

# RETURN TO PLAY MANAGEMENT PLAN

Maroondah City Council is committed to the health, wellbeing and safety of our whole community and we thank you for your patience and support as we navigate the rapidly changing situation around COVID-19.

To assist we require each club to complete the attached Return to Play Management Plan to ensure the club have all the necessary practices in place as outline by the Victorian Government. Clubs are encouraged to complete this form electronically, as it will need to be updated as restrictions change.

## ORGANISATION DETAILS

Sporting Club:	Norwood Cricket Club
Facility allocated/leased:	Mullum Reserve and Kevin Pratt Pavillion

Who is your State Sporting Organisation/ League or Governing Body?	Cricket Victoria/Ringwood & District Cricket Association
Have they provided guidelines around returning to play?	Yes
Have you contacted your SSO/League/Governing Body around your plan for a return to play?	Yes

## FACILITY CHECKLIST

To ensure all club members and patrons safety, we ask that the committee undertake a facility sweep to ensure that the following are in a good condition and fit for play:

	Yes	No
Is the playing surface on each of your courts/ovals/pitches fit for play (e.g. as per the respective governing body recommendations)?	Yes	
If no, for lease facilities has reinstatement works been scheduled? If no, for allocated facilities has the issue been reported to Sport & Rec?		
Is the playing area, run-offs and perimeter of each court/ground free of any litter, waste or debris that may affect play?	Yes	
Are fences free from visible hazards with all signage and/or windbreaks attached correctly and securely?	Yes	
Are all gates in good working order?	Yes	
Do other court fittings or infrastructure (e.g., drain covers, taps, sprinklers) pose a risk to players and/or other visitors?		No
Are court floodlights working and providing a sufficient level of illumination to the playing areas?	Yes	
Does ancillary lighting work and provide a sufficient and safe level of illumination around the venue?	Yes	
Are any temporary shade structures securely fixed and fit for purpose	Yes	
Have public areas both in and surrounding the facility (e.g., car park, entry paths, walkways) been checked for possible issues?	Yes	
Pavilion condition - is the pavilion in a safe and usable condition?	Yes	

**Actions Taken by Club to rectify Identified Issues - Club Responsibility**

No Actions required

**Actions Taken by Club to report Identified Issues - Council Responsibility**

No Actions required

**HYGIENE PRACTICES**

The Victorian government is working with health services, agencies and businesses to keep the Victorian community safe. Practicing good personal hygiene is critical to help prevent the spread of this disease. It is also important to clean and disinfect premises, on a regular basis across the club's facilities.

	Yes	No
Will your facility have a clean prior to reopening?	Yes	
Please outline your cleaning regime for your facility including: <ul style="list-style-type: none"> <li>- Who will be responsible for the cleaning - contractor/club? If it is the club then the Department of Health &amp; Human services, Environmental cleaning and disinfection for COVID-19: Non-health care settings should be used as a guideline*</li> <li>- How frequently will this be undertaken?</li> <li>- Does this cleaning regime fit within the guidelines outlined from your State Sporting Organisation and DHHS?</li> </ul>	Norwood Sporting Club engages a cleaning contractor, who cleans 2-3 times a week. As a club we will: <ul style="list-style-type: none"> <li>• Take all reasonable steps to ensure that frequently touched surfaces accessible to members of the public, including tables, bars, chairs, toilets and handrails, are cleaned regularly including when visibly soiled and post events or between groups.</li> <li>• Shared equipment, including training balls, cones, stumps, rollers, mowers, pegs and covers (main touchpoints) will be cleaned with antibacterial wipes/spray or alcohol-based (ethanol) sanitiser prior to and after training and matches.</li> <li>• Change rooms are cleaned thoroughly after every match. Entry and exit points to the playing surface (e.g. gates) and training nets will be cleaned between training sessions and matches.</li> </ul> Cleaning principles found via the SafeWork Australia website will be followed. <a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/cleaning-table-covid19-2september2020.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/cleaning-table-covid19-2september2020.pdf</a> .	
Equipment cleaning - does your State Sporting Association outline cleaning practices for any equipment and have these been implemented?	Yes	Club provided cricket balls and equipment will be cleaned with minimum 70%-alcohol (ethanol or isopropyl alcohol (IPA) based antibacterial wipe or spray prior to and after each training session. On match days anyone touching matchday equipment must sanitise their hands when setting up & packing down. Items shall be cleaned with an alcohol-based antibacterial wipe/spray - minimum 70% alcohol (ethanol or IPA) content before being touched. Match day items includes - stumps, boundary cones or rope, tables / chairs for scorers, scorebooks, moving sightscreens, covers, rollers, mowers etc.

