

# COVID-19 SAFETY PLAN

BALLINA HOCKEY & SPORTS COMPLEX

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Association/Club/Venue	FNC/Ballina Hockey Club/Ballina Hockey & Sports Complex
Ground Location (if applicable)	Bentinck St, Ballina NSW
Club Facility Location (if applicable)	As above
Association/Club President/Venue Contact	Tony Meldrum
Contact Email	<a href="mailto:president@ballinahockey.org.au">president@ballinahockey.org.au</a>
Contact Mobile Number	0421 612 991
Version	1 - For Level B step 1
Effective Date	01/07/2020

THE BALLINA HOCKEY CLUB is responsible for this document.

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## INTRODUCTION

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by the Ballina Hockey Club to support the FNCHA's and Ballina Hockey Club's members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the Ballina Hockey & Sports Complex and any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at the Ballina Hockey & Sports Complex.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (Hockey operations); and
- b. facility management and supporting operations (facility operations).

The Plan is subject at all times to all regulations, guidelines and directions of government and public health authorities.

## KEY PRINCIPLES

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**). It also complies with the [NSW Government Public Health Order](#)

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is our number one priority
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on the Ballina Hockey Club's return to Hockey plans
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19
- Training cannot resume until the arrangements for Hockey operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to Hockey process the Ballina Hockey & Sports Complex must consider and apply all applicable local restrictions and regulations. The Ballina Hockey Club needs to be prepared for any localised outbreak at its facilities, within competitions or in the local community.

## RESPONSIBILITIES UNDER THIS PLAN

The FNCHA retains the overall responsibility for the effective management and implementation of the return to Hockey activities and operations outlined in this Plan.

The Executive Committee of The Ballina Hockey Club is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required and ensuring it reflects up to date information from government and public health officials.

The Executive Committee has appointed the following person as the Ballina Hockey Club's COVID Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

<b>NAME</b>	Tony Meldrum
<b>CONTACT NUMBER</b>	0421 612 991
<b>EMAIL</b>	<a href="mailto:president@ballinahockey.org.au">president@ballinahockey.org.au</a>

The Ballina Hockey Club expects all of its members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time
- Understand and act in accordance with this Plan as amended from time to time
- Comply with any testing and precautionary measures implemented by FNCHA and the Ballina Hockey Club.
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

## **RETURN TO HOCKEY ARRANGEMENTS**

The Plan outlines specific requirements that THE Ballina Hockey & Sports Complex will implement for Level B and Level C of the AIS Framework.

The Ballina Hockey & Sports Complex will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

### **AIS Framework Arrangements**

The protocols for conducting Hockey operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

### **Roadmap to a COVIDSafe Australia**

The Ballina Hockey & Sports Complex will also comply with the Australian government's [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

<b>AIS Activities</b>	<b>Level A:</b> Training in no more than pairs. Physical distancing required	<b>Level B:</b> Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required		<b>Level C:</b> Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed	
	<b>Roadmap Activities</b>	N/A	<b>Step 1:</b> No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework	<b>Step 2:</b> Indoor/outdoor sport up to 20 people. Physical distancing (density 4m <sup>2</sup> )	<b>Step 3:</b> Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.

## RECOVERY

When public health officials determine that the outbreak has ended in the local community, the Ballina Hockey Club will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. The Ballina Hockey Club will also consider which protocols can remain to optimise good public and participant health.

At this time the Executive Committee of the Ballina Hockey Club will consult with key stakeholders to review the delivery of its return to Hockey arrangements and use feedback to improve organisational plans and systems.

