Southern United Hockey Club Inc
Men, Women, Veterans & Juniors

COVID-19 Guidelines for resumption of limited training

From 13 May 2020, the Victorian Chief Health Officer has approved that some community sport and recreation activities can resume according to specific rules. Hockey Victoria has also released guidelines in which Hockey Clubs can resume activities.

On 14th May, Kingston City Council announced sporting clubs could resume activities. These activities can only continue if the club adheres to the state government's COVID-19 regulations for sports and exercise and will be governed by guidelines prepared by peak agencies and sporting associations.

Following these guidelines, limited club training activities can resume again.

Club responsibilities:

As a Club we undertake the following key points:

- We are fully aware of and compliant to the best of our ability with the Victorian and Federal Government legislation and COVID-19 Directions, and
- These Guidelines and Directions are adhered to and ensure that all coaching personnel, athletes, parents and associated persons will be required to fulfil these guidelines.

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Clubrooms: Kingston Heath Reserve, 102 Farm Road Cheltenham 3192
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COVID-19 Symptoms

The Coronavirus can affect individuals in different ways, most infected people will develop mild to moderate symptoms of the virus which may include:

- Fever
- Dry Cough
- Tiredness
- Flu like aches & Pain

Some people may experience the following symptoms:

- Nasal Congestion
- Sore throat
- Runny Nose
- Diarrhoea

If people are experiencing any of the above symptoms or have been in contact with someone who has tested positive to COVID-19 or has the above symptoms within the last 14 days, the should not be present at a Hockey venue.

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Guidelines for managing training

- The Club will implement training times for both senior and junior athletes.
- Individual training groups for seniors will be restricted to twenty (20) athletes + coach.
- Pitch is divided into two zones –
    - Farm Rd A - Canteen end and B – Uniform Shop End
      See Figure 4 Pitch divided in to two zones – Farm Rd
    - Dendy St C – Car Park end and C – Toilets End
      See Figure 12 Layout Dendy St
- Training times and zones will be allocated to coaches and groups of 10 players.
- Players must not arrive more than 10 minutes prior to commencement of their training session.
- Players must arrive ready to go. No getting ready once the players have entered the facility.
- Players must wait outside the facility – 1.5m apart to be checked in
  See
- *Figure 6 Waiting spots for entering facility – Farm Rd*

  See Figure 16 Bag Drop Location Zone C Dendy St
- Athletes will be checked off upon arrival (See Check in procedures) to ensure that in the event that a communicable illness were to occur, contact tracing would be readily available.
- All attendees will be required to enter the club training facility via the designated entry gates
  See Figure 7 Entry and Exit – Farm Rd

  See Figure 13 Entry & Exit Gate Dendy St
- Training group can only enter when previous training group has departed. Coach of group must be the last of the group to depart and is responsible to confirm that their whole group (of 10) has departed before them.
- Once attendees enter training facility they must leave their items in the bag drop area (other than water) in the locations designated for their zone.
  See Figure 5 Allocation of locations for Zone A Bag Drop – Farm Rd
  See Figure 16 Bag Drop Location Zone C Dendy St
- Goal keepers will kit up (check in area) and unkit (outside exit gate). If it is wet, and baseball is not in attendance, they can use under the baseball overhang.
- If it is wet, and baseball is not in attendance, they can use under the baseball overhang.
- Athletes will exit the venue in designated exit lane through gates
  Farm Rd – Double Ambulance Gates *See Figure 7 Entry and Exit –* Farm Rd

  Dendy St – Gate from Care park *See Figure 7 Entry and Exit – Farm Rd*

- The player change rooms will not be open or accessible.
- Toilets are available in “emergency”.
- Club members (volunteers) who are undertaking official duties (at the Club or for the purpose of the relevant activity will not be counted in the maximum number of persons allowed for each activity, and will wear a hi-vis vest highlighting these individuals.
- No spectators or parents are able to access the training facility.
- No food or beverage will be provided at the venue (whether for purchase or otherwise) for consumption at the venue (including the clubrooms).
- In the interests of safe hygiene water taps will not be available.
  See Figure 11 No taps available

- Hand Sanitiser (70% ethanol) to be made available at following points:
    - Entry to the venue
    - Exit to the venue
    - Zone Bag Drop area
    - Toilets

