GO CLUBS!

A CAIRNS REGIONAL COUNCIL INITIATIVE

CLUB RE-OPENING CHECKLIST

COVID-19 Go Clubs Resource

Cairns REGIONAL COUNCIL

Club Checklist for Re-Opening

Stakeholders

Actions		Timeline	Review	Link
Has the club committee met to discuss the special conditions/ guidelines that they will be operating under limited play? (Phone conference recommended)	☐	Now	Weekly	Refer to your Peak Body
Meeting Agenda	☐	Now	N/A	Click Here
Assign roles & responsibilities to committee members/volunteers (Risk Manger - Center Manger - key contact for players & members - hand sanitiser/cleaning product/ essentials purchaser)	☐	Now	Ongoing	
Advise Council of re-opening dates, and work with Council on any assistance required for re-opening.	☐	Now	Ongoing	
Advise participants & members of your clubs intention to open.	☐	Now	N/A	Click Here

Coaches & Staff

Actions		Timeline	Review	Link
Notify coaches of club re-opening day and advise in writing of applicable activities under limited play	☐	Now	Weekly	Refer to your Peak Body
- What activities they can and cannot do?	☐			as above
- Hygiene measures in place	☐			as above
- Parents location during training / games	☐			as above
- Process to report hours of operation	☐			as above
- Request player name & contact details to be recorded every session	☐			as above
Complete COVID-19 training with all coaching staff outlining guidelines for limited play	☐	Now	Weekly	Click Here
Ensure that all club staff monitor their health closely and self report if displaying any symptoms.	☐	Ongoing	Ongoing	Click Here

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Club Checklist for Re-Opening

Facility / Venue

Actions		Timeline	Review	Link
Complete facilities check of venue identifying repairs or upgrades needed prior to opening. Include courts, clubhouse, restrooms, gates, carpark, outdoor areas.	☐	Now	Weekly	
Conduct a facility clean. Complete thorough clean of bathrooms, clubhouse, tables, chairs, venue gates and coaching equipment	☐	Now	Weekly	Click Here
Ensure the club displays the COVID-19 hygiene posters throughout the venue	☐	Now	Ongoing	Click Here
Ensure that club patrons can move around the venue and adhere to social distancing requirements:	☐	Now	Ongoing	Click Here
- Establish the maximum number of people permitted at your club at any one time based on Australian Government restrictions	☐	Now	Ongoing	Click Here
- Create & clearly display signage promoting max number of people permitted at club	☐	Now	Ongoing	Click Here
- Mark out 1.5m social distancing crosses on the floor to help patrons ensure safe distance at clubhouse / pro-shop etc.	☐	Now	Ongoing	
-Remove or cover indoor/outdoor seating to discourage patron usage	☐	Now	Ongoing	Click Here
- Leaving all gates & doors open to minimise contact (zip-tying/ using sand bags to hold open gates & doors)	☐	Now	Ongoing	Click Here
- Clear signage to bathrooms to encourage handwashing	☐	Now	Ongoing	Click Here
- Remove lids from bins if applicable	☐	Now	Ongoing	Click Here
- Exclude access from high risk, high traffic locations within club	☐	Now	Ongoing	Click Here
Has a risk assessment of club been carried out in preparation of re-opening to public?	☐	Now	Weekly	Click Here
Does the club have a cleaning roster outlining regular cleaning duties and responsibilities?	☐	Ongoing	Ongoing	Click Here

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Club Checklist for Re-Opening

Facility / Venue (continued)

Actions		Timeline	Review	Link
Has the club reviewed the current State Sporting Organisation & Government recommendations?	☐	Ongoing	Ongoing	Click Here
Does the club have a communications plan?	☐	Ongoing	Weekly	Click Here
implementation of NO CASH policy:	☐	Now	Ongoing	Click Here
- Ensuring that eftpos terminal is charged & working	☐			
- Ensuring a safe distance can be maintained throughout transaction	☐			
- Hand sanitiser wipes nearby machine to clean key pad	☐			
- Phone payment - Is there someone at the club that can deliver this method?	☐			
- Direct debit - Providing BSB & acc details to players to pay via direct debit	☐			
Does the club have a hand sanitiser station upon entering the venue along with subsequent locations?	☐	Now	Ongoing	

Let us know how you go!

If you have any questions about getting your club back up and running please let our team know!

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