## APPENDIX: OUTLINE OF RETURN TO HOCKEY ARRANGEMENTS

### ASSOCIATION OR CLUBS WHO RUN A VENUE

#### Organisational & Operational Considerations

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [ ✓ ]
Approvals	<p><b>The Association/Club must obtain the following approvals to allow a return to training at Level B:</b></p> <ul style="list-style-type: none"> <li>• NSW Government Public Health Order permits a return to Sporting Complexes.</li> <li>• Local government/venue owner approval to training at venue, if required</li> <li>• Hockey NSW approval to return to training based on the submission of the COVID-19 Safety Plan</li> <li>• Venue committee has approved return to training for Club where applicable</li> <li>• Insurance arrangements confirmed to cover training i.e. registered participants only</li> </ul>	
Association/Club responsibilities	<p><b>The Ballina Hockey Club will oversee:</b></p> <ul style="list-style-type: none"> <li>• Provision and conduct of hygiene protocols as per the Plan. <b>YES</b></li> <li>• The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. <b>YES</b></li> <li>• Coordination of Level B field and training operations. <b>YES</b></li> <li>• Operation of the facilities in support of all Level B training activities in accordance with this Plan. <b>YES</b></li> </ul>	
Employees & volunteers	<p><b>The Ballina Hockey Club will:</b></p> <ul style="list-style-type: none"> <li>• Ensure you operate COVID-19 safe workplaces and educate volunteers and staff on safe work practices. Facilitate COVID-19 education for volunteers and administrators in community sport on COVID-19 transmission control, see, e.g., <a href="https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus/pandemic-plan-advice">https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus/pandemic-plan-advice</a>. <b>YES</b></li> <li>• Ensure employees and volunteers need to stay home when sick or when caring for a sick family member. <b>YES</b></li> </ul>	
Facilities	<p><b>Association/Club to detail specifics of how facilities will operate. These should cover, but aren't limited to:</b></p> <ul style="list-style-type: none"> <li>• What parts of facilities are available during Level B restrictions; limit to toilets and medical facilities and minimise use of communal facilities?</li> </ul>	

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [ ✓ ]
	<p>The Clubhouse and disabled toilets within the clubhouse will remain closed. Access to the control room and medical facilities within the control room will be restricted to authorised persons and restricted to one person at a time within that room.</p> <ul style="list-style-type: none"> <li>• What are the hygiene and cleaning protocols, including the process/procedure that is being implemented to minimise the risk of transmission?</li> </ul> <p>All club members will be requested to ensure they have showered prior to training and encouraged to use the hand sanitiser that will be made available.</p> <p>Hand sanitisers will be placed at the entry to the complex and outside both toilet entrances. Disinfectant wipes will be provided at points of entry to and from the turf and also outside both toilet entrances. The structure around the entry to the turf and the toilets will be wiped and sprayed to sanitise at the start of a training session and at the end of each training session.</p> <ul style="list-style-type: none"> <li>• What physical distancing protocols to be used within shared facility spaces (e.g., bar/canteen, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and clubrooms), clearly demonstrate these protocols through marking tape and/or signage and encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.</li> </ul> <p>During the period Level B Step 1 suitable markers will be affixed to all affected floors to indicate required people separation. This will only apply to the points of entry whilst members entering the complex are signing in, in the multiple use toilets and at the points of entry to the pitches. All other areas will not be impacted at this stage.</p> <ul style="list-style-type: none"> <li>• Consideration of whether to permit bar/canteen operations – if so: <ul style="list-style-type: none"> <li>○ Implement queuing requirements to maintain physical distancing</li> <li>○ Ensure appropriate food/beverage and cash handling arrangements</li> <li>○ Implement low/lower risk menu options (i.e., those requiring less direct food handling/contact); and</li> <li>○ Implement hygiene measures including hand sanitiser at point of sale, gloves and facemasks for bar/canteen volunteers and consider the use of protective physical barriers/shields.</li> </ul> </li> </ul> <p>During the period Level B Step 1, our bar and canteen will not be operating and will not be part of this plan.</p> <ul style="list-style-type: none"> <li>• Determine if water fountains can be used – if so, ensure users are aware of appropriate usage protocols.</li> </ul> <p>There are no water fountains within the complex. Members will be asked to bring their own water bottles and to not drink directly from the taps within the dugouts. Gloves can be provided if anyone wishes to use them to turn on the taps.</p> <ul style="list-style-type: none"> <li>• Where will the appropriate health and safety equipment, personal protective equipment (PPE) and personal hygiene cleaning solutions be stored? How will stock be monitored?</li> </ul> <p>Volunteers on the attendance registration station will be provided surgical gloves and face masks.</p>	

