



# COVID-19 POLICY & GUIDELINES



## COVID-19 Policy & Guidelines

Effective from 15 October 2021

# 1. FOREWORD

- 1.1. These guidelines govern the terms and conditions of Softball ACT (SACT) being undertaken under COVID-19 Return to Play Restrictions.
- 1.2. This document will be regularly monitored and reviewed and updated as necessary in accordance with ACT Government Health Regulations.
- 1.3. This document will remain fluid and updated throughout the COVID-19 pandemic period.
- 1.4. The following rules of interpretation apply to these guidelines, unless the context requires otherwise:
  - 1.4.1. the singular includes the plural and vice versa.
  - 1.4.2. where a word or phrase is defined, its other grammatical forms have the corresponding meaning; and
  - 1.4.3. headings are for convenience only and do not affect interpretation.
- 1.5. The Softball Australia Official Playing Rules and any published policy of SACT apply to all games unless a playing condition is specifically covered by these guidelines.
- 1.6. If any inconsistency or conflict exists between these guidelines and ACT Government Health Regulations, ACT Government Health Regulations will apply.
- 1.7. Any SACT rulings regarding the application and interpretation of these guidelines are final and cannot be appealed.
- 1.8. Resuming activity is subject to the provisions of the ACT Government Health Regulations, and these guidelines contains clauses relevant to our safe return to softball.
- 1.9. These guidelines apply to all Softball competitions, training and/or events after the “Effective From” date until such time as a review is undertaken and changes are recommended and approved by SACT.
- 1.10. Softball ACT will release updated versions as the community restrictions are eased or tightened.

## 2. Responsibility

- 2.1. These guidelines are to protect the health of individuals and communities and will remain the focus of SACT while the risk of Covid-19 transmission remains.
- 2.2. The return to Softball depends upon individuals taking responsibility for their own health and wellbeing, as well as putting the communities' health and needs above their own softball commitments.
- 2.3. Respect the directions of authorised SACT Officers, this includes (not limited to) SACT Board Member, Office Staff and/or Game Day Volunteers.
- 2.4. If an authorised SACT Officer asks you to adhere to a COVID-19 restriction or ask you to leave the venue due to breaching requirements, please do so immediately.

## 3. Vaccination

- 3.1. Softball ACT will follow ACT Health advice in relation to vaccination requirements.
- 3.2. Softball ACT will not mandate vaccinations; however we strongly encourage all members, and wider softball community to seek medical advice and be vaccinated if medically safe to do so.

## 4. COVID-19 Symptoms

- 4.1. If you experience any of the below symptoms or have been in contact with someone who has tested positive to COVID-19 or has the below symptoms within the last 14 days, advise SACT immediately and follow appropriate ACT Government quarantine and testing requirements:
- 4.2. Symptoms
  - Fever
  - Dry Cough
  - Tiredness
  - Flu like Aches & Pains
  - Nasal Congestion
  - Sore Throat
  - Runny Nose
  - Diarrhea

## 5. Attendance at Hawker International Softball Centre

- 5.1. Check in CBR App
  - 5.1.1. Every time you enter the grounds, you must sign in through the Check in Canberra App (Appendix 1)
  - 5.1.2. All attendees (aged 16 years and over) must check-in via the Check in CBR App upon entry each day.

- 5.1.3. Softball ACT have set up multiple check-in codes at the entry and around the venue to assist.
- 5.1.4. Attendees aged 15 and under will need to be checked in via parent/guardians CBR App.
- 5.2. If you have attended a COVID-19 hotspot you are required to stay away from Hawker until 14 days have passed, received a negative COVID-19 test and received confirmation from ACT Health of clearance.
- 5.3. Mandatory hand wash with soap/hand sanitiser for all people on entry and exit (ground floor toilets).
- 5.4. Enter and exit through designated areas.
- 5.5. Club House / Canteen
  - 5.5.1. The clubhouse at Hawker is a hospitality outlet and must comply with the rules of the hospitality sector during a Covid outbreak and easing of restrictions.
  - 5.5.2. Capacity numbers will be in place for people inside the clubhouse and will be updated as easing of restrictions allow.
  - 5.5.3. Specific ENTRY and EXIT points identified to control flow.
  - 5.5.4. Wall mounted sanitiser units have been installed.
- 5.6. Change rooms and toilets
  - 5.6.1. Changerooms under the clubhouse will be for umpire use only.
  - 5.6.2. Outer diamonds:
    - 5.6.2.1. Council toilets will be opened for use on outer diamonds from 29<sup>th</sup> October 2021, as per ACT Sport and Recreation covid safe plan.

