

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 has 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 [Directions](#) issued by the Victorian Chief Health Officer and allows each organisation to consider their activities and the environment in which activities take place.

SSAs will be supported in preparing Return to Play plans consistent with the Directions issued by the Victorian Chief Health Officer 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 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.

An automatic exemption will be made for individuals who have a disability or have additional needs and are unable to adhere to physical distancing rules of 1.5 metres apart (without additional support).

In instances where you are unable to find your sport or recreation activity listed in the [Resumption of Community Sport and Recreation activities list](#), you should refer to the 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 Directions.

If you are a SSA, 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

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.

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Important note: Return to Play plans should be updated in line with the current Victorian Chief Health Officer Directions.

All eased restrictions and the proposed dates are subject to the advice of Victoria's Chief Health Officer and the continued and effective management of the spread of (coronavirus)COVID-19.

Roadmap for Return to Play for Victorian Community Sport and Recreation

The Victorian Government has announced the gradual easing of restrictions throughout the state from 11:59pm Sunday 31 May 2020.

The roadmap provides sensible and gradual steps to safely returning to sport and recreation activities in Victoria. Explore the stages to learn more about how restrictions are easing. Planning your Return to Play is critical for organisations to keep COVID safe as restrictions are eased.

From 26 May

The same Restricted Activity Directions as before but outdoor communal gyms, playgrounds and skateparks will reopen in adherence with public gathering limits.

From 11:59pm on 31 May, the following community sport and recreation activities can resume according to the following rules:

- o Up to 20 people can participate in group sport and exercise activities but it must be outside and non-contact.
- o Up to 20 people can use public playgrounds, outdoor gyms and skateparks.
- o Sport and exercise activities are only allowed if you can keep your distance (at least 1.5 metres apart) and they are not competitive.
- o Indoor and outdoor swimming pools can be opened to a maximum of 20 patrons per separate enclosed space, subject to the four square metre rule calculated on the publicly accessible area excluding the pool and a limit of three persons per lane in each pool.
- o Change rooms and showers remain closed. Patrons should shower at home prior to swimming and physical distancing applies to all non-water parts of pool facilities.
- o Indoor physical recreation, sport centres and venues remain closed until at least 22 June 2020, as there is an increase in the risk of transmission while exercising in an enclosed space.

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Return to Play plan

Organisation details

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

Keilor St Bernard's Athletic Club (Inc A9514)

Contact: Ian Upton 0409331107

Athletic Club

ABN 392 98167 491

Address: C/0 45A Glass St Essendon 3040

Introduction:

This document specifies the Keilor St Bernard's Athletic Clubs (KSB) operational plans for returning to training at the Keilor Park Athletic track in June 2020.

This contents of this document are derived from the Athletics Victoria 'Return to Play' version 1.0 dated 25TH May 2020.

The Keilor Park athletic track is a shared facility used by other 'athletic' clubs, organisations and individuals.

KSB will manage its members and co-operate with other track users to ensure appropriate isolation distances and cleanliness of shared facilities and equipment.

KSB will appoint a person (to be referred to as 'training manager') who will be responsible for the administration and implementation of restrictions and recommendations to prevent the transmission of COVID-19 at the Keilor Park Athletic Track.

This person may be a club official or a coach associated with the club and will be responsible for the 'on track' conduct and behaviour of club members training at Keilor Park.

Proposed training times are between:

Monday night 5.30PM to 7.00PM

Thursday Night 5.30PM to 7.00PM

A typical training session of warm up, training and warm down takes from 40 minutes to one hour.

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Outline of Return to Play plan:

1. Hygiene

Facilitating the practice of good personal hygiene is important to slowing 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.

For information and procedures on cleaning and disinfection requirements, visit the [Department of Health and Human Services](#) and the [Commonwealth Department of Health](#).

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

KSB cannot be responsible for an athlete's personal hygiene outside of a training session, but will:

- have appropriate covid 19 hygiene signage at any training venue
- sanitiser and wipes will be available at all training sessions
- cleaning equipment and materials will be made available at all training sessions.

At the commencement of each training session the KSB training manager will remind attendees of the requirements for personal hygiene.

- Use your own equipment.
- Sanitise your hands before and after using the toilet.
- Sanitise your hands if you touch equipment or clothing which has been in contact with others.
- Sanitise your hands after leaving the training facility.

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

At the commencement of each training session the KSB training manager will remind attendees of the requirements for personal hygiene.

- Use your own equipment.
- Sanitise your hands before and after using the toilet.
- Sanitise your hands if you touch equipment or clothing which has been in contact with others.
- Sanitise your hands after leaving the training facility.