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [ ✓ ]
	Gloves, Face Masks and Hand sanitisers will be stored within the control room and the Complex Manager will monitor stock and replace as necessary .	
	<b>Comment:</b>	
Facility access	<p><b>The Ballina Hockey &amp; Sports Complex to detail specifics of facility access protocols. These should cover, but aren't limited to:</b></p> <ul style="list-style-type: none"> <li>• What are the details of any health screening measures (e.g., temperature checks etc.) prior to entry to any facilities?  <p><b>All members will be advised by the club via emails, website and Facebook posts to not train or attend the complex area if they are feeling sick or have a temperature.</b></p> <p><b>We will promote a safety culture at our facility that encourages patrons to take responsibility for their health and for those who may be more vulnerable. At this stage we are not planning temperature checks as it puts at risk the person taking the temperature. It may also mean that people who are feeling unwell could consider that if they pass the temperature test it is acceptable for them to enter the field. Therefore a visual and verbal assessment is expected of all entering the centre.</b></p> </li> <li>• What are your protocols to limit excess to the facility of anyone who has: <ul style="list-style-type: none"> <li>○ COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days</li> <li>○ Flu-like symptoms or who is a high health risk (e.g., due to age or pre-existing health conditions)</li> <li>○ Travelled internationally in the previous 14 days?</li> </ul> <p><b>All members will be advised by the club via emails, website and Facebook posts to not train or attend the complex area if any of the above points is applicable to them.</b></p> <p><b>Furthermore, each person entering the facility must read and sign a scripted sheet which will capture the three situations identified. Individuals who align with the three situations will not be granted access.</b></p> </li> <li>• Who may attend the facilities e.g. only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; gathering numbers should not exceed government allowances. (1<sup>st</sup> stage maximum 10 people per half pitch)?  <p><b>All members will be advised by the club via emails, website and Facebook posts to not have more than one parent/carer in attendance with their child/ward within the complex.</b></p> <p><b>Our goal is to minimise attendance at the centre during trainings and parents/carers will be requested to not attend the centre if possible and to preferably wait in the car park area for their children while they train.</b></p> </li> <li>• How will you encourage any spectators that they must observe physical distancing requirements (&gt;1.5 metres)?  <p><b>Our Duty Officer will ensure that these requirements are observed.</b></p> </li> </ul>	

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [ ✓ ]
	<ul style="list-style-type: none"> <li>How will the Attendance Registers to be implemented and maintained? The club intends to appoint volunteers each afternoon/evening that training is scheduled and that volunteer is responsible for asking attendees the various questions required and to complete an attendance register of those who enter the facility.</li> </ul>	
	<b>Comment:</b>	
Physical distancing	<p><b>The Ballina Hockey &amp; Sports Complex to:</b></p> <ol style="list-style-type: none"> <li>Develop and implement physical distancing requirements at your venue and activities, including:           <ol style="list-style-type: none"> <li>On-field protocols to maintain a distance of at least 1.5 metres where practical, such as avoiding team huddles, handshakes and high fives, no sharing of headsets or computer screens/iPads when sitting on the side lines. <b>All members will be advised by the club via emails, website and Facebook posts to avoid shaking hands, giving high fives (and low fives), and sharing facemasks. Players on sidelines will be reminded by coaches and the duty officer to keep the required distances from each other.</b>  <b>Coaches will be the only person able to place and collect markers on the field.</b></li> <li>Specific restrictions on contested training drills during Level B of the AIS Framework.  <b>Club coaches will be encouraged to initiate drills with less focus on close marking and contested drills. Our Club President will attend the upcoming HNSW Coaches forum to receive information with regard to modified training drills and then educate club coaches.</b></li> </ol> </li> </ol>	
	<b>Comment:</b>	
Hygiene	<p><b>The Ballina Hockey &amp; Sports Complex to detail specifics of hygiene protocols to support training. These should cover, but aren't limited to:</b></p> <ul style="list-style-type: none"> <li>Promoting regular and thorough hand washing by employees, volunteers and participants and providing relevant guidance by displaying posters: <a href="https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources">https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</a> <b>YES</b></li> <li>What will be the guidelines for sanitisation and cleaning, including requirements for sanitisation stations?  <b>Utilising the campaign resources we will follow the recommended sanitisation and cleaning guidelines. Sanitising stations will be provided and regular cleaning of toilet facilities will occur.</b></li> <li>What are the guidelines for sanitisation and cleaning of facilities?  <b>Toilets are to be cleaned weekly by our contracted cleaner and dugout seats are to be wiped over by coaches prior to the departure of the area each time it is used.</b></li> <li>Will safe hygiene protocols be adopted, including:</li> </ul>	