#### 5.7. Capacity Reference

Area	Capacity
Clubhouse	25 total inside
BBQ Area	25 total seating area
Diamond 1	40 in main stand 20 per side stand
Diamond 2	20 per stand
Diamond 3	20 per stand
Open Space	60 in the area

- 5.7.1. Softball ACT officials will be monitoring capacities and may ask people to move on.

## 6. Training

#### 6.1. Facilities

- 6.1.1. Diamonds/batting cages must be booked via SACT Office for any training.

- 6.1.1.1. Use of one diamond per team per booking.
- 6.1.1.2. Training start and finish times will be staggered by 30mins to minimise interaction between groups.
- 6.1.2. Entry to Hawker International Softball Grounds will be through the main entrance.
- 6.1.3. Exiting Hawker through delivery gate near the left field of diamond 3 (where possible).
- 6.1.4. No access to shipping containers or groundsman area under the complex.
- 6.1.5. Only diamonds and toilets will be open (no changerooms, canteen, BBQ etc).
- 6.1.6. Arrive at training dressed and ready to train. Shower at home prior to training and wear clean clothing.
- 6.1.7. Shower at home after training and wash clothing to reduce transmission risks.
- 6.1.8. Only essential participants to attend facility.
- 6.1.9. Arrive no more than 15mins prior to your teams scheduled training start time.
- 6.1.10. Depart within 15mins after training has finished, no socialising.
- 6.2. Capacity / Distancing
  - 6.2.1. Max of one (1) group training on any diamond.
  - 6.2.2. Limit of 25 people in a group (excluding coach and support staff) at any time.
  - 6.2.3. Ensure adequate space (1 person per 4m<sup>2</sup>).
- 6.3. Equipment
  - 6.3.1. Only coaches to handle and set up training equipment.
  - 6.3.2. Any equipment required (pitching machines, etc) must be booked through the SACT Office.
  - 6.3.3. Do not share personal equipment and under no circumstances should an individual handle equipment that is not theirs (including but not limited to gloves, shoes, face masks, batting gloves, mouth guards etc.)
  - 6.3.4. Mouth guards are to only be placed in mouths or storage containers. Do not place them on a facility surface or put in socks or back pocket. Each time a mouth guard is touched individuals should use hand sanitiser or wash their hands.
  - 6.3.5. Where possible minimise the use of shared equipment (balls, bats, helmets, catching gear etc)
  - 6.3.6. If equipment needs to be shared, ensure hands and equipment are sanitised before and after use.
- 6.4. Health Masks
  - 6.4.1. Wearing a health mask is compulsory in accordance with ACT Health advice and only exemption is if engaged in vigorous activity.

#### 6.4.2. Coaches

- 6.4.2.1. Must always wear a mask, unless actively participating or demonstrating an activity that is deemed vigorous.

#### 6.4.3. Players

- 6.4.3.1. May remove their mask whilst involved in training, however, must wear a mask anytime they move away from their designated diamond (e.g.: going to the toilet, prior to and at the completion of training whilst entering and exiting the venue).

#### 6.5. Parents / Guardians

- 6.5.1. Parents/guardians are encouraged to stay outside the facility and remain in their vehicles.
- 6.5.2. Parents/guardians of minors may attend training if necessary.
- 6.5.3. If parents/guardians of minors enter the facility, they must sign in using the Check in Canberra App and is limited to 1 parent/guardian per child.
- 6.5.4. If parents/guardians enter facility, they must remain in the grandstand seating at the allocated diamond and must maintain social distancing of 1.5m and always wear a face mask.