As stated in the responses to sections 5 and 7

Athletes will be encouraged to provide their own equipment such as spikes and throwing implements. The athlete is responsible for the state of their equipment.

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Club equipment will be organised by one person in each training session. This person will be responsible for cleaning any equipment before and after use.

Athletic training will be conducted outdoors and the only shared facility will be the disabled toilet located in the track club rooms. This will be inspected and if necessary cleaned before the commencement of a training session and if the toilet is used by any KSB athlete during training cleaned at the end of training.

1.2 Have you increased regular cleaning schedules for common use areas?

Yes/No

YES. Before COVID-19 the toilets were cleaned on a regular basis by BCC staff. As well as this KSB will clean the toilets if they have been used by KSB athletes during training sessions.

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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 Victorian Chief Health Officer's Directions require that participants take reasonable steps to maintain 1.5 metres 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?

Training manager will:

- At commencement of a training session advise athletes of the issues of physical contact restrictions
- Advise athletes that there will be no physical contact in these training sessions
-
- During training ensure athletes meet the physical distance requirements.

Individuals

TRACK USE

- Individuals must remain at least 1.5m from each other.
- No high five's, hugs and/or handshakes
- Drafting or running side by side in the same lane is not permitted.
- Individuals can run in the next lane provided they remain at least 1.5m apart.
- Individuals are reminded that the venue/track is a public facility and unless there is a private exclusive booking, must share access to and use of the facility.
- Warming up can be conducted either on the track or if safe to do so on the infield provided individuals remain 1.5m apart at all times.

At the end of session, athletes and coaches must leave the facility promptly, no gathering together

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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 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?

Access to the athletic track will only be permitted via the main gate.

The KSB training manager will ensure the training group will typically congregate in a part of the track isolated from other user groups and physical separation is maintained.

Groups of up to 20 people outdoors (or people from the same household) are permitted to participate in physical activity.

Individuals are encouraged to “get in – train – and get out”.

Where an individual requires a parent and/or carer then they will be counted as part of the group of twenty.

It is the responsibility of the Coach/training manager to make sure that no more than twenty (20) people are in a Group.

Where a parent and/or carer is an athlete then they will be counted as part of the group of twenty.

A parent and or carer cannot become a spectator and wait inside the venue until the conclusion of the activity.

A parent/carer that is not participating as an athlete will be encouraged to wait in their vehicle where possible or remain away from the training area, separate to the group. No gathering of parents/ carers will be permitted on the sidelines. In the interests of child safety, parents will not be forced to leave training but they must adhere to these rules.

Training manager:

The training manager will be required to enforce these restrictions for KSB athletes and family/friends and where appropriate, advise individuals to leave the venue.

Where an individual refuse to leave a venue after being asked to do so, the training manager may:

- Terminate KSB training
- Report the matter/person to the KSB committee

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- The KSB committee may report the situation to the Brimbank Council

4. Spectators/gatherings.

Spectators, and other non-participants watching activities should not attend activities unless they have an essential role or they are parents and/or guardians. Public gathering limitations apply. Organisations should plan for activities without crowds to prevent the spread of coronavirus (COVID-19).

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

KSB will use the Keilor Park athletic track for training purposes only between the hours of 5.30-7.00PM.

All KSB club members will be notified of training dates and times and COVID-19 requirements by email.

There will be no spectators at any time within the venue during this period of restrictions.

The training manager will advise athletes of required physical distancing before the commencement of training.

The KSB training manager will ensure the training group will typically congregate in a part of the track isolated from other user groups and physical separation is maintained.

Groups of up to 20 people outdoors (or people from the same household) are permitted to participate in physical activity.

It is the responsibility of the Coach/training manager to make sure that no more than twenty (20) people are in a Group.

The training manager will be required to enforce these restrictions for KSB athletes and family/friends and where appropriate, advise individuals to leave the venue.

Where an individual refuse to leave a venue after being asked to do so, the training manager may:

- Terminate KSB training
- Report the matter/person to the KSB committee
- The KSB committee may report the situation to the Brimbank Council

Competition and/or organised events are not permitted. Training only!

5. 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 that

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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?

Toilet.

Members of KSB training at Keilor Park will be directed by the training manager to use one toilet only (the 'disabled' toilet). This toilet will be locked and access will only be available when requested via an external door.

All other toilets and access doors to the clubrooms will be kept locked.

