



Eastern Suburbs Hockey Club Inc



Checklists

Club and Association Governance

This checklist is for an Association Board or a Club Committee to complete to confirm their compliance with Government restrictions and to demonstrate their ability to provide a COVID Safe environment for their members.

Consideration	Action	Y/N	Action Required	Person Responsible
Access to information	1) Do you have all relevant facts about COVID-19 and return to sport requirements?	Y		Secretary
	2) Are you staying up-to-date? Check official information sources including: <ul style="list-style-type: none"> • Qld Government: Unite against COVID-19 Qld Health Advice Return to Play Guidelines • Hockey Queensland: https://hockeyqld.com.au/about-us/association-club-covid19-hub/ • Australian Government Department of Health: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert 	Y		Secretary
Governance	3) Is everyone clear who within your board/committee who will make and implement decisions on return to sport?	Y		Secretary
	4) Does everyone within your board/committee understand their role?	Y		Secretary
	5) Has your board/committee nominated an Association/Club COVID Safety Coordinator to oversee delivery of your return to sport plan?	Y		Secretary
	6) Does your committee need to amend fixtures, playing and training rules, sporting activities to ensure physical distancing? a. If yes have you done this? If no what needs to be done?	Y	Different timeslots allocated	Secretary

Financial	7) Does your board/committee know what your new safety/return to sport measures will cost?	N	Review of costing taking place	Treasurer
	8) Have you adjusted budgets as necessary for COVID-19 considerations?	N	Under review	Treasurer
	9) Have you communicated any financial changes (registration/usage/membership fees etc.) to your participants?	N	Review under way	Inc. Committee
Legal and compliance	10) Is your organisation across all relevant rules applicable to return to sport?	Y		Inc Committee
	11) Is there any necessary consents and approvals to resume sport? And if so have you received these?	?	Refers to HQ/BWHA	
	12) Has your organisation completed a COVID-19 Safety Plan ? Does it outline a staged return to training and competition activities?	N	Club is in the process of creating this Plan	Secretary
	13) Have you considered how it will respond to non-compliance with your return to hockey protocols?	Y		Inc Committee
Communications	14) Do you 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?	Y		Club media official, Secretary
	15) Have you prepared key communication to your members on return to play	Y	Under way	Club media official, Secretary

Return to Training

This checklist is for Clubs and Associations to prepare for a return to training under COVID-19 restrictions.

Consideration	Action	Y/N	Action Required	Person Responsible
Principles	1) Are your coaches and community leaders clear on the training protocols allowed under Stage 2 of the Qld restrictions , including: <ul style="list-style-type: none"> • The principle of “Get in, Train, Get Out”; • Maximum training group of 20, • Training must be strictly non-contact (e.g. no contested drills and penalty corner defencing/attacking or game based training, high fives, handshakes, spitting, nasal clearing etc.); • Physical distancing (>1.5 metres) and density (one participant per 4 square metres); • Limit the number of people who attend training to essential participants; and • No access to change rooms is permitted • Individuals to bring essential items only. 	Y	Education under way	Club COVID Coordinators, Club Divisional leaders, Inc Exec
	2) Have you documented in a COVID-19 Safety Plan the measures in place to manage training and competition activities?	Y		Secretary
Communication and Education	3) Have you communicated your return to training protocols to members, participants, coaches, volunteers and families?	Y	Education under way	Club COVID Coordinators, Club Divisional leaders, Inc Exec
	4) Have you encouraged all participants to subscribe to and use the Government's COVID Safe app?	Y	Under education	Club COVID Coordinators, Club Divisional leaders, Inc Exec
Attendance Records	5) Do you have an attendance register to be maintained for all training days, including venue entry and exit times and contact details?	Y		Club COVID Coordinators, Club Divisional leaders, Inc Exec
	6) Do you have a system to record, store and, if required, share data, subject to privacy law?	Y	Attendance records are store safely in a locked cupboard with limited access to records	Club COVID Coordinators, Club Divisional leaders, Inc Exec

