

# 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

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

- 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 template

### Organisation details

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

**Altona Magic Soccer Club**

1-15 Mills St, Altona North VIC

Sporting organisation – Soccer/Football Club

ABN: 92 543 375 265

**Contact:** President

Igor Georgievski – 0408 052 657

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

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?

- Shower at home before and after training.
- Not share drink bottles and clearly label their own bottle.
- Take their training bib or any other items worn/used during training, home to wash individually.
- Carry hand sanitiser in order to enable good personal hygiene.
- Cover mouth and nose with a tissue or your elbow (not your hands) when you cough or sneeze and place tissues directly in bins.
- Avoid touching eyes, nose or mouth if your hands are not clean.
- Avoid the use of public toilets, however if necessary, ensure hands are washed thoroughly.
- Limit access/crowding in toilets
- Not share pens or clip boards (coaches)
- Regular and thorough hand washing is promoted via prominent signage (including at entry and exit points – to be marked as such) around the venue.
- **Hand sanitiser dispensers are provided in prominent places around the venue (including entry and exit points) and are regularly refilled**

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

- All surfaces, equipment and objects (including around entry points) are wiped down after each training session with appropriate anti-bacterial / disinfectant wipes or soap, particularly those frequently touched – this includes door handles, light switches, phones, remote controls, pitch entry points and any other high touch areas as well as all equipment including balls.
- Prominent signage (including at entry and exit points to be marked as such) around the venue instructing people when not to attend training.
- Hand sanitiser dispensers are provided in prominent places around the venue (including entry and exit points) and are regularly refilled
- Soap dispensers in toilets are regularly refilled
- Bins are provided around the venue and regularly emptied
- Toilet facilities are regularly cleaned with disinfectant

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

- advice on cleaning is available from the Department of Health and Human Services
- Prominent signage that not more than 2 people are permitted per toilet facility at any one time.

## 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?

- If any player presents to training with COVID-like symptoms, they must be immediately isolated and sent home as soon as possible / COVID TEST upon club request.
- Physical distancing to be promoted where possible outside of training fields.
- Training zones outlined clearly.
- Training zones must be clearly marked and participants and parents/guardians must be notified that they are not to move into any other zone during training.
- Sharing of equipment must be minimised.
- No use of shared equipment that touches the head or face or cannot be effectively cleaned i.e. soft materials or clothing.
- Parents or other people are required to keep a reasonable distance – outside of sports fields.
- Regular breaks are to be provided for the purpose of rehydrating and hand sanitising.
- All normal safety protocols apply – including Child Safety requirements (WWCC).

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

## 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?

- Entry may be refused to any person who attends training who is known in the last 14 days to have (or had) symptoms, contact with a known/suspected case, or be at high risk.
- An accurate record of all attendees (including parents/carers) for the purposes of contact tracing must be kept, including full name, phone number, date and time of attendance. (QR CODE displayed at club in various locations)
- A gap of no less than 10 minutes in between scheduled training sessions to avoid congregation.
- Staggered training start times to minimise risk of congregation.
- Parents or other people are required to keep a reasonable distances when at the venue.
- Wear a facemask if required (as per state recommendations).
- Players are to leave the venue in a staged approach, with sessions concluding.
- Any access to equipment storage areas limited to one person. (coach/team manager/club official)

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

## 4. Spectators/gatherings

The Stay at Home Directions currently limit gatherings to groups of 10 people to reduce the risk of people spreading coronavirus (COVID-19). 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?

- **All visitors must register QR CODE which is located in various positions at the club - as per State Government requirements**
- Paper register for patrons without a smartphone or are unable to register near social club.
- State Government Public gathering limitation apply at all times.
- Non-essential persons must not enter the field of play.
- Parents/carers are advised to stay in their vehicles, or socially distance if outside (parent supervision of children). Physical distancing where possible and based on Government requirements.
- State Government indoor and outdoor gathering capacity levels apply (based on Government changes and advice at that time\*)
- If any player presents to training with COVID-like symptoms, they must be immediately isolated and sent home as soon as possible.

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

## 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?

- All surfaces, equipment and objects (including around entry points) are wiped down after each training session with appropriate anti-bacterial /disinfectant wipes or soap, particularly those frequently touched – this includes door handles, light switches, phones, remote controls, pitch entry points and any other high touch areas as well as all equipment including balls
- Regular and thorough hand washing is promoted via prominent signage (including at entry and exit points – to be marked as such) around the venue.
- Frequent environmental cleaning and disinfection.
- Use of own equipment where possible and minimise sharing of equipment.
- Coach to disinfect all equipment used before and after each session.
- Regular breaks to practice hygiene.
- Players are to take their bibs home, and wash themselves where possible.
- **No** sharing of water bottles. Each player to supply their own water bottle.
- Any access to equipment storage areas limited to one person. (coach/team manager/club official)
- Do not touch other individual's belongings.
- Hand hygiene to be promoted and practiced.