CLUB equipment

All equipment that is used in a training session will be cleaned by a designated club representative before/after use. It is recommended that equipment is booked by individuals for use at specified times. The following process is recommended:

All equipment to be used in a training session is cleaned before and after use and stored in a safe and clean environment

The equipment is retrieved from storage by a nominated person and made ready for use by an individual

It will be the responsibility of the individual to collect and return the equipment

The equipment is to be cleaned before being issued out for the next booking.

The club will provide appropriate cleaning/disinfectant wipes in case an athlete needs to clean equipment during training.

HURDLES

Hurdles can be placed in groups of six (6) and one person from the club is to be designated to collect, move and return the hurdles at the end of the activity.

Only one person should move the hurdles on to and off the track as required.

Hurdles should be cleaned before the next use.

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HIGH JUMP

Only one (1) person can use high jump equipment at any given time. High Jump equipment includes uprights, mats, and high jump bars. Two people (a Coach/training manager and the high jumper) can change the height of the bar and replace the training/jumping bar after each attempt.

At the end of an individual's training, the high jump bags, uprights, and bars must be wiped cleaned before the next individual can use the equipment.

LONG JUMP/TRIPLE JUMP

Only one (1) person can use one jump pits at any given time. Jumps equipment includes measuring tapes, measuring spike, rakes, brooms, run up markers and pins. At the end of an individual's training, the sand in the pit must be 'turned over' using a shovel/spade so that the jumping area used is sufficiently aerated so that the pit can be sprayed with cleaning solution before use by the next jumper.

All equipment used in or around the jumps pit must be cleaned after use and returned as directed by the training manager.

Individual - Throws equipment (brought to and taken from the venue)

Make sure your equipment is cleaned prior to attending training and make sure no-one uses your equipment.

Keep disinfectant wipes in your bag in case you need to clean your equipment during training.

Make sure you are the only person that retrieves your equipment

5.1 No sports medicine staff are required for athletics training. Therefore no equipment.

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6. 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?

Toilet.

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All equipment that is used in a training session will be cleaned by a designated club representative before and after use. It is recommended that equipment is booked by individuals for use at specified times. The following process is recommended:

All equipment to be used in a training session is cleaned before and after use and stored in a safe and clean environment

- The equipment is retrieved from storage by a nominated person and made ready for use by an individual
- It will be the responsibility of the individual to collect and return the equipment
- The equipment is to be cleaned before being issued out for the next booking.
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Individual - Throws equipment (brought to and taken from the venue)

Make sure your equipment is cleaned prior to attending training and make sure no-one uses your equipment.

Keep disinfectant wipes in your bag in case you need to clean your equipment during training.

Make sure you are the only person that retrieves your equipment

5.1 No sports medicine staff are required for athletics training. Therefore no equipment.

7. Group/team activity

The Victorian Chief Health Officer's Directions currently limit gatherings to up to 20 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 20) in non-contact formats?

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Keilor Park Athletic Track is shared facility used by a number of clubs, organisations and individuals.

There will be no team activities, such as relays, being undertaken by KSB members in these training sessions

To comply with the limit on the size of gatherings at Keilor Park KSB will:

Co-ordinate with other user clubs and organisations so that where possible training is held

- on separate evenings
- at separate times (difficult because of no lights and early sunset)

Note: In winter months training at KP generally has low numbers attending.

If multiple clubs, organisations, individuals are present on the track at the same time the KSB training manager will co-ordinate with the other users to ensure compliance with distancing requirements and equipment and facilities use where reasonable and safe to do so.

8. Indoor physical recreation facilities (including gyms) (PLEASE NOTE THAT INDOOR SPORTING ACTIVITY REMAINS PROHIBITED)

Activities reintroduced to indoor stadiums, gyms, fitness centres or health clubs need to be done so in a cautious and methodical manner. The principles of physical distancing, personal hygiene measures, cleaning equipment and implementing the density ratio of one person per four square metres still apply.

For information and procedures on cleaning and disinfection requirements, visit the [Environmental cleaning and disinfection principles for COVID-19](#).

How will you control access to the facility to ensure separation of 20 people per enclosed space and up to 10 people per group/activity?

There will be no training sessions in enclosed space. All training will be undertaken outdoors.

Shared facilities

Members of KSB training at Keilor Park will be directed by the training manager to use one toilet (the 'disabled' toilet). This toilet is locked and access will only be available when requested by an athlete.

Access is via an external door.

All other toilets will remain locked.

The toilet will be inspected by the training manager before training

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commences and cleaned if necessary.

If the toilet is used during training it will be inspected and cleaned at the conclusion of training.

The equipment storage shed will be accessed by one person at the start of training to get any essential equipment out and ready for the athletes. The same person will clean and return equipment and close the storage shed.

