce the risk of coronavirus (COVID-19) transmission.

What measures have you put in place for managing entry and exit points, separating assembly areas, adjustments to activity timings and maintaining physical distancing of people?

Parents and guardians will be instructed through club communication to undertake the following when bringing their child/ren to events;

- 1 All gates locked except main entrance under grand stand
- 2 All athletes and parent/guardians report to the Covid safety officials in high-vis vest and confirm attendance and fitness to continue
- 3 Parents / Guardians who are not required as officials are to remove themselves a safe distance from the athletes which could include return to their car or walk laps around the reserve perimeter. This instruction will include that parents are to maintain a 1.5 meter distance from other persons at all times.
- 4 All parents/visitors to sign in attendance using the QR code system provided

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- 5 Athletes will be marshalled into dedicated groups of no more than 100 athletes, but usually less than 20.
- 6 The COVID Safety Official is to oversee the implementation of the above requirements for the duration of the training session

## 4. Spectators/gatherings

The Stay at Home Directions currently limit gatherings to groups of 100 people to reduce the risk of people spreading coronavirus (COVID-19). Spectators, and other non-participants watching activities are permitted to attend. Public gathering limitations apply.

What protocols will be in place to restrict access to athletes and maintain recommended physical distancing?

1. Parents, guardians and visitors are permitted to attend events.
2. Parents and guardians of athletes are deemed mandatory to attend for child supervision and to maintain a reasonable distance from the athletes, and 1.5m from other persons outside of their families at all times.
3. The COVID Safety Official is to oversee the implementation of the above requirements for the duration of the training session.

## 5. Sharing equipment

In combination with good hygiene practices, a similar pre-emptive measure is to promote behaviours such as not sharing drink bottles, towels, and limiting the shared use of equipment. Equipment that touches the head of face or cannot be effectively cleaned (for example, if made from soft materials or clothing) should not be shared. Where sharing equipment cannot be avoided, equipment with smooth surfaces should be cleaned between sessions.

What modifications can be made to ensure there is no transmission of coronavirus (COVID-19) through the sharing of equipment, contact with equipment and/or contact with any surfaces where participants may be at risk of infection?

1. The handling of equipment by athletes will be minimised.
2. Where possible only staff and coaches to handle equipment.
3. Training and competition has been modified to limit the use of warm up equipment.
4. Equipment will be cleaned at the start of each event, the end of each event and in any situation where equipment is required to be used by subsequent athletes or officials.
5. Athletes will be instructed to bring their own and not share drink bottles.
6. The COVID Safety Official and coaches are to oversee the implementation of the above requirements for the duration of the training session.

### 5.1 Do you have protocols in place for sports medicine staff who share medical equipment?

Yes/**No**.

Not applicable as we have no sports medicine staff and share no medical equipment.

## 6. Group/team activity

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Restricted Activity Directions and Stay at Home Directions currently limit gatherings to up to 100 people outdoors (plus a coach or the minimum number of support staff reasonably required to manage the activity) which impacts team or group activities.

For team activities, what protocols are in place to enable a staged return to activities of small groups (up to 100) in non-contact formats?

- 1 Introduction of training groups of maximum 100 athletes, although typically less than 20.
- 2 Introduction of competition groupings with maximum 100 athletes, and typically in groups less than 20.
- 3 Modified competition format to enable staged and controlled resumption of sport
- 4 Requirement to pre-register for training to manage small groups of athletes
- 5 Registration of athletes for competition to support tracking
- 6 Detailed event based protocols for jumping, throwing and running for athletes and officials
- 7 Modified competition setup requirements to ensure separation and the availability of Sanitisers.
- 8 Modified requirements of coaches and officials to maintain members safety and limit contact points

## 6.1 Are changes required to participant behaviour during sport activities in addition to no shaking hands and high fives? Yes/No

Athletics is a non contact sport

## 7. Indoor facilities (PLEASE NOTE THAT INDOOR ACTIVITY IS CURRENTLY PROHIBITED)

The health guidelines have advised that change rooms, toilets, pavilions and grandstands can be used with controls.

How will you ensure that indoor facilities, other than toilets, remains closed?

Pavilion access is limited to officials only and subject to density controls as defined and placarded by the council.

Change rooms and bathrooms will be opened and will be subject to limitation in numbers and increased cleaning protocols

Grandstand is open for spectators and is subject to people density controls and social distancing. Indicators are required to provide support for appropriate seating places.

As of February 6, state government guidelines mandate a mask for all people above 12 years of age while indoors.

## 8. High injury risk activity

To reduce the strain on Victoria's health and emergency services, common sense should be used in avoiding activities that have a high risk of injury that may result in hospitalisation.

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What measures are in place for high injury risk activities that may result in hospitalisation?

Running is a non-contact and low injury risk sport, particularly at junior level. We do not consider that additional measures are required here.

## 9. Protocols

What protocols or processes are in place to ensure participants are free of coronavirus (COVID-19) symptoms?

1. Athletes are required to pre-register their attendance in order to manage athlete numbers to within the permitted ranges, and record the name, phone number and date of attendance of the athletes.
2. Athletes are required to report to the COVID Safety Official upon arrival at training and competition
3. The COVID Safety Official will record the attendance of each non athlete using the QR code or manual entry log.
4. The COVID Safety Official will ask the parent/guardian to confirm if the athlete has been unwell (coughing, sore throat, shortness of breath) in the prior two weeks. If answered in the affirmative athletes will be required to return home
5. If the COVID Safety Official or coach, staff member observes an athlete as unwell, the athlete will be required to return home.
6. The details of any athlete who is asked to return home will be recorded by the COVID Safety Official

What protocols do you have in place for people who present to training with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath)?

As per section 9 above.

How will you coordinate and communicate and changes to the directions to your clubs, members and stakeholders?

1. Special committee meeting to be held to review and ratify return to play plan and assignment of Covid Safety Officials
2. Return to Play requirements will be outlined in an email directly to all Caulfield Little Athletics members.
3. Return to Play requirements will be posted on the club website [www.caulfieldlittleleaths.org.au](http://www.caulfieldlittleleaths.org.au).
4. Club officials contact details can be found in the club website should further queries arise.

## 10. Communication

Communicating coronavirus (COVID-19) risk mitigation strategies to participants is vital. Setting and promoting expectations for required behaviours prior to recommencing activities will be crucial to ensuring activities are safe to return to and remain free of further restrictions. This includes communicating current restrictions, improved health literacy of participants and social distancing measures.

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List the measures you will use to communicate and provide guidance to participants and clubs?

- Return to Play requirements will be outlined in an email directly to all Caulfield Little Athletics members.
- Return to Play requirements will be posted on the club website [www.caulfieldlittleaths.org.au](http://www.caulfieldlittleaths.org.au).
- Club officials contact details can be found in the club website should further queries arise.
- The coach and the Covid Safety Official will reinforce and maintain these directions directly with the athletes at training.

**10.1 Do you have protocols to advise participants, officials and parents or carers to not attend if they are feeling unwell? Yes/No**

**10.2 Do you have strategies to address non-compliance? Yes/No What are they?**

We expect that athletes will comply with our safety protocols. In the event that parents, guardians or athletes do not comply with our protocols we will;

In the instance of a minor breach of protocols we will

- Provide a verbal warning in the first instance,
- Remove from training in the second instance.

In the instance of a serious breach of protocols we will

- Remove athlete from training,
- Advise Little Athletics Victoria,
- Advise health authorities as necessary.