

COVID-19 Return to Sport Checklist

CHECKLIST FOR LOCAL SPORT ASSOCIATIONS/LEAGUES/CLUBS

This Vicsport framework document sets out a range of essential business and operational actions we recommend your Local Association/League/Club undertake when considering your return to sport following the COVID-19 pandemic. It should be considered in conjunction with the *Victorian Community Sport and Recreation Organisations Guidance and Return to Play Template*.

The actions in this document, developed in consultation with Sport and Recreation Victoria, health experts and Victorian sport organisations, should not be taken as legal or financial advice. The information is of a general nature. If required, you should seek your own legal and financial advice when finalising your organisational return to sport strategy.

You should also remain in close contact with your stakeholders while preparing for, and during, your return to sport. These stakeholders – including your administrative staff, officers, members, volunteers and other key stakeholders such as state/local government and sponsor contacts – will be seeking guidance from you on your return to sport plans.

Keep up to date with, and ensure you rely on, official COVID-19 information. Avoid relying on hearsay or rumour:

Agency	Online resource
Australian Government Department of Health	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
Australian Institute of Sport	https://ais.gov.au/health-wellbeing/covid-19
Australian Health Protection Principal Committee (AHPCC)	https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc
Victorian Government Department of Health and Human Services	https://www.dhhs.vic.gov.au/state-emergency
VicHealth	https://www.vichealth.vic.gov.au/
Vicsport	https://vicsport.com.au/
Local Government Victoria	https://www.localgovernment.vic.gov.au/
Other key regulators – e.g., Worksafe Victoria	https://www.worksafe.vic.gov.au/

1. Strategic Planning	
(a) Conduct a general review of how your organisation operates. Adjust plans and strategy based on changes to your finances and operational needs. When planning, ensure your assumptions are realistic and robust. Ensure they can be easily adapted as conditions change.	<input type="checkbox"/>
(b) Your, League or Association may have to change their season plan. Document multiple ways that your organisation will manage this. (considering eased or tightened Victorian government restricted activity directions and Department of Health advice)	<input type="checkbox"/>
(c) Consider alternative participation formats or rule changes to align with adjusted season dates or changes to COVID-19 health restrictions	<input type="checkbox"/>

(d) Put together a plan for how your organisation will engage with your members (and prospective members) in the current climate and moving forward. Review membership costs based on changes in season length or season cancellation. Consider member concessions for those impacted by financial hardship.	<input type="checkbox"/>
(e) Contact your sponsors and see how they are going. Is there a need to review the arrangement? Discuss different ways to provide them with value, are they open to utilising funds already provided for a different use?	<input type="checkbox"/>
(f) Have you applied for grants that may be available during this time?	<input type="checkbox"/>

2. Financial Planning	
(a) Review your budget and revise forecasts based on likely changes in revenue and expenditures (e.g., member fee refunds/reductions, changes in sponsorship, loss of social functions, fundraising etc)	<input type="checkbox"/>
(b) Update financial records and follow up those who currently owe your organisation money. Be flexible where possible and consider options like negotiating payment plans.	<input type="checkbox"/>
(c) Renegotiate supply costs and other expenses where possible (e.g., insurance premiums, lease costs, venue hire fees, bank payments, refund of liquor licence fees already paid for 2020)	<input type="checkbox"/>
(d) Have you applied for all available funding support, such as JobKeeper, cash flow support?	<input type="checkbox"/>
(e) Have you applied for grants that may be available during this time?	<input type="checkbox"/>
(f) Make sure your organisation is still financially viable. Do you have enough money to pay your bills? Obtain legal and financial advice if you have concerns.	<input type="checkbox"/>

3. Compliance	
(a) Have you reviewed your constitution and related legal requirements to make your organisation is conducting Annual General Meetings, Club Meetingsline with applicable rules?	<input type="checkbox"/>
(b) Check that no licences or leases need to be updated or renewed– e.g., liquor licensing/Responsible Serving of Alcohol, child safe standards and working with children requirements.	<input type="checkbox"/>
(c) Review committee policies to ensure they are current and still fit for purpose	<input type="checkbox"/>
(d) Ensure all financial reporting requirements are met. Has the annual financial statement been lodged with Consumer Affairs Victoria? If there are any paid staff for the organisation reports for GST purposes ensurePAYG and superannuation for staff, BAS payments and payroll requirements for JobKeeper payments are up to date.	<input type="checkbox"/>
(e) Ensure your Return to Sport protocols are in line with your State Association,do not contravene Commonwealth or State legal requirements and align with the Victorian Community Sport and Recreation Organisations Guidance and Return to Play Template.	<input type="checkbox"/>