Does your facility have external/public toilets that you can utilised?	Yes	
<p>Is pavilion access currently permitted as outlined in your SSA guidelines?</p> <p>If yes - what areas can the club access?</p> <ul style="list-style-type: none"> <li>What are your permitted numbers - are there any group number caps or density requirements? Please clearly outline this.</li> </ul>	<p>Yes as of Friday 29th October</p> <p>Indoors/Upstairs:</p> <ul style="list-style-type: none"> <li>Indoors: Patrons 16+ need to be fully vaccinated with a density quotient of 1 per 4sqm up to a total of 50 patrons. QR codes must be used for venues using the small indoor venue density quotient. No group limit. Club officials will be checking vaccination status.</li> <li>Tables will be set out with seating for 50 people within COVID guidelines.</li> <li>Service Victoria QR Code app will be used as the QR code contact tracing app.</li> <li>Rooms will be cleaned after each use as per SafeWork Australia Guidelines.</li> <li>If balcony area is being used for extra 10 patrons, toilet access will be provided for them downstairs and table service provided for food and drink as per inside.</li> <li>Appropriate signage will be posted around the rooms.</li> </ul>	
<p>Are there any other practices outlined by your SSO that you will be implementing? Please list these.</p>	<p>HYGIENE</p> <ul style="list-style-type: none"> <li>Minimum 70%-alcohol (ethanol or isopropyl alcohol (IPA)based antibacterial wipe or spray must be readily available at facilities for all training/games.</li> <li>Soap/Handwash must be readily available in all bathrooms / toilets.</li> <li>Clubs must ensure that frequently touched surfaces and objects (e.g. tables, countertops, light switches, doorknobs, and cabinet handles) are cleaned regularly when in use.</li> <li>Ensure there are plenty of bins situated around the facilities and cleaned regularly.</li> <li>Minimise use of communal facilities (toilet or medical use only with strict social distancing).</li> <li>Hygiene posters displayed (templates available on Cricket Victoria &amp; Cricket Australia website).</li> </ul> <p>COMMUNICATION</p> <ul style="list-style-type: none"> <li>Communicate with all members via email, video technology and Social Media platforms the protocols and procedures of this COVID-19 Safety Plan.</li> <li>Display this COVID-19 Safety Plan on club website.</li> <li>Conduct a preseason meeting using video technology for all players, coaches and parents regarding the training and match day protocols and procedures.</li> <li>Host any necessary communications (e.g. meetings, planning sessions, Meet the Coach sessions, etc.) remotely using video technology, or in venues where social distancing can be practiced.</li> <li>Clubs to communicate with opposition teams prior to match day about access and procedures in place for the relevant venues.</li> </ul> <p>CANTEEN / BAR / CANTEEN FACILITIES</p> <ul style="list-style-type: none"> <li>If the facility is open (with council approval) any areas touched will need to be regularly cleaned before and after use and noting industry restart hospitality guidelines including the four and two square metre rule and use of density signage.</li> <li>Anyone accessing the canteen and bar facilities must always comply with hygiene &amp; social distancing protocols. It is strongly suggested to only serve 'takeaway' food /drinks for outdoor consumption only to ensure clubs do not need to meet more stringent indoor hospitality protocols that are the equivalent of restaurant dining /dine-in cafes.</li> <li>As per the following guidance available via Food Standards Australia/NZ, general hygiene practices for canteens/bars are the key aspect to reduce the spread of the virus. In addition to anyone serving in the canteen (and</li> </ul>	

buying from the canteen) complying with current face mask requirements, the following guidance is provided from Food Standards Australia/NZ (last updated 21 August). NB: Canteen operation is being outsourced to Kaitris Catering with similar arrangements to Norwood Football Club.