#### 6.6. Personal Hygiene / Health

- 6.6.1. Mandatory hand wash with soap/hand sanitiser for all people on entry (ground floor toilets).
- 6.6.2. Mandatory hand wash with soap/hand sanitiser for all people on exit (ground floor toilets).

#### 6.7. Attendance

- 6.7.1. Head Coach and/or Manager must complete an attendance record (including parents/guardians who enter the complex) and return to SACT within 48 hours of the completion of each training session (Appendix 4).

## 7. Competition

#### 7.1. Attendance

- 7.1.1. Arrive no more than 20mins prior to the commencement of your teams scheduled game.
- 7.1.2. Leave the facility within 15mins after the conclusion of your team's game, no socialising.

#### 7.2. Line-up cards

- 7.2.1. Umpires will not collect line-up / match cards from the teams.
- 7.2.2. Team scorers will manage the line-up / match cards.

- 7.2.3. Umpires will confirm the score and have the team scorers note the plate and base umpires on the match cards.
- 7.3. Plate Meetings
  - 7.3.1. No plate meetings will take place prior to any game in the 2021/22 season.
- 7.4. Match Balls
  - 7.4.1. Each team will be required to supply match balls and utilise their teams match balls when playing defence.
  - 7.4.2. Defensive team will be responsible for the sanitisation of their match balls should a ball go out of play or at the change of innings.
  - 7.4.3. Defence will throw the ball directly to the pitcher from the bench if a ball goes out of play (like ball rotation during wet weather).
  - 7.4.4. Any time a batting team / umpire touches a ball it must be sanitised by the defensive team.
  - 7.4.5. Defence will take their match balls off the diamond at the completion of their defensive innings.
  - 7.4.6. Umpires will not accept or touch a match ball from a team.
  - 7.4.7. Standard ball tampering rules will apply for all foreign substance other than alcohol-based cleaner.
- 7.5. Playing Equipment
  - 7.5.1. No sharing of playing gloves.
  - 7.5.2. Where possible avoid sharing helmets, bats and catcher's gear.
  - 7.5.3. If club/team equipment is being used, sanitise all surfaces where possible before each use to reduce risk.
  - 7.5.4. If club equipment is being used across multiple teams, sanitise all equipment between each team use.
  - 7.5.5. Umpires are not to assist catchers by picking up their mask.
  - 7.5.6. Umpires will not assist the offense team by picking up any bats.
  - 7.5.7. Where possible collect your own bat after you completed your turn at bat.
- 7.6. Person to Person Contact
  - 7.6.1. Avoid non-essential person to person contact such as handshakes and high fives.
  - 7.6.2. After a defensive out, the ball is to be returned directly back to the pitcher, no throw around or high fives.
  - 7.6.3. Do not share towels, lip balm, sunscreen with others.
- 7.7. Post-Game

- 7.7.1. At the completion of the game, no handshakes and/or high fives.
- 7.7.2. Thank the opposition team from your team's side of the diamond.
- 7.7.3. Pack up gear and move out of dugout quickly, ensure your team has moved out of the dugout before the next team enters.
- 7.7.4. Remove all rubbish from the dugout and surrounding area before leaving the diamond.
- 7.8. Dugouts
  - 7.8.1. Recommended no chewing gum, or consumption of food in the dugouts (including lollies, oranges etc.)
  - 7.8.2. All personal belongings to be stored in bags in the dugouts (e.g. jumpers once removed to be placed into their own bag), do not leave items lying around.
  - 7.8.3. No shared containers of food (e.g. lolly containers, drink containers)
  - 7.8.4. Dedicated person for each team in the dugout reminds team members to be diligent with their hygiene each time they enter and exit the dugouts. As well as assist with maintaining ball sanitisation.
- 7.9. Umpires
  - 7.9.1. All umpires SUAACT or club umpire must adhere to the SUAACT COVID-19 Policy.
- 7.10. Spectators
  - 7.10.1. Spectators, limitations are in place, with spectators being included in the max 150 density restriction.
  - 7.10.2. Grandstand seating will be marked to ensure social distancing guidelines are adhered to and adhere to the capacity reference in 5.7.
  - 7.10.3. Must abide by social distancing guidelines outlined by ACT Health.
  - 7.10.4. Respect the directions of authorised SACT officers.

