

[INSERT YOUR CLUB NAME]

COVID-19 RESPONSE MANAGEMENT PLAN

[This document provides a template for developing your Association / Club plan to manage the impact of COVID-19. The Plan has been developed to be flexible and adapted to individual and general circumstances related to COVID-19. The response to relevant items should be practical, simple and can be easily and readily implemented by your Association / Club. It is important to engage with the local authorities to ensure relevant standards and information are taken into account.]

Document Management			
Prepared Date:	[Date prepared]		
Version Number:	Changes Made:	Person Responsible:	Date Updated:
[e.g. Version 1.0]	[Description of changes made and what promoted the changes]	[e.g. J Smith]	[Day / Month / Year]

1. COVID-19 Practices and Protocols

FACILITIES			
		Responsible Person	Status
a) Access	Have you engaged with your landowner with regards to your facility tenancy?		
	Will your facility tenancy see out the duration of the season? Can your tenancy be extended past your usual handover date?		
	Have you received approval from your landowner to utilise your playing fields for training?		
	Have you received approval from your landowner to utilise your playing fields for match day?		
	Have you received approval from your landowner to utilise your clubrooms? Does this include change rooms and toilets?		
	Have all your utilities been reinstated and are they ready to be utilised? (Water; gas; electricity; lights)		
b) Management	Have you appointed an 'Officer for Social Distancing and Hygiene' (OSDH)?		

FACILITIES		Responsible Person	Status
	https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training		
	Do you have a Facility/Venue Management Plan?		
	Does your Facility/Venue Management Plan require updating?		
	Have you checked what shared facilities you have? (e.g. bathrooms/change rooms /kitchens)		
	Have you put in place measures to restrict the use of shared facilities? (e.g. audit/register of key holders, sign-in sheets)		
	Have you put in place a cleaning management plan to meet the good practice requirements for cleaning? (e.g. protocol and frequency of cleaning shared facilities, cleaning between training sessions, checking for required refills of hand sanitiser dispensers) https://ww2.health.wa.gov.au/~media/Files/Corporate/general%20documents/Infectious%20diseases/PDF/Coronavirus/COVID19-Environmental-Cleaning-for-workplaces.pdf		
	Have you provided hand sanitising facilities in prominent places around the facility?		
	Have you installed signage in the toilets and shared areas regarding the importance of good hygiene? (e.g. A4 posters on toilet doors) https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/good-hygiene-for-coronavirus-covid-19		
	Have you installed signage around the facility promoting adherence to social distancing of 1.5 meters? https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19		
	Have you installed physical social distancing reminders at your facility to represent 1.5m? (e.g. marks on the ground)		
	Are there likely to be any 'at risk' people at your facility? If so, do you have a management plan for these people?		
	Have you got a plan to manage access to the facility? e.g. essential people only, specified drop-off and pick-up points)		
	Have you developed a plan of action for individuals or groups who do not adhere to the club guidelines?		

FACILITIES		Responsible Person	Status
	Have you advised external contractors of the requirements of these guidelines and any changes to their service as a result?		
	Have you developed a volunteer management schedule to ensure coverage to maintain required standards? (e.g. planning for volunteer absences)		
	What spaces can be used for isolation if an athlete or other person becomes unwell?		
	Have you identified whether it is appropriate to serve food and drink at the facility? If so, what practices would need to be put in place?		
c) Insurance	Have you checked that you have the required level of insurance and have met the policy requirements?		

EDUCATION AND AWARENESS		Responsible Person	Status
a) Materials and information	Have you communicated with players, parents, officials, volunteers and other stakeholders the importance of downloading the COVIDSafe app? https://www.health.gov.au/resources/apps-and-tools/covidsafe-app		
	Have you communicated with players, parents, officials, volunteers and other stakeholders the importance of social distancing and good hygiene? <ul style="list-style-type: none"> - Good Hygiene is in your hands - Hand washing guidance - Keep that cough under cover - No sharing of drink bottles and towels - No sharing of balls or equipment without an appropriate cleaning protocol in between training sessions. 		
	Have you communicated with players, parents, officials, volunteers and other stakeholders on the key principles of how the club will undertake activities during this time? 'Get in, train, get out' For example (note this will be subject to change depending upon restrictions and practices within your jurisdiction or model): <ul style="list-style-type: none"> - Current position on social distancing and hygiene management - Current advice relating to the health requirements for participation - Outline activity / training plan where possible prior to arrival - Arrive dressed and ready to train - Only essential people are to attend activities 		

EDUCATION AND AWARENESS			
		Responsible Person	Status
	<ul style="list-style-type: none"> - Only attend approximately 15 minutes prior to the start of the activity and leave immediately after - No social activity outside of these times - Where possible, warm-ups and pre-activity preparation such as strapping should be completed at home prior to arriving for any football activities - Any tasks that can be done at home, should be done at home - At venues where possible, parents are encouraged to stay in their car - Food should be eaten off site - Minimise use of change rooms, toilets and communal areas. Where required, there should be a restriction on the number of people using the facility (e.g. toilet) at any one time - Each player must have their own drink bottle, bottles not to be shared - Shared equipment, except for footballs, is not permitted (e.g. bring your own bib). 		
b) Management and Responsibility	Have you communicated with players, parents, officials, volunteers and other stakeholders on the protocols for reporting any potential or actual breaches of the requirements?		
	Have you developed a process for managing any potential or actual breaches of the requirements, the communication process and who is responsible to do so?		
	Have you got a protocol for managing unwell athletes/other personnel as a potential case of COVID-19?		

