



# COVIDSAFE PUBLIC EVENTS

## EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

### Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and workers. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#).

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

### Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

## Section 1: Key Event Information

### Contact Information

Please provide the relevant business details and contact information below:

<b>Registered company / business name</b>	Bendigo Football Netball League
<b>Trading company / business name</b>	Bendigo Football Netball League
<b>Business address</b>	Level 1, 45 Mundy Street, Bendigo
<b>ABN</b>	73 834 862 649
<b>Event organiser name and title</b>	Cameron Tomlins, General Manager, Bendigo Football Netball League
<b>Event organiser phone number</b>	0419 512 009
<b>Event organiser email</b>	<a href="mailto:cameron.tomlins@aflcentralvic.com.au">cameron.tomlins@aflcentralvic.com.au</a>
<b>COVIDSafe coordinator name and contacts (if any)</b>	Cameron Tomlins, General Manager, Bendigo Football Netball League
<b>Liquor license type, number and capacity</b>	N/A – Catering provided via external operators

### Event Details

Please provide the relevant event details below:

<b>Event name</b>	Bendigo Football Netball League – 2021 Finals Series
<b>Event location</b>	Queen Elizabeth Oval 30 Gaol Rd, Bendigo VIC 3550
<b>Date (s) of event</b>	<ul style="list-style-type: none"><li>• Saturday September 4<sup>th</sup> 2021 – Qualifying Final</li><li>• Sunday September 5<sup>th</sup> 2021 – Elimination Final</li><li>• Saturday September 11<sup>th</sup> 2021 – 2<sup>nd</sup> Semi Final</li><li>• Sunday September 12<sup>th</sup> 2021 – 1<sup>st</sup> Semi Final</li><li>• Saturday September 18<sup>th</sup> 2021 – Preliminary Final</li></ul>

	<ul style="list-style-type: none"> <li>Friday September 24<sup>th</sup> 2021 – Grand Final</li> </ul>
<b>Key decision date</b>	<ul style="list-style-type: none"> <li>- Event to proceed unless prevent by relevant Victorian Health orders.</li> <li>- For planning purposes, specific information regarding capacity allowance will be required no later than <b>FRIDAY August 6<sup>th</sup> August 2021</b> to ensure adequate logistical coordination, resourcing and promotion of either the requested capacity, or a reduced capacity.</li> </ul>
<b>Duration of the event</b>	9.00am – 5.00pm daily (6 x days of competition across 4 weekends)
<b>Event description</b>	<ul style="list-style-type: none"> <li>- Bendigo Football Netball League Finals Series matches, comprising of 3 football and 5 netball matches across the day between qualified clubs/teams.</li> <li>- Event will be attended by players, coaches, comittes, volunteers and the general public.</li> <li>- The League consists of 10 clubs from the Greater Bendigo and Central Victorian region, who may all be represented across specific grades of football or netball competition.</li> </ul>
<b>Timing of key event activities</b>	<p>10.00am – Under 18’s Football Match (Oval)</p> <p>12.15pm – Reserves Football Match (Oval)</p> <p>2.20pm – Senior Football Match (Oval)</p> <p>10.00am – 17 &amp; Under Netball (Netball Courts)</p> <p>11.20am – B Reserve Netball (Netball Courts)</p> <p>12.40pm – B Grade Netball (Netball Courts)</p> <p>2.00pm – A Reserve Netball (Netball Courts)</p> <p>3.20pm – A Grade Netball (Netball Courts)</p>
<b>Serving of alcohol</b>	- Yes, alcohol will be served from one service area at the venue from 12.30pm, via external catering provider.
<b>Event website</b>	<a href="https://www.bendigofnl.com.au/">https://www.bendigofnl.com.au/</a>
<b>Experience arranging a COVIDSafe event</b>	- The Bendigo FNL has been responsible for educating, training and assisting all affiliated clubs to coordinate 18 x home and away rounds (90 match days) during season 2021.

	<p>This includes receiving, understanding and providing/educating clubs of necessary required AFL Victoria, Netball Victoria return to train/play protocols. Further to this, the BFNL has been the key link for clubs to receive and understand ever-changing Victorian Government COVID related restrictions.</p> <p>Education has included regular facilitation of affiliated COVID related club meetings, catered events and educational training session, including Victorian Government COVID specific representatives.</p> <p>BFNL representatives have attend each club at multiple match days weekly to assist with and observe required changing COVID protocols. The League has provided significant assistance and advice to clubs, involved in the successful management of 90 regular season matches to date.</p> <p>The BFNL have developed many relevant documents to assist match day operations and logistics, including process for suspected positive COVID cases, along with a COVID-19 BFNL season 2021 guiding principles document, outlining strategies and direction for both the League and clubs to operate in a COVID safe manner.</p> <p>The BFNL has become flexible and adaptable throughout the pandemic to the various requirements and has accumulated the resources to manage a game day event of the requested scale.</p>
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### Attendance and tiers

Please provide details of the event attendees and event tier:

<b>Total expected attendees</b>	<ul style="list-style-type: none"> <li>- Estimated total attendance across 6 entire days of competition – 20,000 (including participants and volunteers necessary to participation).</li> <li>- Estimated DAILY attendances: <ul style="list-style-type: none"> <li>• 2,500 - Sat September 4<sup>th</sup> 2021 – Qualifying Final</li> <li>• 2,500 - Sun September 5<sup>th</sup> 2021 – Elimination Final</li> <li>• 2,500 - Sat September 11<sup>th</sup> 2021 – 2<sup>nd</sup> Semi Final</li> <li>• 2,500 - Sun September 12<sup>th</sup> 2021 – 1<sup>st</sup> Semi Final</li> <li>• 3,500 - Saturday September 18<sup>th</sup> 2021 – Preliminary Final</li> <li>• 7,000 - Fri September 24<sup>th</sup> 2021 – Grand Final</li> </ul> </li> <li>- Estimated daily attendances are spread across the entire day, from approximately 9.00am until 5.30pm, meaning projected total patrons at any time may be 50% or less of the estimated daily attendance.</li> </ul>
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	<p>- Grand Final historically occurs Saturday, therefore estimated attendance is unknown and possibly reduced due to the fact the recent lockdown forced the season to be extended.</p> <p>- Attendance is heavily related to membership/supporter bases of qualified teams, which remains unknown currently.</p>
<b>Expected peak attendees</b>	<p>- Peak attendance is considered during the seniors football match, spanning an approximate period of <b>2.00pm – 4.45pm.</b></p> <p>- Estimated PEAK attendances:</p> <ul style="list-style-type: none"> <li>• 1,200 - Sat September 4<sup>th</sup> 2021 – Qualifying Final</li> <li>• 1,200 - Sun September 5<sup>th</sup> 2021 – Elimination Final</li> <li>• 1,200 - Sat September 11<sup>th</sup> 2021 – 2<sup>nd</sup> Semi Final</li> <li>• 1,200 - Sun September 12<sup>th</sup> 2021 – 1<sup>st</sup> Semi Final</li> <li>• 2,000 - Saturday September 18<sup>th</sup> 2021 – Preliminary Final</li> <li>• 5,000 - Fri September 24<sup>th</sup> 2021 – Grand Final</li> </ul>
<b>Attendee demographic</b>	<p>The crowd will consist of children and families, participants ranging from 16 years old to 40 years old and adult spectators ranging from 18 years to up to 80 years old.</p> <p>A majority of patrons would fall in between the 18 and 50 years old category.</p> <p>Children under 16 will also be in attendance as spectators only.</p>
<b>Attendance number from previous years if the event has been held previously</b>	<p>Attendee numbers from previous years can be determined by the level of member bases from participating/qualified teams and clubs.</p> <p>The above patron estimations/projections are based on approximate gate takings from recent years.</p> <p>Actual attendance levels (by person) have not be historically gathered by the League.</p> <p>Children attendees 12 months – 16 years are free entry, and not captured by recent gate takings.</p>
<b>Event Tier (Tier 1 or Tier 2)</b>	Tier 2

## Venue Details

Please provide the relevant details of your venue or venues below:

<b>Venue name</b>	Queen Elizabeth Oval, BENDIGO
<b>Venue contact</b>	Cameron Tomlins, Manager, Bendigo Football Netball League Phone: 0419 512 009
<b>Venue site map</b>	
<b>Venue site size (in square meters)</b>	The entire QEO venue, including car park, netball courts and change facilities = 46,500m <sup>2</sup>
<b>Venue publicly accessible</b>	Approx 20,000m <sup>2</sup>

<b>floor (in square metres)</b>	
<b>Maximum venue capacity:</b>	10,000
<b>Break down of room / area (in square meters) and capacity:</b>	<p>The following are approximates:</p> <ul style="list-style-type: none"> <li>- 390m2 - QEO grandstand change rooms (including Sandhurst Social area – no public access during finals)</li> <li>- 340m2 - Aquatic change rooms</li> <li>- 235m2 – Netball change facilities</li> <li>- 200m2 – Kiosk</li> </ul>
<b>Requested maximum number of attendees at the venue</b>	2,500 – 7, 000 attendees, dependant on the day of competition
<b>Venue worker numbers (excluding vendors, sub-contractors, volunteers)</b>	<ul style="list-style-type: none"> <li>- Canteens/BBQs – 30 to 50 across the day (multiple stations)</li> <li>- Gate – 10 across the day</li> <li>- Bar – 20 to 30 across the day (multiple stations)</li> <li>- COVID Marshalls/Officers – approximately 1 per 200 patrons</li> <li>- Event Contacts – minimum 2 per event day</li> <li>- Security – 8 to 15 across match day, dependent on weekend of competition</li> <li>- This does not include multiple club volunteers that will be directly involved with the running of sporting matches.</li> <li>- *All catering opportunities are provided by third party operators</li> </ul>
<b>Venue vendors, sub-contractors, volunteers number</b>	<ul style="list-style-type: none"> <li>- *All catering opportunities are provided by third party operators:</li> <li>- Mobile coffee van (Coffee Storm) - maximum 2 vans per day</li> <li>- Food Van - maximum 2 vans per day</li> <li>- Canteen operators – maximum 2 canteen sites per day</li> <li>- BBQ stations (marquees) – maximum 3 sites per day</li> <li>- Bar (alcohol) stations – maximum of 3 sites per day, designated wet and dry areas (as per following match day facility map).</li> </ul>
<b>Event / venue workers key roles and responsibilities</b>	<ul style="list-style-type: none"> <li>- <b>Canteen Staff:</b> Serving food and non-alcolic beverages from 10.00am to 5pm. On the day of the event.</li> <li>- <b>Gate Marshals:</b> Ensure safe entry to the venue. Provide advice and assistance to attendees on entry regarding QR code check-in and safety protocols. Conduct transactions for entry fee, or check relevant passes or pre-paid tickets.</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Security staff:</b> Bag checks on entry, monitor crowd activity and behaviour (security cameras in operation), assist with match day logistics and overall safety, monitor COVID protocols inline with AFL Vic/Netball Vic requirements and provide advice/education to patrons on COVID safe requirements.</li> <li>- <b>Bar Staff:</b> Serve packaged alcoholic beverages from designated bar service area from 12.30pm to 5.30pm.</li> <li>- <b>COVID Marshals:</b> Will be at the venue to ensure social distancing protocols are being adhered to. COVID Marshals will be provided at an approximate rate of 1 per 200 spectators at peak attendance. Their job will be to perform duties similar to the following: <ul style="list-style-type: none"> <li>- Ensure patrons are practicing social distancing</li> <li>- Ensure patrons follow COVID-Safe practice</li> <li>- Direct patrons to check into VIC Gov QR Code</li> </ul> </li> <li>- Implement and monitor AFL Vic/Netball Vic return to competition protocols.</li> <li>- Answer any patron COVID specific questions as required.</li> <li>- <b>Event Contacts:</b> Event organiser ensures smooth running of the event as a whole and are the Primary and Secondary contacts for the event.</li> <li>- Club officials/COVID officers: Ensure competing clubs/teams are meeting required COVID safe event expectations. Monitor density limits of change rooms and cleaning/sanitisation requirements of frequent/high touch surfaces.</li> </ul>
<p><b>Number of entry / exit points</b></p>	<ul style="list-style-type: none"> <li>- There will be two entry/exit points to the site – one at Gaol Rd main entrance, the other at Barnard St entrance.</li> <li>- Gaol Rd main entrance will be segregated to offer single signed entry/exit points.</li> <li>- All other accessible areas to the facility will be closed for the duration of the event and reopened at the conclusion of the event.</li> <li>- All exit gates will be opened before the conclusion of the last match to assist with managing foot traffic exiting the event.</li> <li>- There will be minimum 4 exits available after the attendance has reached its peak and the event is winding down to assist with evenly dispersing patrons.</li> <li>- The venue will be clearly signed both inside and outside with COVID Safe reminders – State government QR Code check-in requirements, basic hygiene, social distancing reminders and COVID safe practices relating to community sport. These will be more evident around places crowds are known to congregate including canteen and bar facilities, change rooms, entry points to indoor facilities and toilets and washrooms.</li> <li>- The Victorian Government’s QR Code System will be used and patrons will be reminded to check in on arrival at the ground. Those unable to utilise the QR Code system will be able to log their contact details manually at the entry gates. All participants of matches will be traced via electronic team sheets.</li> <li>- In addition to entry points, QR codes will be located at various points around the ground including hospitality service areas, ground fences, change rooms and toilet facilities.</li> </ul>