Equipment	7) Are participants encouraged to bring their own water bottles, towels and other personal equipment to avoid sharing equipment where possible?	Y	Under education	Club COVID Coordinators, Club Divisional leaders, Inc Exec
	8) Have you considered established protocols for rotating or sanitising shared equipment?	Y	Coaches will have the responsibility to cleanse all training tools. All teams have own training tools. No shared tools	Club COVID Coordinators, Club Divisional leaders, Inc Exec
Facility	9) Have you consulted with the training facility on their procedures and requirements for training?	Y		Club COVID Coordinators, Club Divisional leaders, Inc Exec

Hygiene

This checklist is for Venue Operators, Clubs and Associations to confirm they comply with COVID-19 Hygiene requirements.

Consideration	Action	Y/N	Action Required	Person Responsible
Personal infection control	2) Has your organisation communicated to your staff, members and participants about personal infection control – including that they should stay home if they have: <ul style="list-style-type: none"> Any cold or flu symptoms; Been in direct contact with a known case of COVID-19 in the previous 14 days; Travelled internationally in the previous 14 days; or A high risk from a health perspective, including the elderly and those with pre-existing medical health conditions? 	Y	Under Education	Club COVID Coordinators, Club Divisional leaders, Inc Exec
	3) Will your organisation provide advice to participants, coaches, match officials, staff, volunteers and families on personal hygiene such as: <ul style="list-style-type: none"> Regular and thorough hand washing; Encouraging the carrying and use of hand sanitiser; Covering a sneeze or cough with an elbow or a tissue rather than hands; Providing bins and encouraging used tissues to be disposed in the bin straight away; Avoiding close contact with people who are unwell; No touching of eyes, nose or mouth; 	Y	Under Education	Club COVID Coordinators, Club Divisional leaders, Inc Exec

	<ul style="list-style-type: none"> No spitting or clearing nasal/respiratory secretions on field of play or in other sport settings; and Limiting contact with other participants – avoid handshakes, high fives, huddles and celebrations? 			
Sanitisation	4) Has your organisation established compulsory hygiene protocols such as hand hygiene?	Y	Hand sanitisers will be placed at all field entries and toilets	Secretary
	5) Does your organisation provide sanitisation stations during training sessions and hand sanitiser in prominent places at facilities, including entry and exit points?	Y	On entry	Secretary
	6) Has your organisation provided education or clear guidance on your hygiene protocols to members, participants, coaches, staff, volunteers and families?	Y	Under education	Club COVID Coordinators, Club Divisional leaders, Inc Exec
	7) Can members, participants, coaches, staff, volunteers and families wash or sanitise their hands regularly?	Y		Club COVID Coordinators, Club Divisional leaders, Inc Exec
	8) Does your organisation have adequate supplies of cleaning and sanitation products?	Y		Secretary
	9) Will your organisation display posters within your facilities to provide regular guidance on hygiene e.g., https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources ?	Y	Signs purchased	Secretary
	10) Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure personal and facility hygiene can be maintained?	Y	Refer Club documents	Secretary
Cleaning	11) Does your organisation have a regular and thorough cleaning schedule to disinfect all common areas?	Y	As per the Return to play guidelines	Club COVID Coordinators,

				Club Divisional leaders, Inc Exec
	12) Has your organisation established cleaning protocols to ensure high touch surfaces are frequently wiped down with appropriate disinfectant wipes or soap?	Y		Club COVID Coordinators, Club Divisional leaders, Inc Exec
	13) Does your organisation have adequate waste management protocols?	Y		Inc
	14) Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure effective cleaning of equipment and facilities occurs?	Y		Inc
PPE	15) Does your organisation have an adequate supply of personal protective equipment (disposable facemasks, gloves etc.) if first aid is required?	Y		Secretary