Hockey Activity

- The turf will be divided into half and will be delineated by "tubing" divider
  See Figure 4 Pitch divided in to two zones – Farm Rd
- Access to the pitch and exit from the pitch will be by two separate entrances (one for each half
  - Farm Rd *See Figure 9 Zone Farm Rd Set up*
    Group A (using canteen end) will enter and leave the pitch by the double gates at the Farm Rd end of the pitch
    See Figure 2 Gate to Pitch Zone A - Canteen End – Farm Rd
    Group B (using the uniform shop end) will enter and leave the pitch using gate at the warm up turf *Figure 3 Gate to Pitch Zone B - Uniform Shop end – Farm Rd*
  - Dendy St Figure 12 Layout Dendy St
    Group C
    Figure 14 Entry to Pitch Zone C Dendy St
    Group D
    See Figure 15 Entry to Pitch Zone D Dendy St
- For senior training
  - A maximum of twemty (20) participants (athletes) + coach will be allowed in each designated half of the pitch at any one time. Players and coaches cannot move between designated halves.
  - Only non-contact skills training drills will be allowed, keeping players separated by 1.5m.
- Hockey sticks cannot be shared between athletes.
- Athletes and coaching staff must practice safe hygiene at all times, including sanitizing hands before and after any training session.
- Individuals must leave the premises immediately after the conclusion of their training session. No socialising in groups will be permitted.
- Each coach will be provided with a set of hockey balls and training markers. Only coaches will be permitted to touch the hockey balls and training markers. It will be the responsibility of each coach to clean the markers after each training session (at home)
- Training bibs cannot be used. All playing kits (shirts, shorts/skirts and socks) should be laundered between each training sessions.
- No athletes and/or coaches will be permitted to use drink bottles unless they are clearly labelled with their individual name.
- Dugouts are not accessible.

First Aid Provisions

- Extra care should be taken by any members required to administer first aid to another member.
- First aid requires you to come within the 1.5m area recommended distance for social distancing and therefore extra precautions should be taken while administering first aid.
- At Farm Rd Protective masks and gloves will be stationed next to both the first aid kit near shop and defibrillator should either be required to be used.

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Responsibilities

Player Responsibilities

- Whilst Covid-19 restrictions still apply, attendance at training is not compulsory and will not affect a player's selection.
- We urge any of our players & coaches that have commenced training to please note if feeling unwell and shows signs of the below symptoms to please act accordingly and contact your doctor and coaches ASAP:
    - Fever
    - flu-like symptoms such as coughing, sore throat and fatigue
    - shortness of breath
- If you have had any COVID-19 Symptoms in the past 14 days, it is absolutely necessary you DO NOT ATTEND TRAINING. You would be advised to consider your own and others safety: notify a medical professional and self-isolate as recommended.
- During training
    - When training please ensure you undertake these precautions which include:
        - Avoiding basic physical contact such as handshakes, hugs, hi-fives. Spitting is also NOT allowed
    - Individual use of drink bottles and snacks (no sharing of lollies, oranges etc.)
    - If layers of clothing need to be removed when training, these items must be taken to their allocated "bag drop" location, they cannot be left on fences or on the pitch.
- Personal Hygiene
    - If possible, shower at home prior to training and wear clean clothes.
    - Shower at home after training and wash clothes to reduce transmission risk
    - Wash your hands before arriving at training, and use sanitiser as you enter the ground.
- Before and after training
    - On arrival players will only be able to enter the Farm Rd facility once "checked in" and when the previous training group have left the facility, under direction of coach and/or site manager.
    - Leave your hockey bag in the car.
    - When entering the facilities, small bag of important items can be left in the "bag drop" allocated to the player (
        - Farm Rd In front of the pavilion *See Figure 5 Allocation of locations for Zone A Bag Drop – Farm Rd*
        - Dendy St – At each post along the pitch *See Figure 16 Bag Drop Location Zone C Dendy St*
    - When training is finished, player must pick up their items and leave the facility via the exit gate immediately.
- Goalies
    - Kit up outside the facility in the "check in area". If it is wet, and baseball is not in attendance, they can use under the baseball overhang.
    - Unkit outside the exit gate after leaving the facility.