	<ul style="list-style-type: none"> <li>- Electronic scoreboard utilised to display COVID safe event reminders.</li> </ul>
<p><b>Venue access management arrangements</b></p>	<ul style="list-style-type: none"> <li>- COVID specific signage installed</li> <li>- There will be two entry points to the site that will be staffed with gate attendants – Gaol Rd main entrance, and Barnard St entrance.</li> <li>- All other entry points will be closed for the duration of the event and reopened at the conclusion of the event.</li> <li>- State Government QR codes displayed for attendee registration. This will continue to support the requirement for contact tracing and is data that will be directly ingested by the government.</li> <li>- Gate Staff will remind incoming patrons to check-in on arrival.</li> <li>- Those unable to utilise the QR Code system will be able to log their contact details manually at the entry gates.</li> <li>- All participants of matches will be traced via electronic team sheets.</li> <li>- Gates will include ample signage and sanitising stations.</li> <li>- Gate staff, security and COVID-Safe marshalls will also be around to support with direction and ingress at entry.</li> </ul>

## Section 2: Event Site Map

External Site Map – Queen Elizabeth Oval, 30 Gaol Rd, Bendigo, 3550

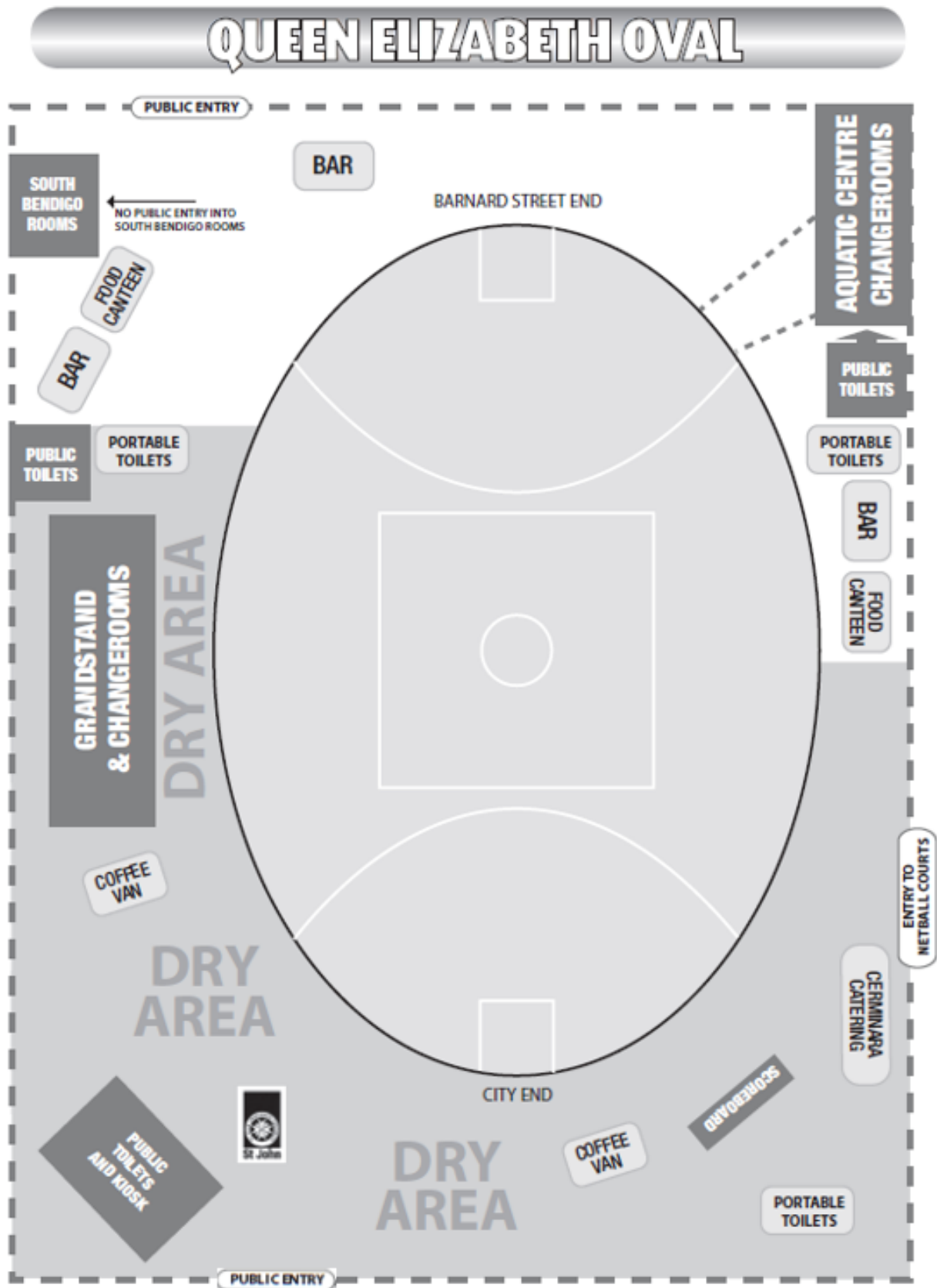


- 1 Aquatic side home team change rooms, umpire change rooms and event toilets
- 2 Shade shelters and tiered seating
- 3 South Bendigo Football Netball Club social rooms

- 4 Secondary vehicle entry gate
- 5 Grandstand, away team change rooms and 2 x coaches box
- 6 Sandhurst Football Netball Club social rooms

- 7 Kiosk and public toilets
- 8 Main vehicle entry gate
- 9 Accessible viewing ramp
- 10 QEO cottage
- 11 Netball pavilion

External Site Map (including wet/dry areas, external catering stands) – Queen Elizabeth Oval, 30 Gaol Rd, Bendigo, 3550



## Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Attendee management
- Cleaning and hygiene
- Workers, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Event Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

### Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Event Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

### General Governance

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- COVID safe event plan written, communicated to club community and posted on website</li> <li>- Distribute AFL Vic/Netball Vic/BFNL current return to play protocols</li> <li>- Adequate signage installed</li> </ul>	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b>

	<ul style="list-style-type: none"> <li>- There will be two entry points to the site that will be staffed with gate attendants – Gaol Rd main entrance, and Barnard St entrance.</li> <li>- State Government QR codes displayed for attendee registration. This will continue to support the requirement for contact tracing and is data that will be directly ingested by the government.</li> <li>- Those unable to utilise the QR Code system will be able to log their contact details manually at the entry gates.</li> <li>- All participants of matches will be traced via electronic team sheets.</li> <li>- Gates will include ample signage and sanitising stations.</li> <li>- Sanitising products available for patrons and for cleaning spaces</li> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Modify activities to optimise the ability to maintain 1.5 metres physical distancing and separate groups/teams as much as possible if required by public health orders.</li> <li>- Officials attending matches must keep a 1.5m distance if required by public health orders during and post matches.</li> <li>- Identify areas that require floor marking, such as change rooms, clubhouses, canteens and kitchen areas.</li> <li>- Allocate different doors for entry and exit if possible and use floor markings to provide minimum physical distancing guides where appropriate.</li> <li>- Provide signage on the maximum occupancy of areas that are open to the general public (if required).</li> <li>- Participants, patrons and volunteers showing any COVID 19 symptoms asked not to attend. Should they attend they will be required to immediately return home and seek medical advice.</li> <li>- All other entry points will be closed for the duration of the event and reopened at the conclusion of the event.</li> </ul>	
<p><b>During</b></p>	<ul style="list-style-type: none"> <li>- Event coordinators, Team managers, COVID safe officers, security reminding attendees of COVIDsafe behaviours.</li> <li>- Adequate signage installed</li> <li>- COVID safe messages displayed on scoreboard throughout the event</li> <li>- Hand sanitiser publicly available</li> <li>- Regular cleaning, including of high-touch surfaces</li> <li>- QR codes for patron and participant registration</li> <li>- Reinforce messaging to participants, volunteers and officials that physical distancing needs to be maintained during activities/events and during social interactions</li> </ul>	<p><b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b></p>

	<ul style="list-style-type: none"> <li>- Reinforce messaging to participants, volunteers and officials including requirements regarding hand washing and sanitising</li> <li>- Reinforce messaging to participants, volunteers and officials requirements regarding no sharing of food, drink bottles, towels or other personal items</li> <li>- No spectators in changerooms. Players and officials only</li> <li>- Participants, patrons and volunteers showing any COVID 19 symptoms asked not to attend.</li> <li>- Should they attend they will be required to immediately return home and seek medical advice.</li> <li>- COVID Marshals at an approximate ratio of 1 – 200 patrons will be at the venue. Their job will be to perform duties similar to the following: <ul style="list-style-type: none"> <li>- Ensure patrons are practicing social distancing</li> <li>- Ensure patrons follow COVID-Safe practices</li> </ul> </li> <li>- Direct patrons to check into VIC Gov QR Code</li> <li>- Competing teams, coaches and players will be adhering to the player protocols dictated by their respective sports bodies – AFL Victoria and Netball Victoria.</li> <li>- Any non-compliance will be reported direct to Vic Police</li> <li>- Accurate logs/registers of each player or official necessary to the participation of each match will be separately recorded and maintained.</li> </ul>	
<p><b>After</b></p>	<ul style="list-style-type: none"> <li>- COVID Marshals and signage will direct people to exit through the same entry point that they entered end the conclusion of the event.</li> <li>- All exit gates will be opened before the conclusion of the last match to assist with managing foot traffic exiting the event.</li> <li>- There will be up to five exits available after the attendance has reached it's peak</li> <li>- Full clean and sanitisation of indoor spaces as required</li> <li>- Keep a record of facility cleaning (date and sign)</li> <li>- Monitor supplies of cleaning products and regularly restock</li> </ul>	<p><b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b></p>

## Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Ongoing communication regarding AFL Victoria's COVID Safe Protocols have taken place between the league and clubs.</li> <li>- Social media will be used in the weeks and days leading up to the event to promote safe hygiene practices, social distancing requirements and density limits.</li> <li>- AFL Victoria and community football leagues will continue to communicate the most up to date advice from the Victorian Government in additiona to current player protocols from AFL Victoria and Netball Victoria.</li> <li>- All players and event staff will be provided with access to COVID safe event plan in advance of the event detailing COVID safe practices expected to be followed on the day of the event, including the use of changeroom facilities, hygiene and social distancing when not competing.</li> </ul>	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b>
<b>During</b>	<ul style="list-style-type: none"> <li>-The venue will be clearly signed both inside/outside with COVID safe reminders – basic hygiene, social distancing reminders and COVID safe practices as part of the return of community sport.</li> <li>- COVID Marshals will be at the venue to ensure social distancing protocols are being adhered to</li> <li>-Their job will be to perform duties similar to the following:               <ul style="list-style-type: none"> <li>- Ensure patrons are practicing social distancing/following AFL Vic and Netball Vic protocols</li> <li>- Ensure patrons follow COVID-Safe practice</li> <li>- Direct patrons to check into VIC Gov QR Code</li> </ul> </li> <li>- COVID Marshals will also be supporting event volunteers on the day to ensure COVID Safe practices are clearly understood.</li> </ul>	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b>

## Record Keeping to Support Contact Tracing of workers, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Everyone entering the venue will be required to sign in using the Victorian Government's QR Code System on arrival at the ground.</li> </ul>	<b>Event Coordinator</b> <b>COVID Marshals</b>