## 8. Managing a positive case

- 8.1. In the event of a positive case has been among the Softball ACT Community, Softball ACT and their members must fully cooperate with the relevant local authorities.
- 8.2. If a member tests positive for COVID-19, this should be reported immediately to Softball ACT Office.
- 8.3. Softball ACT will work with ACT Health and will advise further action.
- 8.4. Hawker Softball Centre will shut down and undergo deep cleaning procedures as outlined by ACT Health.



## 9. General Precautions

### 9.1. Wear face covering

- 9.1.1. Facemasks are to be worn by all personnel not involved in a game being played.
- 9.1.2. Whilst playing/training face masks are optional, however at the completion of your game/training you must wear a face mask.
- 9.1.3. Face masks do not need to be uniform compliant, however should not be offensive in nature and should not be deemed a substitute for social distancing.
- 9.1.4. See Appendix 3 for “How to wear a facemask”

### 9.2. Practice good hygiene

- 9.2.1. Bring personal hand sanitiser.
- 9.2.2. Sanitise your hands upon entry and sign in.
- 9.2.3. Wash your hands with soap and water often.
- 9.2.4. Sneeze/cough into your elbow or tissue.
- 9.2.5. No spitting will be tolerated at training, competition or within the Softball ACT venue.

### 9.3. Drink bottles

- 9.3.1. Every person will need to carry their own drink bottle.
- 9.3.2. Do not share drink bottles with teammates or spectators, unless they are part of the same household.
- 9.3.3. Where possible bring additional drink bottles to avoid needing to use venue taps to refill drink bottles.
- 9.3.4. If you need to refill drink bottles from venue taps, sanitise hands before and after use.

### 9.4. Social distancing

- 9.4.1. Except in the event of batter, catcher and umpire, all other players should adhere to social distancing where possible.

## Appendix 1: Check In CBR App - Softball ACT – Hawker

# STAY SAFE WITH THE CHECK IN CBR APP



Download the APP from



Open the app and scan the QR Code  
to register your visit

Softball ACT  
Hawker



(614)837779962057

Can't scan? Enter the code **962657** manually to check in.

Thank you for supporting COVID-19 contact tracing efforts  
and doing your bit to keep Canberrans safe.