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

**Yes/No**

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

## 6. Group/team activity

Restricted Activity Directions and Stay at Home Directions currently limit gatherings to up to 10 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 10) in non-contact formats?

- Activity must be in line with **current** Government laws and advice - e.g. no tackling, no handshakes, high fives or similar.
- If any player presents to training with COVID-like symptoms, they must be immediately isolated and sent home as soon as possible.
- Player groups of no more than a 'team' plus a coach or the minimum number of support staff reasonably required to run the activity.
- Training zones must be a minimum of 45m by 45m (being half the FIFA standard full-size pitch).
- Training zones must be clearly marked and participants and parents/guardians must be notified that they are not to move into any other zone during training.
- Sharing of equipment must be minimised.
- No use of shared equipment that touches the head or face or cannot be effectively cleaned i.e. soft materials or clothing.
- Parents or other people are required to keep a reasonable distance away from the field of play/training.

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



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

## 7. Indoor facilities

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

- Limit seating under pavilion area (signage to support this).
- Current ratios apply to enter club room facilities.
- Outdoor toilet facility to be used (two persons at a time, signage to support this).
- Toilets/showers to be regularly cleaned, disinfected and topped up with hand wash. (Individuals must practice hygiene practices at all times).
- Limited access to changing rooms.
- Hand sanitiser dispensers are provided in prominent places around the venue (including entry and exit points) and are regularly refilled.
- Toilet facilities are regularly cleaned with disinfectant.
- Soap dispensers in toilets are regularly refilled.
- Bins are provided around the venue and regularly emptied.

**Our COVID-Safe Plan covers all facilities at Paisley Park Soccer Complex and Clements Reserve. (June 2021 Update)**

## 8. Travel

To prevent the spread of coronavirus (COVID-19), the Stay at Home Direction restricts travel to participate in sport and recreation activities to day trips only.

How can your return to play plan ensure travel is minimised and participants stay in the local neighbourhoods and towns?

- Club players and all affiliated are advised to keep records of their known movements, and to follow all current sign in processes.

### 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.

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

- Activities will be designed to avoid the risk of physical injury.

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

## 9. Protocols

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

- Observations by coaches/team managers and other relevant staff

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)?

- If players show any signs or symptoms they are to be sent home – the club is to monitor individuals by keeping regular contact and,
- COVID-19 testing if required – results to be sent to club officials.
- An individual will be deemed to have contracted COVID-19, will need to isolate according to state laws, as well as await a negative result to be considered safe to return.
- All in close contact with deemed unsafe players are required to test for COVID-19 and follow same process as above. (tracing to take place)
- Club to notify DHHS or relevant case of COVID and other relevant information.
- Attendance sheets to be accurate and up to date.

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

- All club communications in relation to Return to Play processes and guidelines to be explained to coaches, team managers, committee members, volunteers, and other relevant stakeholders in a detailed meeting (while observing social distancing laws). In addition, a copy to be provided to all.
  - All relevant staff, volunteers to be briefed and educated on the implementation process of the Return to Play Plan.
  - Responsibilities and expectations of staff to be documented and released accordingly.
- Club officials to answer all queries that may be raised. – seek feedback from government/governing body if required.

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

## 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.

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

- Documentation of Return to Play Plan to be linked on club website.
- All relevant documentation will be shared on all social platforms (Facebook, Twitter, and Instagram) where possible with appropriate links.
- All members directly affected and visiting the facility to receive a copy of the guidelines and Return to Play Plan and FV guidelines (coaches, team managers, medical staff, volunteers)
- Players and families to receive a copy of Return to Play Plan and FV guidelines.
- Appropriate signage at training/match facility, including voice over announcements where possible on larger match days.
- QR CODE – visible from entry point and various locations.

**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?**

### Coaching staff/club representative

- Club to caution coach for minimal breach.
- Club to sanction coach for major breach – stand down for period of time (investigate)
- For serious violation the club is to reconsider the coaching position.

### Player

- Club to caution player for minimal breach.
- Club to stand down – tell player to not attend required amount of sessions for major breach (investigation)
- For serious breach, the club is to reconsider the player's position at the club.

### Other member/parent/carer/patron

- Club to caution individual for minimal breach.
- For serious violation the club is to ban the individual for a period of time

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

- All breaches to be documented by AMSC.
- All matters to be determined separately on case-by-case basis.
- **AMSC Executive Committee will reserve the right to make all final and binding decisions in line with relevant club processes. Decisions will not be negotiable.**

## QR CODE FOR VISITORS TO ALTONA MAGIC SOCCER CLUB



**Altona Magic Soccer Club**  
1-15 Mills St ALTONA NORTH  
Altona Magic Soccer Club



**Location code RXW 4TR**