	<p>- Those unable to utilise the QR Code system will be able to log their contact details manually at the entry gates. This practice will be promoted via social media channels and at training nights in advance of the event.</p> <p>- The personal details (name, email, mobile) of all venue and contractor staff will be collected prior to event day.</p> <p>- The following contacts will be the primary and secondary contacts for the venue and contractor staff, if required:</p> <p><b>Primary:</b> Cameron Tomlins General Manager Bendigo FNL Ph: 0419 512 009</p> <p><b>Secondary:</b> Carol McKinstry BFNL Board Chair Bendigo FNL Ph: 0411 623 917</p>	<p><b>Ground Manager</b></p> <p><b>External contractors</b></p> <p><b>Club officials</b></p>
<b>During</b>	<p>- Everyone entering the venue will be required to sign in using the Victorian Government's QR Code System on arrival at the ground. Those unable to utilise the QR Code system will be able to log there details manually at the entry gates.</p> <p>- QR Codes will also be available at other locations around the ground including the bar, canteen and changerooms. Service will not be provided unless attendees have checked in either manually or via the Victorian Government QR Code system.</p> <p>- Teamsheet digital recording will also be seperately utilised to log and register participants and those officials necessary to participation of each match.</p>	<p><b>Event Coordinator</b></p> <p><b>COVID Marshals</b></p> <p><b>Ground Manager</b></p> <p><b>External contractors</b></p> <p><b>Club officials</b></p>
<b>After</b>	<p>All data and information will be collated and retained by the BFNL at the conclusion of the event. Information will be stored in accordance with Victorian Privacy and Data legislation and at provided on request to the Victorian State Government.</p>	<p><b>Event Coordinator</b></p> <p><b>COVID Marshals</b></p> <p><b>Ground Manager</b></p> <p><b>External contractors</b></p> <p><b>Club officials</b></p>



## Impact on the Local Community

Timing	Plans / actions	Responsible
<b>Before</b>	- Minimal impact other than some increased traffic in the surrounding area prior to and immediately after the event. - This will be no different to prior years events.	<b>Event Coordinator</b>
<b>During</b>	- Minimal impact other than some increased traffic in the surrounding area prior to and immediately after the event. - This will be no different to prior years matches/events.	<b>Event Coordinator</b>

## Attendee Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All workers and attendees must be screened for coronavirus (COVID-19) symptoms before the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

## Maintain Physical Distancing

Timing	Plans / actions	Responsible
<b>Before</b>	- The venue will be clearly signed prior to the event both inside out outside with COVID Safe reminders – basic hygiene, social distancing reminders and COVID safe practices of community sport. - Media and internal communications, social media usage as to patron expectations, patron caps and COVID specific requirements.	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b> <b>Club officials</b>
<b>During</b>	- The venue will be clearly signed both inside out outside with COVID Safe reminders and the electronic scoreboard will display continuous messages throughout the event.	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b>

	<ul style="list-style-type: none"> <li>- Reminders will include basic hygiene, social distancing reminders and COVID safe practices as part of the return of community sport.</li> <li>- These will be evident around places crowds are known to congregate including canteen and bar facilities, change rooms, entry points to indoor facilities and toilets and washrooms.</li> <li>- There will be limited public access to indoor spaces, apart from necessary club staff during the event.</li> <li>- Indoor spaces accessible will be changerooms for competing teams and those necessary to participation, with density quotas/social distancing methods adhered to.</li> <li>- COVID Marshals will be at the venue at an approximate ratio of 1 – 200 patrons to ensure social distancing protocols are being adhered to</li> <li>- Their job will be to perform duties similar to the following: <ul style="list-style-type: none"> <li>- Ensure patrons are practicing social distancing</li> <li>- Ensure patrons follow COVID-Safe practice and AFL/Netball Vic COVID safe protocols</li> <li>- Direct patrons to check into VIC Gov QR Code</li> </ul> </li> </ul>	<p><b>Club officials</b></p>
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### Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Social media will be used leading up to the event to promote/request any attendees to report any symptoms of sore throat, cough, fever, recent international travel or contact with another persons with COVID-19 to not attend the event, and get tested.</li> </ul>	<p><b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b> <b>Club officials</b></p>
<b>During</b>	<ul style="list-style-type: none"> <li>- The venue will be clearly signed both inside out outside with COVID Safe reminders – basic hygiene, social distancing reminders and COVID safe practices as part of the return of community sport. These will include promotion of symptoms and that if anyone in attendance begins to show symptoms they should immediately self isolate and get tested.</li> <li>- COVID marshals, trained team officials such as coaches/trainers/team mangers etc to screen all participants necessary to participation for display of symptoms.</li> </ul>	<p><b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b> <b>Club officials</b></p>

## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- COVID specific signage installed</li> <li>- There will be two entry points to the site that will be staffed with gate attendants – Gaol Rd main entrance, and Barnard St entrance.</li> <li>- All other entry points will be closed for the duration of the event and reopened and the conclusion of the event.</li> <li>- State Government QR codes displayed for attendee registration. This will continue to support the requirement for contact tracing and is data that will be directly ingested by the government.</li> <li>- Gate Staff will remind incoming patrons to check-in on arrival.</li> <li>- Those unable to utilise the QR Code system will be able to log their contact details manually at the entry gates.</li> <li>- All participants of matches will be traced via electronic team sheets.</li> <li>- Gates will include ample signage and sanitising stations.</li> <li>- Gate staff, security and COVID-Safe marshalls will also be around to support with direction and ingress at entry.</li> </ul>	<p><b>Event Coordinator</b></p> <p><b>Ground Manager</b></p> <p><b>COVID Marshals</b></p> <p><b>Gate Marshals</b></p>
<b>During</b>	<ul style="list-style-type: none"> <li>- COVID specific signage installed</li> <li>- There will be two entry points to the site that will be staffed with gate attendants – Gaol Rd main entrance, and Barnard St entrance.</li> <li>- All other entry points will be closed for the duration of the event and reopened and the conclusion of the event.</li> <li>- State Government QR codes displayed for attendee registration. This will continue to support the requirement for contact tracing and is data that will be directly ingested by the government.</li> <li>- Gate Staff will remind incoming patrons to check-in on arrival.</li> <li>- Those unable to utilise the QR Code system will be able to log their contact details manually at the entry gates.</li> <li>- All participants of matches will be traced via electronic team sheets.</li> <li>- Gates will include ample signage and sanitising stations.</li> </ul>	<p><b>Event Coordinator</b></p> <p><b>Ground Manager</b></p> <p><b>COVID Marshals</b></p> <p><b>Gate Marshals</b></p>

	<ul style="list-style-type: none"> <li>- Gate staff, security and COVID-Safe marshalls will also be around to support with direction and ingress at entry.</li> <li>- Exit points will be clearly identified</li> </ul>	
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### End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Signage reminders identifying exits</li> <li>- All exit gates will be opened before the conclusion of the last match to assist with managing foot traffic exiting the event.</li> <li>- There will be up to five exits available after the attendance has reached it's peak and the event is winding down.</li> <li>- Identified COVID marshals and security to assist with patrons exiting the venue</li> </ul>	<b>Event Coordinator</b> <b>Gound Manager</b> <b>COVID Marshals</b> <b>Gate Marshals</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- All exit gates will be opened before the conclusion of the last match to assist with managing foot traffic exiting the event.</li> <li>- There will be up to five exits available after the attendance has reached it's peak and the event is winding down.</li> <li>- Identified COVID marshals and security to assist with patrons exiting the venue</li> </ul>	<b>Event Coordinator</b> <b>Gound Manager</b> <b>COVID Marshals</b> <b>Gate Marshals</b>