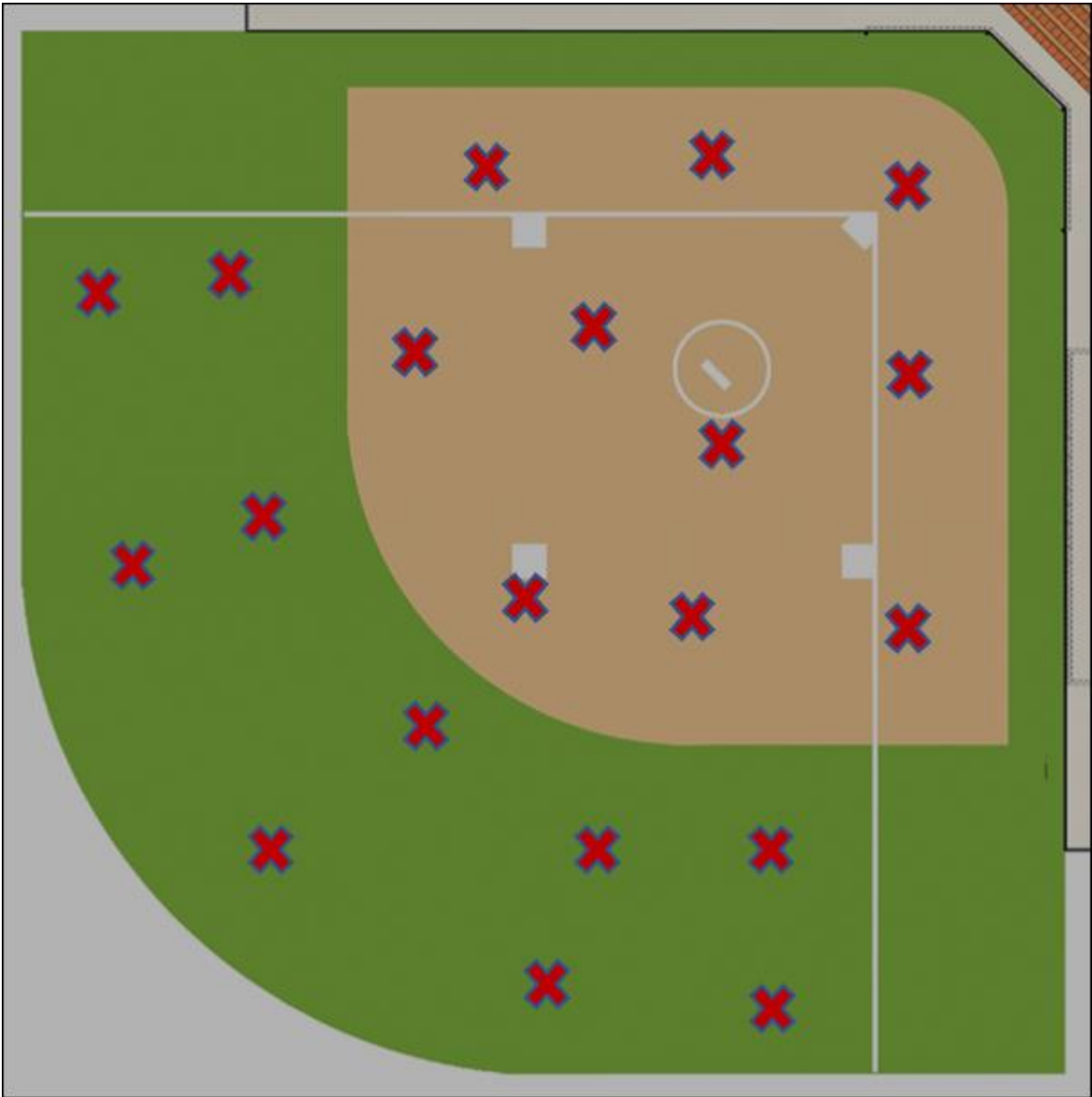
Questions? Call the **COVID-19 helpline (02) 6207 7244**  
from 8am–8pm daily



For further information visit  
[covid19.act.gov.au/check-in-cbr](https://covid19.act.gov.au/check-in-cbr)



Appendix 2: Hawker Field Set-up



## Appendix 3: How to wear a facemask



## Appendix 4: Training Attendance Record ([website](#))



### TRAINING ATTENDANCE RECORD

*All trainings must be conducted in accordance with the Softball ACT Covid Policy*

Name of Club/Association: \_\_\_\_\_

Team & Division: \_\_\_\_\_

Session Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

	First Name	Last Name	COVIDSafe app installed?	Wash/Sanitised hands on arrival	Personal Sanitizer?	Time In	Time Out
1			Yes/No/Prefer not to say				
2			Yes/No/Prefer not to say				
3			Yes/No/Prefer not to say				
4			Yes/No/Prefer not to say				
5			Yes/No/Prefer not to say				
6			Yes/No/Prefer not to say				
7			Yes/No/Prefer not to say				
8			Yes/No/Prefer not to say				
9			Yes/No/Prefer not to say				
10			Yes/No/Prefer not to say				
11			Yes/No/Prefer not to say				
12			Yes/No/Prefer not to say				
13			Yes/No/Prefer not to say				
14			Yes/No/Prefer not to say				
15			Yes/No/Prefer not to say				
16			Yes/No/Prefer not to say				
17			Yes/No/Prefer not to say				
18			Yes/No/Prefer not to say				
19			Yes/No/Prefer not to say				
20			Yes/No/Prefer not to say				
21			Yes/No/Prefer not to say				
22			Yes/No/Prefer not to say				
23			Yes/No/Prefer not to say				
24			Yes/No/Prefer not to say				
25			Yes/No/Prefer not to say				

**ALL PERSONS ATTENDING MUST BE RECORDED (INCLUDES COACH, PLAYERS, PARENTS CARERS, OFFICIALS SPECTATORS, VOLUNTEERS)**

# Document Control

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