

## CHECKLIST FOR CLUBS AND ASSOCIATIONS

The resumption of community netball activity should not occur until appropriate measures are implemented to ensure the safety of all community netball members.

This checklist will provide Clubs and Associations with a basic tool to assist with risk assessment and mitigation strategies so you can safely return to community netball in a COVID-19 environment.

It is essential that you educate and inform your staff, volunteers and members of the risk mitigation strategies.

You also must supply education materials to staff, volunteers and members to ensure the required behaviours are followed. You should also display appropriate education materials throughout your facility.

## PREPARING YOUR PEOPLE

| ITEM   | YES | NO |
|--|-----|----|
| Have you contacted your local council or facility manager to confirm access, classification and other specific venue arrangements, such as access to toilets and where relevant, drink fountains and light switches?   |     |    |
| Have all members of your committee read and understood all relevant <b><i>Return to Community Netball guidelines?</i></b>  |     |    |
| Have you met with your committee to discuss and agree on the implementation of the <b><i>Return to Community Netball guidelines?</i></b>   |     |    |
| Has the committee assigned roles and responsibilities to individuals to ensure a safe return to netball for all staff, volunteers and participants?  |     |    |
| Did you distribute the <b><i>Return to Community Netball Guidelines</i></b> for Participants document to all staff, volunteers, participants and parents?  |     |    |
| Have you encouraged all participants to download the COVIDSafe App?  |     |    |
| Have you opened your Netball Vic online registration form and ensured all participants have a current Netball Victoria membership?   |     |    |
| Does your training program continue to ensure you provide a safe environment for children by following Netball Victoria's Child Safety Policy and Code of Conduct?   |     |    |
| If appropriate, have you implemented a booking system or court usage plan to manage the scheduling of all training sessions?   |     |    |
| If relevant, have you met with other facility user groups and agreed on a plan to manage bookings and ensure multiple groups do not create an unnecessary risk of people congregating at entrances or exits, near toilets, in carparks, or other nearby areas? |     |    |
| Have you confirmed a process for collecting <b><i>attendance details</i></b> of participants with your coaches, team managers or other relevant individuals?   |     |    |

## PREPARING YOUR ENVIRONMENT

| ITEM   | YES | NO |
|--|-----|----|
| Do you have a process to ensure the <b>Game Day Checklist</b> is completed prior to the start of each training session? (Safe Netball App)   |     |    |
| Do you have a process to ensure all playing facilities - including entry gates, player and officials' benches, and playing and coaching equipment - are thoroughly and frequently cleaned? |     |    |
| Do you have a plan to manage access to toilets?  |     |    |
| Where appropriate, have you marked 1.5 metre physical distancing crosses in areas to encourage participants to maintain physical distancing?   |     |    |
| Do you have a process to ensure all facilities - including benches, desks and other frequently touched surfaces - are thoroughly and regularly cleaned?                                    |     |    |
| Have you established and clearly marked separate entry and exit points at your venue?  |     |    |
| Have you considered establishing pick-up and drop-off areas to manage traffic flow and reduce the unnecessary risk of people congregating?   |     |    |
| Have you established and clearly marked handwashing and sanitising stations?   |     |    |
| Have you ensured soap dispensers in toilets are regularly refilled?  |     |    |
| Are there bins located in each zone?   |     |    |
| Where appropriate, can you leave doors and gates open to minimise contact?   |     |    |
| Have you displayed COVID-19 hygiene and safe sanitising posters around the venue?  |     |    |