### First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- St.John's Ambulance on-site for Grand Final only</li> <li>- Club trainers/doctors at football and netball precincts</li> </ul>	<b>Event Coordinator</b> <b>Gound Manager</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- St.John's Ambulance on-site for Grand Final only</li> <li>- Club trainers/doctors at football and netball precincts</li> </ul>	<b>Event Coordinator</b> <b>Gound Manager</b>
<b>After</b>	<ul style="list-style-type: none"> <li>- Club trainers/doctors at football and netball precincts</li> </ul>	<b>Event Coordinator</b> <b>Gound Manager</b>

## Emergency services access

Timing	Plans / actions	Responsible
<b>Before</b>	Emergency Services Access to provided at 4 points: - Barnard St (Faith Leech Aquatic Centre gate) - View St (South Bendigo Social Rooms gate) - Gaol Rd (Main venue entry, footall arena) - Gaol Rd (Bottom Netball gate)	<b>Event Coordinator</b> <b>Gound Manager</b>
<b>During</b>	Emergency Services Access to provided at 4 points: - Barnard St (Faith Leech Aquatic Centre gate) - View St ( South Bendigo Social Rooms gate) - Gaol Rd (Main venue entr, footall arena) - Gaol Rd (Bottom Netball gate)  Event staff will support Emergency Services to access areas otherwise restricted to vehicles and ensure public safety.	<b>Event Coordinator</b> <b>Gound Manager</b>

## Evacuation

Timing	Plans / actions	Responsible
<b>Before</b>	- Written direction via digital scoreboard - Verbal direction via venue P/A system	<b>Event Coordinator</b> <b>Gound Manager</b>
<b>During</b>	- Written direction via digital scoreboard - Verbal direction via venue P/A system	<b>Event Coordinator</b> <b>Gound Manager</b>

## Weather

Timing	Plans / actions	Responsible
<b>Before</b>	- The event is an all-weather event. All management details remain as detailed. - In case of extreme weather events, games could be postponed if required	<b>Event Coordinator</b> <b>Gound Manager</b>
<b>During</b>	- The event is an all-weather event. All management details remain as detailed. - In case of extreme weather events, games could be postponed if required	<b>Event Coordinator</b> <b>Gound Manager</b>

	- Monitor crowd behaviours should poor whether result in an increase of patrons seeking shelter	
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## Service of Alcohol

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- The wet areas will be signed, segregated by temporary fencing and manned by Security Officers.</li> <li>- Refer to site map (page 11) detailing wet/dry areas</li> <li>- Catering (alcohol) tendered to external provider, who will be responsible for adhering to hospitality COVID guidelines and to implement required COVID safety measures such as social distancing and sanitisation stations/signage.</li> </ul>	<b>Event Coordinator</b> <b>Bar Manager (external)</b> <b>Bar Staff (external)</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- The wet areas will be signed, segregated by temporary fencing and manned by Security Officers.</li> <li>- Refer to site map (page 11) detailing wet/dry areas</li> <li>- Catering (alcohol) tendered to external provider, who will be responsible for adhering to hospitality COVID guidelines and to implement required COVID safety measures such as social distancing and sanitisation stations/signage.</li> </ul>	<b>Event Coordinator</b> <b>Bar Manager (external)</b> <b>Bar Staff (external)</b>

## Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

### Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Enlist professional cleaning contractor services to offer COVID cleaning and sanitisation services</li> <li>- Identify high-touch/frequent use surfaces</li> <li>- Keep a record of facility cleaning (date and sign)</li> <li>- Ensure cleaning supplies and hand sanitiser is available and all facility and event entry points.</li> </ul>	<b>Event Coordinator</b> <b>Cleaning Contractor</b> <b>Ground Manager</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Enlist professional cleaning services to offer COVID cleaning and sanitisation services</li> <li>- Identify high-touch/frequent use surfaces and clean regularly as required (toilets/changerooms etc)</li> <li>- Keep a record of facility cleaning (date and sign)</li> <li>- Monitor supplies of cleaning products and regularly restock</li> <li>- Ensure cleaning supplies and hand sanitiser is available and all facility and event entry points.</li> </ul>	<b>Event Coordinator</b> <b>Cleaning Contractor</b> <b>Ground Manager</b>
<b>After</b>	<ul style="list-style-type: none"> <li>- All indoor facilities will be thoroughly cleaned at the immediate conclusion of their required use and closed for the remaining duration of the event and secured to ensure no further contamination.</li> <li>- A cleaning log will ensure all required cleaning is completed at the conclusion of the event and that any equipment is cleaned before being stored.</li> </ul>	<b>Event Coordinator</b> <b>Cleaning Contractor</b> <b>Ground Manager</b>

## Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Positioned strategically around the venue including in bathroom and changeroom facilities, at the entrance to the ground, at food and beverage stations, and at the entrance to indoor facilities at the event.</li> </ul>	<b>Event Coordinator</b> <b>Cleaning Contractor</b> <b>Ground Manager</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Positioned strategically around the venue including in bathroom and changeroom facilities, at the entrance to the ground, at food and beverage stations, and at the entrance to indoor facilities at the event.</li> <li>- Event staff will regularly monitor amenities and sanitising stations to ensure all facilities are adequately restocked with supplies throughout the event as necessary.</li> </ul>	<b>Event Coordinator</b> <b>Cleaning Contractor</b> <b>Ground Manager</b>



## Workers, vendors, volunteers and contractors

Workers, vendors, volunteers and contractors are essential in operating a COVIDSafe event. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that workers have access to appropriate personal protective equipment, and they receive training in its use? (see <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19> for further information).
- How will you monitor the wellbeing of workers during the event?
- How will you ensure adequate physical distancing is maintained between workers and attendees?
- How will you make sure staff have undergone training on COVIDSafe Event Plan requirements for your event/venue?