4. Stakeholders	
(a) Have you been in regular contact with members/participants and provided them with information updates and details of any other ongoing member benefits??	<input type="checkbox"/>
(b) Have you received relevant information from your State Association on Return to Sport plans and communicated those to members/participants?	<input type="checkbox"/>
(c) Have you had regular contact with your staff(if any) and volunteers including coaches, officials, sports trainers, team managers etc.?	<input type="checkbox"/>
(d) Have you identified your key contacts within your State Association or League, other clubs, especially clubs that are your co-tenants. Ensure you communicate with them regularly and share relevant information.	<input type="checkbox"/>
(e) Keep in regular contact with your local government authority (LGA) and provide regular updates around your Return to Sport plan.	<input type="checkbox"/>
(f) Speak with your sponsors about how you can support them and provide value wherever possible.	<input type="checkbox"/>

5. Health and Safety	
(a) Ensure the resumption of your sporting activities in Victoria occurs only when allowed by federal/state public health and restricted activity laws	<input type="checkbox"/>
(b) Understand your State or National bodies risk management strategy around the further suspension of your sport (e.g., due to localised outbreak of infection at a local sporting club or a positive test at your club).	<input type="checkbox"/>
(c) Ensure that you have access to a Game Day Checklist updated for COVID-19 considerations and it is followed to manage game day operations. Contact your State, association or league if you do not.	<input type="checkbox"/>
<p>(d) Implement infection control and hygiene measures developed by your State or National body which might include:</p> <ul style="list-style-type: none"> • Health/medical clearances for participants to resume training/playing • Waivers/declarations of fitness to play • At venue temperature screening, swab testing, recommended use of COVID Safe mobile app • Cleaning and physical distancing protocols • Plan for management of high-risk groups and symptomatic participants • Equipment safety and hygiene protocols • Specific requirements for coaches, trainers and officials <p>Refer to the Victorian Community Sport and Recreation Organisations Guidance and Return to Play Template and your SSA for specific guidance.</p>	<input type="checkbox"/>
(e) The COVID-19 period is stressful and affecting individuals mental health. Do you know how to gain access to mental health support for participants, staff and volunteers? Speak with your State Association or league if you require assistance.	<input type="checkbox"/>

6. Risk Management	
(a) Confirm that your insurance policies are up-to-date for the new environment – ensure all relevant consents are obtained, clarify what is covered and any exclusions caused by COVID-19	<input type="checkbox"/>
(b) Ensure your organisation has undertaken (or updated) a review of risks it may face due to COVID-19. Documented these risks and how your organisation will address them in a Risk Register. Your organisational Risk Management Policy should also be reviewed or developed if you do not have one.	<input type="checkbox"/>
(c) Has your organisation considered what it will do in a crisis management situation? Put a plan in place and work through it, reviewing and testing where possible. How will your organisation continue to operate?	<input type="checkbox"/>
(d)	<input type="checkbox"/>

7. Human Resources	
(a) Support your volunteers as you return to your sport. Provide an induction on safe COVID-19 practices	<input type="checkbox"/>
(b) Check that required training certification is current, including sports trainer certification and coaching accreditation etc.	<input type="checkbox"/>
(c) Ensure your staff or volunteer working conditions do not contravene Commonwealth or State legal requirements	<input type="checkbox"/>
(d) Get your volunteers involved by working together to determine and agree on how things will be done, especially any new ways of working, for e.g. on-line meetings.	<input type="checkbox"/>

8. Facilities	
(a) Ensure facilities continue to comply with health and safety legal requirements	<input type="checkbox"/>
(b) Check facility availability. Speak with others who share your facility and the facility manager to help manage season creep (if applicable) and, for winter sports, any potential cross over with summer sport.	<input type="checkbox"/>
(c) Double-check any venue bookings required for events	<input type="checkbox"/>
(d) Engage with landlord/local council to ensure venue availability and any potential for reduction in lease, rental or booking fees	<input type="checkbox"/>
(e) Implement any modifications required (as determined by your State or National body in consultation with medical experts) to club management practices including: <ul style="list-style-type: none"> • Restrictions on the use of facilities such as clubrooms, canteens, toilets or changerooms • Assessment of dimensions of club facilities and implementation of physical distancing measures within those spaces (e.g., limits on number of persons in a space at any one time) 	<input type="checkbox"/>

If you have any general questions regarding return to sport, contact your State Association or Vicsport on (03) 9698 8100 or lisah@vicsport.com.au.