

This checklist will assist Clubs and their members in preparation for returning to play following COVID-19 restrictions.

Clubs should use this in conjunction with Government advice.

Any person showing signs and symptoms of COVID-19 must not attend clubs or training and seek medical advice.

ADMINISTRATION

Facility Tenancy (Club President)	<input type="checkbox"/> Will the facility tenancy see out the duration of the season?
Facilities Usage (Club President)	<input type="checkbox"/> Have you received approval from council/owner to use facilities for trainings? <input type="checkbox"/> Have you received approval from council/owner to use facilities for match days? <input type="checkbox"/> Have you received approval from council/owner to use function & meeting rooms at your facility?
Facility Utilities (Club Admins)	<input type="checkbox"/> Have all utilities been reinstated and ready to use (Water? Gas? Electricity? Lights?)

HANDS ON TASKS

Club Facilities (Club President/ Council)	COVID-19 items: <ul style="list-style-type: none"> <input type="checkbox"/> Have you appointed a manager for COVID-19? <input type="checkbox"/> Have you appointed a registrar for training attendance? <input type="checkbox"/> Have the facilities been thoroughly cleaned? <input type="checkbox"/> Have any external contractors been advised of changes to the season (eg. Cleaners, caterers)? <input type="checkbox"/> Have the facilities been returned to advised standards (including hand sanitiser and PPE supply, one-way routing, physical distance indicators and doors being held open where appropriate)? <input type="checkbox"/> Is there a plan to manage canteen/bar facilities in accordance with requirements? <input type="checkbox"/> Have coaches and players been informed that changerooms will remain closed during Level B1 and B2 restrictions? <input type="checkbox"/> Are there any 'At Risk' people likely to be at your facility? Is there a management plan? <input type="checkbox"/> Have you got replacement volunteers to cover 'at risk' people that can't attend? <input type="checkbox"/> Have non-essential people (eg. spectators) been identified and advised not to attend? <input type="checkbox"/> Have all attendees been advised to download the COVIDSafe phone app?
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*As of 06/05/2020

	<ul style="list-style-type: none"> <input type="checkbox"/> Have you installed signage to promote the COVIDSafe phone app? <input type="checkbox"/> Have you developed and communicated the plan for a potential positive COVID—19 test result? (include all teams if training only, and opposition team if after match day). <p>Rugby Specific items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do all volunteers and necessary personnel have keys for Club facilities? <input type="checkbox"/> Is the bar and canteen stocked?
<p>Fields (Club President/ Committee/ Council)</p>	<p>Rugby Specific items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are the fields mowed and ready for play? <input type="checkbox"/> Are the field markings completed to competition standard? <input type="checkbox"/> Is the field setup sorted for all active fields, as per Game Management Guidelines? This includes all post pads, corner posts, scoreboard and field roping requirements.
<p>Training (Club President/ Committee/ Council)</p>	<p>COVID-19 items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is there a plan for cleaning equipment (including management of gyms)? <input type="checkbox"/> Have individuals been advised to bring their own water bottles? <p>Rugby Specific items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you have all your training equipment including balls, cones, hit shields, etc?
<p>Playing Kit</p>	<p>Rugby Specific items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is all playing kit ready and available for teams? Team jerseys from club, shorts and socks available for purchase?
<p>Match Day (Club President/ Committee/ Council)</p>	<p>Rugby Specific items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the Match Day manager/Ground Marshall in place for game days? <input type="checkbox"/> Are the Canteen Workers in place for game days? <input type="checkbox"/> Are competition standard match balls stocked? <input type="checkbox"/> Are match day bibs stocked and washed per team (all age groups including seniors)? Coach (green), Manager (red), First Aid (orange), Water Carrier (yellow x 2) <input type="checkbox"/> Are all First Aid requirements organised as required under Game Management Guidelines?

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RUGBY'S WORKFORCE	
Smart Rugby (Participants = Learning Centre > Browse Learning > Smart Rugby)	<input type="checkbox"/> Are your volunteers Smart Rugby accredited? Note, you can download a list of Smart Rugby accredited volunteers in Rugby Xplorer (but they need to register first)!
Coaching Accreditations (Participants = Learning Centre > Browse Learning > Coaching)	<input type="checkbox"/> Do you coaches have a current coaching accreditation? <input type="checkbox"/> Have you checked this in Rugby Xplorer?
Rugby Xplorer Administration (Participants = Learning Centre > Browse Learning > Administration)	<input type="checkbox"/> Have you completed the Rugby Xplorer administration courses? <input type="checkbox"/> Team Manager <input type="checkbox"/> Club Admin <input type="checkbox"/> Association Admin
Rugby Xplorer Online Workshops (Participants)	<input type="checkbox"/> Did you attend a Rugby Xplorer online workshop? <input type="checkbox"/> List of workshops available here .

RUGBY XPLORER	
My Club (Club Admin = Administration > My Club)	<input type="checkbox"/> Have you updated your My Club details as required? <input type="checkbox"/> Is your Facebook URL added in, so it displays in Rugby Xplorer app? <input type="checkbox"/> Have you downloaded your 2020 Certificate of Currency?
My Account Details (Club Admin = Administration > My Account Details)	<input type="checkbox"/> Have you checked your bank account details and Know Your Customer (KYC) status have been completed?
Registration Payment Settings (Club Admin = Administration > Payment Settings)	<input type="checkbox"/> Which durations are you going to offer? Season, monthly and/ or weekly? Note, both state and association need to open these for Clubs to be able to offer this duration. <input type="checkbox"/> Have you ensured your Payment Settings are set to 'open'? <input type="checkbox"/> Have you ensured all groups have been added to your Payment Settings? Player, Coach, Manager, Volunteer, Match Official. Note, Manager is new in 2020.
Discounts (Club Admin = Administration > Discounts)	<input type="checkbox"/> Have you added any applicable discounts? Early bird discounts, Family discounts or Club discounts
Registrations (Participants = https://myaccount.rugby.com.au/), Club/ Association Admin = Administration > Reports)	<input type="checkbox"/> Have all players registered through Rugby Xplorer for 2020 season? <input type="checkbox"/> Have all coaches registered through Rugby Xplorer for 2020 season? <input type="checkbox"/> Have all managers registered through Rugby Xplorer for 2020 season? <input type="checkbox"/> Have all volunteers registered through Rugby Xplorer for 2020 season?

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	<input type="checkbox"/> Note: the benefits of registering volunteers can be found here .
Teams (Club Admin = Entities > Teams)	<input type="checkbox"/> Have all teams been created in Rugby Xplorer?
Non-Player Management (Club Admin = Members > Non-Player Management)	<input type="checkbox"/> Are your coaches, managers, volunteers all registered? <input type="checkbox"/> Do non-playing members have the correct roles assigned to them to add them to the squad?
Squad Management (Club Admin = Members > Squad Management)	<input type="checkbox"/> Have you added your players to the squad? <input type="checkbox"/> Have you added your non-players to the squad? Note, coach and manager are mandatory on many team sheets.
Team Manager User Permission (Club Admin = Administration > User Management)	<input type="checkbox"/> Have team managers downloaded 'Rugby Match Day app'? <input type="checkbox"/> Have you added 'team admin' user permissions to their record? <input type="checkbox"/> Have teams' admins watched the Rugby Match Day app videos ?

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