Parent Responsibilities

- Inform your child about the rules and regulations in regards to COVID-19 and training and make sure they understand they have to follow these guidelines and instructions from the coaches ALWAYS and ANYTIME

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- Make sure your child arrives in time, but not earlier than 10 minutes before training start
- Be ready outside the club grounds on the carpark to pick up your child from training
- Don't bring your child to training when he/she has any symptoms as described earlier or has had those symptoms in the past 14 days.
- Don't bring your child if any in your household has been positively tested, and follow the instructions.
- Parents/carers/guardians don't have access to the training facility. We recommend you stay in your car. If you wish to watch, you can do so from outside the fence, with appropriate social distancing.
- Always follow the instructions of the site manager.

Coach Responsibilities

- *For senior training*
    - *Coach is to ensure that all drills and training exercises require players to be at least 1.5m apart.*
- Coach is to be the only person to touch hockey balls and cones.
- Coach is to clean balls and cones after each training session. This can be completed at their own home with water and diluted disinfectant and bucket. Items to remain in solution for 10 minutes.
- Coach is to ensure that they finish training at their allotted finish time, they cannot wait until the next group is on the sidelines to start – as this will not happen. Recommend setting timer to go off at the appropriate time.
- Coach must be the last of their group to leave, thus allowing the next group to enter the facility.

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Operating the Farm Rd Facility

Use of Toilets

- Each time the toilets are used, the "touch spots" must be cleaned, this will be completed by the person using the toilet (seniors) and the age co-ordinator (juniors). Gloves and cleaner tools will be available. The women's home toilets will have a designated unixex toilet and will be the toilets used (Men's toilets will not be open) Liquid hand rinse and paper towel will be available in the two designated toilets. The shower will be locked and not be available for use. Toilets and touch areas will be cleaned after each use.

Opening & Closing the Farm Rd Facility

- The facility will be opened by the coach, the COVID-19 co-ordinator or designated person for the training. Process for juniors will be different to seniors.
- To open up: Person puts on gloves and opens up gates and toilet - relocks the toilet door so that it can be pulled shut later and puts key back in key lock. Makes sure hand sanitizers have been placed outside entry gate, on locations inside and also basket of cleaning items near the toilets. If they don't use gloves to open gate, doors etc then they need to clean down areas after them
- To close up: Person puts on gloves, places sanitisers away, locks gate.

Operating Dendy St Procedures

- Dendy St teams will use the "alternate check in procedure".
- Players wait at cars until preceding team leaves (or on hill spaced at fence posts along the car park - which are more than 1.5 M apart)
- Coach checks all players have filled in form
- Preceding players exit through gate from car park.
- Players then enter through the game from the car park
- Players drop their "small bag" at posts along the pitch – these are more than 1.5m apart. Using waterproof bag that they must bring if they want to keep items dry.
- Pitch will be divided in to two zones, C - Car Park End, D – Toilets End
- Toilets end uses pitch gate near the "pavilion"
- Car park end uses gate to pitch at other end
- Toilets will not be open (not abnormal for Dendy st)
- Players will leave immediately after training finishes.

Opening/Closing up at Dendy St

- Person who has key, opens up the gates, and turns on the lights (key required – not a switch), and wipes down lock after the open up. Person with key must have wipes as part of the kit bag.
- Person who locks up at Dendy St, locks the gate and wipes down the lock. Person who locks up must have wipes as part of their kit bag.

Coach Responsibilities

- Each coach will have a sanitiser bottle in their coach's bag. They will have this for each player as they enter the area.