#### SPECTATORS

- Make sure you are aware of the latest DHHS/SRV ruling re: spectator limitations
- Clubs should have posters up encouraging good health, hygiene, attendance register and social distancing requirements
- All clubs should monitor crowd social distancing and facemask use to help reduce the likelihood of the virus spreading and to help comply with State Government rules. If required (in extreme cases) report any noncompliance to Victoria Police.

#### STRATEGIES TO HELP CLUBS/TEAMS MANAGE TRAINING AND GAMES

- Matches should be completed on a single day (e.g. T20 /one day games) to firstly ensure the maximum number of matches are played in the season and also to avoid complications should a player or a number of players need to isolate due to COVID-19 during the course of a match played over multiple days.
- For Woolworths Cricket Blast protocols – check out the latest Cricket Australia guidance provided via <https://www.community.cricket.com.au/clubs/covid-19/return-to-playing>•Additional shade should be considered for scorers and players should adequate shade not be available from the facility / trees
- Ensure that the club is maximising its opportunity to access grants to assist the club with COVID-19 equipment through the various grants available - <https://www.cricketvictoria.com.au/clubs-support/grants/>.
- Ensure parents/player are aware that equipment sharing should be kept to a minimum, and all equipment must be cleaned in between each use. Consider season long loans for any club equipment that needs to be borrowed by players
- Staggered training schedules should be adopted where multiple teams are using the same ground/facilities (e.g. start times, different days, potential of different locations, etc.)
- Communicate training groups prior to player prior to the sessions and have designated areas for each group to store their equipment
- Use adequately spaced markers on the floor in pavilions to promote physical distancing
- Specific to under-age matches, parents and/or care givers are encouraged to limit their person-to-person contact on site when taking their child/children to training or games
- Parents and/or care givers should be encouraged to prepare their child/children for training in accordance with the above principles – for under-age training & games
- Parents/guardians should be encouraged to limit drop-off/pick-up to only one parent/guardian and other dependents as required and necessary. For those staying at venues, social distancing and gathering regulations must be adhered to
- Minimise use of change rooms (i.e. use toilets, medical rooms only) – but always adhere to the latest facility density ruling – See DHHS website for the latest (i.e. '4 square metre rule')
- Avoid social gatherings after training and games. This may be eased later in the season.
- Transport - Adhere to the latest advice from DHHS regarding travel to and from games – including car-pooling
- Players & parents/guardians are encouraged to ensure

	all training and match day clothes should be removed as soon as possible on returning home and machine washed at a minimum 60 degrees Celsius water temperature (be careful when mixing colours and whites/creams) <ul style="list-style-type: none"> <li>• Reach out to your local council/facility manager (and any schools that clubs train / play on) to discuss facility access, cleaning, signage etc.</li> </ul>
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\*Health & Human services, Environmental cleaning and disinfection for COVID-19: Non-health care settings:  
<https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection>

## FACILITY USAGE

COVID-19 is having far-reaching impacts on the community that Clubs serve and on the sporting landscape. The measures put in place by government and the recommendations from your State Sporting Association or League now means community sport can return.

Please complete **ONLY ONE** of the relevant tables based off your facility agreement with Council: Lease or Allocation.

Lease Facilities ONLY	Yes	No
Are there any current density / group limits? If yes, please outline how you will manage the restricted person limit on each of your leased facilities/greens as outlined by your State Sporting Association - what practices will be put in place to prevent members/community from just showing up and do they follow your State Sporting Association guidelines?		
Will a committee member attend at all times to ensure that restrictions are being followed, if not how will this be managed?		
How will you manage the bookings of courts to ensure you meet the maximum permitted numbers along with social distancing requirements?		
Can no touch access be provided at your facility?		
Are masks required to be worn inside? If yes, how will you enforce this?		
Arrival and departure of participants and parents - how will the club manage entry and exit points, adjustments to activity timings and maintaining physical distancing of people?		
If equipment is stored within the pavilion, will you be able to relocate this into an external storeroom to limit pavilion access?		