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [ ✓ ]
	<ul style="list-style-type: none"> <li>○ Availability of hand sanitiser at entry/exit points to venue and elsewhere</li> <li>○ Protocols for sanitising stations, sanitising shared equipment, uniforms</li> <li>○ Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces</li> <li>○ Displaying posters outlining relevant personal hygiene guidance</li> <li>○ Avoiding shared use of equipment</li> <li>○ Provide suitable rubbish bins with regular waste disposal?</li> </ul> <p><b>YES</b></p> <ul style="list-style-type: none"> <li>● Will safe hygiene protocols be distributed to members, either directly or via Clubs?</li> </ul> <p><b>YES</b></p>	
	<p><b>Comment:</b></p>	
Personal health	<p><b>The Ballina Hockey &amp; Sports Complex to detail specifics of personal health protocols. These should cover:</b></p> <ul style="list-style-type: none"> <li>● What measures has the Ballina Hockey &amp; Sports Complex taken to ensure that all members are aware of the personal hygiene controls they must take before, during and post training? <b>All members will be advised by the club via emails, website and Facebook posts to encourage them to shower prior to training, wash their hands regularly during training and to shower after training.</b></li> <li>● Washing of hands during, after training and use of hand sanitiser where available. <b>As above</b></li> <li>● Will there be advice to players, coaches, volunteers and spectators to not attend if unwell i.e. any symptoms of cold and flu?</li> </ul> <p><b>YES</b></p>	
	<p><b>Comment:</b></p>	
Training processes	<p><b>The Ballina Hockey &amp; Sports Complex to detail specifics of training processes.</b></p> <ul style="list-style-type: none"> <li>● Provide scheduling details of training sessions, including number of groups, length of sessions and time between sessions to reduce overlap. <b>The executive will consult with team coaches and prepare a schedule of available training times for each team. These sessions will be available weekdays from 4.45-5.15pm, 6-7pm and from 7.15-8.15pm. This allows a 15 minute window for teams to enter and exit the facility and reduce possible interaction. Saturday and Sunday training sessions are also available at our facility. Coaches will also promote the exiting of the turf via the gate on the field and not through the dugouts to also reduce interaction.</b></li> <li>● How will the training Attendance Register be implemented and monitored? This register must record all participants training, their time in and time out. <b>The executive committee will prepare an appropriate attendance register and make it available for each volunteer to use as required.</b></li> </ul>	

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [ ✓ ]
	<ul style="list-style-type: none"> <li>• Have club members been informed that no more than 10 people can training per one half of the field? This includes coaching and support staff. <b>YES</b></li> <li>• Will the Ballina Hockey Club emphasise the AIS Framework principle of “Get in, train, get out” – arrive ready to train? <b>YES</b></li> <li>• Will there be Sanitising requirements, including use of sanitising stations per training group? <b>YES</b></li> <li>• Will there be resources available for treatment of shared equipment (e.g., sanitise equipment before, during, after sessions) and use of such equipment to be limited? <b>YES</b></li> <li>• Will personal hygiene be encouraged e.g. wash hands prior to training, no spitting or coughing? <b>YES</b></li> <li>• Will there be guidance for travel arrangements e.g., physical distancing on public transport, limit carpooling etc.? <b>YES</b></li> </ul>	
	<b>Comment:</b>	
Management of unwell participants	<p><b>The Ballina Hockey &amp; Sports Complex to detail specifics of protocols to manage unwell participants at a Ballina Hockey Club activity. Will the Ballina Hockey Club:</b></p> <ul style="list-style-type: none"> <li>• If possible, identify with clear and unambiguous signage, a space that can be used to isolate participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette. <b>YES</b></li> <li>• Ensure participants who become unwell, immediately isolate and given a clean disposable facemask to wear. Establish procedures to help unwell participants leave the venue as soon as possible. <b>YES</b></li> <li>• Train volunteers on treatment of symptomatic participants and disinfecting of facilities used by such participants. <b>YES</b></li> <li>• If informed of a positive COVID-19 case by Authorities, what measures will be undertaken by the Ballina Hockey Club? <b>The COVID-19 contact person for the Ballina Hockey Club will close its facility and advise FNCHA, HNSW and all club members of the decision. Relevant Health authorities will be provided the appropriate information they require ie attendance registers and what steps were taken with that particular COVID-19 case.</b></li> </ul>	
	<b>Comment:</b>	

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [ ✓ ]
Communications	<p><b>The Ballina Hockey &amp; Sports Complex to detail how they will communicate this Plan to players, coaches, members, volunteers and families. Examples for comment are:</b></p> <ul style="list-style-type: none"> <li>• How will players, coaches and volunteers be briefed on return to training protocols including hygiene protocols (e.g., letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette? <b>All members will be advised by the club via emails, website and Facebook posts regarding when training is permitted, what protocols are in place and what changes must be adhered to.</b></li> <li>• How will good personal hygiene practices be promoted in and around training sessions and in Club facilities? (e.g., posters in bathrooms) <b>Posters are to be erected in each toilet and within dugouts if they are available as well. Copies of the posters will also be promoted on our website and Facebook sites.</b></li> <li>• Will there be endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app? <b>YES</b></li> </ul>	
	<b>Comment:</b>	

I have completed and reviewed this Plan, in consultation and collaboration with members, for and on behalf of the Association/Club. The Plan represents a true and correct reflection of the Association/Club approach to each of the considerations set out in the Plan.

Signed: \_\_\_\_\_

Name: Tony Meldrum

Position: President

Association/Club: Ballina Hockey Club

Date: Tuesday 2 June 2020