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Check in procedures

Opening up/Check in Process for Juniors – Weekends

- Designated 'site manager' will open the gates wearing gloves.
- 'Site Manager' will unlock the toilet door but keeps it closed. All touch points will be cleaned by her/him with disinfectant wipes (door handle, light switch in changing room, light switch in toilets, sink and paper towel disposal. Gloves and wipes will be thrown away
- "Site Manager' and designated helper (both wearing gloves) will help putting out the bollards and tables (one at the entrance and one when players leave the grounds at the outside of the gate to disinfect their hands if they wish) to put up the hand sanitisers, as well as the boards with signs Entry/Exit. Gloves will be thrown away after use. Surface of the tables will be wiped with disinfectant wipes.
- 'Site manager' will tick off the names of the players for the specific training time on the attendance list
- The age coordinator (with hands disinfected with hand sanitiser when walking in the gates, maybe with an extra bottle of hand sanitiser in their hands for those who missed the bottle on the table outside the gate, like in the supermarkets) will guide/point the players of his/her age group to put their little bag pack (if they bring one) and direct them to the pitch they are allocated to (A- Canteen End end or B- Shop end).
- The coaches (disinfected their hands when walking in the gate, after being registered by Corona Coordinator/Petra) are ready on the pitch welcoming the players.
- Instructions given by the coaches about 1.5M distance rule during training ALL THE TIME (this is in an email as well sent to the junior players with the guidelines for them), no high fives, no body contact, no sharing of equipment, not touching the balls and cones with their hands, and so on. Even if the player wants to take off a jumper after they get warm, they have to bring that to their allocated bag drop with their bag pack.
- If the toilet is needed, the age coordinator, will put on gloves and open the door (by using the door handle) for the player. After using the toilet, the toilet door handle, the toilet seat, the basin and the paper towel dispenser will be cleaned with disinfectant wipes and the gloves and wipes will be disposed in the bin outside after closing the door with the door handle.
- For this process there will be a small basket next to the door of the changing room outside with: disposable gloves, disposable disinfectant wipes and a laminated sheet with what to clean when using the toilets.
- At the end of the day the 'Site Manager' help of designated helper, (both wearing gloves) will bring in the bollards from outside as well as the table, hand sanitiser bottles , as well as the boards with signs Entry/Exit. All these items will be stored in front of the canteen inside the gate, under cover. All will be wiped down with disinfectant wipes. Gloves and wipes will be thrown away after use.
- At the end of the day, the 'Site manager' with help of Petra will close the toilet doors. Will put the basket with cleaning stuff for toilets away. Will close the gate, will wipe off the key before putting it back in the lock. Will wipe down the key pad after closing. Will dispose the gloves and disinfectants wipes in the bins.

Check in procedure (for seniors only)

- Players must record their attendance at training via the jotform before entry in to training facility. https://www.jotform.com/SouthernUnitedHC/suhc-attendance-form

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- The form can also be accessed via QRCode
- When player fills in form, email is sent to the appropriate coach.
- Coach for the training group will confirm all attendees for their group have filled in the attendance form before allowing each player to enter the facility. Coach can review forms either via emails or via website report for their training group https://suhc.com.au/training-groups/
- Coach will only allow players/coaches to enter facility when all players/coaches in previous sessions have left the facility
- Group B (Shop end) will enter the facility first, followed by Group A (canteen end)
- If for some reason player does not attend training after filling in form, coach informs section co-ordinator who will flag entry for jot form as "non-attendance".

Process for "other training"

- When the pitch is hired to members for special training, special processes will be in place.
- The pitch MUST be booked to ensure that numbers are controlled.
- Booking will take place via https://www.revolutionise.com.au/suhc/bookings/
- Booking will be approved by club secretary ensuring there is 15 minutes between bookings. On confirmation, bookers will be informed they must fill in attendance jot form prior to entering the pitch.
- Secretary will check that forms have been received for each booking.
- Access to the pitch will be via the "schools" key lock. This lock will not have keys to the toilet.
- The access code to the schools lock will be changed weekly and the secretary will share this code only when bookings are due.

Process for Grand Masters

- The grand masters train at Farm Rd under the auspices of Southern United Hockey Club.
- Grand masters can return to training at Farm Rd under the proviso that they follow the same guidelines as Southern United club training.

Dendy St Procedures

- Players wait at cars until preceding team leaves (or on hill spaced at fence posts along the car park - which are more than 1.5 M apart)
- Coach checks all players have filled in form
- Preceding players exit through gate from car park.
- Players then enter through the game from the car park
- Players drop their "small bag" at posts along the pitch – these are more than 1.5m apart. Using waterproof bag that they must bring if they want to keep items dry.
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- Toilets end uses pitch gate near the "pavilion"
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Coach Responsibilities

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Illustrations Farm Rd Facility