<p>Outline your pavilion access, are these in accordance with the guidelines as outlined by your SSA?</p> <p>If yes -</p> <ul style="list-style-type: none"> <li>• what areas can the club access?</li> <li>• Cleaning regime?</li> <li>• Will you be providing food/drinks?</li> <li>• What are your permitted numbers - are there any group number caps or density requirements? If Yes, how will you manage this?</li> <li>• How will you manage the hospitality guidelines for inside your pavilion?</li> <li>• How will you manage the hospitality guidelines for outside your pavilion?</li> </ul>		
<p>It is a requirement of the Victorian Government that all sporting and community facilities are using the Victorian Government QR Code, does your club have this set up for your facility? Please attach a copy of your clubs QR Code to this application.</p> <p>Please outline how you will be ensuring all participants are checking in using the QR Code?</p>		

Allocated Facilities ONLY	Yes	No
<p>Are there any current density / group limits? If yes, please outline how you will manage the person limit on each of your ovals as outlined by your State Sporting Association - what practices will be put in place to prevent members/players from just showing up and do they follow your State Sporting Association guidelines?</p>	<p>Yes</p> <p>COVID-19 Hygiene and Social Distancing signage to be displayed around venue. Following of guidelines set out by Cricket Victoria, RDCA &amp; the Victorian Government.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The 'check-in' / 'check-out- posters are available at all times &amp; used by all training attendees.</li> <li><input type="checkbox"/> Any training equipment that will be used have been cleaned before use (e.g. balls, cones, stumps, bowling machines etc).</li> <li><input type="checkbox"/> Changeroom access is limited to players and officials only and are clearly signposted. Any areas of the facility that may be touched (toilets, door handles etc) are cleaned before attendees arrive. Ensure enough bins are available and soap &amp; water for the toilet area.</li> <li><input type="checkbox"/> Every second net is only used for one on one 'throw downs' or closed for use.</li> <li><input type="checkbox"/> Quality sanitiser &amp; wipes are available in easy to find locations.</li> <li><input type="checkbox"/> Communicate training groups to players and have designated areas for each group to store their equipment. Off-field: Everyone attending cricket matches (players, volunteers, umpires, spectators, scorers, canteen staff etc.) are to keep a 1.5m distance from others at all times before, during and post-match. Those over 12 are also required to wear a face mask in accordance with DHHS directions.</li> </ul> <p>On-field: Players and umpires shall not gather within 1.5m before and after play, during any breaks, following wickets and shall minimise any time spent within 1.5m of another person whilst play is underway. Umpires are required to wear a face mask; however, this is optional for on-field players. Team captains and umpires (Premier Grades) will monitor.</p>	