## Event organisers and general event workers

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Sanitising products/stations available for patrons and for cleaning spaces</li> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Event staff provided the COVIDSafe plan in the lead up to event.</li> <li>- Event team to stay informed of potential changes to restrictions and possible local cases.</li> <li>- Upload COVID safe plans to event/BFNL website, distribute to clubs and all relevant stakeholders</li> </ul>	<b>Event Coordinator</b> <b>Event Staff</b> <b>Ground Manager</b> <b>COVID marshals</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Sanitising products/stations available for patrons and for cleaning spaces</li> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> </ul>	<b>Event Coordinator</b> <b>Event Staff</b> <b>Ground Manager</b> <b>COVID marshals</b>

	<ul style="list-style-type: none"> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Event staff provided the COVIDSafe plan in the lead up to event.</li> <li>- Event team to stay informed of potential changes to restrictions and possible local cases.</li> <li>- Catering contractors and staff to be regularly monitored/consulted</li> </ul>	
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## Food and catering workers

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Sanitising products/stations available for patrons and for cleaning spaces</li> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Catering contractors and staff to be regularly monitored/consulted</li> <li>- Distribute COVID safe plans to catering contractors</li> </ul>	<b>Event Coordinator</b> <b>Event Staff</b> <b>Ground Manager</b> <b>COVID marshals</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Sanitising products/stations available for patrons and for cleaning spaces</li> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Catering contractors and staff to be regularly monitored/consulted</li> <li>- Ensure regular cleaning and adherence to COVID hospitality guidelines</li> </ul>	<b>Event Coordinator</b> <b>Event Staff</b> <b>Ground Manager</b> <b>COVID marshals</b>

## Cleaning workers

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Distribute COVID safe event plans to catering contractors</li> <li>- Develop satisfactory timetable for match day cleaning/sanitisation requirements</li> <li>- Upload COVID safe event plans to event/BFNL website for reference</li> </ul>	<b>Event Coordinator</b> <b>Cleaning contractor</b> <b>Ground Manager</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Catering contractors and staff to be regularly monitored/consulted</li> <li>- Complete high-touch surface COVID sanitisation of areas such as toilets and changerooms</li> <li>- Complete and maintain match day cleaning logs</li> <li>- Complete post-match extensive clean and sanitise of change rooms, toilets and pavilions.</li> <li>- Ground Manager/Event Coordinator to assist and monitor match day cleaning processes and logs</li> </ul>	<b>Event Coordinator</b> <b>Cleaning contractor</b> <b>Ground Manager</b>

## Security workers

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Distribute COVID safe event plans to security contractors</li> <li>- Brief security staff on COVID protocols, ensure they are adequately educated to provide advice and monitor patron/participant behaviours, and AFL/Netball Vic protocols</li> <li>- Brief security staff on facility entry/exit requirements, including QR code check ins, wet/dry areas</li> <li>- Security staff to hold joint roles as security, along with COVID officer duties</li> <li>- Ensure staff are visibly identifiable (ie. use of high-vis vests) as event security/COVID officers</li> </ul>	<b>Event Coordinator</b> <b>Ground manager</b> <b>COVID Marshals</b> <b>Security Contract Manager</b>

<b>During</b>	<ul style="list-style-type: none"> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Security staff monitor COVID protocols, ensure they are adequately educated to provide advice and monitor patron/participant behaviours, and AFL/Netball Vic protocols</li> <li>- Security staff monitor facility entry/exit requirements, including QR code check ins, wet/dry areas</li> <li>- Security staff to hold joint roles as security, along with COVID officer duties</li> <li>- Ensure staff are visibly identifiable (ie. use of high-vis vests) as event security/COVID officers</li> <li>- Assist with patron dispersion as required post-event</li> </ul>	<b>Event Coordinator</b> <b>Ground manager</b> <b>COVID Marshals</b> <b>Security Contract Manager</b>

## Volunteers

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Distribute and upload COVID safe event plan</li> <li>- COVID safe plan written, communicated to club community and posted on website</li> <li>- Distribute AFL Vic/Netball Vic/BFNL current return to play protocols</li> <li>- Adequate signage installed</li> <li>- Brief on competing team participants/officials match day responsibilities</li> </ul>	<b>Event Coordinator</b> <b>Club Executive</b> <b>Ground Manager</b> <b>Club volunteers</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Distribute COVID safe event plans to applicable volunteers and uploaded to event website</li> <li>- Implement AFL Vic/Netball Vic/BFNL current return to play protocols for match day COVID requirements</li> <li>- Adequate signage installed</li> <li>- Implement competing team participants/officials match day responsibilities</li> </ul>	<b>Event Coordinator</b> <b>Club Executive</b> <b>Club volunteers</b> <b>Ground Manager</b>
<b>After</b>	<ul style="list-style-type: none"> <li>- Ensure club/team spaces used are cleared, cleaned and adequately sanitised prior to next usage</li> </ul>	<b>Club Executive</b> <b>Club volunteers</b>

## Deliveries

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- All deliveries including food and beverages will occur on the days prior to event day to ensure no unnecessary crowd or contact.</li> <li>- Sanitising products available</li> <li>- Mask-wearing if appropriate</li> <li>- Contactless delivery where possible</li> </ul>	<b>Event Coordinator</b> <b>Catering contractors</b>
<b>During</b>	N/A	N/A

## Other workers (if any)

Timing	Plans / actions	Responsible
<b>Before</b>	N/A	N/A
<b>During</b>	N/A	N/A

## Section 4: Event Specific COVIDSafe Controls (if relevant)

### Operational Spaces

Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices, training/practice facilities), front of house (e.g. toilets, retail outlets, grandstands), back of house (e.g. worker areas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure workers, contractors and patrons can access the parts of the venue or event as required? Eg. 'attendee zones' or 'staff only' sections clearly demarcated.