Figure 1 Farm Rd Facility layout

Figure 2 Gate to Pitch Zone A - Canteen End – Farm Rd

Figure 3 Gate to Pitch Zone B - Uniform Shop end – Farm Rd

Figure 4 Pitch divided in to two zones – Farm Rd	*Figure 5 Allocation of locations for Zone A Bag Drop – Farm Rd*

Figure 6 Waiting spots for entering facility – Farm Rd

Figure 7 Entry and Exit – Farm Rd

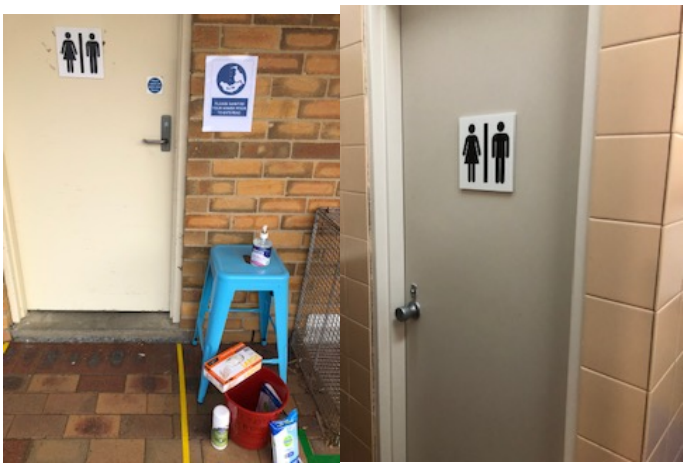

Figure 8 Toilets

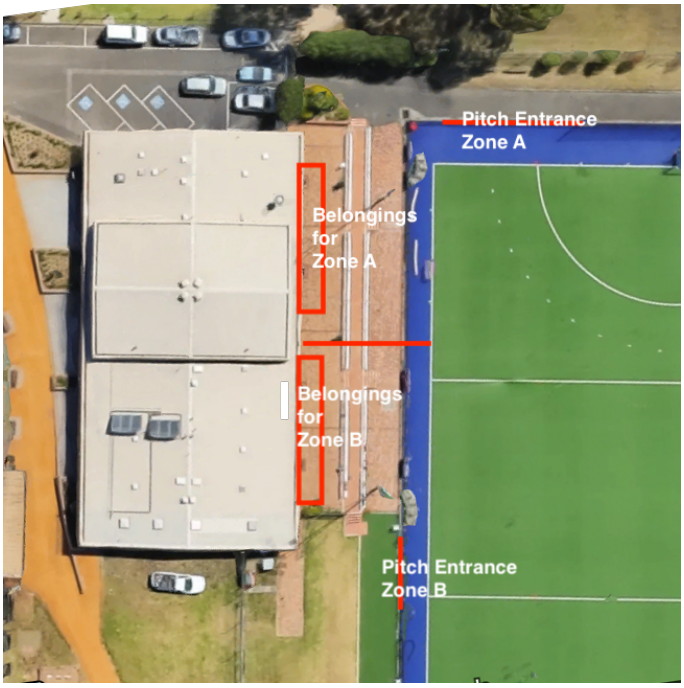

Figure 9 Zone Farm Rd Set up

Figure 10 Parents/Spectators can only view from outside fence (social distancing rules apply)