<p>Given the changes in training numbers/group limits, can you please outline your training plan:</p> <ul style="list-style-type: none"> <li>- please specify the days and times in which you are now looking to train on your oval/s</li> <li>- Please specify how this is spread across the oval/pitch facility?</li> </ul> <p>(if you are allocated multiple ovals - please outline the use on each of these ovals, times and participant numbers)</p>	<p>Currently no specific guidelines for metro Melbourne. Once 80% vaccinated reached all players can train together with no group size limits up to venue density levels - 1:4sqm. Clubs may choose to have smaller group sizes and keep groups separated at all times to reduce the number of people who may need to isolate with a positive COVID-19 case.</p> <p>Days/Times Ground Is Required:</p> <table border="0"> <tr> <td>Day</td> <td>Junior Teams</td> <td>Senior Teams</td> </tr> <tr> <td>Monday</td> <td>4pm-6pm</td> <td></td> </tr> <tr> <td>Tuesday</td> <td>4pm-6pm</td> <td>6pm-8:30pm</td> </tr> <tr> <td>Wednesday</td> <td>4pm-6pm</td> <td></td> </tr> <tr> <td>Thursday</td> <td>4pm-6pm</td> <td>6pm-8:30pm</td> </tr> <tr> <td>Friday</td> <td>4pm-7:30pm</td> <td></td> </tr> <tr> <td>Saturday</td> <td>7:45am-11:45am</td> <td>11:45am-7:30pm</td> </tr> <tr> <td>Sunday</td> <td>7:45am-11:45am</td> <td>11:45am-7:30pm</td> </tr> </table> <p>All entry and exit points will have check in/check out posters and hand sanitisers at all times. A COVID safety support officer will be in attendance to monitor check in/check out procedures and physical distancing of people. A maximum of 50 people will be allowed in the undercover area to access canteen facilities and watch the game. Around the grounds: Up to 50 people can gather outdoors from any number of households, excludes infants under 12 months.</p>	Day	Junior Teams	Senior Teams	Monday	4pm-6pm		Tuesday	4pm-6pm	6pm-8:30pm	Wednesday	4pm-6pm		Thursday	4pm-6pm	6pm-8:30pm	Friday	4pm-7:30pm		Saturday	7:45am-11:45am	11:45am-7:30pm	Sunday	7:45am-11:45am	11:45am-7:30pm
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<p>Arrival and departure of participants, officials and parents - how will the club manage entry and exit points, separating assembly areas, adjustments to activity timings and maintaining physical distancing of people?</p>	<p>All entry and exit points will have check in/check out posters and hand sanitisers at all times. A COVID safety support officer will be in attendance to monitor check in/check out procedures and physical distancing of people. A maximum of 75 people will be allowed in the undercover area to access canteen facilities and watch the game. Around the grounds: Up to 50 people can gather outdoors from any number of households, excludes infants under 12 months.</p>																								
<p>How will clubs manage spectators with junior players and their parents with regards to social distancing?</p>	<p>We have a number of COVID Safety support officers coordinated by our COVID Safe Officer, who have completed the COVID19 Infection Control Training. These include all committee members, team captains and junior team managers. This will ensure that there will always be personnel on site to monitor participants and spectators and ensure restrictions are followed</p>																								
<p>If equipment is stored within the pavilion, will you be able to relocate this into an external storeroom to limit pavilion access?</p>	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td></td> </tr> </table>	Yes																							
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<p>It is a requirement of the Victorian Government that all sporting and community facilities are using the Victorian Government QR Code, does your club have this set up for your facility? Please attach a copy of your clubs QR Code to this application.</p> <p>Please outline how you will be ensuring all participants are checking in using the QR Code?</p>	Yes	
	<p>Check In Procedures: The Service Victoria posters are available at all times &amp; used by all attendees. There will be separate venue check-ins for bar area and canteen on match days. There will also be separate venue check in for the gymnasium area and pavilion. There will also be a manual register available via "Sport Australia Attendance Register" to be filled out by a training coordinator. N.B.: The check-in process can be completed by a parent/guardian on behalf of their child.</p>	

## CLUB CHECKLIST

	Yes	No
Has signage* been displayed around the facility, outlining guidelines around use of facilities and good practices to be followed?	Yes	
Insurance - have you contacted your insurance to ensure that it is still current given the current restrictions and change in practices/operation?	Yes	
The situation around COVID-19 is rapidly changing, do the club have appropriate communication strategies in place to communicate to members and participants in accordance with your SSA Guidelines?	Yes	

- Posters/Signs can be found at: <https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources#posters>

## CLUB AUTHORISATION

I am properly authorised by the organisation and in accordance with its constitution to make this Return to Play Management Plan on behalf of the organisation. The Club will follow and implement all items outline in the Return to Play Management Plan and those guidelines outlined by our State Sporting Association / League and/or Governing Body.

Signed:	
Print Name:	John Kent

Date:	28th October 2021
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Position:	Secretary
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