**Complete following sections as applicable to your event.**

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

Timing	Plans / actions	Responsible
Before	N/A	N/A
After	N/A	N/A

### Car Parks

Timing	Plans / actions	Responsible
Before	- Public parking is available in the surrounding streets/Rosiland Park car park, however not controlled or monitored by event staff.	N/A
During	- Public parking is available in the surrounding streets/Rosiland Park car park, however not controlled or monitored by event staff.	N/A

### Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	- Adequate ventilation throughout the main indoor spaces that will be utilised on the day of the event. - Including open windows or vents where possible - Main doors to remain open where possible (other than toilets/change rooms - Public toilets have excellent open air ventilation	<b>Event Coordinator</b> <b>Ground manager</b>
During	- Adequate ventilation throughout the main indoor spaces that will be utilised on the day of the event. - Including open windows or vents where possible - Main doors to remain open where possible (other than toilets/change rooms - Public toilets have excellent open air ventilation	<b>Event Coordinator</b> <b>Ground manager</b>

## Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Sanitising products/stations available for patrons and for cleaning spaces</li> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Event staff provided the COVID safe event plan in the lead up to event.</li> <li>- Event team to stay informed of potential changes to restrictions and possible local cases.</li> <li>- Upload COVID safe event plans to event/BFNL website, distribute to clubs and all relevant stakeholders</li> <li>- Catering contractors adhere to relevant hospitality guidelines</li> </ul>	<p><b>Event Coordinator</b></p> <p><b>Catering contractors</b></p> <p><b>Ground Manager</b></p> <p><b>COVID Marshals</b></p>
<b>During</b>	<ul style="list-style-type: none"> <li>- Sanitising products/stations available for patrons and for cleaning spaces</li> <li>- COVID19 infection training module completed by club volunteers</li> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Event staff provided the COVID safe event plan in the lead up to event.</li> <li>- Event team to stay informed of potential changes to restrictions and possible local cases.</li> <li>- Upload COVID safe event plans to event/BFNL website, distribute to clubs and all relevant stakeholders</li> <li>- Catering contractors adhere to relevant hospitality guidelines</li> </ul>	<p><b>Event Coordinator</b></p> <p><b>Catering contractors</b></p> <p><b>Ground Manager</b></p> <p><b>COVID Marshals</b></p>

## Other Queuing Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Event staff provided the COVID safe event plan in the lead up to event.</li> <li>- Event team to stay informed of potential changes to restrictions and possible local cases.</li> <li>- Upload COVID safe event plans to event/BFNL website, distribute to clubs and all relevant stakeholders</li> </ul>	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Event staff provided the COVID safe event plan in the lead up to event.</li> <li>- Event team to stay informed of potential changes to restrictions and possible local cases.</li> <li>- Upload COVID safe event plans to event/BFNL website, distribute to clubs and all relevant stakeholders</li> </ul> <p>Regular monitoring of all queuing areas will be conducted by the Events Team organisers and COVID Marshals.</p>	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b>

## Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> </ul>	<b>Event Coordinator</b> <b>COVID Marshals</b> <b>Ground Manager</b>



	- Scoreboard used to remind patrons of requirements	
<b>During</b>	<ul style="list-style-type: none"> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Scoreboard used to remind patrons of requirements</li> </ul>	<b>Event Committee</b> <b>COVID Marshals</b> <b>Ground Manager</b>

## Fields of Play and Competition Areas

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Scoreboard (or P/A if required )used to remind patrons of requirements</li> <li>- Clubs to brief participating teams on AFL Vic/Netball Vic/BFNL current return to play protocols</li> </ul>	<b>Event Coordinator</b> <b>Ground Manager</b> <b>COVID Marshals</b> <b>Match Officials</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Signage and markings to help ensure adequate physical distancing.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Scoreboard (or P/A if required )used to remind patrons of requirements</li> <li>- Clubs to brief participating teams on AFL Vic/Netball Vic/BFNL current return to play protocols</li> </ul>	<b>Event Coordinator</b> <b>Ground Manager</b> <b>COVID Marshals</b> <b>Match Officials</b>

## Non-Allocated Seating or Picnic Rug

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	- Fixed aluminium steel bench seating and grassed areas are available at various locations around the ground.	<b>Event Coordinator</b>

	<ul style="list-style-type: none"> <li>- Signage and markings to help ensure adequate physical distancing whilst seated.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Scoreboard (or P/A if required) used to remind patrons of requirements</li> </ul>	<b>Ground Manager</b> <b>COVID Marshals</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Fixed aluminium steel bench seating and grassed areas are available at various locations around the ground</li> <li>- Signage and markings to help ensure adequate physical distancing whilst seated.</li> <li>- Recommend mask-wearing if social distancing not possible or as Government guidelines require</li> <li>- Event staff will be available to answer questions from event staff, players and coaches as required.</li> <li>- Scoreboard (or P/A if required )used to remind patrons of requirements</li> </ul>	<b>Event Coordinator</b> <b>Ground Manager</b> <b>COVID Marshals</b>

### Other Operational Space Considerations

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>- Some temporary fencing barriers may be brought in to assist to direct foot traffic to the entry points and segregated wet and dry areas</li> </ul>	<b>Event Coordinator</b> <b>Ground Manager</b> <b>COVID Marshals</b> <b>Catering Contractors</b>
<b>During</b>	<ul style="list-style-type: none"> <li>- Some temporary fencing barriers may be brought in to assist to direct foot traffic to the entry points and segregated wet and dry areas</li> <li>- Mobile catering vans will be brought in for the duration of the event and operate within their own operating guidelines for service.</li> </ul>	<b>Event Coordinator</b> <b>Ground Manager</b> <b>COVID Marshals</b> <b>Catering Contractors</b>

## Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Plan. This could include, but not be limited to:

- Event Operations Plan
- Floor Plans
- Previous COVIDSafe Event Plans (in Australia or overseas)
- Existing COVIDSafe Event Plans for other events - currently under review or recently approved
- Cleaning schedule
- Photos

## Section 6: Legal Terms

### **Liability and indemnity**

You control and accept sole responsibility, risk and liability for all aspects of your public event. You must conduct your own investigations, assessments and interpretations and seek independent professional advice on all aspects of your public event.

The State of Victoria does not control and accepts no liability for your public event nor for any loss, damage, injury or death in connection with your public event, including (without limitation), any change to requirements for your public event or the cancellation or postponement of your public event.

You will indemnify the State of Victoria against any liability to or claims by a third party for any loss, damage, injury or death in connection with your public event, including (without limitation), the cancellation or postponement of your public event.

### **Consultation, review, assessment and approval process**

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use of or reliance on any consultation, review, assessment or approval process in connection with your public event.

The State of Victoria may amend or withdraw from the consultation, review, assessment or approval process at any time without notice.

The State of Victoria may amend or withdraw any consultation, review, assessment or approval at any time without notice.

You will not be relieved from compliance with any of your obligations at law as a result of:

- any consultation, review, assessment, or approval (or failure to consult, review, assess, or approve) or any other act or omission by the State of Victoria in connection with your public event (including, without limitation, any failure by the State of Victoria to detect any errors, inaccuracies, mistakes, non-compliances or omissions in connection with your public event)
- your implementation of and compliance with the Plan for your public event.

### **Purpose / use of template**

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