ORGANISATION OF SPORTING ACTIVITIES			
		Responsible Person	Status
a) Fields	Are the fields mowed and ready for play?		
	Are the field markings completed to the relevant standard?		
	Have you developed a layout plan to ensure the fields or activity space will comply with the social distancing requirements?		
	Have you communicated the layout plan to players, parents, officials, volunteers and other stakeholders to ensure understanding and compliance?		
b) Programming of activities	Have you organised and communicated a training/playing schedule to players, parents, officials, volunteers and other stakeholders?		
c) Equipment	Do you have an equipment cleaning plan? e.g. Has all equipment been cleaned/disinfected before, during and after training (if relevant)?		

ORGANISATION OF SPORTING ACTIVITIES			
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	Have you reviewed equipment levels to ensure sufficient provision of equipment without sharing (if relevant)? (e.g. bibs)		
d) Personnel management	Have you got a register/log system for managing attendees/participants to ensure compliance with social distancing and health requirements? (e.g. sign in sheet by coaching staff, online register for training programs etc)		
	Are participants registered to participate in the activity?		
	Are the contact details, including emergency contacts, up to date for players, parents, officials, volunteers and other stakeholders?		
	Have you identified your First Aid Officers and ensured relevant qualifications are up to date?		
	Have you checked your first aid equipment and ensured sufficient provisions are in place at the facility?		
e) Team & Player Management	Have you reviewed your planning for team allocations and player registrations and made any necessary updates? (e.g. number of teams, adjusted financials etc)		

COVID-19 RECOVERY CONTACTS					
Contact Type	Organisation Name	Contact	Title	Phone/Mobile number	Email
Land owner/ manager	[e.g. Local Government]	[e.g. Susan Jones]	[e.g. Facility Coordinator]	[Mobile number]	—
Insurance	[e.g. XYZ Insurance]	[e.g. G. Jones]	[e.g. Claims Advisor]	[(Area code) Number] [Mobile number]	—
Utilities	—	—	—	—	—
Bank	—	—	—	—	—
Committee Members	—	—	—	—	—
Suppliers	—	—	—	—	—
Accountant	—	—	—	—	—

COVID-19 RECOVERY CONTACTS					
Contact Type	Organisation Name	Contact	Title	Phone/Mobile number	Email
Football West/ Local Association	—	—	—	—	—
Relevant COVID-19 Health Key Contacts	—	—	—	—	—

INSURANCE DETAILS					
Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
[e.g. Building, Contents]	[e.g. Damage from fire, flood, theft, Cyclone]	[e.g. Fraud, terrorism, tsunami, landslide]	[e.g. XYZ Insurance, D. Higgins (Area code) Number]	[Day/Month/Year]	[Amount you pay and frequency. e.g. Monthly, yearly]

2. Continuity & Recovery

RISK MANAGEMENT				
[List the potential risks to your Association / Club (in order of likelihood) and any mitigation / contingency strategies]				
Business risk	Impact	Likelihood	Mitigation strategy	Contingency plan
[Description of the risk and the potential impact to your business.]	[High, Medium, Low.]	[Highly Unlikely, Unlikely, Likely, Highly Likely.]	[What actions will you take to minimise/mitigate the potential risk to your business?]	[What is your contingency plan in the event that this risk happens?]
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CRITICAL CLUB / ASSOCIATION AREA ANALYSIS			
[Identify the critical areas of your Club / Association (e.g. facility management) and any protection strategies]			
Rank	Critical business areas	Impact if failed	Current / proposed protection strategies (Scenario planning tool below)
1	[Description of what you can't do without: people, suppliers, documents, systems or procedures.]	[Describe the potential impact on your club/association if this critical area fails.]	[What strategies do you have that minimise the impact to your club / association? e.g. identifying primary and secondary venues for playing matches]
2	[Description of what you can't do without: people, suppliers, documents, systems or procedures.]	[Describe the potential impact on your business if this critical area fails.]	[What strategies do you have that minimise the impact to your club / association? e.g. identifying primary and secondary venues for playing matches]

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SCENARIO PLANNING GUIDE	
Question	Details
Scenario Name:	
Critical failure	[Provide a short description of a critical area that could be interrupted.]
Background	[Provide any relevant background information that is essential to restoring the critical area.]
Impact to business	[Provide an estimate of the impact to your business. This can be in terms of percentage of sales or a dollar figure.]
Immediate actions	[List what needs to be completed immediately to ensure loss is kept to a minimum.]
Secondary actions	[Once immediate actions have been completed, what secondary actions can be completed until your business has recovered completely?]
Responsibilities	[List the people who are responsible and for what during this critical business scenario.]
Resources needed	[What resources will you need to ensure you recover well in this sort of scenario? For example: cash flow, staff, service providers]

FINANCE - Current creditors [related to the impact on your Association / Club from COVID-19]				
Creditor name	Contact details	Special arrangement details	Period of special arrangement	Amount to pay
[e.g. Example Banking Corp.]	-	[List the conditions of your arrangement. e.g. Loan temporarily changed to interest only arrangement for the period of recovery.]	[Enter the period the arrangement will be valid until. e.g. Period of 6 months ending on 1 July 2020]	[Detail the amounts you are required to pay within the arrangement period.]
[e.g. Example Ball Supplier.]	-	[List the conditions of your arrangement. e.g. change of payment terms]	[Enter the period the arrangement will be valid until. e.g. Period of 6 months ending on 1 July 2020]	[Detail the amounts you are required to pay within the arrangement period.]
Debtor name	Contact details	Details	Agreed payment date	Amount to receive
[Example Business]	-	[Briefly list what the payment was for.]	[Day/Month/Year]	[\$\$\$]
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