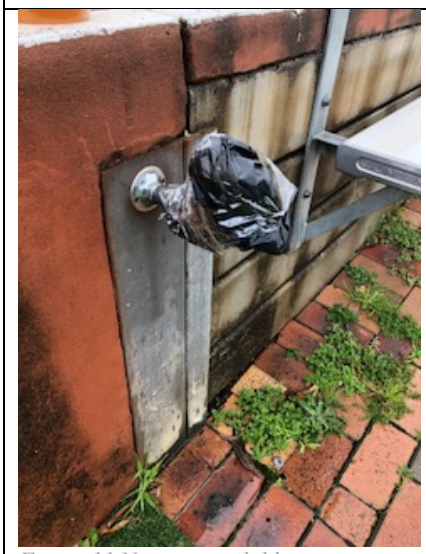

Figure 11 No taps available

Illustrations Dendy St

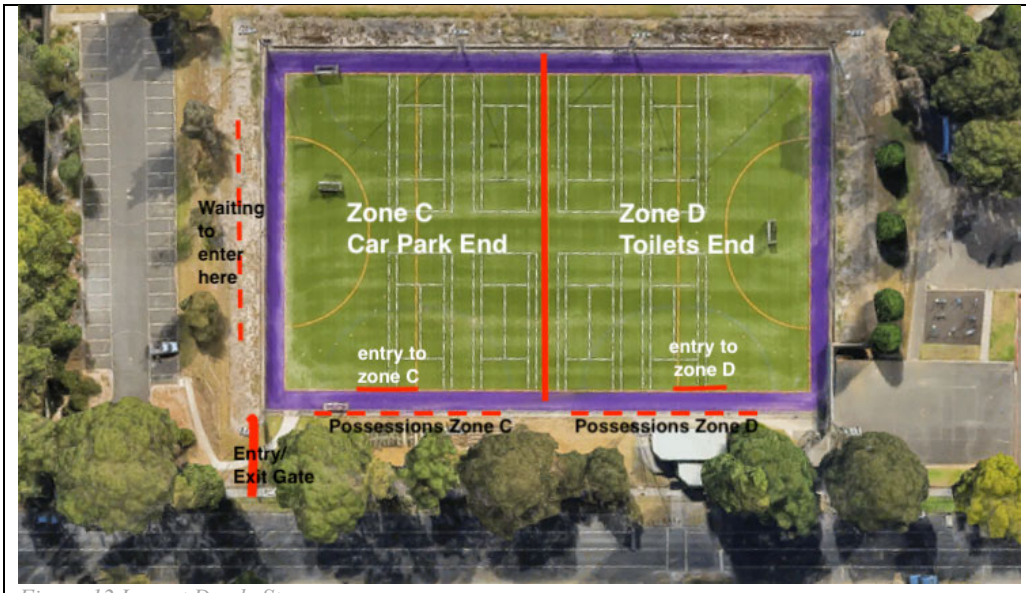

Figure 12 Layout Dendy St

Figure 13 Entry & Exit Gate Dendy St

Figure 14 Entry to Pitch Zone C Dendy St

Figure 15 Entry to Pitch Zone D Dendy St

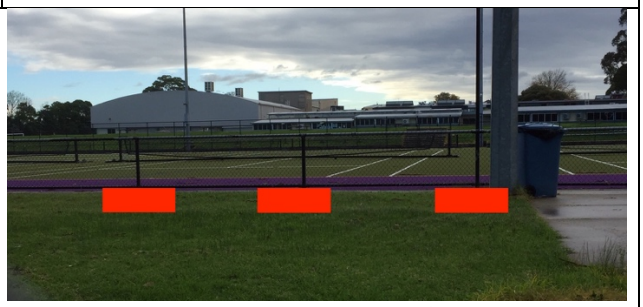

Figure 16 Bag Drop Location Zone C Dendy St

Reporting of positive case

- The SUHC COVID-19 Co-ordinator will advise Department of Health & Human Services on 1300 651 160 – line is open 24 hours per day (player may have done this already but we should still do it)
- SUHC COVID-19 Co-ordinator will send email to/contact the CoM to advise above.
- SUHC COVID-19 Co-ordinator Find out the dates and times that this person was in contact with other people at the club within the 24 hours preceding the showing of symptoms.
  This can be achieved by using spreadsheet at jotform and spreadsheets previously sent to COVID-19 Co-ordinator
- SUHC will contact and advise the contacts that a person that they have been in contact with has been diagnosed with Covid 19. Ideally all players will be contacted at the same time, so task will be shared by available CoM members.
- SUHC COVID-19 Co-ordinator Advise all sections to cancel training sessions for the following 48 hours – an email to members should be sent to advise of a confirmed case but that according to our training records they haven't been exposed to that person at the club. They are not to resume until we have been given clearance.
- SUHC COVID-19 Co-ordinator Arrange for a full clean down of the facilities
- SUHC COVID-19 Co-ordinator Advise Hockey Victoria via admin@hockeyvictoria.org.au
- SUHC COVID-19 Co-ordinator Review the above processes

Phone call to the contacts will state:

- We have been advised by a player that they have tested positive to Covid 19. According to our records they were in a training group with you/your child on the following dates. Given that all precautions were taken there is limited risk of infection but we would ask that they self isolate until we get confirmation from the Dept of HHS.

We would follow up with email.

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