Essential equipment may include:

- Hurdles
- Rakes, shovel – for long jumps
- Bar – for high jump

Non-essential or restricted equipment includes:

- Throwing implements (unless personally owned and used)
- Tape measures
- Weights & gym equipment
- All other equipment stored in the equipment shed

How will you monitor physical distancing of 1.5 metres between each person and the density ratio of one person per four square metres inside the facility?

Athletics training will be conducted in the open. There will be no activities within the clubrooms or storage shed.

What are the cleaning protocols and procedures for high contact areas and the ability for sanitisation between each contact?

Athletes and coaches will be encouraged to bring their own equipment for personal use where possible and the coach/athlete is responsible for cleaning such equipment and the supply of necessary cleaning equipment.

Equipment may include plastic cones, mini hurdles and stride ladders

Athletes and coaches will be encouraged to bring their own equipment for personal use where possible and are responsible for cleaning them as above.

9. Public Aquatic Centres (indoor and outdoor)

Swim centres or public aquatic centres must consider the possibility that coronavirus (COVID-19) might be transmitted through visitors or in the workplace. Owners, operators and swimming clubs must be prepared to respond appropriately, effectively and consistent with advice from health authorities. Life Saving Victoria is preparing tools and resources to guide businesses and facilities plan for a phased reopening of public pools. Visit lsv.com.au for further information. Check with your

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local council to find out if your swimming pool is open, the hours of operation and the processes your local council has in place to protect your health and safety.

How will you control access to the swimming pool and the centre to ensure 3 persons in each lane and 20 patrons per swimming pool is maintained?
Not applicable!
What education and communications for swimming clubs and recreational users will be available to support effective implementation of the records, cleaning and signage requirements?
Not applicable!
Have you consulted with Life Saving Victoria about specific guidance for the safe operation of swimming pools during the period of restrictions?
Not applicable!

10. Travel

Travel is allowed for permitted activities, including day trips and overnight stays in private residences, subject to private gathering restrictions. Overnight stays are permitted in tourist accommodation provided there is no use of communal facilities.

How can your return to play plan ensure travel is minimised and participants stay in the local neighbourhoods and towns?
Training is generally limited to around one (1) hour. KSB membership is generally limited to people who reside in the north western suburbs of Melbourne so extend travel to Keilor Park should not be an issue.

11. 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.

What measures are in place for high injury risk activities that may result in hospitalisation?
Training activities involving throwing implements may be conducted in the usual course of training. The KSB training manager shall advise all attendees at training if any individual is to undertake any of the throwing disciplines. Where venues have a designated and approved throwing cage for hammer and discus and shot-put areas, individuals must observe all rules and regulations for

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the use of these areas.

Where javelin is permitted individuals must observe all rules and regulations for this area.

12. Protocols

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

KSB will advise all club members by email of the following:

Every person attending the venue will be required to provide their Name, Address, email and contact phone number. If this is not supplied the athlete will not be permitted to train with the training group.

Athletes must not attend if prior training, they are unwell or have any of the following symptoms:

- high temperature
- sore throat
- shortness of breath
- fever; and/or
- cough

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

If the KSB training manager reasonably believes that an athlete has any of the symptoms above, he/she will be refused entry and asked to leave the premises immediately.

The training manager will:

- Provide the athletes details to the Department of Health for tracing purposes.
- Notify the club committee.

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

KSB will implement the following:

- Email to current membership database detailing the purpose of the RETURN TO PLAY policy and including the current restrictions with

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appropriate links for further and more detailed information including a link to the RETURN TO PLAY policy.

- Email the KSB return to play documentation to Keilor Little Athletics Club and its associated Proactive organisation.
- Email Brimbank Council the KSB RETURN TO PLAY policy.
- KSB WEBSITE - The RETURN TO PLAY policy will be uploaded to a dedicated section of the KSB website

CHANGES TO RESTRICTIONS

If the restrictions change then KSB will update this policy to reflect the changes. The updates will be resubmitted to council and distributed to members.

13. 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 remain safe for all participants.

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

KSB will implement the following:

- o Email to current membership database detailing the purpose of the RETURN TO PLAY policy and including the current restrictions with appropriate links for further and more detailed information including a link to the RETURN TO PLAY policy.
- o Email the KSB return to play documentation to Keilor Little Athletics Club and Proactive.
- o Email Brimbank Council the KSB RETURN TO PLAY policy.
- o KSB WEBSITE - The RETURN TO PLAY policy will be uploaded to a dedicated section of the KSB website

CHANGES TO RESTRICTIONS

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If the restrictions change then KSB will update this policy to reflect the changes. The updates will be resubmitted to council and distributed to members.